



# 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

**To: Members of Terling and Fairstead Parish Council**

**TERLING AND FAIRSTEAD PARISH COUNCIL**

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 21 May 2024 at 8.00pm, at Terling Village Hall**

Present:

Tamasin Curtis (Clerk/Responsible Financial Officer)  
Cllr C Dervish  
Cllr G Barnes  
Cllr L Sime  
Cllr J Halfhide  
Cllr S Alder  
Cllr M Tugwell  
Cllr R Dixon  
Cllr M Webster  
Cllr S Thatcher

4 members of the public.

31.08

## ***Election of Chairman***

Cllr Sime proposed Cllr Dervish to be Chairman and this was unanimously agreed and Cllr Dervish signed the Declaration of Acceptable of Office in the presence of the Clerk.

31.09

## ***Election of Vice Chairman***

Cllr Dervish proposed Cllr Sime to be Vice Chairman and this was unanimously agreed.

31.10

## ***Apologies for Absence***

Apologies were received from Cllr Charles Barker, Cllr Ross Playle and Cllr Coleridge.

31.11

## ***Declaration of Interests***

Cllr L Sime declared an interest in National Grid Norwich to Tilbury.

Councillors were reminded to review their Declaration of Interests and make sure they are up to date.

31.12

## ***Meeting Open to the Public***

No comments were made.

31.13

## ***Minutes of Last Meeting***

It was proposed by Cllr Webster and seconded by Cllr Halfhide that the Chairman should sign a copy of the minutes of the Parish Council meeting of 12 March 2024, unanimously approved.

31.14

## ***To review the membership of Advisory Groups***

It was agreed that the Finance Advisory Group would consist of Cllr Dixon, Cllr Barnes, Cllr Thatcher and Cllr Alder.

It was agreed that the Planning Advisory Group will consist of Cllr Webster, Cllr Dixon, Cllr Halfhide, Cllr Sime and Cllr Tugwell.



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It was agreed that the Personnel Advisory Group would consist of Cllr Halfhide, Cllr Barnes and Cllr Dervish.

31.15

## ***To appoint representatives for the following***

It was agreed that the following Councillors would be appointed:-

Environmental and Footpaths – Cllr Halfhide, Cllr Sime and Cllr Thatcher

Health & Welfare – Cllr Alder, Cllr Dervish and Cllr Barnes

Estate Liaison – Cllr Sime

Terling School – Cllr Webster

Terling Village Hall – Cllr Barker

31.16

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

Cllr Ross Playle sent a report which confirmed his continued work on the pot holes and also the consultations for the National Grid Norwich to Tilbury.

Cllr Dervish confirmed that Cllr Coleridge will email his annual report.

Cllr Dervish noted that the government is proposing to update the rules regarding requesting extensions of time for commenting on planning applications.

Cllr Dervish and Cllr Coleridge have taken on new roles in the Cabinet.

There has been a delay at Braintree District Council regarding TPO responses but this has now been resolved.

31.17

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

A report will feature in a future issue of the Parish Magazine due to the sad passing of our Chairman Sarah McNamara.

31.18

## ***Finance***

Cllr Halfhide proposed that the following BACs payments/direct debits be approved for payment seconded by Cllr Dixon and unanimously approved.

5 Apr	BACS	T Curtis	Salary	£1,134.69
5 Apr	BACS	T Curtis	Expenses	£45.82
5 Apr	BACS	James Todd	PAYE/TAX	£34.32
5 Apr	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
5 Apr	BACS	EALC	Affiliation fees	£249.95
5 Apr	BACS	A Jiggins	Handyman Services	£225.83
5 Apr	BACS	HMRC	PAYE/Tax	£92.39
5 Apr	BACS	Essex Pension Fund	Clerk Pension	£364.92
5 Apr	BACS	N Power	Electricity	£175.96



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5 Apr	BACS	Terling Village Hall	Hall Hire	£30.80
9 May	BACS	T Curtis	Salary	£929.08
9 May	BACS	Alan Jiggins	Handyman Services	£224.07
9 May	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
9 May	BACS	James Todd	Payroll Services	£37.50
9 May	BACS	HMRC	PAYE/Tax	£6.27
9 May	BACS	Essex Pension Fund	Clerk's Pension	£283.31
9 May	BACS	Premier Print	Car Park Sign	£17.22
9 May	BACS	Terling Village Hall	Room hire	£17.60
9 May	BACS	TsoHost	Email domain	£9.54

Cllr Sime left the room due to the next agenda item and her declaration of interest.

