**TERRINGTON ST JOHN PARISH COUNCIL**

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

**Minutes of the meeting held 1st June 2022 at 7pm**

**at Ely Row Methodist Church Hall**

1. **Present**

A Bishop – Chair, J MacCallum – Vice Chair, C Gibbs and A Hoey

B Long- County councillor

It was noted that there was no election request so the 3 vacancies can now all be co-opted by the Parish Council members.

1. **To consider accepting apologies for absence**

It was resolved to accept apologies from B Dye and M Dale.

1. **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.

1. **To approve the minutes of the last Annual Parish Council meeting held 4th May 2022**

It was **resolved** to approve the minutes as a true and accurate record of the meeting, and they were duly signed by the Chair.

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

B Long discussed recent County Council matters.

AGM held and is still Chair of Planning (Regulatory) Committee.

The Government is offering County Councils devolution of some power. This will vary to what the County Councils want to take. This would result in the County Council needing a directly elected leader.

In West Norfolk – lots of things are going on in the next few days to celebrate the Platinum Jubilee. There has been a revision on what projects will be delivered in King’s Lynn. More money will be coming directly from Government that the local government had applied for. There may be funding available to refurbish the swimming pool at Hunstanton.

A Hoey asked why the Government funding is only going to Kings Lynn. B Long explain that it is a grant only available to towns for certain rejuvenation projects. Guildhall complex is one of the projects that has been proposed. Community hut refurbishment – plans are continuing. A Hoey expressed concerned about the recycling centre making a charge, however B Long noted it is run by the County Council and not the Borough Council.

A Bishop asked about funding for the hospital but B Long noted it is dealt with very separatory but felt that funding is a priority for the QEH.

1. **To suspend the meeting to allow public participation – including to receive information from developers**

No one present.

1. **To receive the Clerk’s report, including matters arising from last month’s meeting**
2. To give progress report on Community Governance training

The Clerk reported that the deadline for the next assignments is 9th June. The assignment topics are Building Communities, Law and procedures and Project Management. The Clerk noted that she is visiting a couple of local town councils as part of the next Law and Procedure assignments.

1. To report on any matter regarding asset items

The Clerk reported:

* That the bin on Main Road at the junction with TSL still needs to be removed, is there a volunteer that help dispose of it with the Clerk. – A Hoey was willing to support he Clerk with this.
* The Clerk noted from reviewing the asset register that her laptop is now 7 years old, perhaps the members would like to consider changing it at some point this financial year? – The member **resolved** to consider quotes at a future meeting.
* The Clerk reminded members that there are still laptops on the asset register used by the previous Chair and Vice Chair that are not used and have no value or use and suggested they be destroyed. It was **resolved** to appropriately destroyed in the presence of A Hoey.
1. To consider Rospa report

It was **resolved** to consider issues from the Rospa report at the next meeting.

1. To consider request to have speed limit sign on Ely Row

The members considered a request from a parishioner concerned with the speed of traffic travelling on Ely Row. 30mph, SAM2 sign or slow down sign request.

1. Speedwatch, now not enough people to keep it going so the equipment has been handed back.
2. Has anyone got items for the Highway Rangers?
* Ely Row sign not level
* Mill Road sign not level
* Junction of Mill Road/School Road the ‘No through Road sign’ not upright
* Weeds on Mill Road
* Worn out 30mph signs near school need replacing.
* Worn out sign near the dual carriageway that needs replacing.
1. **To receive and consider reports and updates from Councillors regarding the areas they have been delegated to take a lead responsibility on:**
2. Councillor B Dye:

Police Liaison

B Dye reported that the speedwatch group is unable to continue due to lack of volunteers. The members wished to thank R Mullis for his lead role in this project.

1. Councillor C Gibbs:
* TSJ Consolidated charity trustees (other Trustees M Dale, A Hoey and J MacCallum)

A constructive meeting was held at the beginning of May with a number of issues discussed. The next meeting has been scheduled for 5th July.

* Parish Social event

Jubilee date and funding

The delivery of leaflets to promote the event was quick and efficient. C Gibbs has raffle prizes, and S Belding is also collecting prizes. C Gibbs went through the plans for the event.

Stall at Jubilee to sell honey – request from parishioner. The members were happy for this parishioner to have a stall at the event.

The Clerk noted that there were still several things to complete ready for the event. The Clerk discuss an insurance cost which the members resolved was acceptable.

1. Councillor M Dale:
* Church of St John the Baptist and St John's Methodist Church

No report.

1. Councillor A Bishop:
* Speedwatch

Nothing further to report on.

* Norfolk Association of Local Councils

A Bishop and J MacCallum will be attending the conference on 6th July.

