**PAGE 77/15**

**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 February 2016 commencing at 7.30 p.m.**

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

**Cllrs D. Shepperson, S Young, J Cross, N Shepperson, B Hill, M Howling, D Hillier, G Moore, C Barton, N Malkin, J Cross.**

**B.Cllr P Kunes.**

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

 **AGENDA**

1. Signing the Declaration of Office by the newly elected members of the council.
2. To receive apologies and reasons given.
3. To resolve to elect a Vice-Chairman
4. To receive written reports from Borough and County Councillors
5. 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 meeting held on 20 January 2016
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

1. To receive reports from the Chairman of Committees.
2. To resolve to elect an additional member to the Personnel Committee.
3. To receive reports from Outside Bodies Representatives.
4. To resolve to discuss the lease for the Village Hall and to approve any actions required.
5. To resolve to approve the Draft Standing Orders – **Copy circulated by e-mail and to be taken as read at the meeting.**
6. Correspondence – To receive general correspondence.
7. 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. **Staffing Matters**

**PAGE 78/15**

1. **SIGNING OF THE DECLARATION OF OFFICE BY NEWLY ELECTED MEMBERS**

**Action: Cllr C Barton and N Malkin signed the Declaration of office as required.**

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

Apologies were received and accepted from Cllrs A Hodgson and G Girdlestone and T Hunt.

1. **TO RESOLVE TO ELECT A VICE-CHAIRMAN**

**Action: Cllr D Shepperson proposed Cllr Hillier, seconded Cllr Cross. There being no other nominations Cllr Hillier was elected as Vice-Chairman.**

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

 B Cllr Kunes provided a written report which had been circulated to all councillors. He added that he had not

 yet received the Licence from the Springwood Academy Trust for consideration which the Academy wished the

 Parish Council to undertake but he would forward it to the Clerk when he had received it. He added that volunteers were urgently required for the committee to allow the hall to continue.

 **Action: The council resolved that they would discuss the matter further once the Licence had been received**

 **from the Springwood Academy Trust.**

B Cllr Young advised that she had not provided a written report fdue to time contraints but she would

endeavour to do so for future meetings.

B Cllr Young advised that

* She had attended various BC Planning Meetings
* Had attended meetings for licensing appeal for Taxi drivers
* Had attended QEH emergency Care meetings to discuss compassionate discharge from hospital for the elderly.
* The LILY leaflet had been upgraded.
* Had attended a Norfolk Committee of Health and Care meeting to discuss the District Nurse Service.

**5. TO RECEIVE** **DECLARATIONS OF INTEREST.**

Cllr Cross declared an interest in Item 10 a) due to it listing his Gratuity Payment for approval.

 **6. TO RESOLVE TO APPROVE THE MINUTES OF THE 20 JANUARY 2016**

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

 **7. TO RECEIVE THE CLERKS REPORT**

 The Clerk reported that;

* The light bollards had been installed along the pavilion pathway as resolved.
* The CCTV unit had been moved to the office.
* The PAT Testing of council equipment in the Pavilion had been completed as required.
* The Tigers football pitch had been inspected and the ground had been impacted too tightly following the drainage works and required slitting and the pitch was not playable. However if this did not resolve the problems Lincolnshire Drainage had agreed to rectify any problems.
* All of the four vacancies on the council had now been filled.
* The new buildings had been inspected by ASSENT Building Control and no problems had been highlighted.
* The SANS2 reactor signs would be installed very soon when a date could be agreed with the contractor.

 8. **TO RECEIVE THE CHAIRMANS REPORT**

Cllr Phelps advised that he, Cllr A Hodgson and the Clerk had met to discuss the A17 recommendations. Cllr D Shepperson had been unable to attend the meeting but he had given his input to the Clerk which she reported. A report containing the recommendations would be compiled and circulated for discussion at the next full council meeting.

