**PAGE 01/22**

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 18 May 2022 commencing at 8.25 p.m.**

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

**01 Members of the Public- C Cllr J Kirk**

**OPEN FORUM: C Cllr J Kirk advised that he had distributed his monthly report and the Environment Agency were trying to address the issues with bonfires and other matters at a site on the Terrington St Clement Boundary.**

**The Clerk advised that she had circulated the report to all members prior to the meeting for their information**

**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 22 April 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 a grant request from Citizens Advice.

c) To resolve to approve donations to the following organisations:

 Tapping’s House

 EA Air Ambulance

 EA Children’s Hospice

d) To resolve to consider the quote for grass maintenance at the Benn’s Lane play area.

 7. 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 Benn’s Lane Play Area
4. Update on Old School Project
5. Update of Jubilee Celebrations
6. 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.**

**PAGE 02/22**

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

Apologies for absence and reasons given were received from Cllrs D Hillier, T Hunt, J Cross, G Moore, J Dickson, J Whitmore, D Means.

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

 Cllrs A Hodgson, D Browne and D Shepperson declared an interest in Agenda item 8c

1. **RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 22 APRIL 2022**

**Action: The council resolved to approve the notes of the meetings as a true record of the meeting.**

1. **CLERKS REPORT**

**The Clerk reported that:**

* She had arranged with BCKLWN to have the dog bin in Eastgate Lane emptied weekly to alleviate the problem of people depositing bags on and around the bin.
* BCKLWN had advised that the main refuse deposited in the Churchbank was bags of dog waste and when full was too heavy and when emptied into the refuse truck it spoiled the vehicle causing health issues. The had asked if a dog bin could be installed which would be emptied by a designated operative who collected dog waste.
* The sound boards had not been completed due to an issue with the material. Another order had been placed and it was hoped they would be completed soon.
* The Memorial seat had now been paid for and ordered and the picnic benches would be here soon.
* The Clerk advised that she has secured a grant for £200.00 from the BCKLWN Jubilee Fund which covered the cost of the flag and street signs.

 **Action: The Council resolved to order a dog bin to replace the litter bin in Churchbank**

1. **CHAIRMAN’S REPORT**

**The Chairman advised that he had nothing to report.**

**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 D Shepperson advised that he and Cllrs A Hodgson 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 a grant request from Citizens Advice.**

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

**c) To resolve to approve donations to the following organisations**:

 Tapping’s House

 EA Air Ambulance

 EA Children’s Hospice

**Action: The Council resolved to approve donations to the following organisations:**

 **Tapping’s House - £200.00**

 **EA Air Ambulance - £200.00**

 **EA Children’s Hospice - £100.00**

**d) To resolve to consider the quote for grass maintenance at the Benn’s Lane play area.**

Action: The Council resolved to approve the quote for £2,000.00

**PAGE 03/22**

1. **CORRESPONDENCE**

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

**meeting.**

The Clerk advised that correspondence relating to Road Closures has been circulated at the time of

Issue and there were no other items of correspondence

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

The Clerk advised that she had given the log books and keys to the equipment to Cllr D Means.

**Action: The Council resolved to discuss the matter at the next meeting due to Cllr D Means not being present.**

1. **Update on Benn’s Lane Play Area**

Cllr D Browne advised that it was hoped the play area would be signed off on 23 May 2022 once some ongoing issues had been resolved and the Play Area would be open to the Public from 02 June 2022.

1. **Update on Old School Project**

Cllr D Browne advised that a meeting of the Working Party had been held on 12 May 2022 to assess the building and it had been agreed that there was an urgent need to make the roof safe and make the building watertight but the first task would be to make the floor safe before any works commenced. The Working Party had agreed that a price would be sought for the works.

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.

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

Cllr M Howling advised that there were several deep potholes in Moat Road.

Cllr A Horton advised that the tree protectors in Millennium Wood had not been collected.

Cllr H Lewis advised that he had spoken to the new owners of the Manor House in relation to the access to the public footpath from Benn’s Lane to the Church.

The Clerk advised that the pot holes would be reported to Norfolk CC but asked that they also be reported directly by Cllrs and residents. She would ask the contractor to collect the tree protectors from the Millennium Wood and any changes to gates/stiles etc on the Public Right of Way would need the permission of Norfolk CC.

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 8.55 p.m.**