**PAGE 21/21**

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 commencing at 7.45 p.m.**

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

**G Moore, A Hodgson, H Lewis, A Horton, D Browne, J Dickson and M Hannay.**

**C Cllr Kirk B Cllr P Kunes 04 Members of the Public**

**OPEN FORUM: Cllrs Kirk advised that he had sent a written report which was circulated to Councillors.**

**Co-option candidates introduced themselves to the Council and answered questions about their interest in the Council.**

**The Chairman of Tigers FC introduced himself and advised the Council of the changes to Tigers FC Committee and requested the use of the kitchen or use as a tuck shop on match days. A discussion followed in relation to the use of the Community Area and pavilion areas of the building and an agreement made which would be circulated to all parties for information. It was agreed that this would clarify use of the building and ensure procedures were clear to all.**

**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 21 July 2021
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 discuss the proposed purchase of the Cricket Field

c) To resolve to consider a Grant Application from the Terrington Community Fund

1. To resolve to consider projects for the Parish Partnership Funding
2. To resolve to discuss the adoption of the Old Church Hall and approve any actions required.
3. To resolve to consider Co-option Applications and approve any actions required
4. To resolve to receive details of Listing the Manor TSC
5. To resolve to confirm arrangements for the removal of the litter bin bases
6. Correspondence

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

**Meeting**

**E-Mail-** Terrington Tigers Football Club. Pavilion Use

**E-Mail** – Reverend Slipper – Remembrance Service

1. To resolve to receive updates of tasks outstanding:
2. Update on quotes for public footpath maintenance.
3. Update on toddlers play area fence
4. Update on the Public Footpath Information Board
5. Update on sale of maintenance equipment
6. Update on Tennis Club Lease.
7. 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.
8. **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.**

**PAGE 22/21**

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

Apologies for absence and reasons given were received from Cllrs T Hunt, M Howling, J Cross.

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

 Cllr J Dickson declared an interest in Item 12 Terrington Tigers email being a Coach for the club.

 Cllr G Moore declared an interest in Item 6 b) being a Member of the Cricket Club.

 Cllrs A Hodgson and D Shepperson declared an interest in Item 8 being members of the History Group.

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 21 JULY 2021**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 21 July 2021 as a true record of the meeting with the following amendment:**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* Norfolk C C had advised that the “Unsuitable for HGVs” sign for Benn’s Lane was on order and would be installed soon.
* She had spoken to the Area Highways Manager and he had advised that the footway was too narrow for a bus stop adjacent to the old Post Office, it would block the light of the house nearby and it could encourage anti-social behaviour.
* She was awaiting confirmation of a quote for the Community Room Blinds and it would be approximately £200.00.
* The “No Ball Games” signs were on order and also the banners for the Christmas Lights event and the Annual Assembly.
* She had sourced an entry system which would be suitable for the public toilets and having the system installed would resolve the issuing of locking and opening them. Magpie Security would be able to install them.
* The dog bin and remaining bin for Marshland Street would be fitted as soon as possible once the old fittings had been removed.

 **Action: The Council resolved that for security and to enable the use of the public toilets that the entry system**

 **be installed and also to proceed with the blinds.**

1. **CHAIRMAN’S REPORT**

**The Chairman advised that:**

* **He was pleased that members of the Public were now attending the meetings again and it was good to see Councillors who had been shielding back at meetings and that things were gradually getting back to normal.**
* **He also advised that Cllr Hannay would be representing the Council at the Remembrance Day Service in his absence.**

**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 and Cllrs Shepperson and Hodgson had checked the invoices for payment and bank statements prior to the meeting and all were in order.

The Finance Committee Members advised that Councillors take care to not overspend and it was surprising that the invoice for the bus shelter repairs was so expensive. The Committee urged caution due to the loss of £9,000 p.a. income and that although accounts seemed healthy it could soon be depleted. They recommended that quotes were studied more in depth and quotes should be approved by Full Council before any works were contracted out.

 **Action: The council resolved to approve the invoices for payment.**

**PAGE 23/21**

b) To resolve to discuss the proposed purchase of the Cricket Field

**The Clerk requested that she had received further information and asked that the matter be discussed in closed session to discuss legal matters relating to the subject.**

 **Action: The Council resolved to discuss the matter in closed Session as requested.**

c) To resolve to discuss a Grant Application from Terrington Community Fund.

