

# 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 6<sup>th</sup> October 2021 at the Methodist Church Hall

### 1. Present

K Knight - Chair, M Purse - Vice Chair, C Gibbs, B Dye, A Bishop, M Dale and A Hoey.  
2 Parishioners

### 2. To consider accepting apologies for absence

All present.

### 3. To elect a Chair

M Dale proposed that K Knight be elected as Chair, A Bishop seconded this, and all agreed. K Knight explained that he was willing to take on the position but only until April 2022. The members discussed the roles and responsibilities that the members would be able to do, so that the Chairpersons role was not too onerous.

### 4. To elect a Vice Chair

M Dale proposed that M Purse be elected as Vice Chair, A Bishop seconded this, and all agreed. M Purse noted that this would only be a temporary measure.

### 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 1<sup>st</sup> September 2021

It was **resolved** to approve the minutes of the meeting held 1<sup>st</sup> September 2021.

### 7. To approve the minutes of the last extra ordinary council meeting held 29<sup>th</sup> September 2021

It was **resolved** to approve the minutes of the meeting held 29<sup>th</sup> September 2021

### 8. To receive reports from Borough and/or County Councillors

There were no Borough or County Councillors presents.

### 9. To suspend the meeting to allow public participation – including to receive information from developers

The meeting was closed to allow public participation.

A parishioner noted that rainwater still coming off the highway onto their drive. It was **resolved** that K Knight would follow up on this issue with highways.

#### **10. To receive the Clerk's report, including matters arising from last month's meeting**

- a) To give progress report on Community Governance training – the Clerk noted that the deadline for the next assignments is coming up at the end of October.
- b) Litter picker recruitment – the Clerk report that there had been no responses to the recent advert for 2 new litter pickers. It was **resolved** that the jobs would be readvertised.
- c) Broken gate on playing field – It was noted that a parishioner will kindly tried to fix the gate, however it was not possible due to the structure. It was **resolved** that A Hoey would accompany the Clerk to look at this. The Clerk was given authorisation to spend to the limit of £300 if necessary.
- d) Parish Partnership application  
The Clerk reminded members that the application deadline is the beginning of December, therefore members should consider if they would like an application put forward for phase 2 of the School Road new footpath. It was **resolved** to consider the details at the next meeting. It was noted that the first phase is now being installed. It was **resolved** that the Clerk would check that being built to the required specification and location.  
After a discussion about the work that the Parish Council is currently undertaking, it was **resolved** that the Clerk would set up a document showing the current position of all the activities.
- e) Community Asset application – The Clerk reported that the application forms and relevant advice had been sought from the BCKLWN website. The Clerk requested that a Councillor check and add to the application so that it has more impact. It was **resolved** that M Purse and A Hoey would support the Clerk to write the application.
- f) Laptops – It was **resolved** that the laptops would be taken to the IT contractor to have them updated and looked, as this is a good opportunity.

#### **11. To receive and consider reports/updates on the following matters from any or a delegated Parish Councillor or the Clerk**

- a) Police Liaison – Link Councillor representative – B Dye – nothing to report.
- b) TSJ Consolidated charity trustees – Link Councillor representatives – C Gibbs and A Hoey, M Dale was invited to be a trustee, per the current constitution.  
Would you like me to send out details of dole payments. C Gibbs reported on what has previously happened, and how the money could be used in future.
- c) Parish social group – Link Councillor representative – C Gibbs
  - Discussed working with 2 ladies in the village that were looking to do stalls and organise social events.
  - Jubilee Beacons – C Gibbs would like someone else to help with this but will do some initial investigating.
  - The new village sign has been ordered, including the oak post and the base. This will be 15 months on order.
  - Planters – C Gibbs to investigate the locations for additional positions. In front of Burman House and by SJFE gateway sign.
- d) Church – Link Councillor representative – M Dale reported that the church has received some grants to repair the church roof, but not any money for the path. He asked if the PC would like to do something on 11<sup>th</sup> November like they did last year. The Clerk noted that the wreath has been ordered like previous years.

It was noted that the primary goal is to keep the Methodist Church open at the present time.

