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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 21 July 2021 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, D Browne, J Dickson and M Hannay.**

**C Cllr Kirk B Cllr P Kunes 0 Members of the Public**

**OPEN FORUM: Cllrs Kirk and Kunes advised that they had sent written reports.**

**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 June 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 discuss the maintenance of the Sutton Road and Northgate Way bus stops and approve any actions required.

d) To resolve to consider a Grant Application from the TSC Cricket Club.

e) To resolve to discuss the maintenance of the Pavilion and confirm a date for a meeting of the Buildings Committee.

1. To resolve to confirm the recommencement of Planning and Finance Meetings
2. To resolve to discuss the refurbishment of two telephone boxes and potential uses and approve any actions required.
3. To resolve to appoint a new Trustee to the AB Cave Fund
4. To resolve to consider projects for the Parish Partnership Funding
5. To resolve to consider Co-option Applications and approve any actions required
6. Correspondence

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

**meeting**

1. To resolve to receive updates of tasks outstanding:
2. Update on quotes for public footpath maintenance.
3. Update on sale of maintenance equipment
4. Update on quotes for grass cutting contract
5. Update on quotes for refurbishment of Benn’s Lane Play Area
6. Update on plans for the New Land and proposed Running Track
7. Queen Elizabeth II Platinum Jubilee Event
8. 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, J Cross, D Means.

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

 Cllr Moore declared an interest in Items 6 b) and 6 d) being a member of the Cricket Club

1. **TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 16 JUNE 2021**

**Action: The council resolved to approve the notes of the Ordinary Meeting held on 16 June 2021 as a true record of the meeting with the following amendment:**

1. **TO RECEIVE THE CLERKS REPORT**

 The Clerk advised that:

* The 2 x picnic benches had been installed
* The remaining 4x litter bins had been received and would be installed shortly.
* BCKLWN had agreed to empty the Millennium Wood bin if it was easily accessible.
* Slimming World had returned to normal classes with minimal restrictions in place
* The Annual Assembly would be held on 28 July 2021 commencing at 7.00 p.m.
* A car was parked in the Millennium Wood and someone seemed to be living in it. There had been complaints in regard waste and rubbish from the car owner.

The Chairman advised that TCF had assisted the person during lockdown but that assistance had since been withdrawn since the lifting of restrictions.

1. **CHAIRMAN’S REPORT**

**The Chairman advised that:**

* **He was pleased that everyone present was here but advised that Cllr D Shepperson was still unwell and that it was important that everyone looked after themselves and looked forward after a difficult 18 months**

**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.**

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

 **Action: The Clerk advised that she had written to the landowner but had not received a reply to date.**

 **The Clerk to forward the letter by email to P Cave.**

c) To resolve to discuss the maintenance of the Sutton Road and Northgate Way bus stops and approve any actions required.

**Action: The Council resolved to approve the quote for the repairs to the bus stops from Warnes and Edwards and to ask Kew Grasscare to trim around the Northgate Way bus stop perimeter**

d) To resolve to consider a Grant Application from the TSC Cricket Club

**Action: The Council resolved to approve a grant of £2340.00.**

e)To resolve to discuss the maintenance of the Pavilion and confirm a date for a meeting of the Buildings

Committee.

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**Action: The Council resolved that the Committee inspect the building and in liaison with the Chairman and Clerk obtain quotes for works required and complete any repairs required.**

 **7. TO RESOLVE TO CONFIRM THE RECOMMENCEMENT OF PLANNING AND FINANCE MEETINGS**

**Action: The Council resolved to commence the normal Planning and Finance Committees from September and to be held prior to the Full Council Meetings as before Covid-19 restrictions.**

 **8. TO RESOLVE TO DISCUSS THE REFURBISHMENT OF TWO TELEPHONE BOXES AND POTENTIAL USES**

 **AND APPROVE ANY ACTIONS REQUIRED**.

 **Action: The Council resolved to have the telephone boxes sand blasted and repainted and fit with**

 **Defibrillators. The Clerk to obtain quotes for the works.**

1. **TO RESOLVE TO APPOINT A NEW TRUSTEE TO THE AB CAVE FUND**

**Action: The Council resolved to elect Cllr G Moore as a Trustee.**

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

**Action The Council resolved that the Clerk circulate the Funding Application details to all Councillors and place the matter on the Agenda for the next Full Council Meeting.**

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

**Action: The Council resolved to contact the current applicants and advertise the 2 new vacancies and co-opt in September at the next Full Council Meeting.**

1. **CORRESPONDENCE**

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

**meeting.**

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

Cllr J Dickson advised that NCC Highways had informed him that there would be no additional funding for the extra cuts to the Public Footpaths but permission had been granted for the Parish Council to carry out additional cuts to Public Footpaths, verges and islands in the Parish as discussed with the Highways Manager.

1. Update on sale of maintenance equipment.

**Action: The Council resolved to consider the matter at the next Full Council Meeting. Cllrs Means, Dickson, Moore, Browne and Lewis to complete an inventory of the equipment prior to the meeting.**

1. Update on quotes for grass cutting contract.

**The Council resolved to accept the quotes from Kew Grasscare for a 3-year period subject to contract. Cllr D Hillier, the Clerk, J Dickson authorised to approve the contract subject to the Council’s conditions to include an exit clause.**

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

**Action: The Council resolved and to approve in principle the refurbishment plans that Cllrs H Lewis, D Browne and A Hodgson in liaison with the Chairman and the Clerk request amendments in relation to soil disposal, non- inclusion of grass mounds, to confirm if any planning permissions are required and report back to full Council.**

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1. Update on plans for the New Land

**Action: The Council resolved to leave the matter in abeyance until the completion of the Benn’s Lane playground refurbishment.**

1. Queen Elizabeth II Platinum Jubilee Event

Cllr Hillier advised that TCF would be organising a picnic in the park for the Jubilee with a central bandstand, swing bands, toilets, seating at £10,00 per table if required, security, hot food and children’s fairground and a road closure. The event was planned for 2p.m. – 7.00 p.m. on 04 June 2022.

**Action: The Council resolved that they would work in partnership and with sponsorship but would ask for the Parish Council’s contribution to be recognised.**

**10. MEMBERS COMMENTS**

**Cllr Dickson asked if the Memorial Bench for Cllr G Girdlestone had been arranged.**

**The Clerk confirmed that she had liaised with the Bowls Club, a seat and memorial plaque had been agreed within the Council’s approve budget of £500.00.**

 **The meeting closed at 9.45 p.m.**