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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 18 October 2017 commencing at 7.45p.m.**

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

 **D Hillier, S Young, B Scott, J Cross, D Shepperson, A Hodgson, M Howling, G Girdlestone, B Hill, G Moore, C Barton, H Lewis, A Horton**

 **0 Members of the Public**

 **Prior to the commencement of the meeting Cllr B Scott signed the Declaration of Office.**

**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 Borough Councillors
2. To resolve to approve the minutes of the meetings held on 20 September 2017
3. To receive the Clerks Report on Matters Outstanding
4. To receive the Chairman’s Report
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 and approve a donation request from the Methodist Church for Grass-cutting.

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

 d) To receive the 2016/17 Annual Return

 e) To resolve to consider and approve a donation request to the

 Citizens Advice Bureau

 f) To resolve to consider and approve a donation request from Norfolk Accident Rescue Service

 g) To resolve to consider and approve the quote for the refurbishment of the Pavilion Community Area.

1. To resolve to review the Premises Licence for the Memorial Field and approve any actions required.
2. To resolve to receive TRODS suggestions for the Norfolk CC Parish Partnership Scheme application and approve any actions required.
3. To receive reports from meetings or training events attended by members.
4. To resolve to discuss the unavailability of Community Room Laptop for hire.
5. To resolve to receive reports from Outside Bodies
6. To resolve to receive reports from the Chairman of Committees.
7. Correspondence
8. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
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. To resolve to receive the recommendations of the DVO Report and approve any actions required.

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

 Apologies for absence and reasons given were received and accepted from Cllrs T Hunt and D Cliffe.

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

No Declarations were received.

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

 B Cllr S Young circulated a written report to all members present and then gave a synopsis of the report.

 **4. TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2017**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 20 September 2017 as minutes of the meeting.**

 **5. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* She the refurbished noticeboard and ornamental light frame was now in place and it was hoped that the light column and ornamental light would be connected prior to the Remembrance Day event. It would also remove the trip hazard caused by the disabled electrical cables.
* She had contacted the contractor again with regard to the allotment roadway repairs but to date they had not been carried out which was disappointing.
* The scarifier machine had been broken and was in the process of being repaired. The fault was found when the Bowls club had arranged to use it to scarify the bowls green.
* The streetlight refurbishment programme was progressing.
* She had advised the BCKLWN with regard to the Co-option of the 2 new Councillors. Both Councillors had completed the required documents following their appointment.
* She had asked Kew Garden Services to spray the perimeters of the Memorial Field again due to the large growth of weeds
* Overflowing bins had been reported to BCKLWN
* She had ordered new flags because the present one was damaged. However, help would be required to bring down the flagpole.
* She had requested G Carter to cut back the brambles on the Churchgate Way allotments.
* She had forgotten to add the Public Footpaths to the Agenda requested by Cllr A Hodgson and apologised for the omission.
* She asked if Cllr B Hill could provide a photograph and confirmation of the location for the new grit bin
* She asked Councillors to confirm a date for the inspection of the Memorial Field and also for the Ab Cave Committee.

**Cllr B Hill confirmed that she would provide the Clerk with the relevant information for the grit bin as requested.**

**A meeting for the Inspection of the Memorial Field was confirmed for 9.00a.m. at the Memorial Field on Saturday 18 November 2017 and the AB Cave Committee Meeting for Tuesday 21 November 2017 at 7.00 p.m. in the Parish Council Office.**

**Cllr G Moore apologised for the damage to the scarifier when used by the Cricket Club, He had been aware of the damage but he had forgotten to report it due to leaving for holiday the next day.**

 **6. TO RECEIVE THE CHAIRMANS REPORT**

The Chairman reported that:

* Streetlights in Alma Avenue were not working
* Unfortunately, one of the owners of the Terrington Key Chemists had passed away and one was still seriously ill but it was hoped he would be flown home from the USA soon.
* The road surface along Sutton Road was in need of repair.
* He had received several complaints about the auction in the former African Violet Centre and the number of cars blocking the road on auction days and asked if they had planning permission for the auction.
* He had received more complaints about the relocation of the Post Office but it was better than losing the facility.
* He advised that he would lay the wreath at the Remembrance Service on 12 November 2017 but if any other member wished to do so he was more than happy for them to do so.

