

# **TERRINGTON ST JOHN PARISH COUNCIL**

## **Serving the villages of Terrington St John and St John's Fen End**

### **Minutes of the ordinary Parish Council meeting held on Wednesday 7<sup>th</sup> June 2023 at 7pm in Ely Row Methodist Church**

#### **1. Present**

Cllr A Bishop – Chair, Cllr J Ware, Cllr B Dye and Cllr C Gibbs  
Cllr P Kunes – Terrington Ward Councillor

#### **2. To consider accepting apologies for absence**

It was **resolved** to accept apologies from Cllr A Hoey and Cllr J MacCallum.

#### **3. To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations**

There were no declarations of interest on any item shown on the agenda.

#### **4. To approve the minutes of the last ordinary council meeting held Thursday 11<sup>th</sup> May 2023**

It was **resolved** by all present to approve the minutes of the last Annual Parish Council meeting held on Thursday 11<sup>th</sup> May 2023 as a true and accurate record of the meeting. The minutes were duly signed by the Chair.

#### **5. To receive reports from Borough and/or County Councillors**

Cllr Kunes, Terrington Ward Councillor

New councillors have been elected but his party does not have a majority, so he is not on the cabinet. This does give him more time to help Parish Councils directly now. The other Terrington Ward Councillor Sandra Squire is taking over the portfolio and is keen on green issues. Cllr Kunes noted that all the borough bin lorries are powered by electric and there has been a lot done for environmental matters.

#### **6. To allow public participation – to include information from developers, Police representatives, Ward and Borough Councillors or any other person invited to speak**

No one present.

#### **7. To receive the Clerk's report, including matters arising from last month's meeting**

##### **a) To report on any matter regarding asset items**

- Including details of new village sign for St John's Fen End  
The Clerk noted that the new village sign for St John Fen End is being delivered this month. Councillors considered pictures of another local village sign and discussed the base requirements for the new St John Fen End sign. Clerk get quotes.
- Councillors discussed grounds maintenance in the village.
- Street Lighting – The Clerk noted that the current contractor for the Parish Council streetlights is not going to continue to offer a support service from 1<sup>st</sup> September 2023. It was agreed the Clerk should seek alternative arrangements for the Parish Council to consider.

## 8. To consider and approve Standing Orders

It was **resolved** by all those present to approve the standing orders without the covid related items.

## 9. To receive and consider reports and updates from Councillors regarding the areas they have been delegated to take a lead responsibility on

- a) Councillor B Dye  
Nothing to report.
- b) Councillor C Gibbs:
  - TSJ Consolidated charity trustees (other Trustees J MacCallum), nothing from the charity to at the moment.  
C Gibbs asked that the Scout hut remain a standing item until lease items have been finalised.
- c) Councillor A Bishop:
  - Norfolk Association of Local Councils  
Clerk to let Norfolkalc know that A Bishop is the council representative.
  - Planning (other link J MacCallum)  
Nothing to report.
- d) Councillor A Hoey:
  - SAM2  
Nothing to report.
- e) Councillor J MacCallum:
  - Internal audit control  
Nothing to report.
- f) Councillor J Ware:
  - Emergency planning  
Nothing to report.
  - Village Hall  
Agenda item later in meeting.

## 10. To consider financial business

- a) To receive bank account balances  
Balance as of 5<sup>th</sup> June 2023 £95,159.77.
- b) To receive details of income received  
No income received since the last meeting.
- c) To consider the recommended payments

Net wages	£779.32
HMRC	£22.40
Westcotec	£16.50
Elect DD est	£85.00
Userone	£3.60
HHA	£398.40
The Village sign people	£5220.00

It was **resolved** by all present that the above payments should be made. The Village Sign People payment would be authorised once the sign was received, inspected and found to be in the condition expected as the amount is so large.

The Clerk noted that the Methodist Church grounds are now looking untidy and suggested that the grounds contractor be asked to cut and spray the area. It was **resolved** by all present that the Clerk work with the Chair and Vice Chair to make this arrangement if the cost was similar to that paid last year.

- d) To carry out the following AGAR related items for the financial year 2022/23
- i. The Accounting Statements (Section 2)  
Cllr Ware proposed to approve The Accounting Statements (Section 2), this was seconded by Cllr Bishops and all present agreed. Councillors duly **resolved** to approve The Accounting Statements (Section 2).
  - ii. Following approval, the Chair signs the Annual Governance Statement and Accounting Statements  
Cllr Bishop duly signed the Annual Governance Statement and Accounting Statements. (The Annual Governance Statement was approved at the May meeting).
  - iii. The Chair sets the commencement date for the exercise of public rights – 13<sup>th</sup> June 2023 to 22<sup>nd</sup> July 2023  
Cllr Bishop duly set the commencement date for the exercise of public rights as 13<sup>th</sup> June 2023 to 22<sup>nd</sup> July 2023.
  - iv. The Chair directs the Clerk to send the following items to the External Auditor:
    - The Annual internal Audit Report
    - The Annual Governance Statement
    - The Accounting Statements
    - An analysis of any significant year on year variances
    - A bank reconciliation as of 31 March 2023
    - Details of the arrangements for the exercise of public rightsCllr Bishop duly made the above direction to the Clerk.
  - v. The Chair directs the Clerk to publish on the Parish Council website the following items:
    - The Annual internal Audit Report (recommended but not mandatory)
    - The Annual Governance Statement
    - The Accounting Statements
    - A declaration that the accounts are as yet unaudited
    - Details of the arrangements for the exercise of public rights
    - The name and address of the External AuditorCllr Bishop duly made the above direction.

## 11. To consider planning matters

- a) Applications  
Any applications that appear on the Borough Council planning portal up to the date of the meeting that require the consultation of the Parish Council will be considered by the Councillors at their scheduled meeting, even if they are not listed on the agenda.
- b) Decisions
  - 22/01969/F Terrington St John The Ridings 94 School Road Terrington St John Norfolk PE14 7SG - Construction of 2no. Dwellings and Extension/Alterations to Existing Dwelling Application Refused 12 May 2023 Delegated Decision
- c) Address notification
- d) Correspondence
  - Notification of a New Property Address: Oak Tree Paddocks, 64A School Road, Terrington St John.

**12. To consider emergency planning for the village**

Cllr Ware noted that a draft plan would be circulated to be considered at a future meeting.

**13. To consider Methodist Church/Village Hall matters**

Cllr Bishop noted that she had emailed D Chalke to ask for an update but there has been no feedback as yet.

Members briefed Cllr Kunes on the current situation, and he noted he would be willing to take any questions as he is the Chair of a Village Hall.

It was agreed costs for a valuation and survey should be sought, with the go ahead given with agreement of the Chair and Vice Chair.

**14. To consider recent ROSPA report of TSJPC assets**

It was agreed the Clerk would print this off to be considered at the next meeting.

**15. To consider donation requests**

It was resolved by all present that no donations should be made at the present time.

**16. To receive general correspondence via email during the month and consider any further actions required:**

- CIL funding applications open from 1<sup>st</sup> July to 1<sup>st</sup> August.

**17. To receive items for next month's agenda**

- Methodist Church/Village Hall
- Emergency planning
- Scout hut

**18. Date and time of next meeting – Will be held on Wednesday 5<sup>th</sup> July 2023**

Councillors noted the date of the next meeting.

**19. To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)**

It was **resolved** to close the meeting to consider payroll matters.

It was **resolved** to increase litter picker hourly pay in line with 1<sup>st</sup> April 2023 National Living Wage. Clerk to back date payment to this date.