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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 15 May 2018 commencing at 7.45p.m.**

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

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

**B Cllr Kunes C Cllr Squires 01 Members of the Public 0 Members of the Press**

**OPEN FORUM:** B Cllr Kunes asked when the Village Hall Lease would be completed. The Village Hall had lost a great deal of funding due to having no lease in place with Norfolk CC. He also asked when the allotment roadway repairs would be completed and there had been fly-tipping in the Tower Lane lay-by but it was quickly collected.

A representative of the Tennis Club asked when the lights and courts would be repaired as agreed at a recent meeting with the Tennis Club.

C Cllr S Squires submitted her apologies for the next two meetings and advised the Norfolk C C would allow mobile phone masts to be erected on County Council businesses.

Cllr D Shepperson advised Cllr S Squires that the pot hole in Tuxhill Road and the overgrown vegetation at the Bullock Road/Moat Road cross roads was causing a danger to motorists and need urgent attention**.**

**REPLY:** The Chairman advised that he would contact the solicitor in order to progress the Village Hall Lease as soon as possible.

The Chairman advised that he was aware of the emails received by the Clerk from the Club and the repairs would be done as soon as possible.

The Clerk advised that as instructed by the Full Council she had contacted the electrical contractor to repair the lights and replace the bulbs and it now be subject to the contractors work schedule. The Full Council had instructed her to have the lights repaired prior to the courts being repaired in order to prevent damage to the courts by the cherry picker required for the light repairs. She added that while helping to clear the field following vandalism she had been approached by the Tennis Club Chairman regarding damaged decking in the club and had asked the Clerk if Warnes and Edwards could be contacted. The Clerk advised that she had put forward no objection the her contacting Warnes and Edwards as they had installed it but she had not advised that the council would fund any costs involved.

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**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 18 April 2018
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 a donation request for Age UK

c) To resolve to discuss and approve the purchase of Bluetooth equipment for the Speed Reactor

 Sign in order to download data.

d) To resolve to discuss and approve a request from Tigers regarding additional maintenance to the

 Memorial Field pitches.

1. To resolve to approve the Annual Return for the Year Ending 31 March 2018.

 a) Annual Governance Statement

 b) Statement of Accounts

 c) Effectiveness of the Internal Audit

1. To resolve to receive reports from meetings or training events attended by members.
2. To resolve to discuss matters raised at the Parish Assembly
3. To resolve to receive reports from Outside Bodies
4. To resolve to receive reports from the Chairman of Committees.
5. Correspondence
6. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
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. **Tennis Club Matters**

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

 Apologies for absence and reasons given were received from Cllr H Lewis.

1. **TO RECEIVE DECLARATIONS OF OFFICE.**

Cllr A Hodgson declared an interest in Item 7(d) of the Agenda.

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

 **B Cllr P Kunes advised:**

* Permission to tow the Tosca Barge from the River Nar had been applied for in readiness for moving it prior to development of the area but unfortunately the vessel caught fire and was destroyed.
* He had supported a Planning Appeal for an Application the Parish Council had objected to as there was evidence that the building had previously been used as a barn and grain store.

**B Cllr S Young** read a synopsis of her report which she would send to the Clerk for circulation to all Councillors

by e-mail.

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 18 APRIL 2018**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 18 April 2018 were approved as minutes of the meeting.**

1. **TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* There had been a spate of vandalism in the Memorial Park, Benn’s Lane Play area, the Bowls Club, and Tennis Club. She had reported the matters to the police and had asked that they patrol the area due to the high number of incidents.
* Damage had been caused to the public toilets and the CCTV cameras, glass had been broken in the grass and it had taken some time to clear up.
* The public toilet lights had been isolated and were locked due to having no interior lights working.
* Mopeds had been reported riding around the Millennium Wood
* The steel doors for the public toilets had been ordered and there had been no additional costs to have them in brown.
* The Village Sign would need to be dismantled to enable correct measurements to be taken and sent to the relevant companies. Detail of the fixings also need to be photographed and sent.
* She had attended further GDPR Training and the relevant documents for the Council would be circulated to all Councillors and posted on the website.
* The Vacancy Notices had been posted following the resignation of Cllr Phelps.
* She had attended allotment training on 17 April at the Green Britain Centre with Cllr B Hill and S Young.

**6. TO RECEIVE THE CHAIRMANS REPORT**

Cllr Hillier reported that he had nothing to report only to convey his thanks to everyone for their help and support

during the last year.

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**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 D Shepperson, 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.

**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 wished to do so.**

**b) To resolve to discuss and approve a donation request for Age UK**

 **Action: The Council resolved to make a donation of £100.00 to Age UK**

**c) To resolve to discuss and approve the purchase of Bluetooth equipment for the Speed Reactor**

 **Sign in order to download data.**

**Action: The Council resolved to purchase an update to the Speed Reactor Sign to allow data to be downloaded by**

**Bluetooth.**

**d) To resolve to discuss and approve a request from Tigers regarding additional maintenance to the**

**Memorial Field pitches**

**Action: The Council resolved to approve maintenance to the goal mouths and the centre point but not to the re-**

**seeding of the field and to advise the football club that a flat roller should be used to roll the pitch to prevent**

**compacting the soil and making the recent verti-drain work ineffective.**

The Clerk advised that spraying of the field and plantains was already in the Council maintenance programme.

