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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 21 June 2017 commencing at 7.45p.m.**

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

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

There were 03 members of the public present at the meeting.

**OPEN FORUM: -** Members of the Women’s Institute advised that the WI would like to retain the present design for the village sign as it depicted the village history and they would also prefer a traditional sign in preference to a metal one.

**RESPONSE:** Cllr S Phelps thanked the ladies for attending the meeting to give the council the views of the WI. It was important that they were consulted because it was they who had donated the sign to the village.

**Prior to the commencement of the meeting a minute’s silence was held in memory of those involved in the recent Grenfell Towers tragedy.**

**AGENDA**

1. To elect the Chairman of the Council
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 17 May 2017
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 Approve the Annual Return for the Year Ending 31 March 2017.

i)Annual Governance Statement

ii)Statement of Accounts

 iii) Effectiveness of the Internal Audit

 c) To resolve to approve the refurbishment of replacement of the village sign.

 d)To resolve to discuss and approve the quote for the streetlighting works

1. To receive reports from the Chairman of Committees.
2. To resolve to consider Co-option of candidate to the Parish Council
3. To receive reports from Outside Bodies Representatives.
4. Correspondence – To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior

 to the meeting.

1. Norfolk C C – Road Closure. Wanton Lane
2. 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 and discuss the DVO Report relating to the Bowls and Tennis Club and approve any**

**actions required**

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1. **TO RESOLVE TO ELECT A CHAIRMAN OF THE COUNCIL**

Cllr D Shepperson proposed Cllr S Phelps for Chairman, Seconded: Cllr A Hodgson.

There being no other nominations Cllr S Phelps was elected as Chairman

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

 Apologies for absence and reasons given were received and accepted from Cllrs M Howling, D Hillier and B Cllr B Kunes

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

 B Cllr Mrs Young advised that she had:

* attended Planning Meeting to discuss BCKLWN planning issues
* attended a CCG Governors Meeting when ambulance waiting times were discussed and also QEH had one of the best Stroke departments and the best Intensive Care in the country.
* attended a Disabilities Forum at County Hall
* been advised that the QEH Annual Public Meeting would be held on 04 July 2017 3p.m.-4.30 p.m.
* attended the recent NALC Spring Conference
* attended the Tilney All Saints Parish Council meeting
* attended a meeting at the BCKLWN with regard to problems with Freebridge.

Cllr G Moore stated that the QEH had a large financial loss last year and asked why outside consultants had been brought in which would have increased the costs.

Cllr Mrs S Young replied that the services at the QEH required specialist services and expertise and these had to be provided.

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

 No Matters of Interest were declared.

 **5. TO RESOLVE TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 17 MAY 2017 AND 26 MAY 2017**

**Action: The council resolved to approve the notes of the Annual Parish Council Meeting, the Ordinary Meeting held on 17 May 2017 and the notes of the Extraordinary Meeting held on 26 May 2017 as minutes of the meetings held.**

 **6. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* there seemed to be a problem with the internal light in the Gent’s public toilets. The bulb had been replaced several times in the past few weeks.
* She had spoken to JB Electricals and they had advised that the column would be put in place soon.
* She had ordered the toilet door brackets, the gate closers, the noticeboard refurbishment and also the new light for over the pedestrian gate in the Memorial Field.
* She had placed an article in the Anchor asking for volunteers for the Speed Watch initiative as requested.
* The school crossing survey was currently being carried out.
* She had advertised the parish council vacancies in the Anchor
* She had been advised that the cutting of the grass at the Station Road/A17 Junction would be carried out soon.

Cllr S Phelps advised that the grass at the junction had now been cut.

Cllr Hodgson advised that the noticeboard and other items would soon be ready.

 **7. TO RECEIVE THE CHAIRMANS REPORT**

The Chairman stated that:

* there had been one complaint about noise on the evening of the recent TCF Beer Festival but otherwise it had been a good and well attended event and a good job had been done by all.
* A bus stop sign was needed for the bus shelter in Northgate Way.
* The weeds on the paths and on the verges were very untidy and looked very scruffy.
* The hedges belonging to 46 Sutton Road needed to be cut back
* The proposed works to the A47 had been postponed until September 2017
* The A17/Station Road junction grass had been cut but it would be better if the islands could be tarmac.
* There was now a Good Neighbours App which could be useful in the village

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Cllr S Young advised she would be meeting with Tom McCabe and Mr Tipper of Norfolk C C in the near future and she would raise the matter of putting tarmac on the islands with them.

The Clerk advised that she would put the “Good Neighbours “ App in the Anchor to gauge interest within the village and also request a bus stop sign from Norfolk C C.

