

# **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 4<sup>th</sup> October 2023 at 7.00pm in Ely Row Methodist Church**

**1. Present**

Cllr A Bishop – Chair, Cllr J MacCallum, Cllr A Hoey, Cllr C Gibbs, Cllr B Dye and Cllr J Ware

2 Members of the public  
G Robinson – Clerk and RFO

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

All present.

**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.

**4. To approve the minutes of the last ordinary council meeting held Wednesday 6<sup>th</sup> September 2023**

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

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

A new parishioner to the village introduced himself to the councillors, and he was welcomed to both the village and the meeting. The speed of the traffic on School Road and the 40mph speed limit around the sharp bend at St Johns Fen End was discussed. Cllr Bishop noted that there needs to be parishioner support to pursue this matter.

Cllr MacCallum noted that at a recent meeting held with the local highway's representative, it was requested that an additional SAM2 location be added so that speed and volume vehicle data could be collected. It was confirmed a request could be made. Clerk to formally make a highways request to move the SAM2 camera so that data can be collected at this location. It was felt that many vehicles do not reach 40mph around the corners. And it may not be possible to get a speed reduction till just after the bends because of number of houses along that road. Also discussed the lorries and times of business.

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

No Borough or County Councillors in attendance.

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

- To report on any matter regarding asset items, including details of new village sign for St John's Fen End – the sign is ready for placement.
- The Clerk confirmed that a wreath has been ordered for Remembrance Sunday. Cllr Gibbs will kindly go and collect it. It was noted that this year the Remembrance service will be held at St John's Church, Terrington St John.
- Meeting with A Wallace and the issues discussed:
  - A location for a replacement bin on Main Road was confirmed. The quotes for the fitment will be considered at item 18.
  - A location for a replacement Terrington St John sign, which was removed when the New Road white gates (subsequently moved to Main Road) were fitted was confirmed.
  - Phase 4 of School Road – waiting for quote.
  - SAM2 data locations – can be anywhere to catch data, this will assist with speed reduction requests at SJFE.
- Update on NorfolkALC meeting – The Clerk discussed information gathered at the recent conference.

**8. 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) went on an allotment tour to identify locations. It was felt that none of the areas could be used for nature and not appropriate for the public to access and would be better used for farming. But perhaps the Parish Council allotments could be considered for that in the future. Two are vacant to be leased. Have a list of the application forms for the charity money. Everyone will have their own form to sign upon collection of money.
  - Cllr Gibbs can go and collect the wreath. It was agreed to lay the wreath on the 11<sup>th</sup> at 11am and the service is going to be at TSJ too.
  - Cllr Gibbs discussed the seat treatment of preservative it was agreed that a max of £100 would be appropriate, Cllr Gibbs duly delegated the permission to buy preservative as felt appropriate for this purpose.
  - Village sign – It was agreed just black metal work needs doing. Cllr Gibbs will look for a volunteer to do this.
- c) Councillor A Bishop:
  - Norfolk Association of Local Councils – nothing to report.
  - Planning (other link J MacCallum and J Ware) – nothing to report.
- d) Councillor A Hoey:
  - SAM2 - batteries have been changed, would like to suggest a different location, felt that most people will adjust their speed on seeing the SAM2 signs. Clerk to seek permission for the SAM2 to be placed at additional locations.
  - Police – going to engage later in the month. Cllr Hoey noted that police seen locally will be willing to do speed checks if approached.

Cllr Ware asked if there could be feed back regarding speed checks in the village Cllr Hoey to ask.

- e) Councillor J MacCallum:
  - Internal audit control – just collected the last quarter for inspection, report on this can be given at the next meeting.
- f) Councillor J Ware:
  - Emergency planning – agenda item 13.
  - Village Hall/Methodist Church – agenda item 14.

## 9. To consider items for Parish Partnership application

It was noted that the Parish Council is currently waiting for a quote from Highways for phase 4 of the School Road trod. Deadline for applications is the beginning of December.

The Clerk reported that the current CIL balance, Councillors discussed how the amount could be allocated. It was agreed to formally resolve on this matter at the next meeting.

## 10. To consider financial business

- a) To receive bank account balances

Balance as of 2 <sup>nd</sup> October 2023	£82,977.91
Less amount awaiting authorisation	£1,211.00
Balance available	£81,766.91
- b) To receive details of income received  
No income received.
- c) To consider the recommended payments

Net wages	£864.00
HMRC	£25.20
Westcotec DD	£16.50
Vodafone	£16.09
Electric est DD	£80.00
Userone	£3.60
HHA	£398.40
External auditor	£378.00
J Ware – B&M Refreshments	£23.32
G Robinson – NorfolkALC conference	£25.00
G Robinson – Wilko Litter grabber	£8.30
G Robinson – Poundstretcher bin bags and picker	£25.50
BCKLWN – Printing (June newsletter)	£79.20
Norfolk Parish Training and Support – Planning	£48.00
- d) To consider quotes for the repainting of the TSJ village sign  
It was **resolved** that only the black frame of the sign would be repainted. Cllr Gibbs to seek a volunteer for this work.
- e) To receive External Auditors closure review letter  
The Councillors received the details of the closure letter.
- f) To consider External Auditors Limited Assurance Opinion for 2022/23  
'We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.'

#### **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.

None

b) Decisions

None

c) Address notification

None

d) Correspondence

None

#### **12. To resolve to pursue the need for a 30mph speed limit at St John's Fen End from the current 40MPH limit and decide the length of road for this**

It was **resolved** to pursue this matter in general, without the current knowledge of where the length of this could be.

#### **13. To consider emergency planning for the village**

Nothing at present.

#### **14. To consider Methodist Church/Village Hall matters**

Cllr Ware reported that a follow up meeting regarding to the Big Bounce event held in the summer. It was noted that it would not be possible to hold more joint events at present. Cllr Ware now has a template document to help with other event arrangements.

Cllr Ware noted that CAN have provided a tailored made constitution and the committee is hoping to get that signed very soon. CAN would make the charity commission application but there would be a cost. Cllr Ware gave a general update on progress. CAN can offer appropriate charity training, and this can be available for all organisations in the village at a cost. There have been some changes of committee members, Cllr Ware gave an update. There are now four members on the committee. Going ahead with coffee mornings from 10am – 12noon the first Saturday of the month. Advertising has been done on social media and posters. Next meeting is scheduled for 7.15pm on Wednesday 11<sup>th</sup>.

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

All correspondence was circulated prior the meeting via email. There were no items that required further decision or action from the Parish Council.

#### **16. To receive items for next month's agenda**

Not emergency planning, as previously.

#### **17. Date and time of next meeting – Will be held on Wednesday 1<sup>st</sup> November 2023**

Councillors noted the date and time of the next meeting.

**18. 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)**

a) To consider quotes for work required

- Village gate for the playing field – it was resolved that the adjacent wooden fence would also be replaced. Clerk to get revised quotes.
- Base for the SJFE village sign - not ready to consider these yet.
- It was **resolved** to accept quote for the fitting and new waste bin on Main Road.
- It was **resolved** to accept a quote for the playing field hedge to be cut.
- It was **resolved** to accept a quote for the electrical installation of the new defibrillator at the pharmacy.

b) To consider the Clerk's appraisal and pay review

Cllr Bishop and Cllr MacCallum reported on the recent appraisal meeting. Councillors reviewed the Clerks pay and **resolved** to increase it in line with the Clerks contract.