1. Councillor A Hoey:
* Scout Hut

A Hoey reported that he had a good meeting with P Farr last week. The Scout hut is being used by lots of people, and they have plenty of volunteers. The CCTV system is on. Clerk to contact the Borough Council for further external advice.

* SAM2

A Hoey reported that the battery has been changed and they are being moving around the village.

* Electric vehicle charge points on car park

A Hoey noted that he had visited the car park 5 times and there were no electric vehicles in the car park. It was **resolved** that this was not enough evidence there is a need for charging points at this time. It was **resolved** that the Parish Council can revisit this matter again in the future.

* Position of crossing point on Main Road

A Hoey explained that he had visited Main Road 4 times and feels that the crossing should be between the bus stops. A Hoey gave reasons for this to be the best place. A crossing would also slow traffic down. It was resolved the members would check the details of the feasibility study to make an informed decision next month.

1. Councillor J MacCallum:
* Internal audit control
* To give a report on recent examination of Parish Council records

This was conducted last month.

* To make improvement recommendations
* External wages provider – J MacCallum discussed the cost involved to have an external agency calculate the wages. It was also noted that smaller councils instruct the Clerk to do this work. It was **resolved** that the Parish Council would not engage an external agency, but the Clerk would seek further training for reassurance.
* Password storage – It was resolved that J MacCallum would have a copy of all passwords used for the Parish Council.
1. **To consider financial business**
2. To receive bank account balances

The Clerk reported that the bank balance as at 1st June 2022 is £95,863.61

1. To receive details of income received

VAT refund for year 01.04.21 to 31.3.22 £3164.45

Expecting £200.00 grant towards Jubilee celebrations as the bid was successful.

1. To consider the recommended payments

Net wages £741.40

HMRC £37.40

Westcotec DD 16.50

Vodafone DD £13.00

UserOne DD £3.60

Npower DD est £100.00

M&M Cleaning £25.00

HHA £431.21

Internal Audit fee £60.00

Clerk expenses claim £158.00

The Parish Council insurance was paid during the month as it was due 1st June the amount paid was £640.41, details of this insurance was circulated during April.

The Clerk sought permission to repay S Belding expenses claim for the Jubilee after appropriate checks by the Clerk. It was **resolved** the Clerk be given permission to make this BACS payment.

1. To consider and approve list of Fixed Assets

The members considered the Fixed Asset schedule circulated prior to the meeting.

1. To carry out the following AGAR related items
2. The Accounting Statements (Section 2) are prepared and signed by the Chair

It was **resolved** that the Chair should sign the Accounting Statements.

1. The Annual Internal Audit is received and noted

It was **resolved** to receive and note contents of the Annual Internal Audit report, prepared by J Raby, which was circulated prior to the meeting.

1. The Annual Governance Statement (Section 1) is approved

It was **resolved** to approve the Annual Governance Statement, which was circulated prior to the meeting.

1. The Accounting Statements (Section 2) are approved

It was resolved to approve the Accounting Statements, which were circulated prior to the meeting.

1. Following approval, the Chair signs the Annual Governance Statement and Accounting Statements

Following the approval of the Annual Governance Statement and the Accounting Statements the Chair duly signed them.

1. The Chair sets the commencement date for the exercise of public rights – 13th June 2022 to 22nd July 2022

The Chair, with the support of the other members, **resolved** to set the commencement date for the exercise of public rights from 13th June 2022 to end on 22nd July 2022.

1. 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 at 31 March 2022
	* Details of the arrangements for the exercise of public rights

The Chair, with the support of the other members, **resolved** to instruct the Clerk to send all the above items to the External auditor in accordance with their requirements.

1. 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 Auditor

The Chair, with the support of the other members, resolved to instruct the Clerk to publish on the Parish Council

1. **To consider planning matters**
2. 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 below.

There were no application for the members to consider.

1. Decisions

There were no decisions relating to Terrington St John reported to the members since the last meeting.

1. Address notification

There were no address notifications reported to the members since the last meeting.

1. Correspondence
* LLCON/2022/0001 - The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond to our consultation – email circulated 16th May 2022 - Approve
1. **To receive general correspondence via email during the month and consider any further actions required:**

There was no correspondence that required and further actions.

1. **To consider and approve Code of Conduct**

It was **resolved** to approve the Code of Conduct circulated prior to the meeting. Members duly signed the Code of Conduct as a commitment to them.

1. **To receive items for next month's agenda**
* Ways to encourage villagers to become more eco-friendly
* To consider the National Salary Award 2021/22 – confidential item

A member raised the issue of children going behind scout hut during the picnic, but it was felt that children must be supervised so an extra fence at the back was not felt necessary.

1. **Date and time of next meeting – Will be held on Wednesday 13th July 2022**
2. **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)**
3. To consider quotes for work required