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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 18 November 2015 commencing at 7.30 p.m.**

**Attendance: With Councillor A Hodgson in the Chair there were present:**

**Cllrs D. Shepperson, B Hills,S Young, J Cross, G Moore,**

**N Shepperson, G Girdlestone, D Hillier,**

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

**AGENDA**

1. To receive apologies and reasons given.
2. To receive written 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 21 October 2015 and the Extra Ordinary

Meeting of 04 November 2015

1. To receive the Clerks Report on Matters Outstanding
2. **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 approve engaging the NorfolkALC mediation services.
2. To resolve to discuss outsourcing Human Resources functions.
3. **To resolve to re-open the meeting to the public and press.**
4. To receive the Chairman’s Report
5. To receive reports from meetings or training events attended by members.
6. Financial Matters
7. 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 purchase a sign for the parish allotments in Churchgate Way.
2. To receive reports from the Chairman of Committees.
3. To resolve to relocate the CCTV from the Community Room to the Parish Council Office
4. To receive reports from Outside Bodies Representatives.
5. To resolve to appoint 3 Trustees to the United Charities for a 4 year term of office.
6. Correspondence.

Please see Distribution List for items of correspondence to be received.

1. To resolve to discuss the unauthorised illuminated hoarding on Parish Council land and the extraction of

electricity from the Parish Council supply.

1. To resolve to discuss Planning Enforcement and Planning Matters in the parish.
2. 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.**

1. To resolve to discuss the terms of use for the Memorial Field and Pavilion for Junior

Community Football in the school holidays.

1. To resolve to approve payment of Gratuity.

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

Apologies were received and accepted from Cllrs S Thompson, H Bobbins, S Phelps, D Hurn, T Hunt.

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

B. Cllr Mrs Young advised that parishioners should not go to the QEH hospital unless really necessary due

to an outbreak of the Nora virus. If anyone had the symptoms they should stay home and call their G.P.

The symptoms were nausea and vomiting.

B. Cllr Young also informed the council that the Ongar Hill Wind Farm would be going to appeal and the

BCKLWN would be opposing the appeal.

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

**Delarations of interest were received as follows:**

**Item18 -** Cllr Hillier due to being a member of a member of the Terrington Community Fund.

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE 21 OCTOBER AND THE EXTRA ORDINARY MEETING**

**HELD ON 04 NOVEMBER 2015.**

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

1. **TO RECEIVE THE CLERKS REPORT**

The Clerk reported that;

* The building works would take another 2-3 weeks due to a delay in cutting out the wall in the shelter which had been harder than first anticipated.
* The staff clothing had been received and issued which completed another H & S action.
* She advised that she would be attending a Training Event at Terrington St John held by the NorfolkALC on 25 November 2015 commencing at 7.00 p.m. and advised that Cllrs Phelps, D Shepperson, N Shepperson, B Hills, S Young would also attend.
* She and Cllrs S Young and B Hills had attended the Autumn Conference on Thursday 12 November 2015 at the Ffolkes Arms. She advised that she would provide a written report as required and forward it to councillors. The Event had been useful and had given her the opportunity to speak with the suppliers and County Council Officer dealing with the SAM2 project which she now hoped to progress.

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

**Action: The council resolved to go into closed session to discuss Item 7 and Item 8 of the Agenda.**

**This part of the meeting closed at 7.57 p.m.**

**The meeting continued in the absence of the press and public at 7.59 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 APPROVE ENGAGING THE NorfolkALC MEDIATION SERVICES**

**Action: This matter was resolved and discussed in closed session.**

1. **TO RESOLVE TO DISCUSS THE OUTSOURCING OF THE HUMAN RESOURCES FUNCTIONS.**

**Action: This matter was resolved and discussed in closed session.**

1. **TO RESOLVE TO OPEN RE-OPEN THE MEETING TO THE PUBLIC AND PRESS.**

**Action: The council resolved to re-open the meeting at 8.12 p.m.**

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1. **TO RECEIVE THE CHAIRMANS REPORT**

Cllr Hodgson advised he had nothing to report due to being elected as the Chair of the meeting at the beginning of the meeting in the absence of the Chairman and Vice-Chairman.

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

The Clerk advised that she and Cllrs Young and Hills had attended the Autumn Conference on Thursday 12 November 2015 and she would provide a written report in due course.

1. **FINANCE MATTERS.**
   1. **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.

