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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 17 July 2020 commencing at 7.15 p.m.**

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

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

 **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 February 2020
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 purchase new litter bins for Marshland Street.

c) To resolve to approve the Annual Return for the Year Ending 31 March 2020.

 Annual Governance Statement

 Statement of Accounts

 Effectiveness of the Internal Audit

d) To resolve to discuss and approve hire charges for the use of the Memorial Field to all business users.

1. To resolve to discuss format of future meetings.
2. To resolve to discuss the proposed closure of the Parish Churchyard and future burial provision.
3. To resolve to discuss the future use of the new land adjacent to the Benn’s Lane Play Area.
4. To resolve to discuss the refurbishment of the adopted Telephone kiosks.
5. To resolve to appoint a Highways Reporting Group.
6. Correspondence
7. **To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the**

**meeting.**

1. 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, G Girdlestone, D Browne, M Howling, P Gibbs.

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

 No matters of Interest or DPIs declared.

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 February 2020**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 19 February 2020 as a true record of the meeting with the following amendment:**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* There had been an increase in anti-social behaviour and vandalism. The incidents had been reported to the police.
* The new fire doors and new entry system had been fitted. The pavilion doors will be fitted soon.
* Kewgrasscare had been maintaining the Memorial Field during lockdown until the Council resolved staffing matters.
* The NCC Parish Partnership scheme had approved a TROD in Chapel Road with the Parish Council required to meet 50% of the costs.
* All users of the pavilion and Community Room had been advised that Covid-19 Risk Assessments would be required for approval of the full Council and a meeting held with them to run through the procedures for the new Key Entry System.
* All users would be required to form a “bubble” for their sessions in the Community Room and provide their own sanitising materials and cleaning products to meet their use requirements.
1. **CHAIRMAN’S REPORT**

**The Chairman advised that:**

* He was pleased that Councillors were in attendance and appreciated those who were isolating had not attended.
* He was glad that all members had stayed safe so far and asked that Covid-19 precautions be adhered to during the meeting.

**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.**

**The Clerk advised that there were still problems with obtaining bank statements and changing bank signatories and it was important that the online banking was in place so statements could be accessed easily. She had been unable to reconcile the accounts due to the missing statements and she had ordered them 3 times but they had not arrived but she had now received 3 cheque books even though only 1 had been ordered.**

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1. **To resolve to purchase new litter bins for Marshland Street.**

**Action: The Council resolved to purchase 2 x litter bins for Marshland Street**

 **c) To resolve to approve the Annual Return for the Year Ending 31 March 2020**.

 i) Annual Governance Statement

 ii) Statement of Accounts

 iii) Effectiveness of the Internal Audit

**Action: The council resolved that the accounts were a true reflection of the council’s accounts, that the financial controls were effective and that the Internal Audit was independent and robust.**

1. **To resolve to discuss and approve hire charges for the use of the Memorial Field to all business**

**users.**

**Action: The Council resolved to allow outdoor activities to use the Memorial Field for free until indoor venues reopened on condition that all event organisers submit the relevant Hire Form, insurances and Risk Assessments including Covid-19 Risk Assessment, prior to commencement of any sessions for approval of the Council.**

1. **TO RESOLVE TO DISCUSS FORMAT OF FUTURE MEETINGS.**

**Action: The Council resolved that they would continue with physical meetings under the Covid-19 restrictions and in the event of a further lockdown to return to making resolutions by email as advised is lawful by the SLCC and then ratify them at the next Council meeting. They resolved to not hold Zoom or Hybrid meetings at present**.

1. **TO RESOLVE TO DISCUSS THE PROPOSED CLOSURE OF THE PARISH CHURCHYARD AND FUTURE BURIAL PROVISION**.

**Action: The Council resolved to advise the Parochial Church Council and the BCKLWN that the Parish Council did not wish to take over the Closed Churchyard or become a Burial Authority once the** Churchyard is closed.

1. **TO RESOLVE TO DISCUSS THE FUTURE USE OF THE NEW LAND ADJACENT TO THE BENN’S LANE PLAY AREA.**

**Action: The Council resolved to leave the matter in abeyance for the foreseeable future.**

1. **TO RESOLVE TO DISCUSS THE REFURBISHMENT OF THE ADOPTED TELEPHONE KIOSKS.**

**Action: The Council resolved to refurbish the adopted telephone boxes and then decide how to use them. The member of the public and the Clerk to liaise to complete the refurbishment and authorise the purchase of any materials required.**

1. **TO RESOLVE TO APPOINT A HIGHWAYS REPORTING GROUP.**

**Action: It was resolved that all Councillors report any defects they see directly to the NCC Highways through the website or Fix My Street.**

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

**meeting.**

**No correspondence to discuss.**

1. **MEMBERS COMMENTS**

Cllr Lewis advised that the fallen tree was still obstructing the Benn’s Lane footpath.

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

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

 **The meeting closed at 8.47 p.m.**