

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 5th October 2022 at the Ely Row Methodist Church Hall

As a mark of respect to the late Queen Elizabeth II the members held a minute's silence before the meeting began.

1. Present

A Bishop – Chair, J MacCallum – Vice Chair, C Gibbs, M Dale and B Dye
1 member of the public and Cllr Brian Long

Rev'd M Dale noted that this is his last meeting as he is retiring and moving away from Tilney St Lawrence. The members thanked him for his time as St. John's Church Vicar and as a Councillor for Terrington St John.

2. To consider accepting apologies for absence

It was **resolved** to accept apologies from A Hoey.

3. 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.

4. To approve the minutes of the last ordinary council meeting held 13th July 2022

It was **resolved** to approve the minutes as a true and accurate record of the meeting and the minutes were duly signed by the Chair.

5. To approve the minutes of the Extraordinary council meeting held 10th August 2022

It was **resolved** to approve the minutes as a true and accurate record of the meeting and the minutes were duly signed by the Chair.

6. To acknowledge that the meeting of 14th September 2022 was cancelled

The members acknowledged that due to the Queen's death and the resulting period of mourning there was not enough notice for the scheduled September meeting to be held. Therefore, it was unavoidable that the meeting was duly cancelled. It was decided that no September meeting would be rescheduled as it could only be held a week before the scheduled October meeting and all payments could be paid according to the budget.

7. To receive reports from Borough and/or County Councillors

Cllr Brian Long reported

County – There might be a 'County deal' which will see some form of devolution of powers down to local government. This may mean a directly elected leader of Norfolk Council.

Children – He discussed his corporate responsibility for 1000 children and what this involves.

Borough – The CIL has had some good uses and B Long encouraged the members to make a bid if possible.

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

The meeting was suspended for public participation.

Parishioner Jillian Ware was welcomed to the meeting. A Bishop noted that Jillian had kindly taken responses to the Methodist Church consultation at the Picnic in the Park event, in August. She has expressed an interest in supporting and taking an active role in the set up and running of a village hall committee of the Methodist Church building. The members were very pleased and welcomed this support. It was **resolved** to form a Working Group that would report back to the Parish Council about matters regarding the research into purchasing and running the Methodist Church as a village hall.

The meeting was opened.

9. 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 last assignments for Project Management, Law and Procedures and Building Communities are due in at the end of this month. The course will then have been completed. The Clerk was pleased with what had been learnt.

b) To report on any matter regarding asset items

The Clerk discussed the capital value of the new CCTV installation and equipment at the time of purchase last year. The Clerk note that the capital value was wrongly recorded as £3,130 and should have been recorded as £2,392 as the yearly maintenance charge (up to July 22) should not have been included in that figure. The Clerk noted that the figure will need to be restated on the 2022/23 AGAR.

c) To discuss the Clerk's proposal to allow parish council meetings to remain open for the public participation agenda item, with the intention of changing the agenda item to – 'To allow public participation – to include information from developers, Police representatives, Ward and Borough Councillors or any other person invited to speak.'

It was **resolved**, in future to allow the Parish Council meeting to remain open for public participation and to amend the wording of the agenda item as suggested by the Clerk. The members reviewed the Rules to Public Participation document considering the slight alterations recommended by the Clerk. It was **resolved** to adopt the amended document.

d) Clerk to confirm that a Poppy Wreath has been ordered and to discuss arrangements for its placement at the village memorial on 11th November.

It was **resolved** that C Gibbs would take the lead in the arrangements for the poem reading and the recording to be played. It was **resolved** that this would be promoted in the village to see if more people would like to attend.

e) Litter picker recruitment

The Clerk reported that two applications had been received and that these would be followed up during the month.

f) To consider fencing requirement as proposed by the playing field neighbour

The members considered the pictures of fencing suggestions and resolved on the type that was most appropriated for the playing field.

g) To note Scout Hut damage and resulting report to the police

The Clerk discussed the resent damage to the Scout hut and noted that this had been reported to the police via the Norfolk police website.

h) Clerk to ask if someone could do the small tasks on the playing field:

- Cable ties on the goal posts

- Gate latch
- Clean the village notice board
- A1 no turning poster

J MacCallum agreed, with her husband to kindly look at some of these issues on behalf of the Parish Council.

