**PAGE 01/17**

**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Minutes of the Terrington St Clement Council Meeting held in the Pavilion, Churchgate Way Terrington St Clement on Wednesday 17 May 2017 commencing at 9.12 p.m.**

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

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

**B Cllr P Kunes**

There were 04 members of the public present at the meeting.

**OPEN FORUM: No matters were raised due to residents raising their various concerns during the Annual Parish Meeting which preceded the Ordinary 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 resolve to approve the minutes of the meetings held on 19 April 2017
2. To receive the Clerks Report on Matters Outstanding
3. To receive the Chairman’s Report
4. 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

1. To resolve to consider Co-option of candidate to the Parish Council
2. To receive reports from Outside Bodies
3. To receive reports from the Chairman of Committees.
4. Correspondence
5. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
6. E-Mail – Resident with regard to Parish Matters
7. J Ridley – Resignation from Parish Council
8. N Shepperson – Resignation from Parish Council
9. 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.**

1. **Staff Matters.**

**PAGE 02/17**

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

 Apologies for absence and reasons given were received and accepted from Cllr P Phelps

1. **TO RECEIVE DECLARATIONS OF INTEREST.**

No Matters of Interest were declared.

**3. TO RESOLVE TO APPROVE THE MINUTES OF THE 19 APRIL 2017**

**Action: The council resolved to approve the notes of the meeting as minutes and a true record of the meeting.**

 **4. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

There had been further problems with the drainage in the pavilion and a full inspection had been carried out by 1-2 Call drainage and several problems were found and they had rectified them and it seemed to have improved the smell within the building.

The faults found were:

* Unsealed toilet pipes in the changing rooms.
* Unsecured stench pipes in loft area
* Loose top on disabled toilet stench pipe
* Unsecured downpipe in Storeroom causing water to flow inside wall and cavities.
* Blocked guttering on roof
* Lifting flashings on roof.
* Broken drain and cover at rear of the pavilion

The Clerk advised that the store room wall was very wet due to the water seeping into the wall and between the cavities and would need to be dried out. She had advised the football club and they had agreed to leave the door up when possible to allow it to dry out. These faults were in addition to the shutters failing and the drainage works carried out last year.

* The Clerk advised that she would also be busy with the End of Year accounts.

**Action: The council resolved that the Clerk check who signed off the building and see if there was any recourse regarding the defects**.

 **5. TO RECEIVE THE CHAIRMANS REPORT**

The Vice-Chairman reported that he had no matters to raise in the Chairman’s absence.

**6. 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 he had checked the invoices, cheques and Bank Statements prior to the Finance Meeting and Cllrs G Moore, A Hodgson and D Shepperson had also checked them, all 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.**

**7. TO RESOLVE TO CONSIDER A REQUEST FOR CO-OPTION TO THE COUNCIL**

The Clerk advised that Mr Skippon had given his apologies due to work commitments

**Action: The council resolved to leave the matter in abeyance until the next meeting and invite Mr Skippon to attend the meeting.**

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

No matters were reported in relation to this item.

**PAGE 03/17**

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

No matters were reported in relation to this item due to the Chairman not being elected until the first meeting of the newly elected Parish Council Committees.

10. **TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

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| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **PC Emily Carter, Norfolk Police**  | Speeding Matters | **Action: Clerk to place advert in Anchor for Speed Watch Volunteers** |
| **BCKLWN**  | Outline Planning Application with some Reserved Planning Matters, Benn’s Lane development of 39 Houses. Consultation ending 30 May 2017 | **Action: The council resolved to call an Extra Ordinary Meeting on 26 May 2017 to discuss and approve any actions relating to the application** |
| **BCKLWN**  | Erection of Dwelling and Garage north 29 Wanton Lane- Amendment received. Can be viewed at BCKLWN offices King’s Court KL. | **Action: The council resolved that the Planning Committee make observations regarding the application at their next meeting** |
| **Resident**  | Copy of correspondence with BCKLWN regarding planning matters on Persimmon Site. | **Action: Cllr S Young advised that there would be a site visit to the site on 20 May 2017 BCKLWN officers and she would raise the matter of the fence and conifers on the site to them.** |
| **Norfolk C C**  | Road Closure for TCF Extravaganza 28 October 2017 11 a.m. – 11.00 p.m. | **No action required.** |

**b) Resident-** E-Mail relating to parish matters. To be discussed in closed session

**c) J Ridley** – Letter of resignation from the parish council

**Action: Clerk to advise BCKLWN of the resignation and send a letter of thanks to Mrs Ridley.**

**d) N Shepperson** – Resignation from the parish council

**Action: Clerk to advise BCKLWN of the resignation and send a letter of thanks to Mr Shepperson.**

**11. MEMBERS COMMENTS.**

Cllr G Girdlestone advised that there was a requirement for guttering on the Bowls Club because when it rained the water went inside the club.

Cllr A Hodgson stated that the Village Sign looked tired and suggested that the provision of a new sign or refurbishing the old one should be discussed.

The Clerk advised that the WI had confirmed that they would wish to take part in any discussion relating to the Village Sign as it was they who had provided it for the village.

**PAGE 04/17**

Cllr G Moore advised that the flush in the new gent’s public toilets was not sufficient and needed to be improved.

Cllr D Shepperson reported that the overhanging trees in Hay Green had not been cut back and asked if a site meeting could be arranged with the Norfolk C C Highways to discuss the issue.

The Clerk advised that she had put it on the Rangers List twice now and e-mailed A Wallace, Norfolk C C but had not yet received any response.

Cllr M Howling advised that the conifer in Chapel Road was still overhanging the highway.

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