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**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Minutes of an Extra Ordinary Meeting of the Terrington St Clement Council held in the Pavilion, Churchgate Way Terrington St Clement on Monday 29 January 2018 commencing at 7.45p.m.**

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

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

 G Girdlestone, J Cross, B Hill, B Scott, A Horton

**B Cllr P Kunes 23 Members of the Public**

**OPEN FORUM: -** Village Co-ordinator Shery Thompson presented a trophy that the Village Sports had won and requested it be placed in the trophy cabinet.

The founder of the “Defend Terrington” Facebook page read out a list of 17 questions and asked that the Parish Council answer them honestly and in full. He also agreed to post the Council’s response on the “Defend Terrington” Facebook Page and agreed that it also be printed in the Anchor and on the Parish Council website.

A resident raised a question in relation to the new land adjacent to the Benn’s Lane play area and asked Cllr Young to clarify some issues regarding the land.

A resident asked when there would be more information regarding the school crossing.

**RESPONSE:** The Vice Chairman responded that the questions submitted would be answered in due course.

The Clerk confirmed the new land would be placed on the agenda for the next meeting and she hoped to look into the background information she had regarding the land before the meeting and the school crossing survey would be discussed under Item 8 of the Agenda.

**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 15 November 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 discuss and approve the Budget for 2018-2019

c)To resolve to purchase replacement mobile phone for the Pavilion Caretaker.

d) To resolve to discuss and approve quotes for replacement turf and drainage maintenance for the

Memorial Field.

e) To resolve to discuss and approve quote for the repair of the Chairman’s Insignia.

1. To resolve to discuss and approve the re-tiling of the kitchen and provision of two further storage cupboards.
2. To resolve to receive the School Crossing Survey and approve any actions required.
3. To resolve to receive reports from meetings or training events attended by members.
4. To resolve to discuss a review of the security and unauthorised use of the Pavilion and Tractor Shed
5. To resolve to review the Terms of Hiring and use of the Pavilion.
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.**

1. To resolve to discuss Legal Matters in relation to Club Leases and Licences
2. Staff Matters.

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

 No apologies for absence and reasons given were received.

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 a copy of his report had been circulated to all members present but he advised members of the public present that with the reduction in Rate Support Grant, the Council become more and more reliant on other forms of income, such as the New Homes Bonus. Central government are determined to dramatically increase the number of houses built in the UK, so as an incentive to District Councils, there is a payment made for each new home built, this amounted to £3.2 million in 2016/2017 for the Borough Council. But this payment is not forthcoming if an application is initially rejected, but then passed on appeal. So, the Planning officers and planning committee have to be very, very sure that any application they reject, would not be overturned on appeal.

B Cllr S Young stated that she had provided a written report which had been distributed to all members present.

Copies of the reports are attached to the Minutes.

 **4. TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2017**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 15 November 2017 as minutes of the meeting.**

 **5. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* Following the articles with a former employee stating in the Press and at the meeting held on 17 January 2018 that people using the pavilion had been “put at the risk of death” Norfolk Fire Brigade had carried out an inspection and had found that there was “Nil risk of death by fire in the building and nothing had changed since the last inspection in 2012 when the findings were the same”. The building was VERY LOW RISK. Therefore, the claims “risk of death “made by the former employee at the Tribunal and at the meeting held on 17 January 2018 had been proven to be untrue.
* The Community Area had been refurbished.
* The office had been closed since the meeting on 17 January 2018 following the disturbance and she had worked from home because it had not been deemed safe for her to work in the office. In addition, a Risk Assessment would need to be carried out to assess the risks in the office with the Clerk working alone in the building.

**Cllr Phelps joined the meeting at 8.00 p.m.**

**6 TO RECEIVE THE CHAIRMANS REPORT**

The Chairman reported that:

* There had been lots of complaints about street lights being out including the replacement column opposite the Wildfowler public house, 32 alma Avenue, 77 Perkin Field, Church bank (opposite the school)
* There had also been complaints regarding the overgrown trees in Tower Road.

**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 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

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**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 recommend approval of the Budget for 2018-2019

**Action: The Council resolved to approve the Budget for a total of £126,000.00**

1. To resolve to purchase replacement mobile phone for the Pavilion Caretaker.

 **Action: The Council resolved to purchase a new mobile phone for the use of the Pavilion Caretaker.**

1. To resolve to consider and recommend quotes for replacement turf and drainage maintenance for the Memorial Field

**Action: The Council resolved to approve the turf and verti-drain on the Memorial Field but did not approve the**

**Verti-drain works on the outer field.**

1. To resolve to consider and recommend quote for the repair of the Chairman’s Insignia.

**Action: The Council resolved to approve the resin repair to the Insignia and to purchase 10 bars at a cost of £70.00 each**.

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

**Action: The Council resolved to approve Option 4 with a recorded vote.**

**FOR OPTION 2. – Cllrs H Lewis, A Hodgson, D Cliffe, B Hill, B Scott, S Young**

**FOR OPTION 4. – Cllrs S Phelps, T Hunt, G Girdlestone, M Howling, J Cross, A horton, C Barton, D Hillier**

**ABSTAIN – Cllrs D Shepperson and G Moore**

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

The Clerk advised that she had attended the Planning Committee Meeting held on 05 December 2017 and she had compiled a report which would provide answers for the questions put forward by Defend Terrington and she would circulate to all members for their information.

