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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 June 2016 commencing at 7.45 p.m.**

**Attendance: With Councillor S Phelps in the Chair there were present:**

**Cllrs D Hillier, S Young, M Howling, B Hill, G Moore, N Shepperson, J Cross, C Barton, N Malkin, J Ridley.**

**D Cllr Kunes**

**No members of the Public or Press were present and therefore the Open Forum was not required.**

**AGENDA**

1. Election of Chairman and Signing the Declaration of Office.
2. To receive apologies and reasons given.
3. To receive written reports from Borough and County Councillors
4. Declarations of Interest for the agenda items and written requests for Dispensations for DPI’s and

grants of requests as appropriate

1. To resolve to approve the minutes of the meetings held on 18 May 2016
2. To receive the Clerks Report on Matters Outstanding
3. To receive the Chairman’s Report
4. To receive reports from meetings or training events attended by members.
5. 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 consider a quote for a laptop and associated IT works.

c) To resolve to receive quotes and approve the purchase of a dog/litter bins.

d) To resolve to approve the Annual Return for the Year Ending 31 March 2015.

Annual Governance Statement

Statement of Accounts

Effectiveness of the Internal Audit

1. To receive reports from the Chairman of Committees.
2. To receive reports from Outside Bodies Representatives.
3. Correspondence – To receive general correspondence.

a) To resolve to consider an application to the Parish Partnership Scheme for the proposed school crossing and/or any other proposed projects.

1. Members Comments
2. 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.**

**15. Staff Matters**

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**1. ELECTION OF CHAIRMAN AND THE SIGNING OF THE DECLARATION OF OFFICE.**

**Action: Cllr Hillier proposed**

**2. TO RECEIVE** **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllrs D Shepperson, A Hodgson, G Girdlestone T. Hunt and B.

Scott.

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

B Cllr Kunes advised that:

* the cables from the Race Bank windfarm site had been sorted by the Conservancy Board.
* He had attended a meeting of the QEH Hospital Governors and the hospital had severe financial problems and also problems with the A & E waiting times.
* He stated that 60-70% should not be there but there was a backlog due to social care issues. If these could be resolved it would release more staff and save money.
* He would be attending the Ongar Hill Wind Farm inquiry to make a statement against the development.

In addition, B Cllr Kunes informed the council that the school had now changed the requirements for the Village Hall. The Norfolk C C would now sign an agreement with the Village Hall Committee and not the Parish Council. For the time being the status quo would remain in relation to running the hall and the maintenance of the building. The school would use the hall between 8.00a.m. and 4p.m. but the hall would be available for hire outside of those hours. The school could have additional access outside of those hours if the hall was not in use. The Village Hall Committee would pay 50% of the utilities and maintenance. There were also assurances from the school that all pupils would be supervised when using the hall.

B Cllr Young advised that:

* She would be speaking at the Ongar Hill wind Farm Inquiry on 16 June 2016.
* 2 additional social care roles would be appointed and the demand for such care outweighed the capacity to supply it.
* On 12 June she had attended the inauguration of the new Mayor and the Queen Elizabeth 90th birthday service on 12 June 2016.
* She would advise the council of the periodic reports relating to the proposed Council Devolution.

**4. TO RECEIVE** **DECLARATIONS OF INTEREST.**

No Matters were declared.

**5. TO RESOLVE TO APPROVE THE MINUTES OF THE 18 MAY 2016**

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

**6. TO RECEIVE THE CLERKS REPORT**

The Clerk reported that;

* The local Fire Station had made a request to hold a recruitment event on the Churchgate Way on the day of the forthcoming Referendum Day on 23 June 2016 but after checking with the Electoral Services the Presiding Officer had advised that it would not be allowed because the Fire Brigade Union had supported a referendum view and it would not be appropriate.
* The pavilion would be closed on 23 June 2016 as it would be used as a Polling Station.
* She would be attending the Ongar Hill Wind Farm Inquiry and would put forward the views as detailed in the report to members circulated by e-mail.
* She had visited residents in Bullock Road/Hay Green in relation to highways matters and had forwarded the photographs to Norfolk C C and in addition Collison’s had offered to meet with the parish council to discuss any concerns in relations to vehicles operating between the two vehicles. She suggested that she and two councillors should attend a meeting with them to discuss the issues.

**Action: The council agreed that the Clerk organise a meeting with Collison’s representatives and Cllrs B Hill**

**and M Howling to attend and report back to the council**

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**7. TO RECEIVE THE CHAIRMANS REPORT**

Cllr Phelps reported that:

* The drains in Wesley Road, Sutton Road and Northgate Way/Alma Chase were blocked and as a result the roads retained the water from recent storms.
* The brambles behind the Keys Chemist would be cut back.
* He stated that he was very unhappy with the response from Norfolk C C in relation to the proposals put forward by the council regarding the A17/Station Road junction and proposed that the council publish them in the Anchor Magazine.

