

TERRINGTON ST JOHN PARISH COUNCIL

Serving the villages of Terrington St John and St John's Fen End Minutes of the Annual Parish Council meeting 1st May 2024 at 7.00pm At Ely Row, Methodist Church Hall

1. To elect the Chairperson for the coming year

Cllr J MacCallum proposed Cllr A Bishop to be Chair, Cllr J Ware seconded this, and all agreed. Cllr Bishop was duly elected.

2. To elect the Vice - Chair for the coming year

Cllr A Bishop proposed Cllr J MacCallum to be Vice Chair, Cllr J Ware seconded this and all agreed. Cllr McCallum was duly elected.

3. To record the names of those present and record the number of vacancies

Cllr A Bishop, Cllr J Ware, Cllr B Dye and Cllr J MacCallum.

It was noted that there are 3 vacancies.

Councillors briefly discussed the Co-option policy, and this needs reconsidering as it was felt that it may be too formal. – agenda item for next meeting.

4. To sign documents appropriate to the Annual Parish Council meeting

- Acceptance of Office – The Chair signed the Acceptance of Office document.
- Code of Conduct – The Councillors reconfirmed they accepted the Code of Conduct.
- Declaration of interest – Councillors to check their details at the next meeting, in the absence of the folder.

5. To consider accepting apologies for absence

Apologies were accepted from Cllr Gibbs and Cllr Hoey.

6. To consider co-option applications

There were no applications for co-options to consider.

7. To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations

No declarations received.

8. To approve the minutes of the last ordinary council meeting held Monday 10th April 2024

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

Councillors considered the minutes of the Extra Ordinary meeting held 15th March 2024. It was **resolved** to accept the minutes as a true and accurate record of the meeting. The minutes were duly signed by the Chair.

9. To allow public participation – to include information from developers, Police representatives, or any other person invited to speak

None present.

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

None present.

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

- To report on any matter regarding asset items – none to consider
- Would like to know if Cherry Tree Drive should have 30mph limit signs. Clerk to find out from A Wallace.

12. To agree the appointment of Link Councillor appointments to take the lead on the following matters or others as agreed at the meeting, with the agreement that they will make a report to the Parish Council each month so that any relevant decisions can be considered and made:

- Police Liaison – Cllr Hoey
- TSJ Consolidated Charity Trustees – Cllr MacCallum and Cllr Gibbs
- Norfolk ALC – Cllr Bishop
- SAM2 – Cllr Hoey
- Planning – Cllr MacCallum and Cllr Ware
- Village Hall and events working group – Cllr Ware
- Internal audit control – Cllr MacCallum
- Community resilience planning – Cllr Ware

13. 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: Nothing to report
- b) Councillor C Gibbs:
 - TSJ Consolidated charity trustees (other Trustees J MacCallum) – Agreed that there needs to be a meeting to review current matters, and actions to be taken.
- c) Councillor A Bishop:
 - Norfolk Association of Local Councils – Nothing to report
 - Planning (other link J MacCallum and J Ware): Nothing to report
- d) Councillor A Hoey:
 - SAM2 - Batteries changed, 1 unit left by Primary School, the other in the centre of the village on the westbound carriageway; this will be moved to the eastern edge of the village on next battery change.
 - Police – No further engagement with our 'Beat Officer' PC Chris Lorraine following our earlier meeting but Cllr Hoey intends to contact PC Lorraine in Jun 24 as agreed when they last met. Speed/safety camera van was around the village in 3 locations (near the primary school, New Road/St John's Road junction and on Church Road) on 26th April. 25 vehicles going over the 30mph zone max, with speeds up to 42mph. - Clerk to ask what the result of this will be.
- e) Councillor J MacCallum:
 - Internal audit control – Cllr MacCallum took the January 24 to the Year End to review.
- f) Councillor J Ware:
 - Village Hall/Methodist Church – To report at item 14 of the meeting.
 - Community Resilience planning – Cllr Ware confirmed she had attend training with Cllr Bishop.

14. To consider Methodist Church/Village Hall matters

A bid was submitted and sent to various organisations that have an interest in the building, so they are aware of the Parish Councils intentions.

Events – Cllr Ware noted that the Working Group is still hoping to run something on the playing field on Saturday 1st June. There will be fairground games, which have been booked and many other activities for families. The cost to be confirmed. It was **resolved** to allow spending of up to £200 on event expenses, as part of the commemoration for D Day.

15. To consider the recent ROSPA report and any necessary actions to be taken

Clerk to work with Cllr Gibbs to review the work needed and report back at next meeting.

16. To consider financial business

- a) To receive bank account balances - £101,987.52
- b) To receive details of income received - £50,000.00 Precept
- c) To consider the recommended payments

It was **resolved** to make the following payments in line with the budget:

Wages	£856.35
HMRC	£28.60
ICO	£35.00
BCKLWN, planning fee	£359.00
HHA Grounds maintenance	£434.26
Birketts, solicitor	£1351.20
Robert Fencing	£446.40
Swann Edwards	£2223.00
M&M Cleaning	£25.00

- d) To consider net position – not considered.
- e) To consider insurance provision – due 1st June 2024 £712.00 Agreed.
- f) To confirm payments to be made by direct debit or standing order – Agreed.
- g) To confirm the continuation of payments to be made via BACS - Agreed
- h) To consider the continuation of the Work from Home Allowance to the Clerk £26.00 Agreed
- i) To confirm the completion of the review of the effectiveness on internal controls and receive a report from the lead for internal controls audit – Not conducted yet, agenda item next meeting.
- j) To consider and approve the Financial Regulations – Next month.
- k) To consider the Risk Management Policy- Next month.
- l) To consider and approve the Statement of Internal Control – Next month.
- m) To consider and approve the list of Assets – Next month.
- n) To carry out the following AGAR related items for the financial year 2023/24 – All AGAR items to be considered at next months meeting.
 - i. The Annual Internal Audit is received and noted
 - ii. The Annual Governance Statement (Section 1)
 - iii. The Accounting Statements (Section 2)
 - iv. Following approval, the Chair signs the Annual Governance Statement and Accounting Statements
 - v. The Chair sets the commencement date for the exercise of public rights
 - vi. The Chair directs the Clerk to send the following items to the External Auditor:

- 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:
- 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

17. 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.
- b) Decisions
- c) Address notification
- d) Correspondence

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

All correspondence circulated via email during the month. There were no items that required further actions to be taken.

19. To receive items for next month's agenda

- AGAR items
- Bio diversity
- Village hall
- Co-option policy

20. Date and time of Ordinary Parish Council Meeting – Will be held on Wednesday 5th June 2024 at 7pm

Councillors noted the date of the next meeting.

21. 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) To consider and resolve upon actions relating to Methodist Church/Village Hall matters:

Councillors discussed communication arrangements should the Parish Council be successful in its CIL bid.