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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 16 November 2022 commencing at 7.45 p.m.**

**Attendance: With Councillor D Hillier in the Chair there were present: A Horton, H Lewis, M Hannay, S Hardacre, J Cross, Graham Moore, D Means, M Howling.**

**C Cllr J Kirk 02 Members of the Public**

**OPEN FORUM: A resident advised that the website was out of date.**

**RESPONSE: The Clerk advised that she is presently in liaison with NorfolkALC to update it if the Council agreed to pay an annual maintenance fee to NorfolkALC which was on the Agenda for discussion.**

**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 19 October 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 schedule a date for the 2023-2024 Budget Meeting

 c) To resolve to recommend the AB Cave grants for a total of £255.00

1. To resolve to consider a quote for CCTV for the Millennium Wood.
2. To resolve to consider quote for the Church Clock and approve and any actions required.
3. Correspondence

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

**Meeting**

**Norfolk Police –** Confirmation of further investigation in relation to the Council’s report of vandalism to play equipment in Benn’s Lane Play Area

1. To resolve to receive updates of tasks outstanding:
2. Update on Old School Project
3. 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.
4. **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.**
5. To resolve to consider Legal Matters.

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

Apologies for absence and reasons given were received from Cllrs T Hunt, A Hodgson, D Browne, D Shepperson and B Cllrs S Squires and P Kunes.

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

 Cllr S Hardacre declared an interest in Agenda item 6d being.

1. **RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 OCTOBER 2022**

**Action: The council resolved to approve the notes of the meeting held on 19 OCTOBER 2022 as a true record of the meeting.**

1. **CLERKS REPORT**

**The Clerk reported that:**

* She was working with NorfolkALC to update the website. For the Council to use the new version there would be an administration fee of £135.00.
* NorfolkALC were taking part in a pilot program in relation to all Councillors and Parish Councillors to have a gov.uk domain and asked if the Parish Council wished to take part in the pilot scheme.
* The CCTV videos and pictures had been sent to the Police. The police had advised that they would be looking to investigate further.

The Council agreed in principle to take part in the gov.uk domain scheme and adopt the new website and maintenance fee and to ratify the matters at the next Full Council meeting

1. **CHAIRMAN’S REPORT**

The Chairman advised that:

* The Christmas Light Switch On will be held on 25 November 2022
* The Christmas Panto would now be fee to attend due to poor ticket sales.
* He confirmed that the Christmas tree was approx. 38ft tall following a query from a Member of the Public
* He wished to thank Cllr M Hannay for stepping in as Vice-Chairman to lay the wreath at the Remembrance Service on behalf of the Parish Council

**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 Cllr 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.**

1. **To resolve to schedule a date for the 2023-2024 Budget Meeting**

**Action: The Council resolved to hold the 2023-2024 Budget Meeting at 1.00 p.m. on 12 January 2023**

1. **To resolve to recommend the AB Cave grants for a total of £255.00**

**Action: The Council approved the payment of the AB Grants for a total of £255.00.**

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1. **To resolve to consider a quote for CCTV for the Millennium Wood.**

**Action: The Council resolved that the CCTV quote was too expensive and to purchase 3x wildlife cameras as an alternative.**

 **7. TO RESOLVE TO CONSIDER A QUOTE FOR WORKS TO THE CHURCH CLOCK AND**

 **APPROVE ANY ACTIONS REQUIRED.**

 **Action: The Council resolved to approve the quote of £453.00 for the works and that Cllr S**

 **Hardacre liaise with the Clerk in respect to the works.**

**8. CORRESPONDENCE**

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

**Meeting.**

 **Norfolk Police -** Confirmation of further investigation in relation to the Council’s report of

 vandalism to play equipment in Benn’s Lane Play Area

 **Cllr H Lewis advised that he had contacted Komplan to advised that the damaged swing was not**

 **fit for purpose and they had agreed to replace it with a different item.**

 **9. TO RESOLVE TO RECEIVE UPDATES OF TASKS OUTSTANDING:**

1. **Update on Old School Project**

The Chairman advised that the Council had received an email from Reverend Slipper which he asked to be discussed in closed session due to possible legal issues.

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

1. **MEMBERS COMMENTS -TO RECEIVE ANY COMMENTS FROM MEMBERS OF THE COUNCIL**

**AND REQUESTS FOR MATTERS TO BE PLACED ON THE NEXT AGENDA.**

Cllr J Cross advised that the verges in Hillgate Street had been cut back but some areas had been

left.

Cllr G Moore asked if the maintenance equipment in the tractor shed had now been sorted.

Cllr Means advised that there were some items that needed to be removed with specific

requirements and there were fertilisers that may belong to the Bowls Club, any redundant or

broken items would be disposed of.

Cllr D Means asked if the Tennis Lease was progressing.

Cllr D Hillier advised that he had completed the ID process and Cllr M Hannay had signed the

Lease and would be going to the solicitors to complete the ID check.

 Cllr S Hardacre advised that members of the Public had asked if a litter pick could be arranged for

 a Saturday.

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It was agreed that a litter pick could be arranged but preferably in the Spring.

Cllr A Horton advised that some of the trees had been damaged in the Millennium Wood with a

hatchet and he advised that he had found details of suitable wildlife cameras.

It was agreed that Cllr A Horton forward the link to the Clerk and to purchase 3x wildlife cameras as approved in item 6d) of the agenda.

Cllr H Lewis agreed to install a new bulb over the Memorial Field Access gate and confirmed to the Clerk that it was a bayonet fitting.

Cllr M Howling advised that the dykes on the Churchgate allotments needed to be cut back.

C Cllr J Kirk suggested that the IDB be contacted for a quote and are available for works which they charge for by the hour.

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

 **Action: The Council resolve to go into closed session to discuss Legal Matters**

 **This part of the meeting closed at 8.45p.m.**