**PAGE 01/16**

**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Minutes of the Terrington St Clement Council Meeting held in the Pavilion, Churchgate Way Terrington St Clement on Wednesday 20 April 2016 commencing at 7.30 p.m.**

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

**Cllrs D. Shepperson, G Girdlestone, B Hill, G Moore, C Barton, N Malkin, B Scott.**

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

**AGENDA**

1. To receive apologies and reasons given.
2. To receive written reports from Borough and County Councillors
3. Declarations of Interest for the agenda items and written requests for Dispensations for DPI’s and
4. grants of requests as appropriate
5. To resolve to approve the minutes of the meeting held on 16 March 2016
6. To receive the Clerks Report on Matters Outstanding
7. To receive the Chairman’s Report
8. To receive reports from meetings or training events attended by members.
9. 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 a hoarding to advertise the Annual Assembly.

c) To resolve to consider a donation request from East Anglia’s Children’s Hospices (EACH)

d) To resolve to renew the Norfolk Playing Fields Association Membership

1. To receive reports from the Chairman of Committees.
2. To receive reports from Outside Bodies Representatives.
3. Correspondence – To receive general correspondence.
4. Members Comments
5. 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.**

**PAGE 02/16**

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

Apologies were received and accepted from Cllrs A Hodgson, J Cross, D Hillier, N Shepperson, S Young, J Ridley, M Howling and B Cllr Kunes.

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

 B Cllr Kunes provided a written report which had been circulated to all councillors.

 Training sessions.

**3. TO RECEIVE** **DECLARATIONS OF INTEREST.**

Cllr Hill declared a pecuniary interest in Application 16/00507/O due to the proposed development being adjacent to her property.

 **4. TO RESOLVE TO APPROVE THE MINUTES OF THE 16 MARCH 2016**

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

 **5. TO RECEIVE THE CLERKS REPORT**

 The Clerk reported that;

* The Union Jack flag would be hoisted on Thursday 21 April 2016 to commemorate the Queen Elizabeth II 90th Birthday and St George’s Day on 23 April 2016.
* The CCTV system for the toilets and the new camera for the pavilion were on order and would be installed as soon as they are received by the contractor.
* There was only now one working key fob and the company that had installed the shutters and had supplied the fobs were now insolvent. This had caused problems with regard to access to the pavilion by users. The problem was exacerbated due to a user putting the keys in Cllr Hodgsons letter box and he was on holiday and they were only retrieved due to the pavilion cleaner being able to contact Cllr Hodgson’s daughter.
* Several highways matters had been raised by residents and councillors and these had been reported to Norfolk CC. She urged Cllrs to report the highways issues directly to NCC rather than at council meetings this would then raise more reference numbers and the repairs would then be prioritise higher.
* She had contacted a local farmer and company regarding the removal of the compost from the bowls club. However, one could not provide the service required and the latter would need to hire equipment to access and remove the compost and this would cost £270.00.

Action: The council resolved that the Clerk contact Kew Gardens to remove the compost from the Bowls Club, to request a brown garden waste bin for the bowls club to use for disposing of the grass cuttings and to contact Magpie Security to ascertain if locks/key fobs could be provided for the pavilion shutters.

 7. **TO RECEIVE THE CHAIRMANS REPORT**

Cllr Phelps advised;

* That a red transit van parked on the footway and was obstructing access. He was also parking on the wrong side of the road with no parking lights on in a 40mph area and he had advise the police.
* The refuse charges at the Saddle Bow refuse site had been increased.
* There had been an increase in fly-tipping in the area since the price increase at Saddlebow.
* It had been reported to him that a driver had drove at 96mph which had registered on the SANS signs.
* Residents had spoken to him regarding the lack of amenities at the Millennium Wood site.

Cllr Hill replied that as a Police Volunteer she was unaware of any report about the van but she would make enquiries and report back.

After suggestions that Cllrs speak to the owner of the van the Clerk advised Cllrs with regard to not acting as an individual or without authority of the full council as per the Council Standing Orders. She also urged councillors to be aware of the public perception as members are speaking as a councillor and in particular with regards to comments on social media.

