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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 16 October 2019 commencing at 7.45 p.m.**

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

**A Horton, G Moore, D Means, H Lewis, A Hodgson, J Cross, J Dickson, D Browne, P Gibbs,**

 **B Cllr P Kunes 0 Members of the Public.**

 **OPEN FORUM**: A resident asked if the Council could confirm if there had been any additional bus stops

 approved in Marsh Road due to timetables being erected at a site where the bus stop had been relocated to another site.

 The Chairman and Members of the Village Hall asked if there had been any further progress regarding the Village Hall Lease.

 **RESPONSE:** The Clerk advised that other than the relocation of two bus stops from Marsh Road on to Lynn Road the Council had not received any further advice from Norfolk CC regarding any other bus stops and if it concerned his private land the resident should contact Norfolk CC directly.

 The Chairman invited the Chairman and members of the Village Hall Committee to discuss their concerns regarding the Village Hall and the Council’s proposal to carry out a Feasibility Study for a new Community Hub.

 **Matters raised during the discussion by the Village Hall representatives:**

* Explanation regarding the proposal for a new Community Hub
* Where the proposed site for the hub would be.
* Where the funds would be accessed from
* The reasons for the delay to the Lease renewal.
* Discussion of Lease in Closed Session following advice received from the BCKLWN Monitoring Officer.
* The Chairman of the Village Hall apologised for his outburst at the previous meeting.

 **Response:**

* The proposal for a Hub was approved by Full Council to meet the increasing needs of the village and could include a Parish Council Office, Café, public IT access and other suitable amenities dependent on the results of the Feasibility Study.
* The Council were awaiting a meeting with Academy representatives regarding the Lease to discuss financial implications for the Parish Council/Village Hall Management Committee contained in the Lease
* The site for the proposed Hub would be on Allotment land in Churchgate Way subject to the approval of the Secretary of State.
* The Building Refurbishment Committee held the remit to proceed with the Feasibility Study but the Council could consider a Working Party to include members of the Village Hall Committee and others if Full Council approved.
* The Council were lawful in discussing legal matters in closed session as per the **“*Public Bodies (Admission to***

***Meetings) Act 1960 and the Local Government Act 1972, ss,100 and 102”***

**The conclusion of the discussion was to move forward and work together and to place the matter of a Working Party and remit on the Agenda for the next Full Council meeting for discussion and approval of the Council**

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**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 to be taken as read.
2. To resolve to approve the minutes of the meetings held on 18 September 2019
3. To receive the Clerks Report on Matters Outstanding.
4. 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 receive and approve the quotes for the Millennium Wood and Allotments hard standing

 Areas

1. To resolve to approve the opening of a new Bank Account for the AB Cave Funds as per the

 recommendations of the External Auditor

1. To resolve to confirm a meeting of the Personnel Committee.
2. To resolve to confirm a meeting of the Millennium Wood Committee.
3. To resolve to discuss and approve a request from the Terrington St Clement Young Farmers to install a flower planter.
4. To resolve to discuss and confirm a date for a Village Litter Pick
5. Correspondence
6. **To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.**
7. 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.

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

 Apologies for absence and reasons given were received from Cllrs B Scott, D Shepperson, M Hannay, M Howling,

 G Girdlestone and T Hunt.

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

 No Declarations or DPIs were received.

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

**No written reports received.**

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 18 September 2019**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 18 September 2019 were**

**Not approved as minutes of the meeting due to possible paragraph omission. The minutes to be amended for approval at the next meeting.**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* The Supporting documents for the Extravaganza Event had been received.
* The pavilion Community Area and kitchen would be closed from 02-09 December 2019 for refurbishment works and all users had been informed.
* The rubbish from the Churchgate Way allotment clearance had been moved and the Drainage Board had cut back the hedges and dyke.

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**6. CHAIRMAN’S REPORT**

The Chairman advised of his disappointment at more roadworks in the village which disrupted businesses and residents.

**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 G Moore and A Hodgson had also checked them.

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

 **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 wished to do so.**

1. **To resolve to approve the quotes for the Millennium Wood and Allotments Hard Standing Areas.**

Cllr J Cross, Chairman of the Finance Committee advised that the Finance Committee recommended the acceptance of the quote for **£1817.00** for the Millennium Wood hardstanding areas and **£725.00** for the Churchgate Allotment hardstanding area with a contingency of **£500.00** should additional drainage be required on the Millennium Wood area.

**Action: The Council resolved to accept the quotes as recommended by the Finance Committee and approve the contingency of £500.00.**

**c) To resolve to approve the opening of a new Bank Account for the AB Cave Funds as per the**

 **recommendations of the External Auditor**

 The Clerk advised that the External Auditor had requested that the AB Cave Fund be removed from the

 Council accounts and have a separate bank account for the fund.

 **Action: The Council resolved that the Trustees of the AB Cave Committee set up a bank account with 3 of the**

 **Trustees as signatories on the account.**

 **8. TO RESOLVE TO CONFIRM A MEETING OF THE PERSONNEL COMMITTEE.**

 **Action: The Council resolved to schedule a meeting of the Personnel Committee for Thursday 07 November**

 **2019 commencing at 6.30 p.m. in the Parish Council Office**

 **9. TO RESOLVE TO CONFIRM A MEETING OF THE MILLENNIUM WOOD COMMITTEE**

**Action: The Council resolved to schedule a meeting of the Millennium Wood Committee for Monday 25 November 2019 commencing at 6.00 p.m. in the Pavilion Community Room.**

**10. TO RESOLVE TO DISCUSS AND APPROVE A REQUEST FROM THE TERRINGTON ST CLEMENT YOUNG FARMER TO INSTALL A FLOWER PLANTER.**

**Action: The Council resolved to approve the installation of a flower planter as per the plan provided.**

**11. TO RESOLVE TO CONFIRM A DATE FOR THE VILLAGE LITTER PICK.**

**Action: The Council resolved to hold a litter pick on Sunday 01 December 2019 or 15 December 2019, the Clerk to confirm.**

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 **12. TO RECEIVE CORRESPONDENCE.**

 **a)** All General Correspondence circulated to Councillors prior to the meeting and do not require

 discussion

 **RAF Marham** – Community Liaison Day 30 October 2019, Sandringham Centre, RAF Marham.

 **RAF Benevolent Fund** – Information Leaflet

 **TSC Baptist Church** – Thank you letter for Grant.

 **Norfolk Police** – Crime updates. Circulated by email to all Cllrs

1. **MEMBERS COMMENTS**

Cllr J Dickson advised that the pavilion roof had been cleared. He also asked if a meeting of the Building Committee could be called to assess the outstanding roof and building maintenance.

**It was agreed that a site meeting be held to assess the works to approve the works specifications of the tasks outstanding on Saturday 16 November at 9.00 a.m. The Clerk advised that she would be unable to attend and asked that notes be taken.**

Cllr P Gibbs advised that the trees were overhanging the footpath at the corner on Northgate Way opposite the Tower Road junction.

Cllr H Lewis asked if a 30mph roundel could be applied to the highway gates.

The Clerk advised that she would ask Lincs C C Highways if the speed sign could be applied to the gates.

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

**Action: The Council resolved to go into closed session to discuss Item 15 of the Agenda.**

 **The Meeting closed at 8.25 p.m.**