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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 28 October 2020 commencing at 7.00 p.m.**

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

**G Moore, A Hodgson, H Lewis, A Horton, J Cross, D Meanes, D Browne, 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 16 September 2020
2. To receive the Clerks Report on Matters Outstanding.
3. Chairman’s Report
4. Financial Matters
5. 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 discuss the Remembrance Day Service and approve any actions required.
2. Correspondence
3. **To receive general correspondence as per the Distribution List e-mailed to all Cllrs prior to the**

**meeting.**

1. **East Anglian Air Ambulance – Grant Request**
2. **Terrington Baptist Chapel – Grass Maintenance Grant Request**
3. To resolve to discuss implementation of Covid-19 regulations and the forming of a Covid-19 Committee.
4. To resolve to discuss supporting an application to name a road on the Chapel Road development in memory of Mr Webb
5. 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, 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 16 September 2020**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 16 September 2020 as a true record of the meeting with the following amendment:**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* The VE Day and VJ Day 75 Anniversary planters had arrived.
* The CCTV cameras had been repaired.
1. **CHAIRMAN’S REPORT**

**The Chairman advised that:**

* **He apologised for not advising Members that the Meeting scheduled for 21 October 2020 had been cancelled due the Clerk being ill and apologised for not informing them.**

**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.**

1. **To resolve to discuss the Remembrance Day Service and approve any actions required.**

**Action: The Council resolved to approve the arrangement for the Covid-19 secure service in the Memorial Garden. Cllr D Hillier to read the Ode of Remembrance and Cllr A Horton to read a Remembrance Poem**

 **The Council resolved that the Chairman would recite the Remembrance Ode and Cllr A Horton to read**

**a Remembrance Poem. The event to be Covid secure and the invited attendees to provide a Covid-19 declaration and wear a mask.**

1. **CORRESPONDENCE**

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

**meeting.**

1. **East Anglian Air Ambulance – Grant Request**

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

1. **Terrington Baptist Chapel – Grass Maintenance Grant Request**

**Action: The Council resolved to approve a grant of £400.00 to the Baptist Chapel for grass maintenance.**

1. **TO RESOLVE TO DISCUSS IMPLEMENTATION OF COVID-19 REGULATIONS AND THE FORMING OF A COVID-19 COMMITTEE.**

**Action: The Council resolved to form a Covid-19 Committee. Cllrs A Hodgson, D Browne, and M Hannay to serve on the Committee.**

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1. **TO RESOLVE TO DISCUSS SUPPORTING AN APPLICATION TO NAME A ROAD ON THE CHAPEL ROAD DEVELOPMENT IN MEMORY OF MR WEBB**

**Action: The Council resolved to support the naming of a road in the Chapel Road development and the Clerk to contact BCKLWN to make the suggestion.**

1. **MEMBERS COMMENTS**

Cllr A Horton requested that the matter of a sport facilities area and a running track on the Agenda for the next Full Council Agenda.

Cllr J Dixon asked when the new Highway Gates would be erected.

Cllr A Hodgson stated that:

* the litter bin in Benn’s Lane adjacent to the Fire Station entrance required a larger liner.
* due to the pandemic which resulted in pressure on the East of England Ambulance Service an agreement was made between them and the Norfolk Fire and Rescue Service allowing trained full time and on call firefighter drivers to man front line ambulance alongside paramedics.
* Detail drawings shows the land owned by the Old School Heritage extends across the rear of the building with an access width area of approximately 1.5 metres allowed for maintenance purpose this is not the area shown on the plan presented to the council.
* Cllr D Means asked if the Tennis Club members were required to use the QR Code and an additional one for the Tennis Club.
* Cllr H Lewis stated that the trees along the Cricket Club boundary were in need of remedial works and full of ivy which was dangerous.

The Clerk advised that

* the Highway Gates would be erected as soon as restrictions allowed
* she would request a larger liner for the bin in Benn’s Lane from BCKLWN.
* the BCKLWN had been notified of the Churchyard Closure Notice and they would no be dealing with the Churchyard and handover and future maintenance costs would be place on the Village Precept.
* the Tennis Club could use their own QR code if they registered it from the Government website.
* the trees were on private land and it the owner would be required to carry out the works.
* a tree report of the trees in the Memorial Field would be carried out shortly to assess the tree conditions and obtain advice regarding works required. A Tree Report and a rolling tree maintenance programme is required for insurance purposes.

 **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 AND STAFF MATTERS**

 **Action: The Council resolved to go into closed session to discuss Item 12 on the Agenda.**

 **The meeting closed at 8.50 p.m.**