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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 18 September 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 Browne, M Hannay, P Gibbs, M Howling,**

**C Cllr/B Cllr S Squires B Cllr P Kunes 04 Members of the Public.**

**OPEN FORUM:** Members of the Village Hall Committee asked when the Village Hall Lease would be agreed. They voiced their disappointment that the Lease was taking so long to complete, asked why the Council discussed the matter in Closed Session and did the Council have a hidden Agenda.

A resident asked when the vacant allotments would be ready to let.

**RESPONSE:** The Chairman acknowledged that he had received a letter from the Village Hall Committee and that he had noted the content. He advised that the matter was still ongoing and the Council had previously advised the Committee of the reasons for the delay. He added that the Council did not have a hidden Agenda and would progress as soon as possible.

The Clerk advised that 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 Village Hall Committee Members voiced their disquiet over the matter and left the meeting at 7.57 p.m.

Cllrs M Howling and J Dickson agreed to meet the Member of the Public at the allotments on Saturday 19 September 2019 at 9.00 a.m. to discuss allocation of a plot.

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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 17 July 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 new pavilion kitchen and installation.
2. To resolve to receive and approve the quote for the new shutter door, entry system and new main door.

d) To resolve to approve the following grants as recommended by the Finance Committee.

1. Terrington St Clement Scout and Guide Hut - Insurance
2. TCF – Autumn Extravaganza
3. Methodist Chapel – Grass Maintenance

1. To resolve to discuss additional Traffic Calming Measures in the Village and approve any actions required.
2. To resolve to remove the seat adjacent to the Kicking Wall
3. To resolve to approve the following recommendations made following the Memorial Field Inspection held on 11 September 2019.
4. Purchase of 2 large litter bins.
5. Purchase of cigarette disposable bins
6. The purchase of a Teen Shelter and to confirm the siting of the shelter
7. The provision for the disposing of the line marking waste by Terrington Tigers and storage of the proposed sand bin in the former council shelter.
8. To approve works to encase electrical wires/fuse boxes in the Tennis Club
9. To approve the spraying of the tennis courts.
10. To approve the purchase of a replacement picnic bench and table for the Toddlers Play Area
11. Correspondence
12. To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the meeting.
13. E-mail – Pavilion User – Control of hired Community Area and incident.
14. 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. To resolve to discuss outstanding legal matters

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

 Apologies for absence and reasons given were received from Cllrs D Means 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 COUMCILLORS.**

**B Cllr/C Cllr S Squires advised**

* that following a petition to Norfolk C C Transport Services regarding Bus Stops in Marsh Road the Norfolk C C had assessed the safety of the Bus Stops and had made a proposal to move the Bus Stops onto Lynn Road and had asked for Parish Council approval.
* There had been reports on Facebook of youths on a private drive and she recommended reporting such incidents to the police.
* That there had been cuts to disability services and requests to have these reversed did not look promising.
* The Forward Plan for the Norfolk Fire Service had been agreed and there were no major alterations.
* There would be improvements to the Pull Over roundabout in King’s Lynn.

The Clerk advised that she had circulated the proposals to Cllrs prior to the meeting and the resident who had coordinated the Petition had been shown the proposals and he had raised no objections to her or Cllr D Shepperson who was present when the resident was shown the proposals.

 **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 17 July 2019**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 17 July 2019 were**

**approved as minutes of the meeting.**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* She and Cllr H Lewis had met with Norfolk C C Highways Officer to show him the sites of the TRODs in order to obtain a quote for costs. She had also raised the matter of the remedial works for Sutton Road, a “Not Suitable for HGV” sign for Benn’s Lane and the reinstatement of the painted 20 mph signs in Benn’s Lane.
* She had received a request for a party for 30-40 13-16-year olds. She had doubts about such parties following anti-social behaviour on and around the Memorial Field. In addition, a recent party for a 13th birthday party had seen damage to the hall and it had required additional cleaning. She suggested in the light of the refurbishment of the kitchen the Council have a policy regarding the private hire of the hall/kitchen.
* The CCTV camera overlooking the toddler’s area had been ripped out.
* The story circle seat and matting had been damaged.
* She had requested that the footway from the village toward Sandygate Lane be cut back, road signs/bollards to be washed and hedge cut back from 30 mph signs as part of the Norfolk C C Highways visit.
* She had reported abuse she had received from pupils from the Academy whilst working in the office to the school.
* She and a member of staff had received abuse from youngsters prior to the Council meeting and when working. She had advised members of staff not to respond and to report all matters and to be vigilant when working on site alone.

**6. CHAIRMAN’S REPORT**

The Chairman acknowledged receipt of the letter from the Village Hall Committee and advised that he and the Clerk would seek to have a meeting with the Academy regarding the Lease.

