



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 Thursday 20th November 2025 at 7.30 at Terling Village Hall, Terling

MINUTES

Present:

Cllr Dervish
Cllr Alder
Cllr Barker
Cllr Webster
Cllr Sime
Cllr Tugwell
Cllr Harrison
Cllr Halfhide
Cllr Wild

Tamasin Curtis Clerk

32.92 ***Apologies for Absence***

Cllr Ross Playle, Cllr Dixon and Cllr Barnes

32.93 ***Declaration of Interests***

Cllr Sime declared her interest in the Norwich to Tilbury Pylons, Cllr Harrison noted her interest in the village hall. Cllr Dervish declared an interest in Terling School Outbuilding discussions and Cllr Wild noted his interest in Lord Rayleigh Farms as an employee.

32.94 ***Meeting Open to the Public***

One member of the public was present who wished to discuss the Norwich to Tilbury response to the Planning Inspectorate and asked for some wording to be included which was agreed.

32.95 ***Minutes of Last Meeting***

The Parish Council minutes of the meeting held on 11 September 2025 were approved as a correct record. This was proposed by Cllr Webster and seconded by Cllr Wild and unanimously approved.

32.96 ***District and County Councillors' Reports***

Cllr Playle was unable to make the meeting and his email was read out to the room which confirmed that Cllr Dixon had rightly chased on the white linings which is being followed up with Essex Highways. Cllr Playle confirmed that the mark ups on Crow Pond Road and Braintree Road are due for repair in the next Member Led week W/C 8th December.

District Cllr Dervish confirmed there was no information to be shared other than the first budget meeting was held the day before.

32.97 ***Finance***

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



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9 Sept	BACS	HMRC	PAYE/TAX	£172.98
9 Sept	BACS	Lord Rayleigh Farms	Garage Rent	£36.00
9 Sept	BACS	A Jiggins	Handyman Services	£158.45
9 Sept	BACS	James Todd	PAYE/Tax	£39.30
9 Sept	BACS	Zurich	Insurance	£754.72
9 Sept	BACS	N Power	Electric	£178.48
12 Sept	BACS	Essex Pension Fund	Clerk Pension	£382.68
10 Oct	BACS	A Jiggins	Handyman Servies	£245.64
10 Oct	BACS	T Curtis	Salary	£1,336.26
10 Oct	BACS	James Todd	PAYE/TAX	£39.30
10 Oct	BACS	Essex Pension Fund	Clerk Pension	£456.61
10 Oct	BACS	HMRC	PAYE/TAX	£273.89
10 Oct	BACS	PKF	External Audit	£252.00
10 Oct	BACS	Lord Rayleighs Farms	Garage Rent	£36.00
10 Oct	BACS	Terling Tournament	Insurance	£182.00
10 Oct	BACS	N Power	Electric	£40.00
10 Oct	BACS	Community Heartbeat	Pads	£75.54
10 Oct	BACS	Community Heartbeat	Pads	£75.54
22 Oct	BACS	N Power	Electric	£154.24
29 Oct	BACS	Tamasin Curtis	Salary	£1,200.72
11 Nov	BACS	James Todd	PAYE/TAX	£39.30
11 Nov	BACS	HMRC	PAYE/TAX	£189.99
11 Nov	BACS	Tamasin Curtis	Expenses litter pick	£15.20
11 Nov	BACS	Essex Pension Fund	Clerk Pension	£394.99



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11 Nov BACS Lord Rayleighs Farms Garage Rent £36.00

11 Nov BACS A Jiggins Handyman Services £143.45

Bank Account update – The bank had rejected the latest application due to a signature not matching. This had been re-signed just prior to the meeting by Cllr Dixon and Cllr Barnes and will be re-submitted.

32.98

Estate Liaison

Cllr Wild confirmed that the Estate continue to chase the Doctors Surgery about re-opening in the village. Cllr Wild also confirmed that work would start very soon on the Tree on Oakfield Lane which was overgrown.

32.99

Health & Welfare

Owls Hill Library update – Cllr Barker plans to carry out the works over the Christmas period. Cllr Webster offered to assist.

Defibrillator update – Fairstead Hall Road out of action – Tim Harrison in the village is a trustee for a charity that provides defibrillators and is arranging to order a new one for us.

Garage – Review letter received – A Review letter was received from Lord Rayleigh Farms increasing the rent on the garage by £10 plus VAT per month. This was proposed by Cllr Webster and seconded by Cllr Tugwell and unanimously agreed.

Dog bins – BDC are doing a dog bin review and if we want to order any new ones this is a good time. Cllr Harrison will send the ‘what 3 words’ for the Essex Way location. A discussion was had regarding the bags previously provided at the bins and this will be bought to the December meeting.

Road Lining – Cllr Playle confirmed this is being chased with Highways.

33.00

Playground

Installation of Rocker – Cllr Barker will send the quotes over and installation is planned over the Christmas break.

General playground works – Cllr Barker will confirm the quotes for the flooring and Cllr Barnes is attending to the review of the swing chains.

33.01

Planning and s106

Section 106 Payment Update – the refund of £850 has now been accepted for the planters and this should arrive with us soon.

Longfield update – Discussions are that the land is going to be taken in two main phases – construction in south then into the north. The HGV movements expected to range 60-75 vehicles per day and up to 600 workers at peak of construction. In any one day it is expecting that there will be 533 – 500 at the site and 33 on the substation. There is a further online liaison group meeting on Friday 28th November.



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Norwich to Tilbury – Update and Planning Inspectorate -. Cllr Halfhide had put together a response prior to the meeting which was agreed to be submitted with the comments added from the member of the public present.

Village Envelope – The council would like further clarification on the ‘unnatural extension’ extension wording and Cllr Dervish explained the initial response she had received which raised some additional questions and Cllr Dervish will investigate further.

Terling School Outbuilding – In the planning decision report it was stated that the Council did not make a comment. A comment was made but it was agreed to not take any further steps but to note that the Council had made a comment that the application was outside of the village envelope. Cllr Dervish left the room during the discussion.

33.02 ***Village Hall***

Village Hall Roof Progress – This has been put on hold. Cllr Dervish recommended the trustees look at the Braintree District Council prosperity fund and Cllr Barker will take this back to them.

33.03 ***Policies***

To review and adopt the reviewed and revised Councillor Code of Conduct.

To review and adopt the Transparency Code for 2025.

The two documents were agreed to be adopted and proposed by Cllr Halfhide and seconded by Cllr Barker and unanimously approved.

33.04 ***Clerk's Report***

The clerk confirmed the External Audit for 24-25 had been received and the results were discussed and the Clerk noted the VAT return was in progress with some assistance from another local clerk.

A parishioner has approached the Council regarding the painting of the bridge rails at the Ford. This will be added to the spring to do list with the better weather.

Another parishioner had queried why the public could not use the commercial bins at the village hall. It was confirmed that the only reason this was available to the hall, cricket club and hall was that the parish council needed the facilities there but did not use all of the capacity and so it was agreed at the time that the extra capacity could be used by the clubs as it is more difficult to them to dispose of waste when the general public could use their own bins and refuse facilities more easily.

33.05 ***Dates of next meeting, including committees 2 December 2025***

33.06 ***Confidential***

Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the press and public for the duration of this meeting to consider the following confidential items:-

- (a) To consider and agree the Handyman role, advertisement and hourly rate. It was agreed this could be increased once the budget had been checked and this was proposed by Cllr Sime and Seconded by Cllr Halfhide.
- (b) The clerk review and salary review took place and the chair will discuss this directly with the Clerk.



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Meeting Closed at 9.04