**PAGE 95/16**

**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Minutes of the Terrington St Clement Council Meeting held in the Pavilion, Churchgate Way Terrington St Clement on Wednesday 19 April 2017 commencing at 7.46 p.m.**

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

**B Hill, S Young, G Girdlestone, J Cross, A Hodgson, N Shepperson, G Moore, C Barton, M Howling.**

There were 03 members of the public present at the meeting.

**OPEN FORUM: -** Members of the Village Hall Committee advised that the Village Hall Committee had applied for an increased grant in order to access increased funding from WREN for improvements to the Village Hall facilities. They also advised that the new lease was also required to access the funding and needed parish council approval and signatures by 17 May 2017.

**RESPONSE:** Cllr D Hillier advised that the council would be discussing the issues under Item 8 (g) and Item 10 of the Agenda and the council would advise the Committee of their decision as soon as possible.

**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 receive written reports from County and Borough Councillors.
2. To resolve to approve the minutes of the meetings held on 15 March 2017
3. To receive the Clerks Report on Matters Outstanding
4. To receive the Chairman’s Report
5. To receive reports from meetings or training events attended by members.
6. 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 approve the quote for the refurbishment of the Parish Notice Board

c) To resolve to approve the purchase of gate closers for the pedestrian gates.

e) To resolve to approve the quote for repairs to the slide in the Benn’s Lane play

f) To resolve to pay the Parish Partnership Scheme for the school crossing survey and agree to the terms of the grant award.

g) To resolve to consider and approve a revised Grant Request from the Village Hall and approve providing a Third- Party Funder letter to WREN on behalf of the Village Hall.

1. To confirm a date to walk the Parish Footpaths
2. To resolve to approve and sign the Village Hall Lease Agreement with Terrington St Clement High School.
3. To resolve to give permission to cordon off the Churchgate Car Park for a football tournament
4. To resolve to give permission for a banner to be erected to advertise a fundraising event for the school crossing.
5. To resolve to consider Co-option of candidate to the Parish Council
6. To receive reports from Outside Bodies
7. To receive reports from the Chairman of Committees.
8. Correspondence
9. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
10. **E-Mail** – Residents Marsh Road – Concerns with regard to speeding.
11. **Norfolk.C.C.** – Streetlight requirements – Churchgate Way TSC.
12. 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. **To resolve to consider the findings of the meeting with the allotment tenants and approve any required actions.**
2. **Staff Matters.**

**PAGE 96/17**

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

 Apologies for absence and reasons given were received and accepted from Cllrs T Hunt, D Shepperson, S Phelps, J Ridley

 And B Cllr B Kunes

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

 Cllr J Cross declared an interest in item 8(g) and Item 10 of the Agenda due to being a member of the Village Hall Committee.

 **3. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS**

 B Cllr Mrs Young advised that:

* She had attended Planning and Licensing Appeal meetings.
* She had attended a Health Overview Scrutiny Committee meeting and the lack of provision for children’s mental health had been discussed.

 **4 . TO RESOLVE TO APPROVE THE MINUTES OF THE 15 March 2017**

**Action: The council resolved to approve the notes of the meeting as minutes of the meeting with the amendments below:**

**Page 88/16 – Line 5 – delete “ G Moore”**

**Page 89/16 – Line 2 insert “ Cllr G Moore”**

 **5. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* The litter remaining litter bin had been installed in Benn’s Lane at the Fire Station entrance road.
* The shelter had now been cleared and was open again.
* There had been continued problems with the drainage and there had been two further blockages.
* The broken drain cover would be fixed shortly and the pavilion gutters would also be cleared.
* The ornamental light for the Memorial Field had been ordered.
* She had spoken to JB Electricals and he had confirmed the light could be connected using existing cable but they would need to be consulted before the light was fitted in order to connect the light.
* The Chairman had set 10 May 2017 for the Parish Assembly but the Village Hall was booked and so another venue needed to be sourced.

**Action: The Council resolved to change the date for the Annual Parish Assembly to 17 May 2017 and hold it in the Community Room before the full council meeting.**

 **6. TO RECEIVE THE CHAIRMANS REPORT**

The Vice-Chairman reported that he had no matters to raise in the Chairman’s absence.

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

Cllr S Young advised that she, Cllr P Phelps and C Barton had attended a training event at Tilney All Saints which had been very worthwhile and informative.

Cllr C Barton advised that as a new councillor he had found it very useful and encouraged councillors to attend future training events. The topics covered were Health and Safety, Legal Matters and Council Powers.

**8. 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 Cllrs G Moore, A Hodgson and D Shepperson had also checked them, all 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.**

**PAGE 97/16**

**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 wish.**

**(b) To resolve to recommend the approval of the quote for the refurbishment of the Parish Notice Board**

Action: The council resolved to approve the quote for the refurbishment of the Parish Notice Board.

