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**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Minutes of the Terrington St Clement Council Meeting held in the Pavilion, Churchgate Way Terrington St Clement on Wednesday 15 February 2017 commencing at 7.49 p.m.**

**Attendance: With Councillor D Hillier in the Chair there were present:**

**Cllrs B Hill, S Young, J Cross, A Hodgson, N Shepperson, G Moore, C Barton, T Hunt, M Howling.**

**There were 0 members of the public present at the meeting.**

**AGENDA**

1. To receive apologies and reasons given.
2. Declarations of Interest for the agenda items and written requests for Dispensations for DPI’s and

grants of requests as appropriate

1. To receive written reports from County and Borough Councillors.
2. To resolve to approve the minutes of the meetings held on 18 January 2017
3. To receive the Clerks Report on Matters Outstanding
4. To receive the Chairman’s Report
5. To receive reports from meetings or training events attended by members.
6. To resolve to approve that the council Recess in August and December and do not hold full council meetings in those months.
7. Financial Matters

a) To resolve to approve the Invoices for payment and Bank Reconciliation as per the Financial

 Report as recommended by the Finance Committee

b) To resolve to approve footway lighting in the Memorial Field

c) To resolve to approve the purchase of equipment for the pavilion

d) To resolve to receive play inspection report and approve any repairs required.

e) To resolve to consider and approve a Grant Application from the Village Hall

1. To resolve to consider a request for Co-option to the Council
2. To resolve to consider and approve an application for permission for TCF to use the Memorial Field for the Autumn Extravaganza event.
3. To receive reports from Outside Bodies
4. To receive reports from the Chairman of Committees.
5. Correspondence
6. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
7. To receive a letter from the Parochial Church Council in relation to repairs to the churchyard footpath and approve any actions required.
8. To resolve to receive a letter from the CRPE in relation to signing a pledge regarding future Housing Provision Target and approve any actions required
9. Members Comments
10. To receive any comments from members of the council and requests for matters to be

 placed on the next agenda. No resolutions may be passed under this item.

 **To resolve to go into closed session if required in accordance with the Public Bodies**

 **(admissions to meetings) Act 1960. Should this resolution be passed the public and press will be**

 **required to leave the meeting at this stage.**

1. To resolve to discuss matters legal relating to the allotments.

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1. **TO RECEIVE** **APOLOGIES FOR ABSENCE.**

Apologies for absence and reasons given were received and accepted from Cllrs D Shepperson, S Phelps, J Ridley, G

Girdlestone. B Cllr B Kunes

 **2. TO RECEIVE DECLARATIONS OF INTEREST.**

Cllr M Howling declared an interest in relation to Item 17 of the agenda.

 Cllr D Hillier and Cllr T Hunt Declared an interest in Item 11 being members of TCF

Cllr J Cross declared an interest in Item 9(e) being a member of the Village Hall Committee,

**3. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS**

B Cllr Mrs Young provided a written report and it was taken as read.

Cllr G Moore asked if the Benn’s Lane planning application had been considered by the BCKLWN Planning Committee

as yet.

Cllr Mrs S Young replied that it had not yet been considered and the Planning Committee were awaiting the design and

access statements and amenity space details before the application was considered.

 **4. TO RESOLVE TO APPROVE THE MINUTES OF THE 18 January 2017**

**Action: The council resolved to approve the notes of the meeting as minutes of the meeting.**

 **5. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* She had met with a representative of Pearce and Kemp to discuss the works to the parish streetlights and the quote provided, He had agreed to reconfigure the quote and also apply a discount because the original quote had been priced as individual works and because the council had agreed to service the whole of the streetlight stock and replace several columns a cheaper price could be achieved.
* The defibrillator battery had been replaced.
* There had been problems with the heating and fire alarm. It transpired that the Gas Tank isolation switch had cut off the gas supply due to the cold weather and Calor Gas had provided a new part due to the age of the existing switch.
* The fire alarm required a new motherboard.
* The boiler shutter needed to be looked at and she had asked Magpie Security to come and repair it.
* There had been numerous complaints regarding the contractor vehicles accessing the Persimmons site via Hillgate Street and damage to verges and mud on the road at the Saltings entrance. She had advised the complainants to take registration numbers and photographs and forward them to highways, police if considered dangerous and Persimmons. She had explained that she had forwarded complaints to the developer and planning but it would be best if individuals complained independently as well.

