**PAGE 59/17**

**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Minutes of the Terrington St Clement Council Meeting held in the Pavilion, Churchgate Way Terrington St Clement on Wednesday 21 February 2018 commencing at 7.45p.m.**

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

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

**B Cllr P Kunes 10 Members of the Public 02 Member of the Press**

**OPEN FORUM: -** A former Chairman of the Parish Council and witness for a recent Tribunal Action against the Parish Council asked if the two complaints she had submitted to the Council regarding employment matters had progressed.

A Member of Defend Terrington asked if the Council had a response to the questions raised by the Group at the last meeting.

The Headteacher of the Community School advised that parents had raised considerable funds toward the school crossing and it was hoped that a crossing could be provided in the interests of the children’s safety.

She advised that there had been several near misses in the area and the traffic was a problem.

**RESPONSE:** The former Chairman was advised that employment matters would not be discussed in public and all Employment Matters were confidential.

The Clerk refrained from circulating the responses to the questions raised by Defend Terrington due to objections that the full council had not approved them.

The Clerk stated that it was agreed at the last meeting that the Chairman, Vice-Chairman, the Clerk and the two Councillors to which questions were personally addressed to would respond however, she would issue a hard copy to all Councillors of the Councils response for approval at the next meeting. A copy of the responses from the two Councillors and the Clerk were given to the Defend Terrington Group as they were personal responses and not for Council approval.

The Chairman of the meeting advised that the matter of the School Crossing would be discussed under Item 10 of the Agenda.

**PAGE 60/17**

**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 17 January and the Extra Ordinary Meeting held on 29 January 2018
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 discuss and approve a light shield for the light column adjacent to the Memorial Garden.
2. To resolve to discuss and approve the provision of a mobile unit to house the Parish Council Office.
3. To resolve to receive the School Crossing Survey and approve any actions required.
4. To resolve to receive reports from meetings or training events attended by members.
5. To resolve to discuss projects for the “new land” and approve any action required.
6. To resolve to approve the remit for the Pavilion Security Review Committee.
7. To resolve to appoint a Committee to review the security and unauthorised use of the Pavilion and Tractor Shed.
8. To resolve to dissolve the Tennis Club and Bowls Club Lease Committee and authorise the Chairman, Vice-Chairman and the Clerk to meet with the Tennis Club to discuss the requirement for a Lease/Agreement and report back to the Council with recommendations in line with the DVO Report.
9. To resolve to receive reports from Outside Bodies
10. To resolve to receive reports from the Chairman of Committees.
11. Correspondence
12. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
13. 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.

**PAGE 61/17**

**Prior to the commencement of the meeting Cllr D Cliffe was elected as Chairman in the absence of the**

**Chairman and Vice-Chairman.**

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

 Apologies for absence and reasons given were received from Cllrs S Phelps and D Hillier.

1. **TO RECEIVE DECLARATIONS OF OFFICE.**

Declarations were received from Cllrs G Moore in relation to Items 13 & 14 of the Agenda.

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

 B Cllr Kunes advised that he had attended a Regeneration Development Panel Meeting but was unable to report on

 the meeting due to the confidentiality of the discussions.

 B Cllr S Young advised that she had sent a copy of her report to the Clerk for circulation and the matters in the report

 related to meetings she had attended which included the Internal Drainage Board, full BCKLWN meetings and

 Planning Meetings.

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 17 JANUARY 2018 AND THE EXTRA ORDINARY MEETING HELD ON 29 JANUARY 2018**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 17 January 2018 and the Extra Ordinary Meeting of the 29 January 2018 were approved as minutes of the meeting.**

1. **TO RECEIVE THE CLERKS REPORT**

The Clerk advised that:

* The Tennis Courts had been cleaned.

All other matters would be discussed during the meeting under relevant Agenda items.

**6 TO RECEIVE THE CHAIRMANS REPORT**

The Chairman reported that she had 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 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.**

 **8. TO RESOLVE TO DISCUSS AND APPROVE A LIGHT SHEILD FOR THE LIGHT COLUMN ADJACENT TO THE MEMORIAL GARDEN.**

**Action: The Council resolved to request that the resident who had lodged the complaint obtain an Institute of Light Report regarding the light and the Council would then consider the matter upon receipt of the report.**

**PAGE 62/17**

**9. TO RESOLVE TO DISCUSS AND APPROVE THE PROVISION OF A MOBILE UNIT TO HOUSE THE PARISH COUNCIL OFFICE.**

**Action: It was agreed to leave the matter in abeyance until the next meeting when more information regarding the mobile units would be available and to also look at a more permanent office building for the future.**

**10. TO RESOLVE TO DISCUSS THE SCHOOL CROSSING SURVEY AND APPROVE ANY ACTIONS REQUIRED.**

The Clerk advised that the Norfolk County Council would only allow a Zebra Crossing if a raised table was integrated into the scheme. They would fund the raised table in Option 2 but there was no mention if they would fund any of the Zebra Crossing.

Action: The Council resolved to ask if the Zebra Crossing could be acceptable without the raised table and how much funding Norfolk C C wold be willing to pay for the Zebra Crossing. The Council also resolved to forward a copy of the Survey Report to the Headteacher of the Community School.

