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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 15 June 2022 commencing at 7.45 p.m.**

**Attendance: With Councillor D Hillier in the Chair there were present: D Shepperson, A Hodgson, H Lewis, A Horton, S Hardacre, J Whitmore, J Cross, D Browne, T Hunt, M Hannay.**

**01 Member of the Public**

**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 e to approve the minutes of the meetings held on 18 May 2022
2. Clerks Report
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 consider and approve installation of CCTV for Benn’s Lane Play Area

c) To resolve to consider and approve purchase of defibrillators

d) To resolve to consider to approve quote for skip cages

e) To resolve to consider purchase of signs

f) To resolve to reinstate Hygiene Services

g) To resolve to approve the Annual Return for the Year Ending 31 March 2022

* Statement of Accounts
* Annual Governance Statement

7. To resolve to discuss safety issues at Wrong Lane Junction

8. To resolve to confirm a date for the Annual Assembly

9. To resolve to discuss anti-social behaviour in the Memorial Field and Play Areas

10. 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 sale of maintenance equipment
3. Update on Old School Project
4. 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.
5. **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.**

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

Apologies for absence and reasons given were received from Cllr M Howling and C Cllr J Kirk.

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

Cllrs A Hodgson, D Browne, D Hillier and D Shepperson declared an interest in Agenda item 9c

1. **RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 18 MAY 2022**

**Action: The council resolved to approve the notes of the meetings as a true record of the meeting following amendments made to the master copy of the minutes as advised by Cllr J Cross prior to the meeting.**

1. **CLERKS REPORT**

**The Clerk reported that:**

* **It was hoped that the delivery of the Defibrillator battery would be imminent. It had taken sometime due to CHT having to source the battery due to the aga of the defibrillator.**
* **The sound boards would be completed as soon as the delivery of the remaining fabric was delivered.**
* **The air conditioning unit and remaining electrical works should be completed in the next week.**

1. **CHAIRMAN’S REPORT**

The Chairman thanked everyone involved in the Jubilee events and in particular Cllr H Lewis, also members of the Council and TCF. Both the Beacon lighting event and the Jubilee Party had been successful and very well attended**.**

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

The Clerk advised that the invoices and Bank Statements were available at the meeting if anyone wished to check them.

b) To resolve to consider and approve installation of CCTV for Benn’s Lane Play Area

**Action: The Council resolved that Cllr J Whitmore in consultation with the Clerk and Chairman obtain**

**quotes for a CCTV system suitable to cover the Benn’s Lane Play Area and authorise Cllrs J Whitmore, H Lewis and D Browne to liaise with the Clerk and Finance Committee with regard to approval of quotes.**

c) To resolve to consider and approve purchase of defibrillators

**Action: The Council resolved to obtain quotes and purchase 2 x defibrillators to install in the adopted**

**telephone boxes.**

d) To resolve to consider to approve quote for skip cages

**Action: The Council resolved to approve the quote for the cages for a total of £3,300.00**

e) To resolve to consider purchase of signs

**Action: The Council resolved to purchase information signs for the Millennium Wood. Cllr Hodgson to forward quotes to the Clerk**

f) To resolve to reinstate Hygiene Services

**Action: The Council resolved to reintroduce Cathedral Hygiene Services for the Community Area to**

**include air fresheners, nappy bin and feminine hygiene bins**

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g) To resolve to approve the Annual Return for the Year Ending 31 March 2022

* Statement of Accounts
* Annual Governance Statement

**Action: The Council resolved to approve the signing of the Annual Return and agreed that the Council and**

**accounts and procedures were in order**

1. **TO RESOLVE TO DISCUSS SAFETY ISSUES AT WRONG LANE JUNCTION.**

Cllr D Shepperson highlighted the safety issues at the Wrong Lane Junction following a recent accident in which a young girl was injured after being in collision with an oncoming car. The verges at the junction were overgrown and it was a Planning Condition that the Kennels install a pig wire fence and keep vegetation short and added that there had been several accidents at the junction.