**The council agreed with the A17 comments from the Chairman and agreed to publish the letters in the Anchor Magazine.**

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

No matters were reported.

**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 G Moore and J Cross had checked the invoices, cheques and Bank Statements during the Finance Meeting and the Committee had approved them for payment.

**b) To resolve to consider quote for laptop and associated IT requirements**

**Action: The Committee agreed to recommend the provision of an HP Probook 450 3G**

**lap top and associated costs for data transfer etc., as per the quote from ECS.**

**c) To resolve to receive quotes and approve the purchase of a dog/litter bins.**

**Action: The council resolved to purchase 2 litter bins for Church Bank and Alma Chase.**

**d) To resolve to approve the Annual Return for the Year Ending 31 March 2016**

**Annual Government Statement**

**Statement of Accounts**

**Effectiveness of the Internal Audit**

**Action: The council resolved that the accounts were a true reflection of the councils accounts, that the financial controls were effective and that the Internal Audit was independent and robust.**

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

**PLANNING - The planning committee agreed the following observations following a meeting of the**

**Planning Committee held on 15 June 2016**

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|  |  |  |
| --- | --- | --- |
| Application Number - 16/00985/LB | Listed Building Application: Removal of front porch and installation of ornate door canopy and remedial repairs at Tower House 15 Northgate Way Terrington St Clement King’s Lynn Norfolk | Porch should be replaced with an appropriate porch in keeping with the Listed Building and sympathetic to the age of the property. |
| Application Number - 16/00959/F | Proposed alteration to roof lantern at 16 Long Road Terrington St Clement King’s Lynn Norfolk PE34 4JL | There were no observations in relation to this application |
| Application Number -16/00471/RMM | Reserved Matters Application: construction of 41 dwellings and associated works at Hill gate Nurseries Hill gate Street Terrington St Clement King’s Lynn Norfolk | **OBJECTION** – Re-site electricity sub-station to entrance of the development as per the original plan or alternatively to re-site on the public area adjacent to the Wanton Lane footpath to enable further parking adjacent to plots 16 & 17. |

**ALLOTMENTS – Cllr J Cross advised that the allotment roadways needed attention and asked that the matter be placed on the agenda for the next meeting.**

**11. REPORTS FROM OUTSIDE BODIES REPRESENTATIVES**

**TENNIS CLUB** -Cllr Hillier reported that the meeting with the Tennis Club had been positive and it was agreed

that the Tennis Club will provide a list of the responsibilities the Tennis feel are the parish council remit and also

a list of the Tennis Club remit. It was agreed that the Clerk liaise with the Tennis Club to draft a licence between

the club and the council.

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**12.** **TO RECEIVE CORRESPONDENCE.**

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **Norfolk C C** | Parish Partnership Scheme details. | **To be discussed and resolved at the next council meeting** |
| **Resident –**. | Information relating to Greater Crested Newt population IN Wanton Lane. | **No action required** |
| **Norfolk ALC** | Newsletter – 03 June 2016. Distributed to all Councillors by e-mail. | **No action required** |
| **Norfolk ALC** | Briefing on Devolution proposals – Distributed to all Councillors by e-mail. | **No action required** |
| **BCKLWN** –. | – Inspection of reserved matters of Hillgate Nurseries Planning Application. Councils CIC, King’s Court, Chapel Street, King’s Lynn 8.45 a.m. -5.15p.m. (Mon-Thurs) 8.45 p.m. – 4.45p.m. (Friday. Comments before 28 June 2016). | **No action required** |
| **BCKLWN**. | Open Space between Benn’s Lane and Alma Chase. Burning of refuse/disposal of garden waste. | **No action required** |
| **E.A.C.H** | Thank you for donation | **No action required** |
| **BCKLWN** – | Withdrawal of Planning Application to retain annex as a separate dwelling at 15 Rhoon Road TSC | **No action required** |

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**13. MEMBERS COMMENTS.**

Cllr J Ridley advised that the pathway on Lynn Road was overgrown.

Cllr M Howling reported that he had compiled a list of overgrown hedgerows and the addresses and he would pass these to the Clerk so a letter could be sent.

J Cross advised that the entrance to the allotments needed to be cut.

The Clerk advised that they would be cut within the next two weeks.

**14. TO RESOLVE TO GO INTO CLOSED SESSION**

**Action: The council resolved there was no requirement to go into closed session.**

**The meeting closed at 9.05 p.m.**