



# TERLING AND FAIRSTEAD PARISH COUNCIL

**Parish Clerk:** Tamasin Curtis

Avenley, New Road, Terling CM3 2PN

**Tel:** 07354 723482 **Email:** clerk@terlingandfairsteadpc.co.uk **Web:** [www.terlingandfairstead.org.uk](http://www.terlingandfairstead.org.uk)

## TERLING AND FAIRSTEAD PARISH COUNCIL

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 23 January 2024 at 7.30pm, at Terling Village

Present: Cllr S McNamara (Chairman)  
Tamasin Curtis (Clerk/Responsible Financial Officer)  
Cllr J Halfhide  
Cllr G Barnes  
Cllr R Dixon  
Cllr C Dervish  
Cllr C Barker  
Cllr M Webster  
Cllr S Alder  
Cllr S Thatcher  
  
Cllr R Playle  
  
1 member of the public.

### 30.68 *Apologies for Absence*

Apologies received from Cllr J Coleridge and Cllr L Sime.

### 30.69 *Declaration of Interests*

None to declare.

### 30.70 *Meeting Open to the Public*

The issue of the water crossing the road at Norrells was raised by the member of public in attendance. It was a hazard in the icy conditions. Cllr Dervish confirmed that the ditches had been cleared recently and she confirmed she is trying to get the road included on the gritting route. Cllr Playle is also investigating the issue of the salt bins being refilled and will also assist with the process of requesting the addition of the gritting route.

### 30.71 *Minutes of Last Meeting*

It was proposed by Cllr Dervish and seconded by Cllr Webster that the Chairman should sign a copy of the minutes of the Parish Council meeting of 5 December 2023, unanimously approved.

It was noted that Cllr Halfhide surname was spelt incorrectly in those minutes.

### 30.72 *District and County Councillors' Reports*

Cllr Playle confirmed that Essex County Council had proposed a council tax increase at 2.99% plus 2% for the Adult Social Care Precept. It was noted that the adult social care levy does not cover the actual costs even with the rise.

There is currently a review of the local highways panel to see how to speed up the process of signage replacement/repair.

The parish should be getting Digigo and he will confirm further details in due course.



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Cllr Playle will request that the fallen sign at Flacks Green is put back up.

Cllr Dixon asked if there were any works planned with regard to the diversion when the A12 works begin. Cllr Playle will update if he hears of any.

With regard to potholes he is waiting to hear if the scheme is renewed within the new budget. He noted a pot hole on the Braintree Road was already starting to break up and will report it.

Cllr Dervish confirmed garden waste collections begin 3 March and properties that have paid for the service will receive a permit sticker. The take up rate was 43%.

With regard to the budget this is going to corporate scrutiny on 31 January and then full council in February. The proposal is a 2.96% increase.

Cllr Dervish confirmed the A12 widening scheme was approved and that she had granted a community grant for new road signs outside the school.

30.73

## ***Chairman's Report***

Nothing to report.

30.74

## ***Finance***

Cllr Webster proposed that the following BACs payments/direct debits be approved for payment seconded by Cllr Barnes unanimously approved.

The following cheques/direct debits/BACS to be approved for payment and signed:

4 <sup>th</sup> Dec	BACS	T Curtis	Salary	£1,305.21
4 <sup>th</sup> Dec	BACS	T Curtis	Expenses	£61.12
4 <sup>th</sup> Dec	BACS	F Kilby	Salary	£635.29
4 <sup>th</sup> Dec	BACS	F Kilby	Expenses	£22.50
4 <sup>th</sup> Dec	BACS	Terling Village Hall	Room Hire	£21.00
4 <sup>th</sup> Dec	BACS	James Todd	PAYE/TAX	£34.32
4 <sup>th</sup> Dec	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
4 <sup>th</sup> Dec	BACS	EALC	Training	£180.00
4 <sup>th</sup> Dec	BACS	EALC	Training	£408.00
4 <sup>th</sup> Dec	BACS	A Jiggins	Handyman Services	£154.10
4 <sup>th</sup> Dec	BACS	HMRC	PAYE/Tax	£256.95
3 <sup>rd</sup> Jan	BACS	T Curtis	Salary	£1,055.93
3 <sup>rd</sup> Jan	BACS	Alan Jiggins	Handyman Services	£84.76
3 <sup>rd</sup> Jan	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
3 <sup>rd</sup> Jan	BACS	James Todd	Payroll Services	£34.32
3 <sup>rd</sup> Jan	BACS	HMRC	PAYE/Tax	£50.89



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3 <sup>rd</sup> Jan	BACS	Essex Pension Fund	Clerk's Pension	£330.80
3 <sup>rd</sup> Jan	BACS	Clear Insurance	Tractor insurance	£182.91
16 <sup>th</sup> Jan	BACS	N Power	Street Lighting	£170.32

Cllr S Thatcher discussed and proposed the budget on behalf of the Finance Committee. It was resolved to agree the budget proposed by the Finance Committee as shown at Appendix 1. Proposed by Cllr Dervish and seconded by Cllr Alder and unanimously agreed.

It was resolved that the Chairman of the meeting and the Clerk should sign the Precept Request Form to request the precept as agreed in the proposed budget. Proposed by Cllr Halfhide and seconded by Cllr Thatcher and unanimously agreed.

30.75

## ***Environmental & Footpaths***

Parish Map - this will be deleted going forwards.

River Ter - Cllr Dixon has chased Anglian Water re testing equipment.

