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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 19 June 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.**

**B Cllr S Squires**

04 Members of the Public 0 Members of the Press

**OPEN FORUM:** Residents asked if there had been any progress with regard to the Village Hall Lease.

Residents raised concerns with regard to the grass on at the junction of the A17/Station Road Junction and the

inaccessibility of the Sir Peter Scott Walk.

**RESPONSE:** C Cllrs S Squires advised that the grass had now been cut at the junction and she would make

enquiries in relation to the maintenance of the Sir Peter Scott Walk

The Chairman advised that there was nothing further to report regarding the Village Hall Lease at present

and he was awaiting confirmation of a meeting with the Academy.

**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 15 May 2019
3. To receive the Clerks Report on Matters Outstanding.
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) Norfolk Accident Rescue Service – Request for donation

 7. To resolve to Approve the Annual Return for the Year Ending 31 March 2019.

1. Annual Governance Statement

ii) Statement of Accounts

1. Effectiveness of the Internal Audit

8. To confirm a date for a meeting of the Allotments Committee

9. To confirm a date for a meeting of the Building Refurbishment Committee

10. To confirm a date for a meeting of the Millennium Wood Committee

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

meeting.

1. **Lactation Motivation –** Request to use Community Room Free of Charge for Local Provision of Service for Breastfeeding Support**.**
2. **Terrington St Clement Parish Church -** Thank you letter for £600.00 Grant for Grass

Maintenance

**d) Norfolk Accident Rescue Service –** Request for donation

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.**

14. **To provide an update of Legal Matters**

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

 Apologies for absence and reasons given were received from BCllr P Kunes, Cllrs M Howling and T Hunt.

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

 No Interests or DPIs were declared.

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

 **No reports were received.**

 **B Cllr/C Cllr Squires advised that**

* She and Cllr Kunes would alternate attendances when the meetings clashed with other parish

 meetings in their Ward.

* She had visited the Terrington St Clement Fire Station and had been very impresses and in awe

 of the Station and the personnel.

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 15 May 2019**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 15 May 2019 were**

**approved as minutes of the meeting.**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* the boundary gate sites had been approved by NCC Highways and the gates had been ordered.

Highways would install the gates.

* She and Cllrs J Dickson, P Gibbs, M Hannay, B Scott and D Browne had attended Norfolk ALC Effective Councillor training at Clenchwarton Memorial Hall on 10/11 June 2019. By arranging local training, it had saved the Council £28.00 per head in training fees and travel time and expenses.
* The locks on the public toilets had been damaged again and the toilets were locked until repairs

could be completed.

* She had met with the NCC Highways Area manager and he had confirmed that NCC Highways

had requested remedial works to be carried out on Sutton Road and Lynn Road because the recent repairs had been unacceptable. They had also visited the site in Green Marsh Lane which was subject to a boundary dispute but the Area Manager had advised that there was no problem with regard to any encroachment on the public footpath/green lane.

* The kicking wall net support posts had been taken down by youngsters as had the Fire Assembly

Point sign and a dog bin.

* The police had asked for assistance with an incident in the Memorial Field on 17 June 2019 but

Unfortunately, the CCTV camera did not cover the relevant location.

* Anglian Water had carried out an inspection of the water pipes and would advise the Council if

the remedial works required in the Bowls Club and the pavilion.

* The footway from Alma Lodge to the Clenchwarton Boundary had been cut back to allow better

pedestrian access.

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**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 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 during the Finance Meeting

**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 a Donation Request from the Norfolk Accident Rescue Service.**

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

**7. To resolve to Approve the Annual Return for the Year Ending 31 March 2019.**

1. Annual Governance Statement

ii) Statement of Accounts

1. 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. To confirm a date for a meeting of the Allotments Committee**

**Action: The Council resolved to schedule a meeting for Friday 05 July 2019 commencing at 6.30 p.m.**

**meeting at the Churchgate Way Allotments.**

**9. To confirm a date for a meeting of the Building Refurbishment Committee**

**Action: The Council resolved to schedule a meeting for Monday 24 June 2019 commencing at 6.00 p.m.**

**in the Pavilion Community Room.**

**10. To confirm a date for a meeting of the Millennium Wood Committee**

**Action: The Council resolved to schedule a meeting for Thursday 11 July 2019 commencing at 6.30 p.m.**

**on site at the Millennium Wood.**

 11. **TO RECEIVE CORRESPONDENCE.**

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

b) **Lactation Motivation –** Request to use Community Room Free of Charge for Local Provision of Service for Breastfeeding Support.

**Action: The Council resolved that the room hire would be reduced to £5.00 per hour a saving of 50%**

**of the hire charge.**

 **c) Terrington St Clement Parish Church -** Thank you letter for £600.00 Grant for Grass Maintenance

 **No Action Required**

1. **Norfolk Accident Rescue Service –** Request for donation

 **Action: Donation of £200.00 approved**

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**12. MEMBERS COMMENTS**

Cllr P Gibbs asked if the Council would consider updating the Website to improve media Communications

and asked that it be placed on the Agenda for consideration.

 Cllr H Lewis suggested that more traffic calming measures should be considered for the village.

Cllr J Dickson asked if the Council could advise him of the plans for the land adjacent to the Benn’s Lane Play rea.

Cllr D Shepperson asked if all the trees in the Memorial Field could be listed as TPOs and there was a

Large pothole adjacent to the Victoria Stores in Marshland Street.

Cllr M Hannay asked if the Council would consider completing a Neighbourhood Plan and asked that it be placed on the Agenda for consideration and asked if the matter of relocating the bus stop in Marshland Street could be considered.

 Cllr D Means asked if the Council could provide an update in relation to the Village Hall Lease.

Cllr Horton asked if bins to dispose of cigarette ends could be purchased for outside of the pavilion.

The Chairman advised that he and the Clerk would update the Council on matters relating to the Village Hall, the New Land in closed session. The Agenda requests would be places on the Agenda for a future meeting for discussion and consideration.

The Clerk advised that she would contact BCKLWN with regard to TPOs and the matter of the cigarette bins could be discussed at the Building Refurbishment Committee Meeting.

Cllr A Hodgson advised that there would be an Open Station event on June 29 2019 from 13-00hrs – 16.00 hrs if anyone wished to attend.

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

**Action: The Council resolved that to go into closed session.**

**The Meeting closed at 9.25 p.m.**