**10. TO RESOLVE TO RDISCUSS A REVIEW OF THE SECURITY AND UNAUTHORISED USE OF THE PAVILION AND TRACTOR SHED.**

The Clerk advised of several incidents in which there had been unauthorised access to the pavilion and codes and keys were being used by unauthorised people and made public. In addition, there seemed to be an unauthorised Boot Camp on the Memorial Field advertised on Facebook and footballers were accessing the building unexpectedly when private parties were being held. She added that the security needed to be looked at and she or the Caretaker could not be held responsible because the instructions to users were being ignored and the issues needed to be addressed by the Council.

**Action: The Council resolved to form a Committee to review the issues raised and to hold a meeting with users to discuss the issues in hand**.

**10 (a) TO RESOLVE TO DISCUSS AND CONSIDER PROVIDING A GRIT BIN FOR RHOON ROAD/ONGAR HILL**

**Action: The Council resolved to approve the purchase of a grit bin upon receipt of approval from Norfolk C C,**

**11. TO RESOLVE TO REVIEW TERMS OF HIRING AND USE OF PAVILION**

Action: The Council resolved that the Clerk draft a new Booking Form for review by the Full Council

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

**No matters were reported.**

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

**PLANNING:**

|  |  |  |
| --- | --- | --- |
| **APPLICATION NUMBER** | **DETAILS** | **ACTION** |
| **APPLICATION NO:** **17/01649/OM** | Outline Application: Proposed 9 new build houses at Land East Wesley Villa 58 Chapel Road Terrington St Clement King’s Lynn | **Action: COMMENTS:** The Parish Council suggest the development is built as a cul-de-sac. In order to address the proposed access being so close to the bends at the junctions of Chapel Road and Wesley Avenue they suggest that the site access is moved to PLOT 2 and move PLOT 2 to the access road.In addition, they suggest that the access adjacent to PLOT 9 is closed off and only the middle access road between the houses is used. |
| **APPLICATION NO :17/02175/F** | 28 Popes Lane Terrington St Clement King's Lynn Norfolk PE34 4NT | **Action: SUPPORT- There were no observations in relation to this application** |

**14. TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **NORFOLK CC** | Update with regard to Highways Ranger visit | **Action: E-mail circulated to Councillors prior to meeting.** |
| **NORFOLK C C**  | Details of Road Closure Chapel Road TSC – 18 January | **Action: E-mail circulated to Councillors prior to meeting.** |
| **Village Hall**  | Grant applications update | **No Action Required** |
| **Tapping House** | Thank you letter for donation | **No Action Required** |
|  **Resident** | Thank you for AB Cave donation  | **No Action Required** |
| **Methodist Church** | Thank you letter for grant | **No Action Required** |

**b) Tennis Club – Court Maintenance, electricity use and other matters.**

Cllr D Hillier advised that in 2016 the Council had arranged an appointment for the courts to be cleaned and prior notice was given to the Chairman of the Club Mrs Sheryl Thompson and it was requested that any matches be cancelled however the appointment had been cancelled and re-arranged by the club without authorisations the Clerk did call the contractor and he confirmed he had attended at the request of the Tennis Club and he had apologised. The Club had no authorisation to directly call the contractor and give him alternative instruction.

The Council then received complaints from residents that the works had started at 7.00 a.m. in the morning.

It had been agreed at a meeting with the Tennis Club that the Chairman of the Club and the Clerk would liaise to draft an agreement but this had proved difficult.

A request for the cleaning of the Courts was received too late to be considered at the September 2017 meeting but the Clerk did bring the matter to the October meeting and it was resolved that the matter be discussed at the forthcoming Memorial Field Inspection meeting which it was.

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The Council also discussed with the Tennis Club representative the matter of linking up with Alive Leisure and that a Lease would be required because the DVO had identified the Club as a private members club and therefore the Council would have different financial responsibilities regarding the Club.

The representative agreed to provide information regarding the Alive Leisure project but nothing has been received to date.

A committee had been elected to progress matters in November 2017 but this has not been possible.

The Clerk had advised that due to her involvement in litigation against the Council Mrs Sheryl Thompson, the Chairman of the Tennis Club should provide an alternative contact number/email but again until 17 January 2018 this was not forthcoming.

The Clerk stated that it has proven difficult to progress with the Tennis Club due to Mrs Thompson not replying to emails or liaising with her other than to send the occasional letter with underlying criticism of her which was unfounded. She added that she has over a period of time bought this to the attention of the full Council and so blame should be apportioned to the Club for their lack of co-operation.

**Action: The Council resolved to meet with the Tennis Club to discuss the DVO recommendations and a Lease with the Club.**

**15. MEMBERS COMMENTS.**

Cllr A Horton advised that the African Violet Sign had not yet been removed from the A17.

**The Clerk advised that she would report the matter to the Norfolk C C**

Cllr C Barton asked if there had been any action in relation to the Auctions at the former African Violet Centre.

**The Clerk advised that the Planning Enforcement Team were investigating the matter and the white van had been removed.**

Cllr M Howling advised that Belmont Nurseries were considering having a defibrillator on site and asked if the Parish Council could assist them in any way.

**The Clerk advised that the Parish Council could not financially assist a business but the Community Heartbeat Trust may be able to help.**

B Cllr Kunes advised that he had been given 2 defibrillators, one would be going to the Village Hall and the other could be made available to the Belmont Nurseries.

Cllr A Hodgson requested that the New Land be placed on the Agenda for the next meeting.

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

Action: The council resolved to go into closed session to discuss Items 17 & 18 of the Agenda.

This part of the meeting closed at 8.40p.m.

 **The meeting continued in the absence of the press and public at 8.46 p.m. (not**

 **for publication). By virtue of Section 100 (A) Para 4 of the Local Government Act**

**1972. The item being of a confidential nature.**