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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 17 July 2019 commencing at 7.45 p.m.**

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

**A Horton, B Scott, D Shepperson, G Moore, G Girdlestone, H Lewis, A Hodgson, J Cross, J Dickson, D Means, D Browne, M Hannay, P Gibbs, M Howling, T Hunt.**

**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 19 June 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

b) To resolve to approve the following donations as recommended by the Finance Committee.

1. Tappings House
2. Citizens Advice
3. MAGPAS Air Ambulance

1. **To resolve to confirm the Norfolk CC Parish Partnership Scheme Project.**
2. **To resolve to receive the Building Refurbishment Committee Report, approve the recommendations of the Committee and to authorise the Committee to obtain quotes and approve the following financial expenditure**.
3. The purchase of a pavilion main door shutter and entry system.
4. The purchase of a new kitchen and cooker for the pavilion.
5. CCTV mapping and survey of the pavilion drainage system
6. The purchase of the current mobile office
7. **To resolve to receive the Allotments Committee Report, approve the recommendations of the Committee and to authorise the Committee to obtain quotes and approve the following financial expenditure**.
8. The provision of hard standing to provide car parking area for tenants.
9. The hire of suitable equipment to clear the refuse from vacant allotments
10. **To resolve to consider the re-location of the Tower Road Allotments Sign.**
11. **To resolve to amend the Building Refurbishment Committee Remit and authorise the Committee to complete a feasibility study with regard to the provision of enhanced public facilities for the parish and report back to full council for consideration**.
12. **To resolve to confirm a date for the Memorial Field Meeting**.
13. **Correspondence**
14. **To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.**
15. **E-mail –** Pavilion User – Disturbance
16. **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.**

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

 Apologies for absence and reasons given were received from BCllr P Kunes.

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

 Cllr P Gibbs declared an interest in Item 11 of the Agenda being the initial complainant of the installation of the allotment sign in Tower Road.

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

 **Action: The Council received the written report from B Cllr Kunes and the report was taken as read.**

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 JUNE 2019**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 19 June 2019 were**

**approved as minutes of the meeting.**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* Vandalism in the public toilets and Memorial Park had increased. Blades had been inserted into the lock barrels of the Gents Public Toilets, damage had also been caused to the picnic bench, trees, CCTV camera and also anti-social behaviour. The incidents had been reported to the police.
* The noticeboard in the Millennium Wood had also been removed due to vandalism.

**6. CHAIRMAN’S REPORT**

The Chairman advised that he had nothing 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.

 **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.**

 **b) To resolve to approve the following donations as recommended by the finance Committee.**

1. Tappings House

 **Action: The Council resolved to approve a grant of £200.00**

1. Citizens Advice

 **Action: The Council resolved to approve a grant of £100.00 on condition it was spent in the King’s Lynn**

 **Area Office**

1. MAGPAS Air Ambulance

 **Action: The Council resolved to approve a grant of £300.00**

 **8. TO RESOLVE TO CONFIRM THE NORFOLK CC PARISH PARTNERSHIP SCHEME PROJECT.**

 **Action: The Council resolved to apply for funding to provide TRODS in Benn’s Lane, The Salting’s, Chapel**

 **Road and Tower Road**.

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 **9. TO RESOLVE TO CONFIRM THE BUILDING REFURBISHMENT COMMITTEE REPORT, APPROVE THE RECOMMENDATIONS OF THE COMMITTEE AND TO AUTHORISE THE COMMITTEE TO OBTAIN QUOTES AND APPROVE THE FOLLOWING FINANCIAL EXPENDITURE.**

1. The purchase of a pavilion main door shutter and entry system.
2. The purchase of a new kitchen and cooker for the pavilion.
3. CCTV mapping and survey of the pavilion drainage system
4. The purchase of the current mobile office