Land Owner Deposit – LRF – Clerk will organise a meeting.

30.76

## ***Estate Liaison***

Cllr Sime has confirmed in her absence that the signage wording for the parking area had been agreed and the supplier and design details had been supplied by the Estate.

30.77

## ***Health & Welfare***

Defibrillators – Ranks Green review is currently outstanding. Cllr Thatcher will review this week.

Cllr Dervish confirmed community grants can be applied for pads.

Playground – Cllr Alder would like to get a working party before the next full council meeting together for playground works. Public and Parish Council to be involved.

Village Hall Bins – Clerk is finalising the contract and padlocks will go on following this.

Men in Sheds – noting there is now a welfare group for the gentlemen of the village and the first meeting had been a success. Clerk to investigate a visit and viability.

30.78

## ***IT & Publicity***

Clerk is investigating the various options to upgrade the emails to .gov.uk email addresses.

30.79

## ***Planning and Highways***

Planning – Meeting last week and a brief overview of that meeting was noted.

Road Repairs – Cllr Playle had discussed this earlier in the meeting.

Directional Signs – Cllr Playle had discussed this earlier in the meeting.

A12 to A120 Widening – Further details are awaited following the go ahead.

20s Plenty Initiative – Cllr Halfhide confirmed that Essex County Council did not pass the motion for 20s Plenty and instead wish to look at matters on a case by case basis. It was noted that there were plans to reduce deaths and serious injuries on the roads in Essex to zero by 2040.

30.80

## ***Longfield Solar Farm***

Section 106 Agreement – Clerk will arrange a meeting of the working group. Cllr Dervish, Cllr Alder, Cllr Dixon and Cllr Thatcher would like to be involved.

30.81

***National Grid Norwich to Tilbury*** – no updates currently.



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30.82

## ***Area Opposite the Village Hall used for Parking***

The Clerk is obtaining a quote for signage using Lord Rayleigh's Farms Limited preferred supplier.

The Clerk noted that there had been a report of anti social behavior in the parking area via a member of public.

30.83

**Parish Handyman** – A new enquiry was received yesterday and the clerk will follow up. The Clerk will also investigate Braintree District Council emptying the bins instead.

30.84

## ***Councillors' Reports, including Village Hall Report, School Report and Church Liaison***

Cllr Dervish confirmed that Terling Football Club had obtained some new benches via a grant.

30.85

## ***Clerk's Report***

The Clerk summarised some correspondence with members of the public.

The Clerk confirmed that the risk assessment had been sent to Mr Lewis for review. It was confirmed the finance review was not due until the new financial year.

It was noted that the 80<sup>th</sup> anniversary of D Day would be commemorated on Thursday 6 June via the lighting of a beacon. The Clerk and Cllr Dervish will investigate further.

30.86

## ***Information exchange / next agenda items***

30.87

## ***Dates of next meeting, including committees***

Date of next meeting Tuesday 12<sup>th</sup> March 2024 at Terling Village Hall, The Dismals, Terling

Meeting closed 21.01



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## Appendix 1 – Proposed Budget Actual as at 3/1/24

### ACTUAL BUDGET 2023-24/PROPOSED BUDGET 2024-25

<b>Expenditure Description</b>	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>	<b>Draft Budget</b>
	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>
Clerk's Salary/Office Allowance	15,100	21,800	21,800	23,700
Consultation Work	0	500	500	500
Clerks's Mileage	243	350	450	150
Insurance	796	613	590	850
Subscriptions/Publications	401	500	420	650
Consumables	219	350	600	350
Bank Charges	36	72	72	72
Audit	575	575	395	725
Room hire	67	170	170	155
Training/Conference expenses	588	300	300	1,200
Corporate Gov/Chair's Allowance	35	100	100	100
Professional Fees	260	350	350	420
Election Expenses	140	140	100	100
Defibrillator Costs	89	300	500	500
Donations to Village clubs	0	0	0	100
Street Lighting	267	600	600	600
Noticeboards/seats/kiosks	78	150	500	150
Trade				
Waste/Recycling/Environment	1,392	1,900	1,900	1,500
IT Facilities	8	70	70	300
Children's Play Area	630	630	0	400
Parish Paths/P3	506	700	900	700
Handyman's Services	1,757	2,900	2,900	2,900
Community Space/Gen Maintenance	420	420	200	200
Councillors' Expenses	0	0	0	100



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Map Production	0	0	450	0
Insurance excess				250
Parking area				400
Other including VAT	1,613	2,500	3,000	2,000
<b>Total Expenditure</b>	<b>25,220</b>	<b>35,990</b>	<b>36,867</b>	<b>39,072</b>
Precept	30,681	30,681	30,681	34,100
Street Scene	848	848	848	890
Recreation Ground Income	871	871	1,000	0
Parish Paths/P3	0	1,708	1,708	1,708
Grants	424	350	350	500
Other (VAT reclaim)	5,462	5,462	3,277	2,000
<b>Total Income</b>	<b>38,286</b>	<b>39,920</b>	<b>37,864</b>	<b>39,198</b>
<b>SURPLUS/DEFICIT</b>	<b>13,066</b>	<b>3,930</b>	<b>997</b>	<b>126</b>
RESERVES - OPENING	24,539	24,539	24,539	28,469
<b>RESERVES - CLOSING</b>	<b>37,605</b>	<b>28,469</b>	<b>25,536</b>	<b>28,595</b>