**Action: The Council resolved to contact Norfolk CC Highways and request a site visit to look at the issues.**

1. **TO RESOLVE TO CONFIRM A DATE FOR THE ANNUAL ASSEMBLY 2022**

**Action: The Council resolved to hold the Annual Assembly on Wednesday 13 July 2022 at 7.00 p.m.**

1. **TO RESOLVE TO DISCUSS ANTI-SOCIAL BEHAVIOUR IN THE MEMORIAL PARK AND PLAY AREAS**

**Action: After much discussion it was resolved to investigate the provision of additional CCTV cameras to cover the whole of the Memorial Park, report all incidents to the Police when identified to achieve true crime figures and liaise with PC Turner, Norfolk Police.**

1. **CORRESPONDENCE**

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

**Meeting.**

**Tigers FC –** Thank you to Council and staff for their help during the 2021-2022 season

**NARS –** Donation request

**Action: The Council resolved to place the matter on the next Agenda for consideration.**

1. **TO RESOLVE TO RECEIVE UPDATES OF TASKS OUTSTANDING:**
2. **Update on sale of maintenance equipment.**

Cllrs D Means advised that the purchaser who had come forward to buy the equipment had now changed his bid and had requested a meeting to discuss the matter, he added that he would report back to the Council following the meeting with the buyer.

1. **Update on Old School Project**

Cllr D Browne advised that a Bat Survey would be required for the Old School at a cost of £90.00 and if found any bats would need to be relocated. In addition, a budget for scaffolding also needed to be applied.

**Action: The Council resolved to approve the Bat Survey at a cost of £90.00 and look at a budget for scaffolding. The Clerk advised that all invoices/quotes should be addressed to the Council and approved by full Council.**

Cllr D Shepperson advised that he and Cllr D Hodgson were still awaiting to received confirmation from the Charities Commission in relation to the transfer of the Old School but would continue to ask for it to be completed as soon as possible.

1. **Update of Jubilee Celebrations**

Cllr H Lewis advised that the Beacon would be lit at 9.45 p.m. in line with the National Beacon Lighting followed by fireworks. The Jubilee Party would open at 1.00 p.m. with live bands and a disco, BBQ and refreshments. People to bring their own chairs etc.

The Clerk advised that the Ras for the Road Closure had been received and she was awaiting the other RAs for the events.

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1. **MEMBERS COMMENTS -TO RECEIVE ANY COMMENTS FROM MEMBERS OF THE COUNCIL AND REQUESTS FOR MATTERS TO BE PLACED ON THE NEXT AGENDA.**

Cllr D Browne advised the Internal Drainage Board required a payment of £50.00 for an Indemnity Insurance and that they had agreed the application to relax Bylaw 10.

He added that he did not think that Kompan had provided a good finish to the project and was disappointed that the contractors had thrown away the item of equipment that had been removed**.**

Cllr J Cross advised that motorbikes and horses had been reported riding along the Churchgateway/Church Bank Public Footpath.

The Clerk advised that people should report the incidents to Norfolk CC at the time of event and would also report the matter to Norfolk CC.

Cllr S Hardacre advised that he would be willing to organise a Christmas Council Social Evening if anyone was interested. He also asked when the allotment roadway would be cleared of weeds because he was unable to access his allotment by car.

The Clerk advised that she would contact Cllr M Howling who was dealing with the matter and update him.

Cllr A Horton asked if the tree guards could be removed from the Millennium Wood.

The Clerk advised that she had asked Kewgrasscare to remove them but would ask again for them to be removed.

Cllr D Browne advised he would cut the grass on the new land once the nesting season was over.

Cllr J whitmore advised that there would be a Car Boot/Summer Fete at the Primary School on 16 July 2022 and picnics could also be bought along. He also asked when the site meeting for the TRODS would be held and asked if the Clerk could arrange with him to access the Community Room and CCTV system.

The Clerk advised that she was awaiting confirmation for the TROD site Meeting and if Cllr J Whitmore confirmed a time and date, she would facilitate access to the CCTV and Community Area.

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

**Action: The Council resolved there was no requirement to go into closed session.**

**This part of the meeting closed at 9.45 p.m.**