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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 20 September 2017 commencing at 7.45p.m.**

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

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

**01 Member of the Public**

**OPEN FORUM:** The member of the public present advised that she had submitted a form to be considered for Co-option to the Council and gave the Council a short resume of her working life and the reasons why she wished to join the Council.

**REPLY:** Cllr Hillier welcomed the lady to the meeting and thanked her for the additional information she had given regarding her application he added that the Co-option of new councillors would be discussed under Item 8 of the Agenda and she was welcome to stay for the remainder of the meeting if she so wished.

**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 19 July 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

b) To resolve to consider and approve quote for Millennium Wood Maintenance

c) To resolve to approve Grant Application from the Terrington Community Fund.

1. To resolve to consider Co-option of two 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. BCKLWN – To advise of new Property Address – Hawthorns, Low Lane TSC
7. Norfolk CC – Parish Partnership Scheme
8. 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 S Phelps and M Howling.

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

B Cllr Mrs Young reported that:

* She had attended a meeting with regard to proposed Boundary Changes in Norfolk which would mean a review of all Wards in an effort to reduce the number of Borough Councillors for BCKLWN.
* Mr G Dann had recently left the Internal Drainage Board after many years.
* The QEH would be prioritising Community Care
* A new planning system would be introduced shortly at BCKLWN and she had attended training sessions in relation to this.
* She had also attended training for her role as a County Councillor.

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

Cllrs D Hillier and T Hunt declared an interest in Item 7 c) of the agenda being members of the Terrington Community

Fund.

**4. TO RESOLVE TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 19 JULY 2017**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 19 July 2017 as minutes of the meetings held with the following amendment.**

**Page 16/17 – Line 5 delete “Cllr A Hodgson”.**

**5. TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* She had spoken to Santorini’s and they had advised that they would be able to provide a new ribbon for the Chairman’s Chain of Office and also carry out a repair to the damaged emblem and she would be sending the relevant information to them to obtain a quote.
* She had had a meeting with Andy Wallace, Norfolk C C Highways with regard to highways matters and with his approval she had put the information in the Anchor Magazine so that residents were aware of the situation regarding Station Road, signs on the highway and other matters. Mr Wallace did confirm that Norfolk C C removed the TCF sign advertising the Beer Festival.
* The overhead barrier in the Millennium Wood had been damaged by a high sided vehicle and needed to be repaired. She suggested that hazard signs be applied to the barrier to advise drivers of the height restrictions.
* She had followed up the allotment roadway repairs with the contractor but to date the repairs had not been done but she had been assured that the works would be completed as soon as possible.
* The refurbished noticeboard would be erected soon and the new light over the Memorial Field pedestrian gate would be ready soon and the new light column would also be erected adjacent to the toddler’s play area.
* There had been a number of problems with youngsters causing damage in the toddlers play area, riding cycles on the play equipment and riding cycles in the Memorial Field. In addition, some parents with toddlers had been leaving the play area due to the youngsters congregating in the play area.
* BCKLWN had apologised with regard to the litter bins in Church Bank and Benn’s Lane not being emptied and both bins were now on the refuse schedule for emptying on a fortnightly basis.
* A lady who wished to bring her dog onto the site to attend Slimming World had challenged the Dog Ban on the field and the Clerk asked when the Bylaw had been registered.

Cllr Cross confirmed that the dog bylaws had been registered at least 30 years ago.

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**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 at the Finance Meeting and Cllrs 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 wish.**

**b) To resolve to consider and approve quote for Millennium Wood Maintenance**

Cllr J Cross advised that the Finance Committee recommended the quote from K H Gardening to carry out the maintenance of the Millennium Wood.

**Action: The Council resolved to approve the Finance Committee recommendation and accept the quote from KH Gardening for the maintenance of the Millennium Wood and that the Millennium Wood Committee meet with them on site to discuss the maintenance programme. The Council also resolved that the maintenance contract would commence in March 2018 once the current works had been completed by Kew Garden Care.**

**c) To resolve to approve Grant Application from the Terrington Community Fund**

Cllrs D Hillier and T Hunt declared an interest in the matter and left the room at 8.37 p.m.

**Action: The Council resolved to sponsor the Marquee for a cost of £2068.75 and the Tower Lighting for a cost of £1908.00 for the Autumn Extravaganza event.**

Cllrs D Hillier and T Hunt re-joined the meeting at 8.45 p.m.

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

The Clerk advised that all two candidates had received the Co-Option Declaration Form and the Code of Conduct prior to the Meeting. All Councillors present received a copy of the Candidates Co-option Form for consideration.

