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 TERRINGTON ST CLEMENT PARISH COUNCIL

**Minutes of the Terrington St Clement Full Council Meeting held in the Pavilion, Churchgate Way Terrington St Clement on Wednesday 16 June 2021 commencing at 7.00 p.m.**

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

**G Moore, A Hodgson, H Lewis, A Horton, J Cross, D Meanes, D Browne, J Dixon and M Hannay, M**

**Howling**

**C Cllr Kirk 0 Members of the Public.**

NO PUBLIC FORUM WAS HELD.

CONTROLLED ENTRY TO BUILDING

FACE COVERINGS WERE ISSUED, COVID-19 DECLARATIONS COMPLETED PRIOR TO ENTRY.

COVID-19 PROCEDURES IN PLACE AND ADHERED TO.

**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 approve the minutes of the meetings held on 19 May 2021
2. To receive the Clerks Report on Matters Outstanding.
3. Chairman’s Report
4. 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 discuss the proposed purchase of the Cricket Field

c) To resolve to purchase 2 x Office Chairs

d) To resolve to purchase 1 x Laptop

1. To resolve to approve the Annual Return for the Year Ending 31 March 2021
* Statement of Accounts
* Annual Governance Statement
1. Correspondence

**To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the**

**meeting**

1. To resolve to receive updates of tasks outstanding:
2. Update on quotes for public footpath maintenance.
3. Update on sale of maintenance equipment
4. Update on quotes for grass cutting contract
5. Update on quotes for refurbishment of Benn’s Lane Play Area
6. Update on plans for the New Land
7. Queen Elizabeth II Platinum Jubilee Event
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.**
2. To resolve to discuss outstanding legal matters and Staff Matters

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

Apologies for absence and reasons given were received from Cllrs D Shepperson, T Hunt.

1. **TO RECEIVE DECLARATIONS INTEREST AND DPIs**

 No matters were declared.

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 MAY 2021**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 19 May 2021 as a true record of the meeting with the following amendment:**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* Due to the end of the Covid-19 restrictions being deferred until 19 July2021 the litter pick scheduled for the 17 July 2021 would need to be rescheduled.
* The Annual Assembly would also need to be rescheduled. This would now take place on 28 July 2021.
* The Surrender of the Village Hall Lease had now been concluded and the Surrender document signed and returned.
* The Tennis Lease had been agreed and would be approved and signed by the Club at their AGM on 24 June 2021
* She had reported the removal of the verge and business practices at a property on the corner of Popes Lane to Highways and they would be investigating.
* She had received e-mails from the Bellows Hill Applicant but asked that this be discussed in committee due to possible legal action.
1. **CHAIRMAN’S REPORT**

**The Chairman advised that:**

* **He was pleased that meetings could be held once again and hopefully after 19 July 2021 Council meetings would return to normal and thanked those who were in attendance.**

**6. 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 Moore advised that he had and Cllr Hodgson had checked the invoices for payment prior to the meeting and all were in order.

 **Action: The council resolved to approve the invoices for payment.**

b) To resolve to discuss the proposed purchase of the Cricket Field

 **Action: The Clerk advised that she had written to the landowner but had not received a reply to date.**

c) To resolve to purchase 2 x Office Chairs

 **Action: The council resolved to purchase 2 x office chairs.**

d) To resolve to purchase 1 x Laptop

**Action: The Council resolved to purchase 1x laptop. The Clerk to remove all data from the old one for use by the Pavilion Caretaker for bookings and emails.**

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1. **TO RESOLVE TO APPROVE THE ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2021**
* Statement of Accounts
* Annual Governance Statement
* Effectiveness of the Internal Audit

**Action: The Council resolved to approve the signing of the Annual Return and agreed that the Council and accounts and procedures were in order**

**8. CORRESPONDENCE**

**To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the**

**meeting.**

1. Letter of Resignation – Cllr P Gibbs

**Action: The Council accepted the letter of resignation. Clerk to advise BCKLWN of the vacancy.**

1. **TO RESOLVE TO RECEIVE UPDATES OF TASKS OUTSTANDING:**
2. Update on quotes for public footpath maintenance.

Cllr J Dixon advised that NCC Highways had agreed for the Council to carry out additional maintenance of the Public Footpaths and verges in the village and would investigate obtaining a budget to contribute to the costs. This included the junction of the A17/Station Road.

The Clerk advised that she had obtained copies of the footpath maps which she had circulated.

**Action: The Council resolved to place the matter on the Agenda for the next meeting when all quotes and more information would be available for consideration.**

**Cllr Dixon to forward all quotes to the Clerk for circulation prior to the next meeting.**

1. Update on sale of maintenance equipment.

**Action: The Council resolved to cost both the employment of a Groundsman and retaining the equipment against contracting out the grass maintenance and selling the machinery and place the matter on the Agenda for the next meeting.**

**Cllrs Means, Dixon, Lewis, Hodgson and Moore to insect the equipment and compile an Inventory should the Council decide to sell the equipment.**

1. Update on quotes for grass cutting contract.

**The Council resolved to place the matter on the Agenda for the next meeting when the information required in Item 9 (h) of the Agenda would be available.**

1. Update on quotes for refurbishment of Benn’s Lane Play Area

**Action: The Council resolved that Cllr Lewis in consultation with Cllr D Browne and A Hodgson obtain additional quotes for play equipment and BMX/skate ramp and running track options on the new land.**

1. Update on plans for the New Land

Cllr Hodgson advised that he had plans the Parish Council had drawn up in the past for the new land by a local architect which he would provide to the Clerk for circulation and consideration.

**Action: The Council resolved to place the matter on the Agenda for the next meeting and the plans to be circulated to all members before the meeting.**

1. Queen Elizabeth II Platinum Jubilee Event

**Action: The Council resolved that the Chairman would contact TCF to ask if they would be planning an event. They also resolved the Council would work in partnership and with sponsorship but would ask for the Parish Council’s contribution to be recognised.**

**10. MEMBERS COMMENTS**

Cllr M Howling asked who was responsible for the cutting back of the hedgerow on the County car park in Marshland Street. He also confirmed that he had secured a plot in the Churchyard before it closed.

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The Chairman advised that he had been approached about the Churchyard closure and had advised that the PCC had closed the Churchyard and it had been handed over to the BCKLWN.

The Clerk confirmed that the closure was effective from 01 April 2021.

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.**

**12. TO RESOLVE TO DISCUSS OUTSTANDING LEGAL MATTERS AND STAFF MATTERS**

 **Action: The Council resolved to go into closed session to discuss Item 12 on the agenda.**

 **The meeting closed at 8.40 p.m.**