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**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 quotes for the Pavilion Kitchen and Installation.**

 **Action: The Council resolved to consider the quotes in closed session.**

1. **To resolve to receive and approve the quote for the new shutter door, entry system and new main door.**

 **Action: The Council resolved to consider the quotes in closed session.**

1. **To resolve to approve the following grants as recommended by the Finance Committee**.
2. Terrington St Clement Scout and Guide Hut – Insurance

**Action: The Council resolved to approve a grant of £500.00 for the purposes of Insurance**.

ii) TCF – Autumn Extravaganza

**Action: The Council resolved to approve a grant of £4000.00 in sponsorship of lighting and stage requirements.**

 iii) Methodist Chapel – Grass Maintenance

 **Action: The Council resolved to approve a replacement cheque for £300.00 for the 2018-19**

 **donation which was lost and a grant of £300.00 for 2019-20 grass maintenance.**

**Cllr D Hillier left the meeting at 8.20 p.m.**

**In the absence of the Vice-Chairman Cllr J Dickson proposed Cllr D Shepperson to take the Chair, seconded Cllr B Scott. There being no other nominations Cllr D Shepperson took the Chair for the remainder of the meeting.**

**8. TO RESOLVE TO DISCUSS ADDITIONAL TRAFFIC CALMING MEASURES IN THE VILLAGE AND APPROVE**

**ANY ACTIONS REQUIRED.**

Cllr H Lewis advised that there should be more traffic calming in the village and the data from the speed reactor signs should be used to pin point the areas which were the worst.

 **Action: The Council resolved to send the data to Norfolk Police for their information and to request that**

 **they use the data to identify the worst area and to request a change the speed check areas in line with**

 **the data.**

 **9. TO RESOLVE TO REMOVE THE SEAT ADJACENT TO THE KICKING WALL.**

**Action: The Council resolved to move the seat adjacent to the Kicking Wall due to vandalism.**

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**10. TO RESOLVE TO APPROVE THE RECOMMNEDATIONS MADE FOLLOWING THE MEMORIAL FIELD INSPECTION HELD ON 11 SEPTEMBER 2019**

1. Purchase of 2 large litter bins.

**Action: The Council resolved to purchased 2 large litter bins**

1. Purchase of cigarette disposable bins

**Action: The Council resolved to purchase a cigarette disposable bin.**

1. The purchase of a Teen Shelter and to confirm the siting of the shelter

**Action: The Council resolved not to purchase a teen shelter at this time due to the recent vandalism and anti-social behaviour toward staff and on and around the Memorial Field.**

**Cllr J Dickson left the meeting at 8.50 p.m. after declaring an interest in the following item.**

1. The provision for the disposing of the line marking waste by Terrington Tigers and storage of the proposed sand bin in the former council shelter.

**Action: The Council resolved to approve the use of a sand bin to dispose of line marking materials by Terrington Tigers on condition that the bin is provided, maintained and emptied by them and at their own cost. The bin to be stored in the Shelter. Access will be given to authorised Club members as provided by the Club**.

1. To approve works to encase electrical wires/fuse boxes in the Tennis Club
2. To approve the spraying of the tennis courts.

**Action: The Council resolved to discuss items 10 e) and f) in Closed Session as part of a wider discussion relating to the Tennis Club.**

1. To approve the purchase of a replacement picnic bench and table for the Toddlers Play Area

**Action: The Council resolved to remove the damaged picnic table in the Toddlers Play Area and replace.**

**11. TO RECEIVE CORRESPONDENCE.**

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

 discussion

  **b) E-Mail – Pavilion User –** Control of hired Community Area and incident.

 **Action: The Council resolved that the control of the entry of the private hire Community Area and**

 **entry to the pavilion would be addressed by the installation of the new doors and key card entry**

 **systems.**

**12. MEMBERS COMMENTS**

Cllr J Cross reported that the footway leading from Eastgate Lane to Walpole Cross Keys required cutting back to allow access and there were pot holes in Wanton Lane.

The Clerk advised that she had requested the works for the next NCC Highways Rangers visit and she would report the potholes but it helps if reports of highways damage is reported to NCC Highways directly.

Cllr Cross asked when the Kicking Wall net would be replaced.

The Clerk advised that the poles had been dismantled and when the net was erected it was immediately cut by youngsters.

Cllr M Howling advised that the Churchgate Way allotments had been cleared and were ready to let and a skip would be used to dispose of the rubbish generated from the clearance. He asked if the allotments could be advertised for Let.

The Clerk advised that she would advertise the allotments as requested.

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

**Action: The Council resolved to go into closed session to discuss Item 14 of the Agenda.**

 **The Meeting closed at 9. 35p.m.**