 **(c).** **To resolve to recommend the approval of the purchase of gate closers for the pedestrian gates.**

 Action: The council resolved to approve the purchase of gate closers for the pedestrian gates

 **(d). To resolve to recommend the approval of the quote for repairs to the roundabout in the Benn’s Lane play**

 Action: The council resolved to approve the quote for the repairs to the roundabout in the Benn’s Lane play area.

 **(e). To resolve to recommend payment of the Parish Partnership Scheme for the school crossing survey and agree**

 **to the terms of the grant award.**

Action: The council resolved the payment of the Parish Partnership Scheme for the school crossing survey and

 Agreed to the terms of the grant award.

 **Cllr J Cross declared an interest in Item 8(f) of the agenda and left the meeting at 8.17 p.m. being a member**

 **of the Village Hall Committee.**

 **(f). To resolve to recommend approval of a revised Grant Request from the Village Hall and recommend approval**

 **to provide a Third -Party Funder letter to WREN on behalf of the Village Hall.**

Action: The council resolved to approve a revised Grant Request from the Village Hall and recommend

 approval to provide a Third- Party Funder letter to WREN on behalf of the Village Hall.

 **Cllr J Cross re- joined the meeting at 8.29 p.m.**

**9. TO CONFIRM A DATE TO WALK THE PARISH FOOTPATHS**

**Action: The council resolved that Cllr J Cross provide the Clerk with a map of the parish footpaths and councillors be allocated a path to walk and report back any findings to the full council**

**10. TO RESOLVE TO APPROVE AND SIGN THE VILLAGE HALL LEASE AGREEMENT WITH TERRINGTON ST CLEMENT HIGH SCHOOL**

**Action: The council resolved that the Chairman, Vice-Chairman and S Shepperson be given executive powers to meet with the Village Hall Committee to discuss the Lease, amend as required and sign on behalf of the council.**

**11. TO RESOLVE TO GIVE PERMSSION TO CORDON OFF THE CHURCHGATE CAR PARK FOR A FOOTBALL TOURNAMENT.**

**Action: The council resolved to give permission to cordon off the Churchgate car park for a football tournament and future football tournaments on condition the council are advised of the dates and it forms part of the tournament Risk Assessment.**

**12. TO RESOLVE TO GIVE PERMISSION FOR A BARRIER TO BE ERECTED TO ADVERTISE A FUNDRAISING EVENT FOR THE SCHOOL CROSSING.**

**Action: The council resolved to give permission to erect the sign and advise the school that the banner did not depict the event location.**

**13 . TO RESOLVE TO CONSIDER A REQUEST FOR CO-OPTION TO THE COUNCIL AND CONFIRM CANDIDATES TO BE ASKED FOR INTERVIEW.**

Cllr D Hodgson advised that Mr Skippon was unable to attend and he advised that the date in the letter from the Clerk had advised him to attend on 18 April 2017. He had turned up the evening before.

The Clerk apologised for the error. And advised she would contact Mr Skippon to apologise and re-arrange the interview.

**Action: The council resolved to invite Mr Skippon for interview on 17 May 2017 in line with the Parish Council Standing Orders Co-option Procedures.**

**14. TO RESOLVE TO RECEIVE REPORTS FROM OUTSIDE BODIES.**

No matters were reported in relation to this item.

**PAGE 98/17**

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

**Allotments – Cllr N Shepperson advised that he had matters to report in relation to allotments that would be discussed in Committee under Item 19 of the Agenda.**

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

a) General Correspondence.

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| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **E-mail - resident** | Speeding Concerns, Marsh Road. | **Action: Clerk to contact PC E Carter, Norfolk Police to request speed checks** |
| **Norfolk C.C.** | Street Light Requirements, Churchgate Way | **Action: The council resolved that they did not wish to take on the responsibility for any additional street lighting in the parish** |
| **NorfolkALC**  | **NorfolkALC –** Spring Conference. | **Action: Clerk to reserve two places for Cllrs B Hill and S Young** |
| **BCKLWN**  | Call for sites and policy suggestions public consultation | **Action: Planning Committee to discuss and report back** |
| **TCF**  | Invite to Jazz evening Sunday 30 April 2017. 12.30 – 4.p.m. | **No action Required** |
| **RAF MARHAM**  | Information update event – 25 April 2017 14.00-18.00 | **No action required** |
| **Norfolk Playing Fields Association**  | Summer Party June 17th 2017 Castle Farm Swanton Morely | **No action required** |
| **Norfolk Mediation Service**  | Request for donation | **Action: Donation request declined.** |

**b) E-Mail** – Residents Marsh Road – Concerns with regard to speeding.

**Action: Clerk to contact PC E Carter, Norfolk Police to request speed checks**

1. **Norfolk.C.C.** – Streetlight requirements – Churchgate Way TSC.

**Action: The council resolved that they did not wish to take on the responsibility for any additional street lighting in the parish**

**17. MEMBERS COMMENTS.**

Cllr Girdlestone advised that he had received complaints with regard to youths using the shelter entrance as a goal and suggested “No Ball Games be erected in the Benn’s Lane play area.

This part of the meeting closed at 9.21 p.m.