**PAGE 84/15**

**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Minutes of the Terrington St Clement Council Meeting held in the Pavilion, Churchgate Way Terrington St Clement on Wednesday 16 March 2016 commencing at 7.30 p.m.**

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

**Cllrs D. Shepperson, S Young, G Girdlestone, J Cross, N Shepperson, B Hill, M Howling, D Hillier, G Moore, T Hunt, C Barton, N Malkin, B Scott and J Ridley, .**

**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 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 meeting held on 17 February 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

b) To resolve to consider a Grant Request from the Bowls Club towards an outside shelter.

1. To confirm the date for the Parish Assembly
2. To resolve to consider siting of a Memorial Seat adjacent to the Village Sign.
3. To resolve to consider the refurbishment or replacement of the Village Sign.
4. To resolve to confirm a meeting with Clenchwarton Parish Council to discuss the Ongar Hill Wind Farm Appeal.
5. To receive reports from the Chairman of Committees.
6. To receive reports from Outside Bodies Representatives.
7. Correspondence – To receive general correspondence.
8. To resolve to discuss and approve the draft A17 proposals in relation to improving the safety at the Station Road/A17 Junction.
9. Members Comments
10. 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 85/15**

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

**Action: Cllr J Ridley and B Scott signed the Declaration of office as required.**

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

Apologies were received and accepted from Cllrs A Hodgson.

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

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

B Cllr Young advised that she had forwarded a written report to the Clerk for distribution.

The Clerk advised that she would forward it to councillors for their information.

B .Cllr gave a short synopsis of her activities since the last meeting which included:

* Licensing Appeals
* Planning Committee Meetings
* Training sessions.

**4. TO RECEIVE** **DECLARATIONS OF INTEREST.**

Cllr Girdlestone declared an interest in Item 9 b) due to being a member of the Bowls Club.

Cllr N Shepperson declared an interest in Item 13 due to having a possible pecuniary interest.

**5. TO RESOLVE TO APPROVE THE MINUTES OF THE 17 FEBRUARY 2016**

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

**6. TO RECEIVE THE CLERKS REPORT**

The Clerk reported that;

* The SANS2 reactor signs had now been installed.
* The Clerk, Pavilion Caretaker and the Groundsman had been trained how to use them.
* All Councillors had received an updated copy of the Code of Conduct and she asked that those members who had yet to sign and return them to forward them to her in due course to ensure all records were up to date.
* She had been advised by BCKLWN that the illuminated hoarding had been classed as not in keeping with the Conservation Area and would not be approved by the BCKLWN.
* A date for the Annual Assembly needed to be confirmed.
* The access to the tractor shed needed to be clarified due to equipment belonging to the Bowls Club and Cricket Club being stored in the shed. The access should be restricted due to Health and Safety and insurance purposes. Each of the security keys cost £90.00 per key. There had been multiple keys to the old shelter when equipment was stored but with the council equipment being in the shed access needed to be restricted to the Groundsman and spare keys held by the Clerk.
* She suggested that the matter be discussed during the annual inspection of the Memorial Field and buildings and asked if a date for the inspection could be confirmed.
* She had been advised by Pearce and Kemp that they recommended a survey of the parish street lights due to their age and condition and they had also provided quotes for a new column and a repairs to a damaged which she had advised the finance committee of.

**Action: The annual inspection of the Memorial Field was confirmed for Wednesday 30 March 2016 commencing at 6.00 p.m. when the tractor access could be discussed. The Clerk to advise all relevant parties.**

**PAGE 86/15**

7. **TO RECEIVE THE CHAIRMANS REPORT**

Cllr Phelps advised

* The Average Speed Cameras on the A17 were due to go live within the next two weeks.
* That there had been reports on the local news that all school crossing patrols would be withdrawn.
* There had been lots of problems reported in Wesley Road and a resident had written to the local press about the issues.
* The Caves Close road nameplate had been damaged.
* There were parking issues in the vicinity of the Co-op and parking on the verges.
* Reports of flooding in Wesley Road had been received.

**The Clerk advised that she had received an email from the resident in Wesley Road which she had forwarded to Norfolk C C. and the police for their attention.**

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

The Clerk advised that she had attended a Parish Council planning update event hosted by BCKLWN. She

had circulated the presentation documents to all councillors which covered the basis of the meeting.