**PAGE 03/16**

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

The Clerk advised that she had circulated a written report of the Memorial Park Annual Inspection. The main points raised at the meeting were as follows:

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| --- |
| * Shutter housings damaged on pavilion doors
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| * green memorial seat in need of repair
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| * spraying of the field perimeter
 |
| * tree stakes required for young trees
 |
| * requirement for an additional litter bin adjacent to the kicking wall
 |
| * Sweep of the Benn’s Lane car park required.
 |
| * PAT testing required for all equipment in the Bowls Club and Tennis Club and boiler servicing

 records |
| * Cover for the electric box in the bowls club required.
 |
| * Tennis courts in need of cleaning due to algae and moss making the surface slippery
 |
| * Confirmation if a French drain was in the specification for the tennis club refurbishment.
 |
| * Shutters on shelter loose require a bold to secure them.
 |
| * Request from the Cricket Club to access the tractor shed.
 |
| * Storage of the new litter bins in the tractor shed.
 |
| * New Toilet Facility
 |
| * Underground drainage issues.

The Clerk advised that the actions resolved were in the report but she asked if the council would approve the issue of a security key to the Cricket Club to access the tractor shed. Access needed to be controlled For insurance and Health and Safety reasons.**Action: The council resolved that the recommended actions in the report be carried out and in** **addition 2 keys be issued to the Cricket Club but on condition that the two named persons ONLY have access to the keys and must be present when access to the tractor shed is gained, the access register to be** **completed as appropriate and the Cricket Club pay for the additional key.** |

 Cllr Girdlestone reported that the electrical connection in the bowls club grounds had been encased and covered as requested.

Cllr D Shepperson reported a pot hole on the edge of the car park in Benn’s Lane

The Clerk advised that all highways matters raised during the tour of the village had been reported. She would also report the additional matter raised by Cllr D Shepperson.

Cllr D Shepperson advised that he had met with the resident who wished to provide a memorial seat in the Memorial Field and it had been suggested that the seat would be sited in between the two trees in line with the half way line of the football pitch.

Cllr Mrs Hill advised that the NCC had not yet put salt in the Grit Bins although the Clerk had requested they be filled several times.

**PAGE 04/16**

**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.**

Councillor D Shepperson Chairman of the Finance Committee advised the council that he had checked the invoices, bank statements and cheques prior to the meeting with the Clerk.

Cllr D Shepperson stated that Cllr G Moore had also checked them during the Finance Meeting.

**b) To resolve to consider and recommend approval of a hoarding to advertise the Annual Assembly.**

**Action: The council resolved to purchase an advertising hoarding for the Annual**

**Assembly**

**c) To resolve to consider and recommend a donation request from East Anglia’s Children’s Hospices**

**(EACH)**

**Action: The council resolved to award a donation of £50.00 be made to E.A.C.H.**

**d) To resolve to recommend renewal of the Norfolk Playing Fields Association Membership**

**Action: The council resolved to renew the Norfolk Playing Fields Association Membership**

**e) To resolve to consider and recommend a Grant Request from the Village Sports Co-ordinators.**

**Action: The council resolved that a grant for £920.00 be made to the Village Sports Co-Ordinators for sports provision and a further £600.00 for the cost of a coach should the village team win and attend the finals in Norwich.**

**f) To resolve to consider the cleaning of the Tennis Courts**

**Action: The council resolved that the Pressure Washer be purchased as agreed by full council in order that the Groundsman use it to clean the tennis courts.**

