

TERRINGTON ST JOHN PARISH COUNCIL

Serving the villages of Terrington St John and St John's Fen End
Minutes of the Ordinary Parish Council meeting
Held on Wednesday 5th June 2024 at 7.00pm
At Ely Row, Methodist Church Hall

- 1. To record the names of those, present and record the number of vacancies**
Cllr A Bishop – Chair, Cllr J MacCallum – Vice Chair, Cllr A Hoey
and Cllr J Ware.
- 2. To sign documents appropriate to the Annual Parish Council meeting**
Councillors reviewed their declaration of interest forms, and no changes were
necessary.
- 3. To consider accepting apologies for absence**
It was **resolved** to accepted apologies from Cllr C Gibbs and Cllr B Dye.
- 4. To consider co-option applications**
None to consider.
- 5. To record declarations of personal and/or prejudicial interest from members
in any item to be discussed and consider any requests for dispensations**
There were no declarations of interest.
- 6. To approve the minutes of the last ordinary council meeting held
Wednesday 1st May 2024**
It was **resolved** to accept the minutes of 1st May as a true and accurate record of
the meeting. The minutes were duly signed by the Chair.
- 7. To allow public participation – to include information from developers,
Police representatives, or any other person invited to speak**
None.
- 8. To receive reports from Borough and/or County Councillors**
None.
- 9. To receive the Clerk's report, including matters arising from last month's
meeting**
 - To report on any matter regarding asset items – none.
 - Hedge at Cooks corner needs cutting back. Other areas need cutting
back to improve vision. Clerk to follow up.
 - Cable for SAM2 to transfer data is needed to be able to be able to
collect data, so that it can be considered. Clerk to send details of cable
to Cllr Hoey.

- It was noted that the Parish Council is very lucky having someone that is checking the speed in the village.

10. To receive and consider reports and updates from Councillors regarding the areas they have been delegated to take a lead responsibility on previously

- a) Councillor B Dye:
- b) Councillor C Gibbs:
 - TSJ Consolidated charity trustees (other Trustees J MacCallum)
- c) Councillor A Bishop:
 - Norfolk Association of Local Councils
 - Planning (other link J MacCallum and J Ware) – planning session provide by BCKLWN in September, Cllr Ware and Cllr MacCallum would like to attend.
- d) Councillor A Hoey:
 - SAM2 – One is situated by the primary school. Cllr Hoey feels that most people do reduce their speed when they see their speed flash up. Cllr Hoey would like to be notified if a SAM2 is seen not working.
 - Police – PC C Lorraine, would like details of anything councillors would like raised with him. Cllr Hoey would like to thank PC Lorraine for the work he is doing to support the village.
- e) Councillor J MacCallum:
 - Internal audit control – Cllr MacCallum reported that there were a couple of things that need further investigation following the recent Internal audit control inspection for the period January to March.
- f) Councillor J Ware:
 - Village Hall/Methodist Church
Cllr Ware noted that she had attended training on the topic of flooding in May.

11. To consider Methodist Church/Village Hall matters

Cllr Ware noted that there is no particular update on the purchase of the Methodist Church. The D Day 80 event was held on Saturday. The group worked with the Scouts as the weather was not good. Captain Castles provided equipment. Other activities were successfully held. The event was better attended than it was felt it would be, in light of the weather not being so good.

Village hall – There will be the usual coffee morning in July and a picnic event for next year. The group would like to work with the Scouts to provide activities.

Councillors discussed how the village hall could be managed. Cllr Ware outlined the five options. At the moment, councillors felt that option two would be best. But initially it would be run as a working group of the Parish Council.

12. To consider and approve Standing Orders

It was **resolved** to approve the Standing Orders, with the recommendation of the Internal Auditor to change the tenders value to £30,000 to be in line with the new Financial Regulations.