**Action: Both were Co-opted as members and the Clerk advised that she would ask them to attend an Induction Meeting with her and she would forward a copy of the Standing Orders and Members Disclosure Forms and inform BCKLWN of their appointment.**

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

**Village Hall** – Cllr D Hillier advised that he was still awaiting an appointment with the solicitors to go through the proposed amendments to the lease as agreed by the Parish Council.

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

**PLANNING: The following plans were considered at the planning meeting held on 20 September 2017.**

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| **APPLICATION NUMBER** | **DETAILS** | **ACTION** |
| **APPLICATION NO: 17/01591/F** | **2 Dwellings with Integral Garages and associated landscaping (Revised Design to 17/00118/RM) at Site West of 161 Sutton Road Terrington St Clement Norfolk** | **OBJECTION:** Over development of site. Recommend applicant reverts to original application**.** |
| **APPLICATION NO :17/01642/F** | **First floor extension and alterations at 8 King William Close Terrington St Clement King’s Lynn Norfolk PE34 4WA** | **SUPPORT**: No objections in relation to this application |
| **APPLICATION NO: 17/01630/F** | **Extension and change of use of barn to dwelling with addition of cart shed style garage at Homefields Low Lane Terrington St Clement Norfolk PE34 4NW** | **OBJECTION**: Support Norfolk C C Highways concerns. The building is not a barn but is a shed(hovel). Recommend Refusal. |
| **APPLICATION NO: 17/1375/RM** | **Reserved Matters Application: Approval of proposals for plots 2, 3 & 4 Land North Chestnut House Market Lane Terrington St Clement King's Lynn Norfolk PE34 4HR** | **OBJECTION:** Cart sheds not in keeping with street scene and would be best erected at the rear of the properties**.** |

**Cllr B Hill left the meeting at 9.10 p.m.**

**11. TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

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| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **BCKLWN** | Details of new property address: Hawthorns, Low Lane, TSC. | **Action: No action required** |
| **Resident** | Overgrown hedges Churchgate Way Allotments | **The Clerk advised that she had advised the resident by e-mail that the allotments were not accessible to the public and were for tenants only and he would not be covered if he were to have an accident. She advised the Council that she would contact Mr Carter to see if he would be able to cut them back.** |
| **TSC History Group** | Request for storage space in the Pavilion for History Group archives | **Action: The Council resolved that the Clerk to confirm the covenants applied to the pavilion by the Football Foundation before making a decision.** |
| **Resident** | Road works in Hillgate Street | **Action: The Council resolved to advise resident that the Parish Council had not been consulted or had objected to any planned road works.** |
| **Post Office Ltd** | Confirmation of the move and branch modernisation of village post office to Marshland News | **Action: E-mail to be circulated to all Cllrs for their information.** |
| **Citizens Advice** | Donation Request | **Action: Resolved to place the matter on the agenda for the next meeting.** |
| **CPRE** | Norfolk Campaign Alliance Meeting 27 November 2017 | **No Action required.** |

1. **BCKLWN** – To advise of new Property Address – Hawthorns, Low Lane TSC

**No action Required**

1. **Norfolk CC** – Parish Partnership Scheme

**Action: The Council resolved that Councillors identify areas where the implementation of TRODS could improve safety in the village and to place the matter on the Agenda for discussion at the next meeting.**

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**12. MEMBERS COMMENTS.**

Cllr G Girdlestone advised that the Bowls Club had provided a copy of the PAT Testing certificate, Insurances to the Clerk. He added that the Bowls Club had also made a request for guttering on the front of the new roof because the water caused pooling of water when coming off the roof straight onto the path.

Cllr A Hodgson asked if it could be confirmed if the Auction now housed in the old African Violet Centre required a changed of use. In addition, the brown tourist sign for the African Violet Centre need to be removed and the public footpath leading from Benn’s Lane to Churchgate Way was overgrown and needed to be cut back and the Anglian Water Compounds need to be tidied up.

Cllr J Cross advised that a resident had wooden items for sale and was displaying them on the verge and it seemed that a business was being run from the property.

Cllr Moore advised that a tree on the verge adjacent to the Cricket field had a dangerous branch overhanging the highway.

The Clerk advised that the landowner would be responsible for the works but she would report it to Norfolk C C.

Cllr T Hunt advised that the 30mph speed limit sign was missing in Popes Lane as was the name plate and asked if both could be replaced.

Cllr S Young stated that there was no hot water supply in the public toilets and there was a requirement for this.

The Clerk advised that the public toilet doors had been fixed but they were not suitable and advised that she would obtain a quote for more substantial doors which were appropriate for the use of the toilets.

**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 9.25 p.m.