**PAGE 05/16**

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

 **PLANNING - The planning committee considered the following applications and submitted the**

 **Observations as detailed below at a meeting of the Planning Committee held on 07 April 2016**

|  |  |  |
| --- | --- | --- |
| **APPLICATION :16/00008/F** | **Extension to dwelling and erection of garage at 11 Churchgate Way Terrington St Clement King's Lynn Norfolk PE34 4PG – SUPPORT** | **- SUPPORT** |
| **APPLICATION :16/00487/O**.  | **Outline Application: Residential development of 3 dwellings at Land Between 63 And 69 South of Popes Lane Terrington St Clement Norfolk**  | **- RECOMMEND REFUSAL**TPO Order Applied to Horse Chestnut on the site. The proposed dwellings and associated works could damage tree root structure and cause damage to the tree. In addition any construction on the site could deplete the moisture available for the roots to flourish. It is estimated that the tree roots would encompass a large area of the site which would include the proposed dwelling sites and any damage caused by any development works may be in breach of the TPO Order. The council also again express their continued concern in relation to the infrastructure of the village and added pressure to the doctor's surgery, schools and increase in vehicle movements in the parish with the continuation of planning applications being submitted. Further to previous comments the council advise that there has also been a pre-filling in of a drain/dyke on the site which could cause drainage issues. |
| **APPLICATION :16/00456/F** | **New prefabricated glulam log cabin office to enclosed rear garden of veterinary centre at Terrington Veterinary Centre 24 Marshland Street Terrington St Clement Norfolk PE34 4NE** | **SUPPORT** |
| **APPLICATION: 16/00518/O** | **Outline Application: Proposed residential development at Land At Tower Road Terrington St Clement King's Lynn Norfolk** | Expressed continued concern in relation to the infrastructure of the village and added pressure to the doctor's surgery, schools and increase in vehicle movements in the parish with the continuation of planning applications submitted. |
| **APPLICATION : 16/00507/O** | **Outline Application: residential development at Land At Long Road Terrington St Clement King's Lynn Norfolk PE34 4JL** |  **PAGE 06/16****OBJECT.** Proposed development outside of parish boundary Expressed continued concern in relation to the infrastructure of the village and added pressure to the doctor's surgery, schools and increase in vehicle movements in the parish with the continuation of planning applications submitted. |
| **APPLICATION: 16/00576/F**  | **Proposed new dwelling and garage at Holborn Hive 48 Orange Row Road Terrington St Clement King's Lynn Norfolk - SUPPORT** | **SUPPORT** |
| **APPLICATION :16/00471/RMM** | **Construction of 41 dwellings and associated works at Hillgate Nurseries Hillgate Street Terrington St Clement King's Lynn Norfolk** | Advised by a third party that Greater Crested Newts have been found within 500 meters of the proposed site and this species is protected. The Ecologists report commissioned by the third party for another proposal differs from the Persimmons Ecologist report. Also advised that the independent ecologist was unable to access the Persimmon site to conduct a survey relating to the other proposal.Requested that there is further investigation into the matters raised and to ascertain if there is Greater Crested Newts on the site or within a 500 meter area prior to any decision.Expressed continued concern in relation to the infrastructure of the village and added pressure to the doctor's surgery, schools and increase in vehicle movements in the parish with the continuation of planning applications submitted. |
| **APPLICATION: 16/00518/O** | **Outline Application: Proposed residential development at Land At Tower Road Terrington St Clement King's Lynn Norfolk** | Expressed continued concern in relation to the infrastructure of the village and added pressure to the doctor's surgery, schools and increase in vehicle movements in the parish with the continuation of planning applications submitted. |

**FINANCE –** Cllr D Shepperson the Chairman of the Finance Committee advised that he had submitted his resignation as Chairman of Finance and a member of the Finance Committee but if the council agreed he would remain as a signatory because he was available to sign cheques during the day if required by the Clerk. He advised that he and the Clerk had worked together to bring the finance up to date and all was in order and he felt happy to leave the position for another member to undertake.

The Chairman thanked Cllr D Shepperson for his hard work as Chair of Finance and advised that the matter of a replacement would be placed on the agenda for the next council meeting.

**PAGE 07/16**

**11. REPORTS FROM OUTSIDE BODIES REPRESENTATIVES**

No matters were reported.

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

**Distribution List for items of correspondence that do not require a resolution.**

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **BCKLWN**   | Order. Land between 63 and 69 South of Popes Lane. TSC. | **No Action Required** |
| **BCKLWN**  | TPO Order. Terrington Lodge 2 Lynn Road TSC. | **No Action Required** |
| **CPRE**  | Countryside Voice quarterly Magazine. | **No Action Required** |
| **TSC Bowls Club**  | Letter of thanks for Grant | **No Action Required** |
| **RAFA**  | RAF Big Band Concert, 21 June 2016, Corn Exchange KL. £15.00 per ticket | **No Action Required** |

**18. MEMBERS COMMENTS.**

Cllr Hill advised that HGV’s were still speeding in Sandygate Lane and the road speed signs were not correct. She proposed that a sign indicating not suitable for HGV traffic be requested from Norfolk C C

Cllr Hill advised that she had toured the parish with the Clerk pointing out grot spots in the village and in Alma Chase it was noted that there was a need for a dog/litter bin on the amenity area.

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

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

**The meeting closed at 9.20 p.m.**