**6. TO RECEIVE THE CHAIRMANS REPORT**

Cllr D Hillier advised that he had nothing to report in the Chairman’s absence.

**7. TO RECEIVE REPORTS FROM MEETINGS OR TRAINING EVENTS ATTENDED BY MEMBERS.**

There were no matters to report in relation to this item.

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8**. TO REASOLVE TO APPROVE THE COUNCIL RECESS IN AUGUST AND DECEMBER AND DO NOT HOLD MEETINGS IN THOSE MONTHS.**

**Action: The council resolved to recess in August and December and not hold full council meetings but hold committee meetings if required.**

**9. FINANCE MATTERS.**

**a. To resolve to approve the Invoices for payment and Bank Reconciliation as per the Financial Report recommended by the Finance Committee.**

Cllr J Cross advised that there had not been a quorum to hold a Finance Meeting however he had checked the invoices, cheques and Bank Statements prior to the Finance Meeting and Cllr G Moore had also checked them and they had agreed with amendments to the Finance Report that they were in order and were a true reflection of the council accounts.

**Action: The council resolved to approve the invoices for payment and the recommendations of Cllr J Cross and G Moore in respect of the reconciliations and payments with the approve amendments.**

**The Clerk advised that all invoices, bank statements etc., were available for any member of the council or any member of the public to inspect if they wish.**

**b. To resolve to approve footway lighting to the Memorial Field**

The Clerk advised that JB Electricals had advised that they had already purchased the light column for the footway and as part of the agreement that they would carry out the electrical works free of charge if the council covered the cost of the column but she was awaiting the price for the column, she advised that she had also received a quote from Hodgsons Forge for an ornate light and arch designed by Cllr D Shepperson that could be erected over the pedestrian gate.

**Action: The council resolved to leave the matter in abeyance until the cost of the column was received.**

**c. To resolve to approve purchase of equipment for the pavilion.**

**Action: The council resolved to approve the purchase of a trolley to move the chairs, a trolley for the Cleaner to take cleaning equipment from the pavilion to clean the public toilets.**

**d. To resolve to receive the play inspection report and approve any repairs required.**

**Action: The Council resolved to approve the specified repairs as per the inspection report circulated by e-mail to all members for the Benn’s Lane play area.**

Cllr J Cross left the meeting at 8.55 p.m. after declaring an interest in the following agenda item.

**e. To resolve to consider and approve a donation to the Village Hall.**

**Action the council resolved to approve a donation of £630.00 to the Village Hall for new toilets and as matched funding for the Village Hall Committee WREN grant.**

Cllr J Cross re-joined the meeting at 9.05 p.m.

**10. TO RESOLVE TO CONSIDDER A REQUEST FOR CO-OPTION TO THE COUNCIL.**

The Clerk advised that she had received a request from Mr M Skippon in relation to being considered for Co-option the council.

**Action: After much deliberation, it was resolved that the council defer the matter until the next meeting on 15 March 2017 to allow the notice of the vacancy to be circulated in the March edition of the Anchor magazine. Any candidates to be considered for interview prior to co-option. A closing date of 14 March 2017 to be applied for any candidates to apply. Applications to be considered at the 15 March 2017 meeting and be requested for interview at the 19 April 2017.**

Cllrs D Hillier and T Hunt declared an interest in the following item and left the meeting at 9.27 p.m.

**In the absence of Cllr D Hillier Cllr Mrs S Young was elected to take the Chair.**

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**11. TO RESOLVE TO CONSIDER AND APPROVE AN APPLICATION FOR PERMISSION FOR TCF TO USE THE MEMORIAL FIELD FOR THE AUTUMN EXTRAVAGANZA.**

**Action: The council resolved to give permission for the event on condition that all relevant Licences, road closures, risk assessments etc., are provided by TCF to the council no later than one month prior to the event.**

Cllrs D Hillier and T Hunt re-joined the meeting at 9.37 p.m.

**12. TO RESOLVE TO RECEIVE REPORTS FROM OUTSIDE BODIES.**

No matters were reported in relation to this item.

**13. TO RECEIVE REPORTS FROM CHAIRMAN OF COMMITTEES.**

No matters were reported.