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

- Councillor B Dye:
 - Police Liaison – Chris Lorraine is now the Terrington beat manager. There is a big focus on scam prevention and ‘No cold calling zone information’.
- Councillor C Gibbs:
 - TSJ Consolidated charity trustees (other Trustees A Hoey and J MacCallum)
 - Parish Social events – The Jubilee picnic went well and lots of people attended, more than anticipated. A Bishop noted that it shows how many people do like to be involved in village celebrations. Could do with someone that could do odd jobs. C Gibbs showed the members the sign that is going to be put at St Johns Fen end and noted that it will be early next year when it is ready. C Gibbs will now be look to get quotes for the base building.
- Councillor M Dale:
 - Church of St John the Baptist and St John’s Methodist Church – Church is closed at the moment because of risks to some of the building.
- Councillor A Bishop:
 - Norfolk Association of Local Councils – nothing to report at the moment.
- Councillor A Hoey:
 - Scout Hut – no report.
 - SAM2 - no report and noted that no speedwatch at the moment.
- Councillor J MacCallum:
 - Internal audit control – A report will be given at the next meeting and a quarterly check will be undertaken before the next meeting.

11. To consider financial business

- To receive bank account balances
The balance as at 30th September 2022 is £73,825.63
- To receive details of income received
£182.50 fundraising from Picnic in the park banked 27th September
£42.11 electric cost refund banked 29th September
- To consider the recommended payments

Net wages		£622.00
HMRC period 1		£49.20
HMRC period 2		£37.40
HMRC period 7		£18.00
Userone	Laptop protection	£3.60
Westcotec	Lighting maintenance	£16.50
Npower est	Lighting electric	£69.95
Vodafone	Internet	£14.11

ADT	CCTV call out	£270.00
HHA	Grounds maintenance	£287.47
M&M Cleaning	Bus shelter cleaning	£25.00
Clerk Expenses	claim	£104.00

- d) To consider the payments made in August and September in accordance with the budget

Bank charge	£18.00
Net wage	£728.60
ADT Fire Security	£794.41
HMRC	£31.40
NCC	£11,800.00
NPTS	£75.00
PKF Littlejohn	£360.00
HHA Grounds Maintenance	£40.47
HHA Grounds Maintenance	£431.21
Robert Fencing Ltd	£1752.33
Robert Fencing Ltd	£170.16
Vodafone Ltd	£14.11
Westcotec	£16.50
Westcotec	£16.50
Npower	£69.95
Userone	£3.60
Vodafone	£14.11
HHA Grounds Maintenance	£287.47
Net Wages	£991.41
SLCC training	£1575.00
HMRC	£49.20
Npower	£70.23
Userone	£3.60
Westcotec	£16.50

- e) To consider the Net Position and Budget

The members considered the net position and budget, that was circulated prior to the meeting.

- f) To consider the Reserves policy, commentary document provided by the Clerk and budget implications

The members considered the Reserves policy and accompanying commentary document that was circulated prior to the meeting.

- g) To consider the provision of a new laptop to be used by the Clerk and disposal of the old laptop

It was **resolved** to look at alternative laptops at the next meeting.

- h) To consider and resolved upon, the additional cost for Phase 2 School Road trod of £2,000.00

It was **resolved** that the extra £2,000 is reasonable in the circumstances.

- i) Annual Parish Council Community Infrastructure Levy (CIL) report 2021 – 2022

The members considered the CIL report that was circulated prior to the meeting. The Parish CIL Report for 1/4/21 to 31/3/22

Total CIL income b/fwd	£3424.59
Total CIL income received	£1804.48

Therefore, the total CIL retained at the yearend £5229.07

j) **To review PKF Littlejohn (External Auditors) report and consider recommendations received**

The members noted the External auditors reports 2021/22

‘Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The smaller authority has disclosed that it made proper provision during the year 2021/22 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to Section 1, Assertion 7, which, on the basis of the above, is not correct.’