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

The Clerk advised that she had attended the Planning Committee Meeting held on 05 December 2017 and she had compiled a report which she would circulate to all members for their information.

**12. TO RESOLVE TO DISCUSS THE “NEW” LAND AND APPROVE ANY ACTION REQUIRED**

Action: The Council resolved to leave the matter in abeyance to allow the Clerk to read through documentations relating to the issues surrounding the land in question and then bring the matter to Full Council for consideration.

**13 TO RESOLVE TO APPROVE THE REMIT FOR THE PAVILION SECURITY REVIEW COMMITTEE.**

**Action: The Remit for the Committee was circulated to all members by e-mail prior to the meeting for their consideration and was approved.**

**14. TO RESOLVE TO APPOINT A COMMITTEE TO REVIEW THE SECURITY AND UNAUTHORISED USE OF THE PAVILION AND TRACTOR SHED.**

**Action: The Council resolved that Cllrs D Cliffe, B Hill and A Hodgson form the Committee and to report back to full council with their recommendations.**

**15. TO RESOLVE TO DISSOLVE THE TENNIS CLUB AND BOWLS CLUB LEASE COMMITTEE AND AUTHORISE THE CHAIRMAN, VICE-CHAIRMAN AND THE CLERK TO MEET WITH THE TENNIS CLUB TO DISCUSS THE REQUIREMENT FOR A LEASE/AGREEMENT AND REPORT BACK TO THE COUNCIL WITH RECOMMNEDATIONS IN LINE WITH THE DVO REPORT.**

**Action: The Council resolved to dissolve the Committee and appoint the Chairman, Vice-Chairman, Cllr H Lewis and the Clerk to meet with the Tennis Club to discuss the requirement for a lease/Agreement and report back to the full council with their recommendations**.

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

**No matters were reported.**

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

**PLANNING:**

**Cllr D Shepperson advised that he had raised concerns regarding the development in Market Lane and the report from BCKLWN Planning Enforcement had not addressed his concerns regarding the possible infill of the dyke and other matters.**

**The Clerk advised that she would ask if a site visit with Planning Enforcement could be held to discuss the matters raised.**

**PAGE 63/17**

|  |  |  |
| --- | --- | --- |
| **APPLICATION NUMBER** | **DETAILS** | **ACTION** |
| APPLICATION NO: 18/00067/O` | OUTLINE SOME MATTERS RESERVED: Erection of 4 detached residential dwellings at 57 Chapel Road Terrington St Clement King's Lynn Norfolk PE34 4NL | **COMMENT**- Attention drawn to previous planning condition prohibiting access through Cobbs Hill. |
| APPLICATION NO: 18/00144/F | Proposed change of use of existing land to commercial use by a construction company at Land R/O Farm Cottage 191 Sutton Road Terrington St Clement King's Lynn Norfolk | **OBJECT** – No evidence of on site parking details or evidence of existing parking. Current parking for school users is in adjacent highways lay-by. The parking of cars in the lay-by restricts visibility of users. |
| APPLICATION NO: 17/02175/F | Demolition of existing pre-fab bungalow and construction of new 4 bed 2 storey detached house at 28 Popes Lane Terrington St Clement King's Lynn Norfolk PE34 4NT | **SUPPORT** – No objections were raised in relation to this application. |
| APPLICATION NO: 18/00148/O | Outline Application: Residential development at Land S of 49 Station Road Terrington St Clement Norfolk  | **OBJECT** – More information requested in relation to the number of dwellings proposed for the site**CLLR HILL DECLARED AN INTEREST IN THIS APPLICATION AND LEFT THE ROOM DURING THE DISCUSSION** |
| APPLICATION NO 18/00256/F |  Fairview 3 Eastgate Lane Terrington St Clement King's Lynn Norfolk PE34 4NUProposal Variation of condition 2 of planning permission 16/00362/F: Replacement of approved plan with an amended scheme to retain garage as living accommodation | **SUPPORT**: The Council have no objections in relation to this application. |
| APPLICATION: 18/00290/F  | Craske Lane Terrington St Clement King's Lynn Norfolk PE34 4HWProposal Proposed single and two storey extension | **OBJECTION**: The property is outside of the village development boundary. |

**18. TO RECEIVE CORRESPONDENCE.**

a) General Correspondence.

|  |  |  |
| --- | --- | --- |
| **RECEIVED FROM** | **DETAILS** | **ACTION** |
| **Norfolk Fire Service** | Fire Risk Assessment Visit | **Action: Verfied the pavilion is NOT a HIGH RISK Venue** |
| **Tennis Club** | Several issues regarding future maintenance | **Action: All matters to be discussed with the Tennis Club at the meeting to be held regarding the Lease/Agreement** |

**19. MEMBERS COMMENTS**

Cllr Girdlestone advised that there had been damage to the new guttering at the Bowls Club caused by

someone climbing the fence and going onto the roof of the Bowls Club.

The Clerk added that the boards below the guttering were warped due to the damage and she would ask SBPVC

to repair the guttering to prevent further damage. She suggested a better security fence should be considered.

The Meeting closed at 8.59 p.m.