He added that at the Clerk’s suggestion they had inspected the accounts when the office had closed to allow them to concentrate on the matters in hand and it had proved to be worthwhile because an incorrect entry had been found which could have been missed if they were subject to interruption.

Cllr D Shepperson stated that Cllr Moore had also checked them during the Finance Meeting.

The Finance Committee had also considered new signs for the allotments which would be discussed under Item 12 (b).

**b. TO RESOLVE TO PURCHASE A SIGN FOR THE PARISH ALLOTMENTS.**

Cllr N Shepperson advised that during an allotments inspection it was noted that signs for the allotments were required in order for police to take any action regarding trespass. He added that he would inform the council of the reasons in his allotment report under Item 13 of the Agenda.

**Action: The council resolved to purchase two signs for the parish allotments to indicate that access to the allotments was for tenants only.**

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

**Allotments –** Cllr N Shepperson reported that an allotments meeting had been held on Saturday 14 November 2015 and he had been elected the Chairman of the Allotments Committee.

He advised that an inspection of all allotments had been completed. During the inspection the allocation of an allotment to a parishioner had been discussed and the plot marked out. It had also been noted that works to the roadway would be required and also the dykes to be cut.

During the meeting the Clerk had advised that she had received a report of a parishioner letting his dog run loose over the allotments and it was of some concern that the man had been scantily dressed. The matter had been reported to the police by an allotment tenant who had advised him that signs would need to be erected to show the land was allotment land and accessible for tenants only.

1. **TO RESOLVE TO DISCUSSS THE RELOCATION OF THE CCTV FROM THE COMMUNITY ROOM TO THE PARISH OFFICE.**

The Clerk informed the council that due to the Data Protection Act and for the safety of her and the Pavilion Manager the CCTV should be in the office to secure the camera and the recordings and also to enable staff to monitor who is in the building or outside when they are in the building alone. At present when in the office staff cannot see who is approaching the office and with the wall in the way visitors cannot be seen until they are actually in the office. She asked if the CCTV could be relocated for these reasons.

**Action: The council resolved that a quote be obtained to relocate the CCTV to the office and also for the monitor to be relocated and the CCTV cabinet be made more secure if relocation was not feasible.**

1. **REPORTS FROM OUTSIDE BODIES REPRESENTATIVES**

No matters were reported.

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1. **TO RESOLVE TO APPOINT 3 TRUSTEES TO THE UNITED CHARITIES FOR A 4 YEAR TERM.**

**Action: The council resolved that Cllr D Shepperson, J Cross and Mr Smith remain the Charities representatives for a further 4 year term.**

1. **TO RECEIVE CORRESPONDENCE.**

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| Terrington St Clement United Charities | Nomination of Trustees | **Matter resolved under Item16 of the agenda** |
| Assist Trust | Invitation to AGM | **No action required** |
| E.A.C.H | Thank you for donation | **No action required** |
| Cllr D Shepperson | Parish council matters | **Letter withdrawn** |

1. **TO DISCUSS UNAUTHORISED ILLUMINATED HOARDING ON PARISH COUNCIL LAND AND THE**

**EXTRACTION OF ELECTRICITY FROM THE PARISH SUPPLY.**

**Cllr Hillier declared an interest being a member of the Terrington Community Fund.**

A discussion took place with regard to an illuminated sign being erected by TCF on parish land without permission and using the council electricity supply.

**Action: The council resolved that permission had been given for the Christmas tree lights to be connected to the parish council supply but not the hoarding. In addition permission had not been given to erect the hoarding only the Christmas tree therefore the Clerk to ascertain if planning permission was required for the hoarding and report back to the council.**

1. **TO RESOLVE TO DISCUSS PLANNING ENFORCEMENT AND PLANNING MATTERS IN THE PARISH.**

B.Cllr Young advised that she had been provided with a list of retrospective planning applications and determinations relating to planning issues in the parish. The council were given examples of building works being carried out without planning permission in the parish and it was agreed that the council whilst they would not be aware of all of the planning issues they would report any queries regarding planning permissions to the Clerk for investigation or consult the planning portal on the BCKLWN website.

**21 TO RESOLVE TO GO INTO CLOSED SESSION**

**Action: The council resolved to go into closed session to discuss Item 7 and Item 8 of the Agenda.**

**This part of the meeting closed at 8 .37 p.m.**

**The meeting continued in the absence of the press and public at 8.39 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.**