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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 16 September 2015 commencing at 7.30 p.m.**

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

**D. Shepperson, B Hills, H Bobbins, S Young, J Cross, G Moore, A Hodgson, N Shepperson, M Little.**

**AGENDA**

1. To receive apologies and reasons given.

**Due to the business of the meeting of the 19 August 2015 not being concluded the remainder of the agenda will be discussed prior to the business listed on the agenda for the meeting of the 16 September 2015.**

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1. **To resolve to go into closed session in accordance with the Public Bodies (admissions to**

 **meetings) Act**

 **1960 to discuss the following matters.**

 **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 consider the recommendations of the Personnel Committee.
2. To receive reports from Borough and County Councillors
3. 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 19 August 2015
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. To resolve to record full council meetings.
6. To resolve to adopt the Draft Complaints Procedure
7. To confirm attendance of Councillors at the Meetings of the 18 September 2015 relating to the Marshland Street Issues and the School Crossing.
8. To resolve actions to distribute the speed awareness signs to residents.
9. Financial Matters
10. To resolve to approve the Invoices for payment and Bank Reconciliation as per the Financial

 Report recommended by the Finance Committee

1. To resolve to approve quote for repairs to street light in Wesley Road
2. To resolve to appoint additional member to the Personnel Committee
3. Correspondence.
4. 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 in accordance with the Public Bodies (admissions to**

 **meetings) Act 1960 to discuss the following matters.**

 **Should this resolution be passed the public and press will be required to leave the meeting at**

 **this stage.**

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

Apologies were received and accepted from Cllrs D Hillier, S Phelps and T Hunt.

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

 **Action: The Council resolved to go into closed session to discuss item 21 of the**

 **agenda.**

 **This part of the meeting closed at 7.35 p.m.**

**The meeting continued in the absence of the press and public at 7.37 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.**

1. **TO RESOLVE TO RECEIVE AND CONSIDER THE RECOMMENDATIONS OF THE**

**PERSONNEL COMMITTEE.**

 **The open meeting re-commenced at 9.05 p.m.**

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

The Clerk advised that Cllr Kunes had given his apologies and had left the meeting during the closed session due to the long delay in proceedings of the open meeting.

**Action: The council resolved to take as read the written reports circulated to Councillors from B Cllrs P Kunes and S Young**.

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

 Cllr Thompson declared an interest in Item 14 in relation to a letter from her to the parish council.

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE 19 AUGUST 2015**

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

1. **TO RECEIVE THE CLERKS REPORT**

The Clerk reported that;

* She had been contacted by the External Auditor to provide additional information and advised not to publicise the Annual Return.
* The building refurbishment project had now commenced but after seeking advice from 1-2 Call Worksafe it was confirmed that a CDM was required and had provided a report with regard to what actions were required. In addition she and 1-2Call Worksafe had also consulted with the contractors to advise of the new CDM legislation.
* The fire alarm had been faulty but this had been fixed.
* She had begun to action the recommendations of the Health and Safety Inspection and the safety clothing was on order.
* She had looked into the pavilion rates following a contact by an Audit Company relating to a possible overpayment of rates. The BCKLWN had written to confirm that a Small Business Rate could be applied to the pavilion and if so this would be backdated to 2010.

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1. **TO RECEIVE THE CHAIRMANS REPORT**

 The Chairman advised that she had no matters to report.

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

There were no matters to report.

1. **TO RESOLVE TO RECORD FULL COUNCIL MEETINGS**

**Action: The council resolved to all future full council meetings to ensure that an unedited record of meetings is kept.**

1. **TO RESOLVE TO ADOPT THE DRAFT COMPLAINTS PROCEDURE**

**Action: The Council resolved to adopt the Draft Complaints Procedure as per the copy circulated to councillors prior to the meeting**

1. **TO CONFIRM ATTENDANCE OF COUNCILLORS AT THE PROPOSED MEETINGS RELATING TO THE SCHOOL CROSSING AND MARSHLAND STREET.**

**Action: Cllrs D Shepperson, S Thompson, S Young and G Girdlestone confirmed that they would be available for both meetings.**

The Clerk advised that B.Cllr Kunes, C. Cllr Agnew and Henry Bellingham M.P. would also be in attendance.

1. **TO RESOLVE ACTIONS TO DISTRIBUTE SPEED AWARENESS STICKERS.**

The Clerk advised that the stickers had been received and she had printed off 250 advice leaflets. She asked if Cllrs could advise if they were able to distribute them to residents.