The main points raised at the meeting were

* The Housing Supply problems and the Local Plan.
* Electronic provision of plans. From July 2016 the parish council would be invoiced for paper copies of plans and from January 2017 all plans would only be provided electronically.
* The deluge of plans submitted to the BCKLWN due to the Local Plan being negated by the Housing Supply issues which would be challenged by a court case in April 2016.

**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 and Cllr A 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.

The Clerk advised that the query from regarding the invoice for elections from BCKLWN had been for the elections held in May 2015 and not the recent By- Elections.

Cllr D Shepperson advised that the council bank account balances were low due to the extensive outlay for projects such as the building refurbishment and car park refurbishments but there was income to be recovered from users and VAT.

The committee had also discussed closing the pavilion account and the Gratuity Accounts as they were no longer required.

In addition the Committee had also resolved to recommend the grant to the Bowls Club, a survey of the parish street lights and the commemoration of the Queen’s birthday.

**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.**

**b. To resolve to consider a Grant Request from the Bowls Club towards an outside shelter.**

**Cllr Girdlestone left the meeting at 7.55 p.m. due to declaring an interest.**

**Action: The council resolved to approve the grant to the Bowls Club for the cost of the timber with the Bowls Club paying the remainder of the cost of the shelter from club funds. The total cost of the shelter being £1039.00**

**Cllr Girdlestone re-joined the meeting at 7.59 p.m.**

**PAGE 87/15**

**c) To resolve to consider and approve a quote for a new column in Alma Chase and to conduct a survey of all parish street lights.**

**Action: The council resolved to approve the quote for a new column and to complete a survey of the parish street lighting.**

**d) To resolve to discuss the Queen Elizabeth II 90th Birthday Celebrations and approve any actions**

**required.**

The Clerk advised that she had received a circular and medal to commemorate the Queen’s birthday and

asked the council if they wished to commemorate the event in any way.

Cllr Hillier advised that TCF had considered holding an event but there was not enough time to do so.

**Action: The council resolved that it was too late to organise an event for 21 April 2016 the Queen Elizabeth**

**II birthday but it was resolved to ask if a fund from the BCKLWN for the Queen’s birthday to provide a new**

**village sign.**

**10. TO RESOLVE TO CONFIRM A DATE FOR THE PARISH ASSEMBLY.**

**Action: The council resolved to hold the Parish Assembly on 13 April or 11 May 2016 depending on the**

**availability of the Village Hall. The Clerk to confirm.**

Cllr D Shepperson suggested that instead of the large posters a large notice could be constructed and used with the date of the Parish Assembly placed on a removable slide. This could then be erected near to the pavilion and smaller posters distributed in the village. He added that hopefully this may increase attendance numbers.

**Action: The council resolved to place the matter on the agenda for the next meeting**.

**11. TO RESOLVE TO CONSIDER SITING OF A MEMORIAL SEAT ADJACENT TO THE VILLAGE SIGN.**

**Action: The council resolved that the proposed site was unsuitable due to being in an illuminated area and near to the road and that Cllr D Shepperson liaise with the resident providing the sign to find a more suitable site in the Memorial Field site.**

**12. TO RESOLVE TO CONSIDER THE REFURBISHMENT OR REPLACEMENT OF THE VILLAGE SIGN.**

The Clerk advised that the matter had been placed on the agenda a number of times but had not progressed any further. She advised that she had obtained details of the people who had refurbished the Clenchwarton sign and the costs for that sign had been approximately £500.00.

The council then held a short discussion about replacing the sign either with a traditional design or a design in steel.

**Action: The council resolved that the Clerk obtain details and quotes for a new sign in wood and in steel.**

**13. TO RESOLVE TO CONFIRM A MEETING WITH CLENCHWARTON PARISH COUNCIL TO DISCUSS THE ONGAR HILL WIND FARM APPEAL.**

Cllr N Shepperson left the meeting at8.50 p.m. p.m. due to having a possible pecuniary interest.

The Clerk reported that Clenchwarton Parish Council had asked if the council would meet with them and the BCKLN solicitors to discuss taking part in the appeal for the Ongar Hill Wind Farm.

