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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 18 October 2023 commencing at 7.45 p.m.**

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

**C Cllr J Kirk, B Cllr P Kunes, B Cllr S Squires 02 Members of the Public**

**OPEN FORUM:** A member of the public advised that he and a small group of volunteers hoped to set up a falls team under the West Norfolk Carers umbrella to assist in the parishes of Terrington St Clement. Clenchwarton and Walpole Cross Keys initially with the hope teams could eventually be set up elsewhere. He then advised how the teams would work and that this would prevent unnecessary use of the emergency services and also victims of a fall would not wait for hours for assistance following a fall.

B Cllr S Squires advised she had little BCKLWN news other than a task group would be looking at the shingle ridge at Heacham to help make a decision to keep the ridge in place or let it go and that it depended on the survey.

The Leader of the Council would be holding a meeting with Parish Council Chairman and the Corporate Plan for the next 3.5 years was being complied.

B Cllr P Kunes advised that the BCKLWN and the Environment Agency had to re-charge the beach every 7-9 years and the present position was to hold the line of the shingle ridge rather than manage its retreat but that may change.

C Cllr J Kirk advised that he hoped to meet with the NCC Highways Officer regarding the state of the roads and the A17 Junction and the NCC were considering devolution and having an elected mayor.

He asked if anyone could lay his wreath on Remembrance Sunday because he would be unable to attend.

**RESPONSE:** The Chairman advised that the Falls Team initiative was very commendable and would have the Councils full support**.**

The Chairman advised that the Clerk had found the original Lease for the village hall and they would be discussed under Item 8 of the agenda

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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 20 September 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 consider a grant application from the TSC Scout and Guides.

c) To resolve to consider estimates for electrical work for the Tennis Club

d) To resolve to consider estimates for the fitting timers to the toilet block outside lights.

e) To resolve to purchase new dog bins for Eastgate Lane, Kirkham Close and Chapel Road and take any actions required.

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

**Meeting**

 **Email from Resident – Request to switch off wall lighting on the pavilion at night.**

 **BCKLWN – Small Grant Funding**

 **BCKLWN – Benns Lane development S106 amendment.**

1. To resolve to discuss matters relating to the village hall
2. To resolve to receive the survey of the pavilion, tractor shed and shelter.
3. To resolve to discuss the provision of a Men’s Shed and approve any actions required.
4. To resolve to receive updates of tasks outstanding:
5. Update on Old School Project
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.
7. **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 Cllrs J Dickson, A Horton, G Moore, D Browne, T Hunt

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

 Cllrs D Shepperson declared an interest in Item 11a) due to being Trustees of the Old School.

 Cllr D Means declared an interest due to being a Tennis Club committee member.

1. **RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 20 September 2023**

**Action: The council resolved to approve the notes of the meeting held on 20 September 2023 as a true record of the meeting with the following amendment:**

**“***Under Apologies insert A Hodgson.”*

1. **CLERKS REPORT**

**The Clerk reported:**

* The banking issues were still ongoing and it had taken 2-3 hours with Cllrs D Shepperson and A Hodgson in attendance for her to discuss the issues on the telephone with the bank due to issues with cheques being unpaid without cause.
* The electrical works were almost complete with the toilet lights and the tennis club emergency lighting requiring alterations and replacement as required.
* She had made a complaint to Komplan due to them not provide a totally new unit for the rotary arm of the damaged item. The bolts had not been replaced with more robust ones as requested and they had taken the old seat from the damaged equipment and attached it to the new piece which was unacceptable.
1. **CHAIRMAN’S REPORT**

The Chairman thanked everyone for attending the meeting in such inclement weather. He hopes the action group formed to request changes to the A17/Station Road junction could achieve change after the parish council and other organisations had failed in the past and they had the full support of the council.

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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 anyone wished to view them.**

b**) To resolve to consider a grant application from the TSC Scout and Guides.**

Action: The Council resolved to approve a grant for £500.00.

The Clerk advised that unfortunately the quotes for items c) and d) had been delayed.

**c) To resolve to consider estimates for electrical work for the Tennis Club**

Action: The Council resolved to leave the matter in abeyance until the quote had been received.

**d) To resolve to consider estimates for the fitting timers to the toilet block outside lights.**

Action: The Council resolved to leave the matter in abeyance until the quote had been received.

**e) To resolve to purchase new dog bins for Eastgate Lane, Kirkham Close and Chapel Road and**

**take any actions required.**

Action: The Council resolved to purchase 1x free standing dog bin for Eastgate Lane and 3 litter

bins for other locations. Cllr Lewis to provide photographs of the locations to the Clerk to submit

with the bin licence applications.

**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 – Request to switch off wall lighting on the pavilion at night.**

Action: The Council resolved that Cllr H Lewis would look to assess if a timer could be

 fitted to the lights.

 **BCKLWN – Small Grant Funding**

Circulated to all members prior to the meeting no action required

 **BCKLWN – Benns Lane development S106 amendment.**

The Clerk advised that the matter of the proposed amendment had not yet been discussed at

 the BCKLWN but she had been advised that by a member of the Borough Council that he was

 abreast of the situation and would advise the Council of any developments.

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1. **TO RESOLVE TO DISCUSS MATTERS RELATING TO THE VILLAGE HALL**

 The Chairman of the Village Hall advised that the Academy seemed intent on stealing the Village

 Hall and would only make the village hall available for hire at the weekends. He also advised that

 he had a meeting with the Academy CEO the next day.

The Chairman advised that the Clerk had found the original Lease for the village hall and in the terms of the Lease the Academy could not take ownership of the hall whilst a management committee was in place and the building was still held in Trust by the management committee, the Charity could only be closed down by the management committee holding a public meeting for all residents over 18 years and any fixtures and fittings and monies raised or held could only go to another Charity or be used for a new building.

The Clerk asked if the Committee had checked their insurance as previously advised regarding legal cover.
The Chairman of the Village Hall Committee advised that they had not done so to date but would do so.

1. **TO RESOLVE TO RECEIVE THE SURVEY OF THE PAVILION, TRACTOR SHED AND SHELTER.**

The Clerk advised that a hard copy of the report had been received and asked if the building committee could meet to go through the report to identify the works needed.

**Action: The Council resolved that the building committee liaise and confirm a meeting of the committee.**

1. **TO RESOLVE TO DISCUSS THE PROVISION OF A MEN’S SHED AND APPROVE ANY ACTIONS REQUIRED.**

The Clerk advised that when inspecting the tractor shed the surveyor had confirmed that the shed could be used for such a project.

**Action: The Council resolved that Cllr S Hardacre make further enquiries relating to the setting up of a Men’s shed project and report back to the Council.**

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

**Update on Old School Project**

Cllr D Shepperson advised that he had not received any further communication from the Charity Commission but he and the Clerk had held a discussion relating to listing the Old School as a Community Asset with the BCKLWN and the Clerk would aim to complete the form and submit it.

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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 M Hannay confirmed that he would be happy to lay the wreath on behalf of the Council at the Remembrance Service.

Cllr S Hardacre confirmed that he would be happy to lay the wreath on behalf of C Cllr J Kirk in his absence at the service.

Cllr D Means asked if there had been any progress relating to the Tennis Club Lease and asked if the matter of a path from the Benn’s Lane gate to the club could be placed on the next agenda. The Club were looking at a new surface for the court and it was recommended that soil should not come into contact with the surface

Cllrs J Whitmore and H Lewis agreed to be elected to the Personnel Committee.

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 9.56 p.m.**