

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 Wednesday 4th February 2026 at 7.00pm in St John's Church

1. To record the names of those present

Cllr A Bishop - Chair, Cllr B Dye, Cllr J MacCallum – Vice Chair, Cllr M Knights and Cllr J Ware
Cllr B Long - NCC
G Robinson - Clerk

2. To record the number of vacancies and consider co-option applications

It was noted that there are still three vacancies.

3. To consider accepting apologies for absence

It was resolved to accept apologies from Cllr A Hoey.

4. 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.

5. To approve the minutes of the last ordinary council meeting held Wednesday 14th January 2025

It was resolved to approve the minutes of the meeting held on 14th January 2026 as a true and accurate record of the meeting; they were duly signed by the Chair.

6. To allow public participation – to include information from developers, Police representatives, or any other person invited to speak

There were no members of the public.

7. To receive reports from Borough and/or County Councillors

Cllr Long reported:

- He has looked at the large pothole on Church Road, and a temporary repair has been made because the road will need to be dug up again at that location for more electrical work that still needs to be completed.
- NCC highstreets initiative considered because there are a few businesses along Old Church Road.
- NCF funding details given out in a leaflet.
- Discussed elections that have been postponed.
- Burman house – may be sold on and used as a care home again.

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

- To discuss alternative use of Parish Partnership grant, after Church Road SAM3 was withdrawn because a unit cannot be put in a 40mph zone. Councillors agreed they would like a 'slow down' sign that shows a permanent 40mph on Church Road or a SAM3 to move about the village within the 30mph areas. – New Road, School Road and Main Road. Or relining white zig zag lines on Old Church Road.
- The gate behind the Scout hut has been repaired again, it is because during cold weather the posts have shrunk. The playing field gate has been repaired; the contractor has changed the hinge. The contractor suggested putting a tall post behind gate to stop the children ramming it open, which is what we have witnessed happening. The gate is designed to just go that far by the manufacturers. It seems the children are not breaking the gate on purpose they are just ramming it open to go through with their bikes and the gate hinge is breaking. A strong post would prevent it going beyond an angle which it is not designed to do. He would also like to change the hinge when it is a warmer month.

Councillors agreed they would like a gate fit for purpose and would like a replacement.

It was agreed to keep reporting the Scout Hut latch but if necessary we are going to need a complete replacement as the current one must be under warranty.

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

- a) Cllr Dye: - None
- b) Cllr Bishop:
 - Planning (other link Cllr MacCallum) – Cllr Bishop noted that the Borough Council are calling for potential development sites. The Councillors were concerned that more sites in the village are going to be authorised without the appropriate infrastructure in place.
 - Village Hall Committee (other link Cllr Ware)
- c) Cllr Hoey: The Clerk read the following report sent by Cllr Hoey:
 - SAM2 - **SAM 2**: 1 x SAM 2 Speed Unit mounted at west end of village, noticeable result in drivers slowing down; he will move this to the Primary School next week or so. We still receive a good level of support from KLBC Speed / Safety Team who are 'on side'.
 - Police - **Police**: He has had no substantive comment to discuss with PC Chris Lorraine so will just send him a brief note thanking him for continued support.
 - Gate - **Gate**: He advise having the Playground gate removed pending repair.

d) Cllr MacCallum:

- Internal audit control – Nothing to report at this time but asked the Clerk to bring the accounting records for internal checking to the next meeting.
- TSJ Consolidated Charity – Next meeting 16th March, hoping to have T Clayton join.
- Planning – Nothing further to discuss.

e) Cllr Ware:

- Village Hall committee January coffee morning, no one attended. Have some books so perhaps could have a book swap at a future coffee morning. Find a poster to have a board up to advertise the coffee mornings.
- Cil – Attended a briefing meeting on Monday. Cil application process has been changed. Previously the CIL process was not conforming with government policy. It did not previously tie up with where the money had been gained from. Can apply for amounts between £10,000 and £100,000. The training recording is being shared and Cllrs were advised to watch it. Applications opens from 010326 to 010526. Now want three quotes to support an application. PIP was discussed. A PIP will help with a Cil application. Recommend that the Parish Council develops this. Discussed the website. Cllr Ware to attend a grant training.

f) Cllr Knights

- Asset management – nothing to discuss.
- Data protection – nothing to discuss.

