



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 20 May 2025 at Terling Village Hall

MINUTES

Present:

Cllr Dervish
Cllr Webster
Cllr Halfhide
Cllr Alder
Cllr Sime
Cllr Wild
Cllr Barker
Cllr Thatcher
Cllr Barnes

Tamasin Curtis Clerk

2 members of the public

32.48

Election of Chairman

Cllr Charley Dervish was elected as Chairman and she signed Declaration of Acceptance of Office alongside the clerk proposed by Cllr Webster and seconded by Cllr Barnes and unanimously approved.

32.49

Election of Vice-Chairman

Cllr Louise Sime was elected as vice-chairman proposed by Cllr Dervish and seconded by Cllr Baker and unanimously approved.

32.50

Apologies for Absence

Apologies received from Cllr Dixon and Cllr Tugwell.

32.51

Declaration of Interests

Cllr Wild declared his interest in matters relating to the Estate and Cllr Barnes and Cllr Barker declared interests in matters relating to the Village Hall. Cllr Dervish declared an interest in the planning section of the meeting.

32.52

Meeting Open to the Public

2 members of the public were in attendance.

32.53

Minutes of Last Meeting

The Parish Council minutes of the meeting held on 1 April 2025 were approved as a correct record. This was proposed by Cllr Barker and seconded by Cllr Alder and unanimously approved.



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32.54

To review the membership of Advisory Groups

The following Councillors agreed to be members of the Advisory Groups:-

Finance Cllr Dixon, Cllr Barnes, Cllr Dervish

Planning Cllr Sime, Cllr Halfhide, Cllr Dixon, Cllr Barker, Cllr Dervish

Personnel Cllr Halfhide, Cllr Dervish

32.55

To appoint representatives for the following

The following Councillors agreed to be members of the Advisory Groups

Environmental and Footpaths Cllr Barnes, Cllr Dixon Cllr Wild

Health & Welfare Cllr Dervish, Cllr Barnes, Cllr Barker

Estate Liaison Cllr Sime, Cllr Wild

Terling School Cllr Dervish

Terling Village Hall Cllr Barker

32.56

District and County Councillors' Reports

District Councillor Dervish confirmed the waste review went to full cabinet on Tuesday with the recommendation for black bin waste every 3 weeks, paper and card every other week and glass and metal every other week, a weekly food bin and green bin every other week. It is proposed to have some dispensations.

Cllr Dervish confirmed devolution was an ongoing process with lots of discussions but noted boundaries should not be moved.

Cllr Dervish confirmed the call for sites was successful but there are none in this Parish.

The proposals for the outside spaces have been discussed at committee and a meeting is due. Not all of our applications were accepted and Cllr Dervish will report back further in due course.

County Councillor Ross Playle confirmed that the devolution final proposals are due in the autumn.

Cllr Playle confirmed that the Locality budget has been renewed for a further year and that the local highways panel review is in progress.

Cllr Playle also confirmed that the member led scheme continues and that the sign at Flacks Green should be replaced by a full sized sign. He has also pushed for the school corner works to be a priority.

Cllr Playle confirmed receipt of Cllr Dixon's line marking email and this has been passed to highways.

He confirmed that there are physical copies of the bus survey and these are available in the Rayleigh Arms and Square and Compasses until 27th June.

Cllr Playle and Cllr Barnes discussed the Norrells safety issues.

Cllr Alder thanked Cllr Playle re the potholes in Braintree Road.



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32.57

Finance

Cllr Alder proposed that the following BAC's payments/direct debits be approved for payment seconded by Cllr Halfhide and unanimously approved:-

| | | | | |
|--------|------|----------------------|-------------------|-----------|
| 8 Apr | BACS | HMRC | PAYE/TAX | £171.49 |
| 8 Apr | BACS | James Todd | PAYE/Tax | £37.50 |
| 8 Apr | BACS | T Curtis | Expenses | £337.59 |
| 8 Apr | BACS | Lord Rayleigh Farms | Garage Rent | £36.00 |
| 8 Apr | BACS | A Jiggins | Handyman Services | £239.07 |
| 8 Apr | BACS | James Todd | PAYE/Tax | £37.50 |
| 8 Apr | BACS | Essex Pension Fund | Clerk Pension | £381.49 |
| 28 Apr | BACS | T Curtis | Salary | £1,173.84 |
| 9 May | BACS | Essex Pension Fund | Pension | £382.68 |
| 9 May | BACS | Alan Jiggins | Handyman Services | £219.38 |
| 9 May | BACS | Lord Rayleigh Farms | Garage Rent | £36.00 |
| 9 May | BACS | James Todd | Payroll Services | £39.30 |
| 9 May | BACS | HMRC | PAYE/Tax | £172.98 |
| 9 May | BACS | Terling Village Hall | Room hire | £18.40 |