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

Cllr B Hill reported that she and Cllr S Young had attended the recent NALC Spring Conference on 24 May 2017 and there had been a good overview of Parish Council Law and new Transparency Legislation.

Action: The council resolved that Cllr B Hill provided a written report to the Clerk to be circulated to all councillors

**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 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 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 Approve the Annual Return for the Year Ending 31 March 2017**.
2. Annual Governance Statement
3. Statement of Accounts
4. Effectiveness of the Internal Audit

**Action: The council resolved that the Statement of Accounts were correct to the Bank Reconciliation, the Effectiveness of the Internal Audit and internal audit controls were adequate. However, Box 8 of the Annual Governance Statement was ticked “No” due to possible monetary liabilities regarding an employment issue and an allotments issue.**

1. **To resolve to recommend the refurbishment of the Village Sign.**

 **Action: The Council resolved to the refurbishment of the village sign and the Clerk to obtain quotes for the**

 **refurbishment. It was also resolved that the sign design remain the same and the sign be replaced with a new**

 **sign sympathetic to the original upon the wishes of the Women’s Institute.**

 **Cllr G Girdlestone joined the meeting at 8.35 p.m.**

1. **To resolve to consider and recommend the revised quote for the repairs of the parish street light stock.**

**Action: The Council recommended acceptance of the revised quote and the repairs/replacements with LED lights be completed. In addition, invoices for the works to be raised for each section of works upon completion.**

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

**PLANNING: The following plans were considered at the planning meeting held on 21 June 2017.**

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| --- | --- |
| APPLICATION NO: 17/01143/F | Variation of condition 2 of planning permission 14/00864/F to amnd design of extension at Shepherdsgate 92 Station Road Terrington St Clement King's Lynn Norfolk |
| APPLICATION: 17/01145/O | Outline application for proposed construction of a new two storey dwelling on site of existing dwelling (demolished in approx 1992) formerly benefiting from Outline Planning Permission (to replace the dwelling, Ref: 2/88/4482/O) at Land Adjacent To No.6 Coastguard Cottages Ongar Hill Terrington St Clement Norfolk  |

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**11. TO RESOLVE TO CONSIDER CO-OPTION OF CANDIDATE TO THE COUNCIL**

**Action: The council resolved to decline the recent application for Co-option due to new information received.**

**There were 5 abstentions and 4 votes against the application. The council resolved that the Clerk contact the applicant and advise of the council’s decision.**

**Cllr T Hunt left the meeting at 9.05p.m.**

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

No matters were reported in relation to this item.

**13. TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

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| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **BCKLWN** | Permission to Co-opt members to the council. | **Action: The Clerk advised that she had placed an advertisement on the noticeboards and in the Anchor Magazine.** |
| **Norfolk C.C.** | Notification of Crossing Survey | **Action: The council resolved that the Clerk advise Sir Henry Bellingham MP and the school of the development.** |
| **NorfolkALC**  | **Road Closure – Wanton Lane 3-7th July 2017** | **Details circulated to all Cllrs by e-mail prior to the Meeting** |
| **BCKLWN**  | Advice in relation to boundary fence on the Persimmons Site | **Action: Clerk to advise the residents concerned of the action by BCKLWN** |

**14. MEMBERS COMMENTS.**

Cllr D Shepperson advised that the family of in ownership of a seat in the park in memory of a family member had requested an amendment to the seat and asked if the council would have any objection.

The council agreed that they had no objection and Cllr D Shepperson to advise the family accordingly.

Cllr A Hodgson advised that the Church Bank litter bin had not been emptied.

The Clerk advised that she had reported the matter several times to BCKLWN, she had issued them a key to all of the new bins and she would report the matter again.

Cllr A Hodgson advised that the Terrington Community Fund were disturbed with regard to the removal of an advertising sign for the recent Beer Festival that had been removed without their permission and asked if the Clerk was aware of the removal of the sign.

The Clerk replied that she had been unaware that she did not know who had reported the sign or who had removed it. However, there was now new legislation regarding signs on the highway and it could have been Norfolk C C.

Cllr Moore advised that a red car had been abandoned in a layby on the A17.

Cllr Barton reported that there was now an Auction House in the former African Violet Centre and when an auction was held people’s driveways were blocked and vehicles parked along Station Road.

The Clerk advised that she would report the car to the police, cars could park on the road if they were taxed and insured and she would ask BCKLWN if there was a requirement for a change of use at the former African Violet Centre.

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

Action: The council resolved to go into closed session to discuss Item 16 of the agenda and a staffing matter.

This part of the meeting closed at 9.21 p.m.