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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 November 2017 commencing at 7.45p.m.**

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

 **D Hillier, S Young, D Shepperson, A Hodgson, M Howling, G Moore, C Barton, H Lewis and D Cliffe**

**B Cllr P Kunes 01 Members of the Public**

 **OPEN FORUM: -** A resident raised his concerns with regard to the 60mph speed limit imposed at the A17/Station Road junction and also the installation of new 60mph road signs which obscured the speed reactor signs and in his opinion encouraged drivers to travel faster in the vicinity of the junction which was the scene of several road fatalities.

 **RESPONSE: -** Cllr S Young advised that Norfolk C C would be relocating the new signs so that they did not obscure the reactor signs.

 The Chairman advised that the parish council had forwarded several proposals to Norfolk CC regarding safety issues at the junction but they had all been declined by Norfolk **CC.**

**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 resolve to receive written reports from County and District Councillors
2. To resolve to approve the minutes of the meetings held on 18 October 2017
3. To receive the Clerks Report on Matters Outstanding
4. To receive the Chairman’s Report
5. Financial Matters
6. 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 and approve a donation request from the Scouts and Guides Insurance Cover

c) To resolve to consider and approve a quote for the provision of doors for the Public Toilets.

 d) To resolve to consider and approve a donation to Tapping’s House

  e) To resolve to consider and approve a donation to the East Anglia Air Ambulance

 f) To resolve to approve the recommended grants from the A.B. Cave Committee.

 g) To resolve to consider and approve quotes for the refurbishment of the Pavilion Community Room

1. To resolve to discuss the siting of a 60mph sign on the A17 approach to the A17/Station Road Junction
2. To resolve to receive the School Crossing Survey and approve any actions required.
3. To resolve to discuss the maintenance of the Parish Public Footpaths and approve any actions required.
4. To resolve to elect a Committee to oversee the drafting of an Agreement for the Bowls Club and Tennis Club with consideration to the DVO Report Findings.
5. To receive reports from meetings or training events attended by members.
6. To resolve to receive reports from Outside Bodies
7. To resolve to receive reports from the Chairman of Committees.
8. Correspondence
9. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
10. Members Comments

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.

1. **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.**

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

 Apologies for absence and reasons given were received and accepted from Cllrs T Hunt, G Girdlestone, A Horton,

 B Hill, J Cross and B Scott.

1. **TO RECEIVE DECLARATIONS OF OFFICE.**

No Declarations were received.

1. **TO RECEIVE WRITTEN REPORTS FROM COUNTY AND BOROUGH COUNCILLORS.**

B Cllr P Kunes advised that:

* there would be a major regeneration of the King’s Lynn Waterfront which would include a major development of 430 homes, shops, restaurants and moorings. The project would also include the opening up of Harding Way and he asked if the Parish Council would have any objections to opening up the road to traffic.
* The BCKLWN accounts were in good order and necessary savings had been made. There would be a reduction of the Rate Support Grant and it would no longer be available from 2020. The BCKLWN had large reserves and the BC would look to reduce the reserves by 2023.
* The Queen Elizabeth Business Group were extremely off target with their predicted budget but cancellations and delays were low.

 B Cllr S Young circulated a copy of her written report to all present.

 **4. TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 18 OCTOBER 2017**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 18 October 2017 as minutes of the meeting with the following amendment.**

**Page 38/17 – Line 2 delete “Girdlestone” insert “Moore”.**

 **5. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* BCKLWN Enforcement Team were investigating the problems with the traffic and planning status of the former African Violet Centre which was now an Auction House.
* She had attended training for the forthcoming changes to the Data Protection Legislation and an Employment Seminar.
* The light over the Memorial Field Pedestrian gate was now installed as was the light column
* There had been damage to the play equipment in the toddlers play area and she had reported this to the High School due to pupils from the school being identified. The Headteacher and PCSO would be speaking to pupils about the issues and also monitoring the play area.
* The pavilion gutters had been cleared but it was clear there was a problem with the roof drainage which needed to be investigated further.
* The School crossing survey had now been evaluated and officers from Norfolk CC would be attending a site meeting to discuss the survey in detail. She added that she would report back with regard to the meeting which the Chair and Vice-Chair would also be attending.

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 **6. TO RECEIVE THE CHAIRMANS REPORT**

The Chairman reported that:

* The Autumn Extravaganza had been very successful and had raised £3000 for charity with £1000 being raised on the gate.
* The Christmas Tree and lights would be erected on Friday 01 December 2017
* He had attended a meeting with Inspector Cant of Norfolk Police who had advised that the force was trying to reduce hare coursing in the area, a fast text system had also been set up to send out alerts regarding information, incidents and crime figures, PCSOs would be disappearing in Norfolk and 3 out of 5 PCSOs were going on to full time training to become police officers.
* He had laid the wreath on behalf of the Council on Remembrance Sunday.
* An untaxed vehicle had been left on the highway advertising the Auction in Station Road
* He had been advised that a van full of cannabis had been stopped on the A10 recently.

The Chairman thanked everyone for their help and support during the year and advised that the next meeting of the Council would be on Wednesday 17 January 2017.