 **Action: The Council resolved to approve:**

* **the purchase of the mobile office for the price of £5700.00**
* **the CCTV mapping and survey of the pavilion drainage system for a price of £230.00**
* **the Committee to obtain quotes for the kitchen re-fit and the new shutter and entry system up to a budget of £5000.00. Quotes exceeding the £5000.00 to be referred back to the full council**

**10. TO RESOLVE TO RECEIVED THE ALLOTMENTS COMMITTEE REPORT, APPROVE THE RECOMMENDATIONS OF THE COMMITTEE AND TO AUTHORISE THE COMMITTEE TO OBTAIN QUOTES AND APPROVE THE FOLLOWING FINANCIAL EXPENDITURE.**

1. **The provision of hard standing to provide car parking area for tenants.**

**Action: The Council resolved to approve the Committee recommendations to provide a hard-standing area for parking vehicles and to provide access for an allotment should a tenant with disabilities should wish to rent an allotment.**

1. **The hire of suitable equipment to clear the refuse from vacant allotments**

**Action: The Council resolved to approve the hire of equipment required to clear the refuse from the allotments following clearing of vacant sites.**

 **11. TO RESOLVE TO CONSIDER THE RE-LOCATION OF THE TOWER ROAD ALLOTMENT SIGN**

 Cllr P Gibbs declared an interest in the matter and left the meeting prior to the discussion.

 **Action: The Council resolved not to relocate the Allotment Sign at the entrance of the Tower Road**

 **Allotments.**

 Cllr P Gibbs re-joined the meeting.

 **12. TO RESOLVE TO AMEND THE BUILDING REFURBISHMENT COMMITTEE REMIT AND TO AUTHORISE**

 **THE COMMITTEE TO COMPLETE A FEASIBILITY STUDY WITH REGARD TO THE PROVISION OF ENHANCED**

 **PUBLIC FACILITIES FOR THE PARISH AND REPORT BACK TO FULL COUNCIL.**

 **Action: The Council resolved to adopt the amended remit for the Building Refurbishment Committee to**

 **allow the Committee to carry out a feasibility study with regard to improved facilities for the parish but**

 **to allow a budget of £5000.00 for building works and not £10000.00 as proposed.**

 **13. TO RESOLVE TO CONFIRM A DATE FOR THE MEMORIAL FIELD MEETING.**

 **Action: The Council resolved to hold a meeting to inspect the Memorial Field and facilities on Wednesday**

 **11 September 2019 commencing at 6.30 p.m.**

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 **14. TO RECEIVE CORRESPONDENCE.**

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

 **b) E-Mail – Pavilion User –** Disturbance.

 The Clerk advised that an evening Slimming World Class had been disturbed by youngsters entering the class and refusing to leave. She advised that a male member of the class had managed to get the youngsters to leave.

 **Action: The Council resolved to check the CCTV camera and to ask all users to report any incidents at the time they happen rather than wait and report them to the Council.**

**15. MEMBERS COMMENTS**

Cllr A Horton asked when the footpaths meeting would be held.

The members of the Footpaths Committee agreed to walk the footpaths on Monday 05 August 2019 at 6.00 p.m. meeting at the Churchgate Way car park.

Cllr D Shepperson advised that he, Cllr Hodgson in liaison with the Clerk had taken preventative measures to obstruct the entrance to the Millennium Wood for a temporary period to deter encampment by travellers and also members of the public following a complaint relating damage to a car when access the wood entrance. This obstacle would be removed following the Millennium Wood Committee meeting when the matters could be assessed and resolved.

 Cllr J Cross advised that he had surveyed the parish streetlights and he had found not all had been upgraded and he had provided a list to the Clerk.

The Clerk advised that she would compare the list to the schedule of works and contact Pearce & Kemp if there were any discrepancies.

Cllr H Lewis requested that traffic calming measures be placed on the Agenda for the next meeting.

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

**Action: The Council resolved that there was no requirement to go into closed session.**

**The Meeting closed at 9. 40 p.m.**