**14.** **TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

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| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **Allotment Tenant**  | Damage to allotment | **Action: The council resolved to discuss the matter in closed session under Item 17 of the agenda due to possible legal implications** |
| **Allotment Tenant** | Damage to allotment and compensation claim | **Action: The council resolved to discuss the matter in closed session under Item 17 of the agenda due to possible legal implications** |
| **E-Mail**  | Matters relating to access through the Saltings to the Persimmon Site.  | **Action: The Clerk advised that she had advised residents to directly inform Persimmons of the problems and to report the matters to the developer, highways and BCKLWN directly.** |
| **BCKLWN**  | Guidance relating to Community Infrastructure Levy  | **Circulated to all members by e-mail for information prior to the meeting. No action required.** |
| **Persimmon Homes** | Request for ideas relating to road names relevant to the | **Action: The council suggested the development be called Nursery Meadows.** |
| **Cllr Mrs B Scott** | Letter of resignation  | **Action: Clerk to advise BCKLWN** |

b) To receive a letter from the Parochial Church Council in relation to repairs to the Churchyard footpath and approve any actions required.

**Action: The council resolved to defer the matter in order to ascertain who was responsible for the footpath and to advise the PCC that if a hazard had been identified then remedial actions should be taken.**

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c) To resolve to receive a letter from the CPRE in relation to signing a pledge regarding future Housing Provision Targets and approve any actions required.

**Action: The council resolved to defer the matter until the next meeting.**

**15. MEMBERS COMMENTS.**

Cllr J Cross advised that Cllr G Girdlestone had advised him that he had obtained further quotes for the Bowls Club insurance.

The Clerk advised that Cllrs could not provide information for the meeting to consider by proxy as she had previously advised.

**During the meeting the Clerk advised Councillors of several matters relating to Council Procedures and Legislation. For ease of reading and reference the relevant information given and documents to consider are listed as Appendix 1 to the Minutes.**

**The council closed the meeting at 10.05 p.m. and agreed to continue the meeting as an Extra Ordinary Meeting to be held on Wednesday 22 April 2017.**

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**APPENDIX 1**

**List of Council Procedures and Documents referred to during the meeting held on 15 February 2017.**

* **Apologies should not be given by members at the meeting on behalf of absent members. Apologies should be given to the Clerk prior to the meeting.**
* **Councillors are not able to submit written information by proxy relating to the meeting if absent.**
* **Councillors can only contribute to the meeting if they are physically present.**
* **All council vacancies must be advertised.**
* **Following a resignation, the BCKLWN should be informed of the resignation and a copy of the resignation letter should be sent to BCKLWN and the election process to then be enabled.**
* **A vacancy should be advertised once the election process has been concluded if there is no election and the council are advised they are able to co-opt by BCKLWN**
* **Councillors should refer to Legal Topic Note 1, Legal Topic Note 4 and the Hillingdon Agreement with regard to acting without authority or in an individual capacity.**
* **Councillors should also refer to Council Standing Orders.**
* **LTN 1, LTN 4, Standing Orders, Code of Conduct, Good Councillors Guide and the Hillingdon Agreement had been given to all members for their information at the time of election.**
* **Members of the Personnel Committee were also given the Good Employers Guide prior to their first meeting of the committee.**
* **Councillors signed the Declaration of Office before taking part in their first meeting and as such they are confirming they have read and understood the Code of Conduct.**
* **It was left to the discretion of Members to declare an interest. They cannot be advised or instructed to do so.**
* **If Members did not declare an interest and others perceived they should then the Member could be subject to a complaint to the BCKLWN Standards Committee.**
* **Under the Localism Act 2011 any financial irregularities could be forwarded to the police for investigation by the Monitoring Officer.**
* **The Hillingdon Agreement was case law and on the statute books. It was therefore a legal matter and could result in a civil suit.**
* **If there were only one candidate for co-option the council are not obliged to co-opt the candidate. The council should take into account any mitigating factors before making a decision.**
* **The Chairman cannot give instruction or act without the authority of the council. The Chairman is only able to Chair a meeting, call an Extra Ordinary Meeting in accordance with the Local Government Act 1972 and have a casting vote, in all other aspects the Chairman is the same as the other members of the council.**
* **The Clerk is the Proper Officer of the council, has executive powers and can authorise financial expense in accordance with the Council Standing Orders.**