- e) Speedwatch – Link Councillor representative – A Bishop reported that there is a new volunteer, however some team members have left. The next Speedwatch session is on 11<sup>th</sup> October. A Bishop further reported on what is happening, and that the team would not want to coordinate other villages. The minimum number is 3 people, but really need more volunteers.
- f) SAM2 – Link Councillor representative – A Hoey – Continuing to move the signs around. A Hoey questioned if it worth carrying on with moving the signs around as the police are not able to use the data. The school has a sign in and out of the village. Unfortunately once the battery is dead the data goes as well. A Hoey would like B Dye to find out how the police would like the data so that they can use it. B Dye noted that the police are using the Speedwatch data, and explained how that is being looked at and used. B Dye agreed to investigate this. K Knight was given authorisation to purchase 4 padlocks to be used on the SAM2 boxes. K Knight will collect the data from the box.
- g) Planning and Neighbourhood Planning – Link Councillor representatives – M Purse and K Knight to be new representatives. The members discussed how the Neighbourhood Plan is going to be used by the Parish Council.
- h) Scout hut – Link Councillor representative – K Knight and A Hoey to be new representatives.
- i) Data protection – Link Councillor representative – M Dale nothing to report.
- j) Neighbourhood planning – Link Councillor representatives – M Purse – Discussed details of the referendum and printing of NP. Resolved to have 12 copies printed.
- k) Strategy – Internal lead Councillor – Not necessary as whole Parish Council

A Hoey left the meeting at 8.45pm

- l) Internal audit control – Link Councillor representative – To elect a representative – **Resolved** to consider this next month.
- m) Footway lighting – Clerk – Some LED lights are starting to move out of the correct vision. Roadway on Church Road is looking bad with mud and this needs to be enforcing.
- n) Footpaths, grounds, and Parish Council assets (bus stops, seating, and bins) – Clerk – The bench needs to be moved, Clerk to seek quotes.
- o) Highway matters including items for Highway Rangers – Link Councillor representative – M Purse School Road has been done, although it does not look brilliant. The Clerk reported that the Feasibility study is still not available.
- p) Norfolkcalc Link Councillor representative – A Bishop nothing to report.
- q) Chair's report – Parish Councillor – nothing to report.

## 12. To consider financial business

- a) To receive bank account balances  
The balance at the bank as at 6<sup>th</sup> October 2021 £60,001.85
- b) To receive details of income received  
No additional income received
- c) To consider the recommended payments

It was resolved to approve the following payments	
HHA grounds maintenance	£337.60
Westcotec	£16.50
Net Wages	£580.15
HMRC	£55.40
Electric est	£57.55
UserOne	£12.00
Clerk expenses – paper £19.98 envelopes £1.50	£21.48
I Westbrook	£55.41
PKF LittleJohn External auditor	£456.00

- d) To consider the budget and any resulting movement of funds – agenda for next meeting.
- e) To consider additional bank signatories or read only signatories – It was **resolved** to add K Knight as a signatory and for this to be an agenda item for next month.
- f) To consider appointing councillor with Scribe read only access – It was resolved that this item would be considered next month.
- g) To consider the comments made by the External Auditor to the submitted AGAR The Clerk read the comments from the External Auditor for the members to consider.

### 13. 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 below.

- 21/01711/F - Two storey side extension and alterations to dwelling at Windale Church Road TSJ – deadline 14/10/21  
Response made at extra ordinary meeting.
- 21/01836/F -Variation of condition 8 of planning permission 15/01499/OM to allow occupation of 1st phase of development before completion of footway works along Old Church Road (Units 1-22) – do not support the variation as this should have been agreed at the pre-construction stage plan, strong objection to this as this does not meet the condition number there is a legal obligation to build the footpath.

#### b) Decisions

- c) Address notification
- d) Correspondence

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

- a) Road safety week 15-21 November
- b) Plaque for the Methodist hall
- c) It was resolved that phone calls to the Chair should be directed through the Clerk in the first instance.
- d) Printed copy of NP 12 copy – print office

### 15. To receive items for next month's agenda

- Website provider

### 16. Date and time of next meeting – Will be held on Wednesday 3<sup>rd</sup> November 2021

**17. 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
  
- b) Consider CCTV payment, it was resolved this payment would be made.
- c) Consider Litter picker wage, it was resolved the wage would increase to £10.00 per hour.