**The Clerk advised that the new streetlight columns would be connected once UKPN works were completed and she would connect BCKLWN with regard to the Auction.**

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**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 J Cross advised that he had checked the invoices, cheques and Bank Statements at the Finance Meeting and Cllrs D Shepperson, 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.**

**b) To resolve to consider and approve a donation request from the Methodist Church for Grass Cutting.**

**Action: The Council resolved to approve a donation of £300.00 to the Methodist Church for grass maintenance.**

**c) To resolve to approve a quote for the provision of doors for the Public Toilets**

**Action: The Council resolved to leave the matter in abeyance and to request samples of the materials quoted to assess the suitability for the doors.**

**d) To receive the 2006/17 Annual Return**

**The Clerk advised the Council of the Auditors Comments regarding the Annual Return which were noted by the Council and resolved to receive the Annual Return.**

**e) To resolve to consider and approve a donation request to the Citizens Advice Bureau.**

**Action: The Council resolved to approve a donation of £200.00 to the Citizens Advice Bureau for the use of the King’s Lynn Branch**

**f) To resolve to consider a donation request from Norfolk Accident Rescue Service.**

**Action: The Council resolved to decline the request in favour of making a larger donation to the East Anglia Air Ambulance Service.**

**g) To resolve to consider and approve a quote for the refurbishment of the Pavilion Community Area.**

**Action: The council resolved to obtain a further quote for the works and place the matter on the agenda for the next meeting.**

 **8. TO RESOLVE TO REVIEW THE PREMISES LICENCE FOR THE MEMORIAL FIELD AND APPROVE ANY ACTIONS REQUIRED.**

The Clerk advised that the current Premises Licence for the Memorial Field required a Committee and Designated Responsible Persons to oversee events. In addition, by using the Licence by using the Licence it meant that the Council were open to be held liable for any accidents but if users were required to obtain a TENs Licence for events the onus would then be on the organiser of the event. She added after recent events she was not prepared to oversee the use of the Licence in future.

**Action: The Council resolved to withdraw the Premises Licence from the Memorial Field and Pavilion and event organisers to obtain TENs Licences and any other relevant licences from the BCKLWN or Norfolk CC and present them to the Parish Council before permission to use the Memorial Field/Pavilion for organised public events. The Clerk to cancel the Licence.**

**9. TO RESOLVE TO RECEIVE TRODS SUGGESTIONS FOR THE NORFOLK CC PARTNERSHIP SCHEME APPLICATION AND APPROVE ANY ACTIONS REQUIRED.**

**Action: The Council resolved to apply for TRODS in Benn’s Lane, The Salting’s, Chapel Road and Tower Road**

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

No matters were reported**.**

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**11. TO RESOLVE TO DISCUSS THE UNAVAILABILITY OF THE COMMUNITY ROOM LAPTOP FOR HIRE.**

Cllr Hill asked if members knew of the whereabouts of the laptop that was for hire with the Community Room because the whereabouts of the laptop were not known.

**Action: Councillors confirmed that they were unaware of the location of the Laptop and Cllr Cross advised as the former Clerk that he did not have it in his possession and did not know where it was.**

**Action: The Council resolved the Clerk identify the make, serial number of the laptop from the Council records and when it was purchased and report back to the Council**

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

**Village Hall** – Cllr D Hillier advised that he had met with Mr S Franklin, Norfolk CC which had been productive and there was an agreement that they would seek to meet the Parish Council halfway regarding their requested amendments to the new lease and he had reported the meeting back to P Kunes of the Village Hall Committee.

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

**PLANNING: The following plans were considered at the planning meeting held on 20 September 2017.**

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| **APPLICATION NUMBER** | **DETAILS** | **ACTION** |
| **APPLICATION NO: 17/01375/RM** | **Reserved Matters Application: Approval of proposals for plots 2, 3 & 4 at Land North, Chestnut House Market Lane Terrington St Clement King’s Lynn** | **OBJECTION: The Committee resolved to request that the house site configuration be altered and move the cart sheds to the rear of the property** |
| **APPLICATION: 17/01915/F** | **Front Porch Extension a Pretoria House 156 Benn’s Lane Terrington St Clement King’s Lynn Norfolk** |  |

**Allotments –** Cllr Howling advised that the vacant allotments needed attention and also 2 let allotments were untidy and asked the Clerk to send tidy up letters to the relevant tenants. In addition, he had also spoken to Mr G Carter about the cutting back of the allotments**.**

**Millennium Wood –** Cllr D Shepperson advised that the committee had met with the new contractor for the Millennium Wood to discuss the Councils requirements for the future maintenance programme and it had been agreed for him to commence the contract from 31 March 2018. He advised that the Committee had inspected the wood and it was agreed that the Clerk have a site meeting with Kew Garden Care to go over the points raised during the inspection.

**14. TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **Terrington Vets**  | Request to park training vehicle on car park on Friday 08 December 2017. | **Action: The Council resolved to approve the request.** |
| **Kings Lynn Town Guides** | Guided Walks of King’s Lynn | **No Action required** |
| **BCKLWN** | Changes to Civic Award Scheme | **Action: E-mail circulated to all Councillors for their information** |
| **BCKLWN** | Council Tax Support Scheme | **Action: E-mail circulated to all Councillors for their information** |
| **BCKLWN** | Confirmation of planning application for Isitabruck, Benn’s Lane | **No action required** |

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**12. MEMBERS COMMENTS.**

Cllr G Moore advised that the overhanging tree adjacent to the Cricket Club was on the Highway verge and not within the field boundary.

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

Action: The council resolved to go into closed session to discuss Item 14 of the agenda and a staffing matter.

This part of the meeting closed at 9.25 p.m.