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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 20 September 2023 commencing at 7.45 p.m.**

**Attendance: With Councillor D Hillier in the Chair there were present: D Shepperson, S Hardacre, J Cross, G Moore, M Hannay, D Means, D Browne**

**C Cllr J Kirk, B Cllr P Kunes**

**OPEN FORUM:** BCllr P Kunes advised that the Academy had changed the school day times and they were now much closer to the Primary School times and as a result there were increase parking and safety issues. He advised that parts of the footway on Sutton Road was impassable due to overgrown hedgerows. He also advised that the village hall committee had been given Notice to Quit by 31 March 2024.

CCllr J Kirk advised that he was aware of the discussions relating to the A17 junction following the recent accident but unfortunately the Norfolk CC did not have the funds for a roundabout to replace he junction.

**RESPONSE**: The Council advised that the Village Hall should check their insurance cover as it should have cover for Legal Fees which could cover the cost of a legal challenge to the Village Hall Notice to Quit and the Council will support the committee to seek to keep the Village Hall as it was built and financed by the Parishioners.

In addition, the Committee should also check the legality of the Notice to Quit because although the Academy owned the Land it did not own the building and this belonged to the Village Hall Committee and as such as long as the Committee existed the Academy should not be able to claim ownership.

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**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 meeting held on 19 July 2023
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 approve quotes for defibrillators.

c) To resolve to approve the revised Financial Regulations

d) To resolve to approve a donation request for the Methodist Church Grass Cutting.

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

**Meeting**

**Email from Resident – Footways Sutton Road**

**Email from Resident – Marsh Road Traffic and Parking Issues**

**Bruno Peek – 80 Beacon Lighting event to mark the 80th Anniversary of D-Day**

**Resident – Village verges and footways**

**United Charities – Re-appointment of Trustees.**

1. To resolve to discuss continued safety concerns in relation to the A17/Station Road Junction following a recent accident and to approve any actions required.
2. To resolve to determine the uses for the telephone boxes and confirm location and refurbishment/removal
3. To resolve confirm a date for an allotments committee meeting and allotment inspection
4. To resolve to confirm a date for a Personnel Meeting
5. To resolve to receive updates of tasks outstanding:
6. Update on Old School Project
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.**
9. To resolve to discuss legal matters.

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

Apologies for absence and reasons given were received from Cllrs J Whitmore, A Horton, H Lewis

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

Cllrs D Shepperson and A Hodgson declared an interest in Item 12a) due to being Trustees of the Old School.

1. **RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 JULY 2023**

**Action: The council resolved to approve the notes of the meeting held on 19 JULY 2023 as a true record of the meeting.**

1. **CLERKS REPORT**

**The Clerk reported:**

* The damaged safety surfacing in the Benn’s Lane play area has been replaced.
* The repair to the helicopter seat was still outstanding.
* The men’s toilet was closed due to the door being vandalised.
* The majority of the electrical works to the pavilion had been completed apart from the outside lights which need to be assessed to see if they can be switched off or dimmed.
* The new flagpole had been delivered and was being stored in the tractor shed.
* The survey of the Pavilion, shelter and tractor shed had been completed.
* She had been advised that the developers of the Benn’s Lane development would be applying to decrease their S106 obligations and DCllr S Squires was investigating the matter further.

1. **CHAIRMAN’S REPORT**

The Chairman advised that:

* He had attended a meeting of residents at the Wildfowler prior to the that changes Council meeting to hear the views of the people present relating to the A17/Station Road junction following a recent accident at the site. He had voiced the support of the Parish Council to the residents and advised that the Council had continued to request for changes to the junction but to no avail due to lack of funding.

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**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 G Moore, D Shepperson and M Hannay 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**

**b) To resolve to approve quotes for defibrillators**

Action: The Clerk advised that the quotes had been recommended for approval by the

Finance Committee who had resolved to take it to this meeting for approval.