13. To consider financial business

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| a) To receive bank account balances | |
| Bank balance at 5 th June 2024 | £98,863.04 |
| b) To receive details of income received | |
| Rental income | £200.00 |
| VAT claim | £2922.29 |
| c) To consider the recommended payments | |
| Wage | £980.03 |
| HMRC | £42.20 |
| Newton Flags | £27.30 |
| Cozens | £30.00 |
| Userone | £3.60 |
| Electric 19/6/24 | £114.19 |
| Vodafone 26/6/24 | £17.37 |
| G Robinson exp – Cllr training, online payment | £39.22 |
| I Westbrook – exp, plants for village boxes | £22.35 |
- Councillors considered the quote for the repair of the light outside of the Church. It was resolved to not have the light fixed at this time.
- d) To consider net position – Clerk to put the budget figures onto Scribe so the net position figures can be presented to the councillors.
- e) To confirm the completion of the review of the effectiveness on internal controls and receive a report from the lead for internal controls audit
Cllr MacCallum noted that a check had been conducted each quarter and no major errors had been found, with all matters followed up as necessary.
- f) To consider and approve the Financial Regulations
It was **resolved** to adopt the new model Financial Regulations (April 2024)
- g) To consider the Risk Management Policy
It was **resolved** to adopt the Risk Management Policy.
- h) To consider and approve the Statement of Internal Control
Agenda item not necessary as a repeat of item 12e.
- i) To consider and approve the list of Assets
It was **resolved** to approve the list of assets.
- j) To carry out the following AGAR related items for the financial year 2023/24
- i. The Annual Internal Audit is received and noted
It was noted that the Annual Internal Audit had been received and its recommendations were noted and will be further considered.
 - ii. The Annual Governance Statement (Section 1)
The Clerk read all the Annual Governance Statements and it was **resolved** to give a positive response to them all.
 - iii. The Accounting Statements (Section 2)
It was **resolved** to approve the Accounting Statements.

- iv. Following approval, the Chair signs the Annual Governance Statement and Accounting Statements
Following approval of the Annual Governance Statement and Accounting Statements, Cllr Bishop duly signed and dated the sections.
- v. The Chair sets the commencement date for the exercise of public rights
The Chair, at the advice of the RFO duly set the commencement date of the exercise of public rights of 6th June to 18th July.
- vi. The Chair directs the Clerk to send the following items to the External Auditor:
Cllr Bishop duly directed the Clerk to send the following items to the External Auditor by the 30th of June 2024 deadline.
 - The Annual Internal Audit Report
 - The Annual Governance Statement
 - The Accounting Statements
 - An analysis of any significant year on year variances
 - A bank reconciliation as at 31 March 2024
 - Details of the arrangements for exercise of public rights
- vii. The Chair directs the Clerk to publish on the Parish Council website the following items:
Cllr Bishop duly instructed the Clerk to publish the following documents on the website.
 - The Annual Internal Report
 - The Annual Governance Statement
 - Accounting Statements
 - A declaration that that accounts are as yet unaudited
 - Details of the arrangements for the exercise of public rights
 - The name and address of the External Auditor

14. To consider planning matters

a) Applications

Any applications that appear on the Borough Council planning portal up to the date of the meeting that require the consultation of the Parish Council will be considered by the Councillors at their scheduled meeting, even if they are not listed on the agenda.

- 24/00847/CU Planning permission for a change of use from F1(f) to F2(b) hall or meeting place for the principal use of the local community. No changes to the site, building or parking arrangements etc. at Terrington St John Methodist Church Ely Row Terrington St John Wisbech Norfolk PE14 7RS – It was **resolved** to support; however, the Clerk is to note to the planners that this is a Parish Council application.

b) Decisions - none

- c) Address notification - none
- d) Correspondence – none

15. To receive general correspondence via email during the month and consider any further actions required:

- Title of Order: (Smeeth Bank - Terrington St John, Walpole Highway, West Walton & Walsoken) Modification Order 2022 The Hearing will be held at Marshland Hall, 156-158 Smeeth Road, Wisbech, Cambridgeshire, PE14 8JB on Tuesday 29 October 2024 at 10.00am. The appointed Inspector will also open the Hearing as a virtual event on Tuesday 29 October 2024 at 10.00am. Anyone wishing to attend the hearing virtually must register that interest with Ms Kathryn Webb at the Council as soon as possible prior to the Hearing, but no later than 17 September 2024. – This information was noted.

16. To receive items for next month's agenda

- Methodist Church

17. Date and time of Ordinary Parish Council Meeting – Will be held on Wednesday 3rd July 2024 at 7pm

Councillors noted the date and time of the next meeting.

18. To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)

- a) To consider quotes for work required – it was resolved to try and seek more quotes for the gates/fences at the play area.
- b) To consider and resolve upon actions relating to Methodist Church/Village Hall matters - Clerk to email 'Fen Circuit' to ask for an update, including an idea of a timeline.