



# TERLING AND FAIRSTEAD PARISH COUNCIL

**Parish Clerk:** Tamasin Curtis

Avenley, New Road, Terling CM3 2PN

**Tel:** 07354 723482 or 07949 321312

**Email:** clerk@terlingfairstead-pc.gov.uk **Web** www.terlingandfairstead.org.uk

## To: Members of Terling and Fairstead Parish Council

You are hereby summonsed to attend the Annual Parish Council Meeting of Terling & Fairstead Parish Council which will be held at **8.00 pm Thursday 14 May 2026 at Terling Village Hall, The Dismals, Terling.** Members of the press and the public are cordially invited to attend.

Tamasin Curtis  
Clerk to Terling and Fairstead Parish Council  
8 May 2026

## AGENDA

- 33.47 ***Election of Chairman***  
Appoint a Chairman and to receive the signed Declaration of Acceptance of Office
- 33.48 ***Election of Vice Chairman***
- 33.49 ***Apologies for Absence***
- 33.50 ***Declaration of Interests***  
To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests and a reminder to review Register of Interests
- 33.51 ***Meeting Open to the Public***
- 33.52 ***Minutes of Last Meeting***  
Approve as a correct record the minutes of the Parish Council meeting held on 12 March 2026
- 33.53 ***To review the membership of Advisory Groups***  
Finance  
Planning  
Personnel
- 33.54 ***To appoint representatives for the following***  
Environmental and Footpaths  
Health & Welfare  
Estate Liaison  
Terling School  
Terling Village Hall
- 33.55 ***District and County Councillors' Reports***
- 33.56 ***Finance***  
The following cheques/direct debits/BACS to be approved for payment and signed:



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27 Mar	BACS	T Curtis	Salary	£1280.73
9 Apr	BACS	HMRC	PAYE/TAX	£239.38
9 Apr	BACS	James Todd	PAYE/Tax	£39.30
9 Apr	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
9 Apr	BACS	A Jiggins	Handyman Services	£689.71
9 Apr	BACS	Essex Pension Fund	Clerk Pension	£431.24
9 Apr	BACS	N Power	Electric	£177.27
9 Apr	BACS	Councilwise	Training	£30.00
9 Apr	BACS	Wicksteed	Chains for swings	£808.91
27 Apr	BACS	T Curtis	Salary	£1,280.73
8 May	BACS	Essex Pension Fund	Pension	£411.04
8 May	BACS	M Webster	Handyman Services	£131.25
8 May	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
8 May	BACS	James Todd	Payroll Services	£39.30
8 May	BACS	HMRC	PAYE/Tax	£239.38

To note payments in:

Braintree District Council Precept £18,271.00

To renew RCCE membership at a cost of £85.80

To approve the appointment of Heelis & Lodge as Internal Auditors 2025-2026

Review bank signatories

Review of Finance Committee Terms of Reference (Appendix 1)

Review of Financial Regulations (Appendix 2)

Review of Standing Orders (Appendix 3)



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33.58

## ***Health & Welfare***

Owls Hill Library update

Litter pick

Terling Surgery

Defibrillators

The Dismals potholes and wooden posts

River Ter

33.59

## ***Village Hall***

Village Hall update

33.60

## ***Playground***

Installation of Rocker

Chains for Swings

Playground works

Playground training course

33.61

## ***Planning and s106***

Longfield

Norwich to Tilbury

Local Plan

Local planning query

33.62

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

33.63

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

Code of Conduct (Appendix 4)

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)

Review of Risk Assessment (Appendix 10)



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32.64

## *Dates of next meeting, including committees*

Date of next meeting

To be agreed