**Action: The Council resolved to approve a grant of £1710.00 to TCF for the Christmas Lights Event and asked that TCF advertise that the Parish Council had sponsored the event.**

 **7. TO RESOLVE TO CONSIDER PROJECTS FOR THE PARISH PARTNERSHIP FUNDING**

The Clerk advised that the Area Highways Officer had advised that the maps and information from the last application for the TRODs could be amended.

**Action The Council resolved to apply for funding for a TROD in Tower Road.**

1. **TO RESOLVE TO DISCUSS THE ADOPTION OF THE OLD CHURCH HALL AND APPROVE ANY ACTIONS REQUIRED.**

**Action: The Council resolved to seek to obtain the Old Church Hall as a Parish Asset and restore it.**

1. **TO RESOLVE TO CONSIDER CO-OPTION APPLICATIONS AND APPROVE ANY ACTIONS REQUIRED**

**Action:** **The Council resolved discuss the matter in Closed Session and to advise the candidates accordingly after the discussion.**

1. **TO RESOLVE TO RECEIVE DETAILS OF LISTING THE MANOR TSC**

**Action: The Council resolved that Historic England should pursue the Listing of Building.**

1. **TO RESOLVE TO CONFIRM ARRANGEMENTS FOR THE REMOVAL OF THE LITTER BIN BASES**

**Action: The Council resolved that Cllrs A Horton, D Means and D Browne remove the old litter bin bases and bins from the Memorial Field and Marshland Street.**

1. **CORRESPONDENCE**

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

**meeting.**

**E-Mail-** Terrington Tigers Football Club. Pavilion Use

**Action:** **The Council resolved that following the discussion in Open Session with the Chairman of Tigers**

**the Clerk confirms by email the arrangements agreed to all parties for information.**

**E-Mail** – Reverend Slipper – Remembrance Service

**Action**: **The Council resolved that they would hold a service at the Memorial Garden in the Memorial Field on Sunday 14 November 2021 following the Church Service. The Council would not host a parade but residents and representatives would be free to walk informally along the pavement if they wished.**

**The Chairman advised that he would ask Cllr J Cross to contact the bugler to do the Last Post and the Vice-Chairman would read a part of the Remembrance ode with Cllr A Horton reading a Remembrance Poem. Tea and Coffee would be served after the ceremony in the Community Room.**

1. **TO RESOLVE TO RECEIVE UPDATES OF TASKS OUTSTANDING:**
2. Update on quotes for public footpath maintenance.

**Action: The Clerk advised that the Area Highways Officer had agreed to send a map of the Public Footpaths which she would then forward to Kew Grasscare for a quote.**

1. Update on sale of maintenance equipment.

Cllr D Means advised that he and Cllrs G Moore and H Lewis had completed a draft inventory of the equipment. There were items which both the Bowls Club and Cricket Club used on a regular basis and it may be an option to leave the items in the ownership of the Council and approve use by the Clubs because to replace them it would place a financial burden on both clubs who were currently struggling.

**Action: The Council resolved to consider an online auction and look to retain equipment used by the Bowls Club and Cricket Club. Local sealed bids would also be considered for the larger maintenance equipment.**

**PAGE 24/21**

1. Update on quotes for refurbishment of Benn’s Lane Play Area

**Action: The Council resolved and to approve plans which were circulated to all Members prior to the meeting with an installation date of February 2022.**

1. Update on the Tennis Club Lease.

**Action: The Council resolved to discuss the matter of the Lease in Closed Session.**

**14. MEMBERS COMMENTS**

Cllr G Moore stated that the dyke at the rear of the Methodist Chapel in Hillgate Street was overgrown. Part of it had been cut back but part had been left.

Cllr A Hodgson advised that the dykes along the access road to the Fire Station were overgrown and need to be cut back and cleared.

Cllr Shepperson advised that he was now in receipt of the Memorial Field Tree Report and that he had a meeting with the BCKLWN Conservation Officer to discuss the report and inspect the trees.

Cllr A Horton asked when the Council would move to online banking.

The Clerk advised that now Councillors were no longer shielding she would start the transfer to online banking. She would also report the dykes to Norfolk CC and list them with the Rangers.

She advised that the village litter organised with residents scheduled for 19 September 2021 was cancelled due to the lack of interest.

 **The meeting closed at 10.12 p.m.**