**Action: The council resolved that members of the council and the Clerk meet with the Clenchwarton Parish Council and the BCKLWN as requested. The Clerk to confirm the date and advise members who were available to attend.**

**Cllr N Shepperson re-joined the meeting at 8.52 p.m.**

**PAGE 88/15**

**14. 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 14 March 2016**

|  |  |  |
| --- | --- | --- |
| 16/00243/OM | Outline Application for 8 dwellings and 2 replacement dwellings following demolition of 24 & 26 Popes Lane at Land on North side of Popes Lane. Terrington St Clement – | To note that plans indicate plans for 39 dwellings on the site and the access road on the development differs to what is shown on the larger plan. Whilst 8 dwellings is acceptable 39 dwellings would not be accepted due to Popes Lane being a narrow road not wide enough for two vehicles to pass. To have a further possible 100 vehicles using the road would be unacceptable**.**  The land is also silt and may be problematic for development due to the type of soil. |
| 16/00309/OM | Outline Application: residential development at Land East of Kerkham Close Off Sutton Road Terrington St Clement Norfolk | SUPPORT |
| 16/00331/F | Extension to rear and side of dwelling at Greenacre 63 Sandygate Lane Terrington St Clement King's Lynn Norfolk | SUPPORT |
| 16/00362/F | Construction of a detached dwelling at Fairview 3 Eastgate Lane Terrington St Clement King's Lynn Norfolk - | SUPPORT |

**15. REPORTS FROM OUTSIDE BODIES REPRESENTATIVES**

No matters were reported.

**PAGE 89/15**

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

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

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **BCKLWN** | Community Infrastructure Levy Consultation | Circulated to all members by e-mail |
| **BCKLWN**  **BCKLWN** – Community Infrastructure Levy Consultation | Notice of Rate Relief for the Pavilion. No charges applicable for 2016/2017 |  |
| **BCKLWN** | Advice relating to the proposed siting of a hoarding adjacent to the Memorial Field. |  |
| **BCKLWN** – | Advice in relation to Special Expenses entry on Council Tax Bills | Circulated to all members by e-mail |
| **MAGPAS** | Request for donation. | **Agenda for the next council meeting** |
| **HMRC** | Confirmation of Gratuity Payment | **Payment made to former clerk.** |
| **CPRE** | Newsletter | circulated to all members by e-mail |
| **TOWER MINT** | Queen Elizabeth II 90th Birthday Medals | Discussed under item 9. D) of the agenda. |
| **BCKLWN** | Parish Council Update presentation – | Circulated to all members by e-mail. |
| **West Norfolk Sports Council** | AGM 04 April 2016, Lynn Sport, Greenpark Avenue, King’s Lynn PE30 2NB |  |

**17. TO RESOLVE TO DISCUSS AND APPROVE THE DRAFT A17 PROPOSALS IN RELATION TO IMPROVING THE SAFETY AT THE STATION ROAD/A17 JUNCTION.**

The Clerk advised that Sir Henry Bellingham MP had raised the issue in Parliament and had asked for the parish council views to be considered and Prime Minister David Cameron had supported this view.

**Action: The council resolved to remove the proposal for no right turn from Station Road and the proposal for casualty signs. With these amendments the council resolved to approve the recommendations and forward to Sir Henry Bellingham MP and the Norfolk C.C, for consideration and action.**

**18. MEMBERS COMMENTS.**

Cllr T Hunt advised that the 30mph sign in Popes Lane was damaged and in need of repair as was the Popes Lane name plate.

The Clerk advised that she would report the matters to the relevant authorities. She also advised that for more immediate action members could report such matters directly on the County and Borough Council web sites.

Cllr G Girdlestone reported that a resident had cleared up the car park on Ongar Hill and he asked who the car park belonged to and if a letter of thanks could be sent to the resident.

**PAGE 90/15**

Cllr J Cross advised that it may be the Borough Council who would clear it but the parish council had concreted the car park.

Cllr B Scott advised that the road in Sandy Gate Lane was in need of repair.

Cllr C Barton asked that the proposed Skateboard Park be placed on the next agenda for discussion and action.

The Clerk advised that the matter of the proposed site had been discussed at previous meetings and it had been agreed that she read through all of the documents relating to the issue before bringing it for discussion at a council meeting to ensure members are fully informed and a proper debate be held on the matter without the need for any retrospective actions as had happened with other recent projects.

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

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

**This part of the meeting closed at 9.20 p.m.**