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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 19 JULY 2017 commencing at 7.45p.m.**

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

 **S Young, T Hunt, J Cross, A Hodgson, M Howling and C Barton.**

**B Cllr P Kunes**

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

**OPEN FORUM**: A member of the Terrington St Clement Community Fund asked if the Parish Council had reported an advertising sign erected by TCF in Station Road to the Norfolk C C highways and that they were disappointed that a member of the parish council had been seen taking photographs of the sign prior to removal.

A query was raised with regard to access being denied to the gate at Sharpes Bridge which provided access to the Marsh and a request was made to seek to re-open the gate.

A query was raised with regard to repairs to the allotment roadway in Church Gate.

**REPLY** – The Clerk advised that the Parish Council had not reported the sign and she was unaware in which capacity the councillor mentioned was acting in when the photograph was taken but she would make enquiries and report back to the Council. She advised that she would also contact Carter Jonas of the Crown Estates to ask that access be restored and the contractor had advised that he would carry out the repairs to the allotment roadway 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 resolve to receive written reports from County and District Councillors
2. To resolve to approve the minutes of the meetings held on 20 June 2017
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

1. To resolve to consider Co-option of three candidates to the Parish Council
2. To receive reports from Outside Bodies
3. To receive reports from the Chairman of Committees.
4. Correspondence
5. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
6. E-Mail – Resident in relation to tree at the rear of Paddock Close
7. Resident – Freedom of Information Request
8. Norfolk C C – Details of Road Closures in TSC
9. 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. **Staff Matters.**

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

 Apologies for absence and reasons given were received and accepted from Cllrs A Hodgson, B Hill, G Moore and G

 Girdlestone.

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

 B Cllr Mrs Young reported that she:

* had attended the Queen Elizabeth Hospital Trust AGM
* attended meetings of the BCKLWN Planning Committee
* attended the High School event to view art and photographs produced by the students
* attended a meeting of the Museum Committee

 B Cllr Kunes advised that he had provided a written report which included details of the replacement to the Village

 Hall toilets in the Autumn of 2017 and that he had would be meeting with Andy Wallace of Norfolk C C Highways in

 July/August 2017 to discuss highways issues.

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

 No Matters of Interest were declared.

 **4. TO RESOLVE TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 17 MAY 2017 AND 26 MAY 2017**

**Action: The council resolved to approve the notes of the Annual Parish Council Meeting, the Ordinary Meeting held on 20 June 2017 as minutes of the meetings held with the following amendment.**

**Page 08/17 – Line 5 insert “Cllr D Shepperson”.**

 **5. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* She had received complaints from a resident with regards to the Tennis Courts being used past 10 p.m. which had disturbed them due to the lights and the noise.
* She had received further complaints regarding speeding in Northgate Way and Marsh Road.
* She had placed a request for volunteers for a Speed Watch Group in the Anchor but only 1 volunteer came forward but a minimum of 6 volunteers were required to run the scheme.
* The light column would be erected at the same time as the ornamental light over the gate and should be installed very soon. Hodgson’s Forge and JB Electricals would be liaising with each other to incorporate the electrics into the light fitting.

 **6. TO RECEIVE THE CHAIRMANS REPORT**

The Vice Chairman stated that there were no matters to report.

**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 prior to the Finance Meeting and Cllr D Shepperson 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 wish.**

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**In addition, she advised that some health and safety concerns had been raised with regard to the works at the Millennium Wood had been raised when discussing the invoice and she suggested a site meeting with the contractor to discuss the issues raised.**

**Cllr J Cross advised that Cllr A Hodgson had also raised concerns.**

**Action: The council resolved that a site meeting be held with Cllrs J Cross, A Hodgson and D Shepperson and the contractor with the Clerk in attendance.**

 **8. TO CONSIDER CO-OPTION OF THREE CANDIDATES TO THE PARISH COUNCIL**

The Clerk advised that all three candidates had received the Co-Option Declaration Form and the Code of Conduct prior to the Meeting. One candidate unfortunately could not attend the meeting but would be attending the meeting in September. The candidate had completed and returned the Co-option Declaration.