**PAGE 79/16**

A short discussion of the proposals was held but it was agreed that it would be discussed at the next council meeting because it was not an agenda Item.

The Chairman also reported his dissatisfaction with regard to a highway repair he had witnessed and he had also received requests from youngsters to hold discos in the village hall and he suggested the village hall as a suitable venue.

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

 The Clerk advised that no training events had been attended since the last meeting.

**10. 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 and Cllr Hodgson 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.

Cllr Shepperson advised that queries had been raised in relation to the BCKLWN Election Invoice and also with regard to the invoice from Terrington Service Station due to it not being itemised or a VAT receipt.

In addition the committee had discussed the recommendations of the Personnel Committee and these would be reported in closed session under “Staff Matters”.

**Action: The council resolved to approve the recommendations from the Finance Committee and that the Bank Reconciliation was a true reflection of the Council accounts.**

 **11. 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 17 February 2016**

|  |  |  |
| --- | --- | --- |
| 16/00148/O - | **Outline Application: construction of a dwelling at Land North of 14 Hay Green Road North Terrington St Clement King's Lynn Norfolk PE34 4PZ** |  **SUPPORT** |
| 16/00017/F  | **Retention of annex as a separate dwelling at 15 Rhoon Road Terrington St Clement King's Lynn Norfolk PE34 4HY**  | **Objections - Access detailed in the plans was not owned by the applicant and was not an approved access to the plot. Access should be from 15 Rhoon Road for both properties.** |
| 16/00017/F - | **Outline Application: detached dwelling at Land E of Springfield Anchor Road Terrington St Clement Norfolk**  | **Objection- Plot outside of the Planning Boundary.** |

**PAGE 80/15**

 **12. TO RESOLVE TO ELECT AN ADDITIONAL MEMBER TO THE PERSONNEL COMMITTEE.**

**Cllr B Hill proposed Cllr N Shepperson, seconded Cllr S Young. There being no other nominations Cllr N Shepperson was elected as a member of the Personnel Committee.**

 **13. REPORTS FROM OUTSIDE BODIES REPRESENTATIVES**

Cllr D Shepperson advised that the Old School Heritage Committee had received no response from the Lottery. Mr B Howling the Chairman of the Committee was to apply for a smaller amount to carry out repairs and apply again for further funding to provide a training venue with a Small Heritage Grant.

 **14. TO RESOLVE TO DISCUSS THE LEASE FOR THE VILLAGE HALL AND APPROVE ANY ACTIONS REQUIRED.**

**Action: The council resolved to leave the matter in abeyance until the Licence had been received from the Academy.**

15. **TO RESOLVE TO APPROVE THE DRAFT REVISED STANDING ORDERS.**

The Clerk advised of two amendments, the first to add “G” to Terrington on the Cover Page and in SO 27 to deleted “District Council” and insert Borough Council.

**Action: With the two recommended amendments the Draft Standing Orders were adopted.**

 **16.** **TO RECEIVE CORRESPONDENCE.**

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

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **BCKLWN**  | Notices of Uncontested Elections for the parish council vacancy |  |
| **Norfolkalc**  | Finance Training event 28 April, Great Yarmouth – Circulated by e-mail  | **Await additional information** |
| **BCKLWN** –.  | Confirmation of TPO enforcement. The Manor House. Churchgate Way.  | **No action required.** |
| **NorfolkALC** – | Services  | **Hard copy available in the parish council office** |
| **NorfolkALC** | Ultra Vira decisions by the council. | **Personnel Committee advised as required and discussed under Staffing Matters.** |

**17. MEMBERS COMMENTS.**

**Cllr Moore requested that an invoice be sent for the Cricket Club fees.**

**The Clerk replied that she would be reconciling all of the invoices and would forward one to him shortly.**

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

**Action: The council resolved there to go into closed session to discuss a confidential e-mail.**

**This part of the meeting closed at 8.17 p.m.**

**The meeting continued in the absence of the press and public at 8.17 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.**