To approve a donation of £500 to Essex Suffolk Norfolk Pylons Action Group see Appendix 1 - proposed by Cllr Halfhide and seconded by Cllr Dixon and unanimously approved.

Hellis & Lodge were agreed to be appointed as Internal Auditors for 2024-2025 proposed by Cllr Dixon and seconded by Cllr Thatcher and unanimously approved.

It was agreed that Cllr Dervish would be added to the bank signatory list.

The Finance Committee Terms of Reference (Appendix 2) were reviewed and proposed by Cllr Alder and seconded by Cllr Webster and unanimously approved.

The Financial Regulations (Appendix 3) were reviewed and proposed by Cllr Alder and seconded by Cllr Webster and unanimously approved.

The Standing Orders (Appendix 4) were reviewed and proposed by Cllr Halfhide and seconded by Cllr Thatcher and unanimously approved.

31.19

## ***Environmental & Footpaths***

River Ter - No update.

31.20

## ***Estate Liaison***

Cllr Sime confirmed that Lord Rayleigh Farms got in touch about a tree on church green and have now spoken to David Gomer.

The doctors surgery continues to be chased.

A thank you was made to the Lord Rayleigh Farms and the family for opening Terling Place at the Terling Open Gardens which was a fantastic event for the Parish.

31.21

## ***Health & Welfare***

Defibrillators - It was confirmed the new defibrillator at the Church would be installed outside.

Clerk to review battery ordering and consider whether a District Councillor grant can be applied for.



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Playground – GB and SA reviewed the park and the ROSPA report arrived today but it will not open. Clerk to circulate.

Village Hall Bins – There had been some fly tipping but all dealt with.  
Men in Sheds – Robin Dixon to run with idea. Potential location was discussed.

31.22

## ***IT & Publicity***

Printer no longer works and will be disposed of.

31.23

## ***Planning and Highways***

Planning – recent planning meeting and recent planning outcomes noted.

Road Repairs – Cllr Playle has updated in his report. Ride London is due to visit part of Terling and the pot holes have been filled in on the route although some are already showing signs of wear.

Directional Signs – Cllr Playle confirmed that these had been reported.

A12 to A120 Widening – this was currently on hold due to court action. No further update.

20s Plenty Initiative – Cllr Halfhide joined a zoom meeting on 16<sup>th</sup> May and news was encouraging. Clerk to write to Cllr Playle regarding our support.

31.24

## ***Longfield Solar Farm***

Section 106 Agreement/Community Fund – no update. TC to chase and copy in F Strutt in due course.

31.25

## ***National Grid Norwich to Tilbury***

Louisa left the room.

Cllr Halfhide confirmed the large scale maps were available at the meeting. The deadline for responses is 18<sup>th</sup> June and a planning meeting and a full council meeting will take place before the deadline.

A meeting was held in Fuller Street but attendance was poor.

Encouraging the community to respond to the parish council is key.

31.26

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

Signage – the sign has now been received and Clerk will arrange for A Jiggins to install.

31.27

***Parish Handyman*** – Clerk will action the advert to be removed from the website.

31.28

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

Cllr Sime confirmed she had a volunteer for the vacant position on the parish council. Clerk confirmed the Notice of Casual Vacancy had been published.

Cllr Dixon can help with village hall issues if required.

Cllr Dervish reminded the council about the upcoming D-Day event.

31.29

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



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The Clerk confirmed that a new code of conduct had been issued but as yet no training on the updates. Once these are communicated this will come to the full Council for review.

The Clerk confirmed new Financial Regulations had been issued but there was talk of these containing errors. This will be come to full Council for review following these being updated.

The Notice of Casual Vacancy has been posted and expires on 5<sup>th</sup> June 2024.

ROSPA report received and will be circulated.

Funds have been received for precept and P3.

Clerk is working on the audit but this had been delayed due to recent events.

31.30

***Review of Policies as follows:-***

Code of Conduct (Appendix 5)

Recording of Meetings Policy (Appendix 6)

Complaints Procedure (Appendix 7)

Clerk's Designated Powers (Appendix 8)

Equality and Diversity Policy (Appendix 9)

Planning Committee Terms of Reference (Appendix 10)

All policies were reviewed and were proposed by Cllr Webster and seconded by Cllr Thatcher and unanimously approved.

31.31

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

Date of next meeting

Tuesday 25 June at Terling Village Hall, The Dismals, Terling

There will also be a prior planning meeting and additional full council meeting with dates to be confirmed regarding Norwich to Tilbury.

Meeting closed at 21.44