 **8. TO RESOLVE TO APPROVE THE ANNUAL RERUN FOR THE YEAR ENDING 31 MARCH 2018**

a) Annual Governance Statement

 b) Statement of Accounts

 c) Effectiveness of the Internal Audit

**Action: All Members received a copy of the Annual Return and Bank Reconciliation.**

**The Clerk read through the Governance Statement and all councillors approved and understood the entries on the Governance Statement and resolved to agree them for signature**

**The Clerk then read through the Statement of Accounts referring to the Bank Reconciliation and all Members agreed that the figures were correct and the Internal Finance Controls were robust and effective.**

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

**Cllr S Young stated that the event had been extremely useful and very well presented by the National Allotments Association.**

Cllr B Hill advised that she had also attended the Allotment Training with the Clerk and Cllr S Young and had found it to be very informative in particular regarding

* Allotment management
* Planning Permission requirements
* Neighbourhood Plans
* Allotment Law
* Allotment Policies

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* Allotment Agreements
* Planting of dwarf rooted trees/bushes
* Safe and secure allotments
* Allotments for those with special needs or disabilities
* Only wool carpets to be used for perma- gardening and not fibre or plastic
* Allotment rents

The Clerk advised that she had attended further GDPR Training which had provided further updates and information.

She advised that further GDPR Documents would be circulated by e-mail to all Councillors and Councillors would need to sign and return the Consent Form. Other documents would include GPDR Policy, Data Breach Policy, Privacy Statement, Cllrs, Staff and Role Holders Privacy Statement. In addition, a Data Information Audit would also be completed and appropriate GDPR documents would be posted on the Parish Council Website.

**10. TO RESOLVE TO DISCCUSS MATTERS RAISED AT THE ANNUAL PARISH ASSEMBLY.**

The Chairman advised that the issue of speeding and the reactor signs had been raised and the need for an increase in speed checks. The issue of a Speed Watch Group had also been discussed and Cllr H Lewis had agreed to lead the Speed Watch initiative and downloading the data from the Speed Reactor Signs.

Parking in Churchgate Way had also been raised because of parking issues at the weekend when the football teams were at home and there had been a suggestion of filling in the dyke along the Cricket Club boundary to extend the existing car park to alleviate the problems.

**Action: The Council resolved to put in a request for Speed Watch volunteers in the Anchor, to place the extension of the car park on the Agenda for the next full Council Meeting for consideration. The Councils resolution to purchase an update for the Speed Reactor Signs would allow data to be gathered and authorised Cllr H Lewis in liaison with the Clerk to gather the data.**

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

No matters were reported

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

**ALLOTMENTS: -** Cllr Howling advised that he had visited the allotments and the current state of the vacant allotments was a disgrace and action needed to be taken to rectify the issues.

**Action: The Council resolved that a meeting of the Allotments Committee be convened on Friday 25 May 2018 at 6.30 p.m. in the Parish Office.**

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**PLANNING:**

**The Following applications had been considered at the Planning Meeting prior to the Full Council Meeting.**

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| --- | --- | --- |
| **APPLICATION NUMBER** | **DETAILS** | **ACTION** |
| APPLICATION NO : 18/00784/F |

|  |  |
| --- | --- |
|  | Change of use to equestrian business utilising existing buildings & facilities at The Poplars Long Road Terrington St Clement King's Lynn Norfolk |

 | **Action:** **SUPPORT** – There were no observations in relation to this application |
| APPLICATION NO : 18/00303/FM | Change of house types on plots 25-29 (inclusive) and retention of underground LPG tank compound at Salterns The Saltings Terrington St Clement Norfolk  | **Action:** **SUPPORT** – There were no observations in relation to this application |
| APPLICATION NO: 18/00802/F | Change of use of land to extend residential curtilage of dwelling and proposed single storey extension to existing dwelling consisting of boot room, 2 bay carport and 3 bay garage at 36 Tuxhill Road Terrington St Clement Norfolk PE34 4PX  | **Action:** **SUPPORT** – There were no observations in relation to this application |
| APPLICATION : 18/00742/F | Proposed first floor bedroom extension at Kimberley 29 Wanton Lane Terrington St Clement Norfolk PE34 4NR | **Action:** **SUPPORT** – There were no observations in relation to this application |
| APPLICATION: 18/00612/F | Single storey extension to the rear of the property at 25 Rhoon Road Terrington St Clement King's Lynn Norfolk PE34 4HY | **Action:** **SUPPORT** – There were no observations in relation to this application |

**13. TO RECEIVE CORRESPONDENCE.**

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **Tennis Club** | Tennis Club repairs and other issues | **Action: Discussed under Item 16 of the Agenda in closed session** |
| **Tiger FC** | Memorial Field Maintenance | **Action: Discussed under Item 7 (d) of the Agenda** |
| **Norfolk CC**  | Road Closures | **Action: Circulated by e-mail to all members prior to the meeting** |
| **NorfolkAlC** | Newsletter and information | **Action: Forwarded to all members prior to the meeting** |

**14. MEMBERS COMMENTS**

Cllr C Barton advised that the postcards of the Village displayed in the Community Area of the Pavilion were very interesting and many people had commented on them.

Cllr M Holwing stated that a parent had parked in front of the bus stop and had blocked a disabled person making it difficult for them to access the bus and he asked if it was an offence to park on a bus stop.

Cllr Girdlestone and Cllr D Shepperson stated that the revised 505 bus service was shocking and people were waiting over an hour and a half at times for a bus making them late for work, school and appointments.

The Clerk advised that it was an offence to park on a bus stop area marked on the road but she was unsure if it was unmarked and a request stop if the same law applied but she would check

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

**Action: The Council resolved to go into closed session to discuss Item 16 of the Agenda – Tennis Club Matters**

**The Meeting closed at 9.33 p.m.**