Other matters not affecting our opinion which we draw to the attention of the authority:

‘The minutes reference for Section 2 has been incorrectly recorded on the AGAR. The minutes of the meeting at which the AGAR was approved have reviewed and demonstrate the Sections 1 and 2 have been approved in the correct order. The smaller authority should ensure that the correct minute references are recorded on the AGAR in future. Section 1 should be approved prior to Section 2.’

12. To consider making a CIL grant application – next deadline 1st February 2023

The Clerk reminded members that there is CIL funding from the Borough Council that can be applied for.

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.

- 22/01521/F Two storey side extension and alterations to dwelling at 20 School Road TSJ PE14 7SE
It was **resolved** support application 2/01521/F.

b) Decisions

- 22/01358/F 42 School Road Terrington St John Wisbech Norfolk PE14 7SG - Proposed rear extension to dwelling Application Permitted 12/9/22
- 22/01260/F Fenland Lodge 154 School Road TSJ PE14 7SG - Variation of condition 2 of Planning Permission 2/90/2261/F/BR: Construction of bungalow. Application Permitted 22/9/22 Delegated Decision

c) Correspondence

14. To consider ways to encourage villagers to become more eco-friendly and undertake more recycling

A Bishop discussed the cost-of-living and energy crisis and discussed some of the things that could encourage the parishioners. Discussed suggesting encouraging people to not cut their lawn so often and recycle more. Also, there are grants to insulate people homes. Noted that there are a lot of horses kept in the village and therefore the feed bags could be recycled if there was a collection point. B Long noted that Paul Kunes is the current environment portfolio holder but previously it was B Long, if more people met full

expectation, it would be better. B Long introduced green and brown recycling bins. B Long noted that Norfolk recycles better than most councils. B Long discussed the recycling system at the Borough Council.

15. To consider and resolve upon the Main Road crossing feasibility study

It was resolved to approve the Main Road crossing to be positioned near the bus stops.

16. To consider how the Parish Council can be prepared for national events, including the coronation celebrations of King Charles III

A Bishop noted that she would like to have plans in place so that if an occasion happens nationally, then we can be prepared better. It was **resolved** that this would be an agenda item for the next meeting to discuss further. The Clerk was asked to contact MSJPC to see what plans they have in place.

17. To discuss ways to encourage parishioners to become more involved with council activities

A Bishop suggested that, if necessary, a leaflet could be produced to get information out to parishioners more often. Other ways to engage parishioners is to put up posters around the village, social media and to encourage people to look at the Parish Council website.

18. To consider feedback from Methodist Church Hall consultation and next steps to potential Village Hall

Clerk suggested that a committee is formed so that a group of people can focus on investigating options and taking matters forward. It was **resolved** to set up a working group at this stage, with Parishioner, Jillian Ware taking a lead on this and the Clerk as a supporting role. The focus group would be expected to make no decisions and report back to the Parish Councils ordinary meetings.

19. To consider ways to promote the current Councillor vacancies

J MacCallum suggested that businesses send a representative to be on the Parish Council. It was resolved the Clerk would contact businesses to ask if they have someone that would like to join the Parish Council.

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

There were no items requiring further actions.

21. To receive items for next month's agenda

- To consider 2023 meeting dates (first Wednesday of the month with the exception of May)
- To consider making the Civility and Respect pledge
- Coronation preparations

22. Date and time of next meeting – Will be held on Wednesday 2nd November 2022

23. 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

- Playing field hedge cutting quotes sought from CGM, Ultimate land and gardens, HHA as the hedge is now getting overgrown again
- Quote for the movement of the bench on the playing field

It was not necessary to consider these quotes at this time.