**7. 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 D Shepperson advised that he had checked the invoices, cheques and Bank Statements at the Finance Meeting and G Moore and A Hodgson had also checked them during the Finance Meeting. All members of the Committee had agreed 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 the Finance Committee in respect of the reconciliations and payments.**

**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.**

1. **To resolve to discuss and approve to change banks from Barclays to the Unity Trust Bank**

**Action: The Council resolved to change banks in order to update Banking practices.**

1. **To resolve to discuss and approve a quote for the provision of doors for the Public Toilets**

 **Action: The Council resolved to obtain a quote from an industrial provider for more substantial doors.**

1. **To resolve to discuss and approve quotes for the refurbishment of the Pavilion Community Room.**

**Action: The Council resolved to accept the quote from DNH Decorators for £1750.00. The works to be completed over the Christmas period.**

1. **To resolve to discuss and approve the quote for a replacement gate for the pedestrian entry to the**

 **Memorial Field.**

**Action: The Council resolved to retain the existing gate and to paint it black.**

1. **To resolve to discuss and approve a donation request from the Scouts and Guides Insurance Cover**

**Action: The Council resolved to approve a grant of £500.00 as a contribution to the TSC Scouts and Guides insurance.**

1. **To resolve to discuss and approve a donation to Tapping’s House**

**Action: The Council resolved to approve a grant of £200.00.**

1. **To resolve to discuss and approve a donation to the East Anglia Air Ambulance.**

**Action: The Council agreed to approve a grant of £300.00 to the E.A. Air Ambulance.**

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1. **To resolve to discuss and approve the recommended grants from the A.B. Cave Committee.**

**Action: The Council resolved to approve grants of £224.00 as recommended by the A.B. Cave Committee**.

 **8. TO RESOLVE TO DISCUSS THE SITING OF A 60MPH SIGN ON THE APPROACH TO THE A17/STATION ROAD JUNCTION.**

Cllr S Young advised that she had been informed by Norfolk CC that the signs would be re-located.

Action: The Council resolved to request that the signage at the junction is reduced not more added and to advise Norfolk CC that the signs would encourage drivers to increase their speed causing further hazards at an already dangerous junction.

**9. TO RESOLVE TO DISCUSS THE SCHOOL CROSSING SURVEY AND APPROVE ANY ACTIONS REQUIRED.**

**Action: The Council resolved to leave the matter in abeyance until after the site meeting with Norfolk C C Officers.**

**9. TO RESOLVE TO DISCUSS THE MAINTENANCE OF THE PARISH PUBLIC FOOTPATHS AND APPROVE ANY ACTIONS REQUIRED.**

Cllr A Hodgson advised that he had placed the matter on the agenda because he was concerned about the footpaths not being maintained in particular the church footpath between Benn’s Lane and Churchgate Way.

The Clerk advised that the Norfolk CC were responsible for the maintenance of the Public Footpaths and Bridleways. The Parish Council had investigated taking over the maintenance but the budget the Parish Council would receive from Norfolk CC was negligible and it had not progressed.

Cllr D Shepperson advised that the Parish Council used to maintain them.

The Clerk advised that the Parish had not carried out any maintaince on the Public Footpaths for at least the past 6 years and was not in the groundsman’s remit to do so.

**10. TO ELECT A COMMITTEE TO OVERSEE THE DRAFTING OF AN AGEREEMENT FOR THE BOWLS CLUB AND TENNIS CLUB WITH CONSIDERATION TO THE DVO REPORT FINDINGS.**

**Action: The Council resolved that Cllrs S Young, D Shepperson, A Hodgson, H Lewis and the Chairman and Vice-Chairman form the Committee.**

**11. TO RESOLVE TO RECEIVE REPORTS FROM MEETINGS OR TRAINING EVENTS ATTENDED BY MEMBERS** Cllr S Young reported that she had recently attended a Data Protection training event and an employment Seminar. Both events were very informative and there would be changes to the Data Protection Laws.

The Clerk advised that under the new Data Protection legislation the Parish Council would need to employ an independent Data Protection Officer and ask permission to keep or use any Data they hold or receive.

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

**No matters were reported.**

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

**PLANNING: The following plans were considered at the planning meeting held on 15 November 2017.**

**To consider request from BCKLWN in relation to Land adjacent to 41 Hay Green Road 17/0096/F**

**Action: The Committee resolved to decline the request for retrospective permission. In addition, they requested that all temporary buildings be removed from the site following construction, to include containers, sheds, mobile homes etc.,**

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**14. TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

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| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **NorfolkALC** | Data Protection Bill Information | **Distributed to all members by e-mail prior to the meeting.** |
| **TSC Methodist Church** | Thank you letter for donation. | **No action required** |
| **Post Office Ltd** | Advising the re-location of the Post Office had been delayed and the service will continue at the existing premises until a new location could be found | **Action: Letter to be sent to all members by e-mail.** |
| **Norfolk C C** | Road Closure 27 November to n01 December 2017 Wanton Lane/Low Road junction | **No action required.** |

**Cllr D Cliffe left the meeting at 9.20 p.m.**

**15. MEMBERS COMMENTS.**

Cllr D Hillier advised that the planned relocation of the Post Office on 18 December 2017 had been delayed and a new date would be arranged in the New Year.

Cllr H Lewis advised that there had been fly-tipping in Benn’s Lane

Cllr A Hodgson advised that 9 people had come forward to volunteer for the Fire Service at the recent Autumn Extravaganza. He also requested that the new area of land be placed on the Agenda for the next meeting.

Cllr D Shepperson had advised him that the Churchyard would be full within the next 10-15 years and it would then become a closed Churchyard unless they extend it. He asked that the matter be placed on the Agenda for the next meeting for discussion.

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

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

This part of the meeting closed at 9.50p.m.