

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 5th July 2023 at 7pm in Ely Row Methodist Church**

1. Present

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

2. To consider accepting apologies for absence

It was resolved to accept apologies from Cllr A Hoey,

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 Wednesday 7th June 2023

It was **resolved** by all those present to approve the minutes of the last meeting held on Wednesday 7th June 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

No one present.

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 reported that she and Cllr Gibbs had visited St Johns Fen End to look at possible site locations for the new village sign. The Clerk presented some pictures of the area to help the discussion. Councillors liked the idea of siting the sign by the lamp at St Johns Fen End but need to find out who is responsible for the trees as they already need cutting back away from the lamp. Clerk to make a street furniture application once the site has been reviewed by a Highways representative.
- To consider request for bus stop yellow sign as suggested by PC Chris Lorraine due to parking at the bus stop. The Councillors felt this would be a good solution. Clerk to make a request to Highways and ask if PP application can be made for this if necessary.
- To note that a lighting column on Old Church Road has been knocked into. Clerk has asked Westcotec to repair this.
- To note that there have been some fake emails, so everyone should be vigilant of this possibility and that they should be reported suspicious emails to report@phishing.gov.uk

- To note that the Clerk will be attending the SLCC conference on 7th July at Norwich.
- Noted that old village sign is looking tired and could do with being repainted. Clerk to get quotes. Note on a sign that it was repainted in commemoration of the coronation of the king.

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 discuss.
- b) Councillor C Gibbs:
 - TSJ Consolidated charity trustees (other Trustees J MacCallum)
Nothing to discuss.
- c) Councillor A Bishop:
 - Norfolk Association of Local Councils
Nothing to discuss.
 - Planning (other link J MacCallum)
Nothing to discuss.
- d) Councillor A Hoey:
A Hoey sent a report via the Clerk:
 - SAM2
The batteries have been changed and they will be moved on the next cycle.
 - Police
He is intending to meet with B Dye to receive a handover and get the contact information.
- e) Councillor J MacCallum:
 - Internal audit control
Cllr MacCallum collected the quarter end January and March financial information to perform an internal audit for the Parish Council.
- f) Councillor J Ware:
 - Emergency planning
Agenda item 11.
 - Village Hall/Methodist Church
Agenda item 12.

9. To consider financial business

- a) To receive bank account balances
Balance at bank as of 30th June 2023 £88,697.84
- b) To receive details of income received
No income received since the last meeting.
- c) To consider the recommended payments

Net wages	£739.16
HMRC	£25.00
Westcotec	£16.50
Electric DD	£69.38
Userone	£3.60
HHA	£398.40
HHA – Methodist grounds	£132.00

Vodafone	£16.09
M&M Cleaning	£25.00
J Raby – internal audit	£60.00

It was noted that the quote to cut the grass and spray round the edge of the Methodist Church was £132. This is compared with the cost paid for last time of £120 and authorised prior to the meeting by the Clerk in consultation with Cllr Bishop and Cllr MacCallum.

10. 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.

- i. 23/00928/F - Proposed rear entrance lobby and kitchen alterations at 5 Gambles Row, School Road St John's Fen End Terrington St John Norfolk PE14 7SL – deadline 13th July 2023. After discussion and consideration of the documents on the Borough Council planning portal it was **resolved** to support the application with no other comments.

b) Decisions

c) Address notification

d) Correspondence

11. To consider emergency planning for the village

Cllr Ware had no further information at this time. Cllr Ware noted that she would send the draft out again via email and invited comments for consideration at the next meeting. Cllr Ware will be speaking to organisations in the village for gathering points if there is an emergency.

12. To consider Methodist Church/Village Hall matters

Cllr Ware noted she had reached out to solicitors, but they had explained the Parish Council needs a valuation first. She has looked at grants particularly the CIL and noted the deadline is soon. The Clerk presented details and quotes from businesses for a survey and valuation. It was **resolved** to engage the services of MacCallums to provide both the survey and valuation.

Cllrs Bishop and Ware reported on the meeting with TSL to review the coronation events. It was proposed that a 'bounce day' be held maybe the 8th August to have bouncy castles for the children on the playing field. The members discussed this and noted that some aspects need further exploring before a go ahead can be given.

It was resolved that the Parish Council supports the setting up of a committee separate to the Parish Council for the purpose of purchasing the Methodist Church. Cllr Ware is taking the lead on this. It was resolved that the Parish Council is happy to make a donation for the survey and valuation.

13. To consider recent ROSPA report of TSJPC assets

The Clerk went through all the items noted on the report as amber or red and requiring actions. It was resolved to take action on the red items and check the amber items in September as this is 6 months after the report was undertaken. Further actions would be taken on those items if necessary.

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

- Invitation to Bid for Parish Partnership 2024/25 – deadline for applications is 8th December 2023.
Clerk to find out when School Road street lines will be reinstated after the recent road resurfacing.
Clerk to find out if the Parish Partnership scheme will cover new street lighting costs.
The bridge at SJFE – Clerk to ask Highways if they are able to hold the traffic that is going over them, particularly lorries.

15. To receive items for next month's agenda

- Main road crossing update
- Village sign
- Litter picker update
- September newsletter items

16. Date and time of next meeting – Will be held on Wednesday 6th September 2023

17. 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