The two other candidates were present and all Councillors present had a copy of the Candidates Co-option Form for consideration.

**Action: The two candidates presented were Co-opted as members. Both candidates to attend an Induction Meeting with the Clerk and to be given a copy of the Standing Orders and Members Disclosure Forms.**

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

Village Hall – B Cllr Kunes advised that the matter of the Lease renewal was not progressing and further discussions would need to be held with the Academy.

Action: The Council resolved that Cllrs D Hillier, S Phelps be given executive powers to liaise with the Academy, the Village Hall Committee and the Clerk to resolve the issues with the Village Hall Lease.

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

**PLANNING: The following plans were considered at the planning meeting held on 19 July 2017.**

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| APPLICATION NO: 17/01255/F | Construction of a reservoir at HILLGATE NURSERIES LTD Sutton Road Terrington St Clement Norfolk PE34 4PA | **Action: There were no objections in relation to the application** |
| APPLICATION: 17/01244/LDP | Application for a lawful development certificate for a proposed new front porch at Pretoria House 156 Benn’s Lane Terrington St Clement King’s Lynn Norfolk | **Action: There were no objections in relation to the application** |
| APPLICATION: 17/01215/F | Proposed single storey extension and internal alterations at 10 Chapel Road Terrington St Clement King’s Lynn Norfolk PE34 4NB | **Action: There were no objections in relation to the application** |
| APPLICATION NO: 17/01218/F | REMOVAL OF CONDITION 2 OF PLANNING PERMISSION 09/00626/F: Demolition of existing garage and construction of detached annexe at Claremont Cottage 257 Lynn Road Terrington St Clement King’s Lynn Norfolk | **Action: There were no objections in relation to the application** |
| APPLICATION NO: 17/01201/RM | Reserved matters application for construction of two dwellings at Rear of 37 - 39 Hay Green Road North Terrington St Clement King’s Lynn Norfolk | **Action: OBJECTION.****Dwelling would be on shared access which is currently in use.****Access is not wide enough for 2 vehicles to pass.****Backland/tandem development.****Precedent been set when a prior application was refused.** |

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**ALLOTMENTS –** Cllr M Howling advised that he had been elected as the Chairman at the recent Allotments Committee Meeting. After the meeting, a site visit was held and he. Cllr Cross and the Clerk had marked out some smaller allotment plots but the vacant allotments needed cleaning up before letting. In addition, the dykes and brambles needed to be cut back.

It was noted that one of the tenants had made good their allotment after receiving compensation but the remaining two did not have appeared to have carried out any work on the allotment. There had also been discussion in relation to a revision of the rents which seemed to be very low in comparison to other allotments in the area.

**11. TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

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| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **BCKLWN** | Permission to Co-opt members to the council. | **Action: The Clerk advised that she had placed an advertisement on the noticeboards and in the Anchor Magazine.** |
| **Resident**  | Freedom of Information Request | **Action: Information supplied as per the FOI Policy and Council Standing Orders by the Clerk. No further Action Required.** |
| **Resident**  | Information requested in relation to a tree on land adjacent to Paddock Close | **Action: Clerk to advise resident that the land may be owned by R K Wilson Builders, Long Sutton Lincs.** |
| **Norfolk C C** | Parish Partnership Scheme | **Action: Agenda for the September meeting. Councillors to consider any appropriate schemes** |
| **Post Office Ltd****Cllr D Hillier declared an Interest in the matter as Landlord of the proposed new premises for the Post Office** | Proposed move and branch modernisation of village post office | **Action: E-mail regarding the consultation sent to all Councillors for consideration and action. The Council agreed that it was important to retain the Post Office but there were concerns regarding parking.** |
| **Resident**  | Speeding in Marsh Road | **Action: Clerk to forward complaint to Norfolk Police for action.** |

**12. MEMBERS COMMENTS.**

Cllr M Howling reported that farm vehicles were having trouble with access on the local roads in particular Station Road due to overhanging trees which obscured vision at junctions and damaged vehicles.

Cllr D Shepperson advised that the bus stop in Marsh Road needed to be cleaned.

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

Action: The council resolved to go into closed session to discuss Item 14 of the agenda and a staffing matter.

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