Payments in were noted as:

| | |
|------------------------------------|------------|
| Essex County Council Grant | £281.34 |
| Braintree District Council Precept | £17,675.00 |

It was resolved to renew the RCCE membership at a cost of £84.00. Proposed by Cllr Webster and seconded by Cllr Halfhide

It was resolved to approve the appointment of Heelis & Lodge as Internal Auditors 2025-2026. Proposed by Cllr Webster and seconded by Cllr Alder.

It was agreed that close to Cllr Dixon returning from holiday the Clerk will prepare the forms to update the bank signatories. The forms only last a certain amount of time so we can then look to get all the signatures in the correct period and submit.

The Finance Committee Terms of Reference (Appendix 1) was reviewed and approved and proposed by Cllr Alder and approved by Cllr Halfhide.



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The Financial Regulations (Appendix 2) was reviewed and the Clerk noted that these had been amended by NALC and suggested amendments will be sent for the next meeting.

The Standing Orders (Appendix 3) were reviewed and approved and proposed by Cllr Halfhide and seconded by Cllr Alder and unanimously approved.

32.58

Estate Liaison

The only update was that the surgery discussions were ongoing.

32.59

Health & Welfare

Owls Hill Library update – Cllr Barker is unable to carry out the work and a local volunteer has volunteered to do works. These will commence soon.

Litter pick – Cllr Barnes confirmed the numbers were lower in Terling but still a positive turn out. It was harder to litter pick as the grass is high and hedges overgrown. Cllr Alder confirmed that the Fuller street numbers were also down. The Parish Council thank the volunteers who took park and The Square and Compasses pub. The Clerk confirmed the tea room invoice was £39.05 for the litter pick drinks. Cllr Sime is to take over the Fuller Street Litter Pick following Cllr Alder resignation.

Brantree District Council Refuse Vehicle visit – Councillors noted that this was a large cost but the clerk will investigate.

32.60

Playground

Installation of Rocker – Quotes are awaited.

32.61

Planning and s106

Section 106 Payment Update – The clerk confirmed that we are waiting to hear from Brantree District Council.

Planning application 25/00857/FUL Proposed Outbuilding Terling CofE Primary School Terling – deadline 26 May 2025.

It was noted the application lies within the conservation area but outside of the village envelope and this would be commented upon and that the Parish Council had no further comments.

Consultation Hedgehog Grove Solar Farm deadline 21 May 2025

The Parish Council have no further comments.

32.62

Clerk's Report

The clerk noted that the new email system was now fully up and running.

The Resignation of Sheila Alder and Cllr Thatcher was noted and the Parish Council thanked them for all their hard work with a small token. The clerk will notify the elections team.

The clerk checked whether they both wished to carry on looking after the defibrillators. Cllr Alder agreed and Cllr Thatcher would prefer that we found someone new and the clerk will advertise this.



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Review of Policies as follows:-

The following policies were reviewed and agreed and all were proposed by Cllr Alder and seconded by Cllr Thatcher and unanimously approved.

Code of Conduct (Appendix 4) – the clerk noted this was out of date and will be reviewed ready for the next meeting.

Recording of Meetings Policy (Appendix 5)

Complaints Procedure (Appendix 6)

Clerk's Designated Powers (Appendix 7)

Equality and Diversity Policy (Appendix 8)

Planning Committee Terms of Reference (Appendix 9) – this will be reviewed and brought to the next meeting as a change was requested to adjust meetings by Cllr Dervish.

32.64

Dates of next meeting, including committees

Date of next meeting

Wednesday 25th June at Terling Village Hall