**Action: The council resolved to distribute them in the 30 m.p.h. zones along Lynn Road, Benn’s Lane, Churchgate Way, Marsh Road, Sutton Road, Eastgate Road, Northgate Way, Tuxhill Road and Rhone Road.**

**Cllrs S Thompson, D Shepperson, G Girdlestone, S Phelps and H Bobbins agreed to distribute the stickers.**

1. **FINANCE MATTERS.**
2. **INVOICES FOR PAYMENT**

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 Moore had also checked them during the Finance Meeting.

In addition he advised that the Committee had considered donation requests from Tapping House and the East Anglia Children’s Hospices. They had recommended awarding a donation of £100.00 to Tapping House and £100.00 to East Anglia Children’s Hospices.

The Clerk advised that she had received a letter for an educational grant from a resident but this would be passed on to the relevant charity for consideration.

The Clerk advised that upon the advice of 1-2 Call Worksafe an asbestos survey would need to be completed and also the tiles had been ordered. Both the survey and delivery of tiles had been organised and the cost would be deducted from the Building Refurbishment budget.

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**Action: The Council resolved to approve the payments listed on the Finance Report and accept the Finance Report reconciliation as a true account of the council’s accounts after being considered and approved by the Finance Committee.**

**In addition they approved the two £100.00 donations as recommended and noted the actions by the Clerk in relation to the building refurbishment project as they fell within the remit of the building refurbishment committee.**

1. **TO RESOLVE TO ELECT AN ADDITIONAL MEMBER TO THE PERSONNEL**

 **COMMITTEE.**

The Chairman advised that Cllr Hillier had asked if he could be elected to the Personnel Committee.

The Clerk advised that any member could be elected to any committee however, they would if need be have to declare an interest should they have one or be perceived to have one. Members were also free to attend any committee meeting but could not take part or vote if they were not elected to the Committee. However, in the case of the Personnel Committee this would be committee members only because of the Data protection and confidentiality.

She added that she had been made aware that some unsuccessful applicants for the position of Clerk had been friends or family of members and this could be perceived as having an interest regarding any matters relating to the Clerk.

She added that council business could not be done by proxy so it would be better to leave the matter in abeyance until the next meeting.

**Action: The council resolved that the item be put on the next agenda in the absence of Cllr Hillier.**

1. **TO RECEIVE CORREPSONDENCE**

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| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **Tapping House –** Donation request**E-mail from resident** - reporting overgrown hedges and a request for a footpath in Tower Road to the bus stop. | Donation Request | **Donation approved Item 12 of the agenda 16.09.15** |
| **East Anglia Children’s Hospices**  | Donation Request | **Donation approved Item 12 of the agenda 16.09.15** |
| **Resident**  | Further Education Grant Request | **Resolved to forward the request to the relevant Charity.** |
| **BCKLWN**  | Business Rates Review for the Pavilion | **Resolved to complete the relevant form to apply for Small Business Rates** |
| **King’s Lynn Oil Heating Club**  | Information Leaflets. | **No Action Required.** |
| **E-mail from resident**  | Reporting overgrown hedges and a request for a footpath in Tower Road to the bus stop. | **Clerk advised that the complaint had been referred to Norfolk C C. Highways.** |
| **E-Mail from Resident** | Request for copy of the minutes relating to the matter of overgrown hedges/trees. | **Clerk advised that the relevant minutes had been supplied to the resident as requested.** |

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 **The Clerk advised that there was another item of correspondence which should**

 **be discussed in committee.**

 **Action: The council resolved to go into closed session to discuss the matter.**

The Chairman left the meeting at 10.14 p.m.

**The meeting continued in the absence of the press and public at 10.16.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.**

1. **MEMBERS COMMENTS**

Cllr Shepperson advised that he and Cllrs Howling and Phelps had not yet met to discuss the Public Rights of Way. He reported that the Clerk had circulated the maps of the Public Rights of Way that she had obtained from Norfolk.C.C. however, after studying them not all of them were correct. He asked if better maps could be obtained.

The Clerk replied that Mr Andy Wallace, Norfolk C.C. Highways would be present at the meetings scheduled for 18 September 2015 and this could be discussed with him then.

The Chairman advised that the railings in the Benn’s Lane car park were loose and needed the posts needed to be concreted in again.

The Clerk advised that she would contact WN Surfacing to request that they carry out the work as remedial work to the car park.

Cllr Shepperson advised that Norfolk C.C. had resurfaced the remainder of Tuxhill Road and he had seemed to be correct when he had suggested that they had resurfaced Wrong Lane in error.

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

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

 The meeting closed at 10.23 p.m.