The Council resolved to purchase 3 defibrillators to be located in Marsh Road, Long Road

and Sutton Rd or the Salterns.

**c) To resolve to approve the revised Financial Regulations**

Action: The Council resolved to approve the revised Financial Regulations.

**d) To resolve to approve a donation request for the Methodist Church Grass Cutting.**

Action: The Council resolved to approve a donation of £400.00 to the Methodist Church

for grass cutting costs.

**7. CORRESPONDENCE**

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

**to the Meeting.**

**All general correspondence circulated prior to the meeting to all Cllrs.**

**Email from Resident – Footways Sutton Road**

Action: The Council resolved to advise that residents should make their complaints directly to the

County Council via the website but the Council would also raise the issue with County Council

Highways.

**Email from Resident – Marsh Road Traffic and Parking Issues**

Action: The Council resolved to advise parishioners to report the issues to Parking Services and

the Council would also make a complaint to them. In regards to the traffic issues the Council

resolved to forward the matter to CCllr Kirk for information, advise the resident to make a

complaint to the County Council directly and the Council would also log a complaint. In addition,

to advise the resident that there had been many meetings with regard to theses issues but with

no resolution found.

**Bruno Peek Hm Pageant Master – 80 Beacon Lighting event to mark the 80th Anniversary of D-Day**

Action: The Council resolved to register and take part in the event.

**Resident – Village verges and footways**

Action: The Council to request they be cut back by NCC Highways and also include them on the

next Highways Rangers schedule.

CCllr Kirk advised that the County Council now only cut the verges 1-2 ties a rear and also had a

rewilding policy regarding the verge maintenance.

**United Charities – Re-appointment of Trustees.**

Action: The Council resolved to appoint Cllrs J Cross, G Moore and D Shepperson

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1. **TO RESOLVE TO DISCUSS CONTINUED SAFETY CONCERNS IN RELATION TO THE**

**A17/STATION ROAD JUNCTION FOLLOWING A RECENT ACCIDENT AND TO APPROVE ANY ACTIONS REQUIRED.**

Action: The Council resolved to provide support for the local group in raising their concerns regarding the junction safety.

CCllr J Kirk advised that unfortunately there is no funding available for a roundabout or major changes to the junction.

1. **TO RESOLVE TO DETERMINE THE USES FOR THE TELEPHONE BOXES AND CONFIRM**

**LOCATION AND REFURBISHMENT/REMOVAL**

Action: The Council resolved that the telephone boxes be uplifted and sandblasted. The

Chairman in liaison with the Clerk to arrange removal and refurbishment.

1. **TO RESOLVE CONFIRM A DATE FOR AN ALLOTMENTS COMMITTEE MEETING AND**

**ALLOTMENT INSPECTION**

Action: The Council resolved that Cllr M Howling, Chairman of the Committee to confirm a meeting date with the Clerk and members of the committee**.** Cllr M Howling to meet with the clerk to confirm the allotment allocations.

1. **TO RESOLVE TO CONFIRM A DATE FOR A PERSONNEL MEETING**

**Action:** The Council resolved that Cllr S Hardacre, Chairman of the Committee to confirm a meeting date with the Clerk and members of the committee**.**

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

1. **Update on Old School Project**

Cllr D Shepperson advised that he had only just received an email from the Charity Commission advising that they would reopen the matter and review the information provided to them by the Clerk in relation of the transfer of the Sutton Bridge Village Hall to the Parish Council in 2000.

Action: The Council resolved that the Clerk and Cllrs D Shepperson meet to discuss applying to place the Old School of the Community Asset List to ensure the Community had options to purchase the Old School if necessary.

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 Village Hall would be holding a table top sale on 12 October and asked if the Village Hall Committee could place a banner on the Memorial Park fence.

Cllrs G Moore and D Browne gave their apologies for the next meeting.

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

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

**This part of the meeting closed at 9.48 p.m.**