10. To consider financial business

- a) To receive bank account balances as at date of meeting and bank reconciliations for 31st January 2026 – Details were circulated prior to the meeting.
- b) To receive details of income received – none.
- c) To consider the recommended payments

ICO 10/3/26 DD	£47.00
Wages	£896.88
HMRC	£149.87
Cozens	£30.00
WFHA	£26.00
Scribe	£414.72
Glass and glazing	£348.00
Electric est	£170.00
Church hire	£20.00
Rio IT	£3.60
Vodafone	£18.50
G Robinson – refuse sacks	£21.96
G Robinson – paper	£7.50

It was resolved to approve these payments.

- d) To consider net position and budget – Clerk to send out both December and January net position documents.
- e) To consider and agree Clerks phone contract
Cllr Ware recommended that a phone is purchased outright. Not much data is needed. Councillors looked at contract options and phone details and agreed a max £180 for the phone and contract discussed should stay the same. Clerk to organise this purchase of the phone and contract.
- f) To appoint Internal Auditor for 2025/26 records Pete Strange £240.00.
It was resolved to appoint P Strange as the Internal Auditor at a charge of £240.00.
- g) To consider donation request for flower box at the surgery
Councillors considered the request. It was agreed that no donation would be made and the Patient Group would be directed to the NCF fund.
- h) To consider church grounds donation request.
The 2025 season was cost £1320. Councillors consider the request. It was agreed that the Parish Council would give a donation of £320.

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.

26/00144/F Replacement storage building and widening of existing access. at Transport Yard and Workshops Church Road Terrington St John Norfolk PE14 7RY – deadline 250226. It was resolved to support the application.

b) Decisions - none

c) Address notification - none

d) Correspondence – none

12. Policy review

- Standing Orders updated using the 2025 model document. It was agreed to consider this at the next meeting.
- Financial Regulations updated using the 2025 model document. It was agreed to consider this at the next meeting.

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

- BCKLWN Launches Call for Sites Consultation (2 Feb 26 - 31 Mar 26) – email of 300126. This was considered earlier in the meeting at item 9b. It was agreed that no action to be taken.

14. To consider items for the next newsletter

It was agreed the following item matters should be included in the next newsletter:

- Parking on the road, ask people to park in the direction you would be travelling
- Don't park in a way that blocks pavements and prevent mobility scooters of pushchair users
- Consolidated charity date of Christmas dole distribution
- Cut hedges away from the footpath
- Thank HRC Ltd for tarmacking at entrance to the Church roadway
- 20mph flashing signs for outside the school have been applied for – may have grant out come by the time the newsletter goes to print
- PC continues to liaise with B Long about Burman House, put link to recent NCC article
- Call for people to help with a new village hall
- Coffee mornings on first Saturday of each month
- Diary events

It was also noted that T Clayton would like to put something in regarding the Church.

15. To ratify decisions made by email/phone calls during the month

There were no items that required ratifying.

16. To receive items for next month's agenda

- Standing Order and Financial Regulation ratification
- Progress on road calming update
- Speed signs for litter bins/please don't drop your litter signs – Clerk to find out if Tilney ST Lawrence find that they help.

17. Date and time of Ordinary Parish Council Meeting – Will be held on Wednesday 4th March 2026 at 7pm

The date and time of the next meeting was noted by those present.

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)

- To consider Grounds Maintenance contract for 2026 season
It was resolved to appoint The Walpole Mowing man for the 2026 season's grounds maintenance.
- To consider CCTV provision and alternative way forward
It was noted that the Clerk and Cllr Knights will be meeting with a contractor on 16th February at the Scout Hut regarding CCTV provision and Cllr Knights will seek a solar lighting quote.
- To consider Assertion 10 requirements for emails
It was agreed that the Clerk will seek further email provision quotes and provide the IT policy ready for the next meeting.
- To consider alternative bin emptying provision

Clerk to find out what will happen if the bin is overflowing how the bin will be emptied, and what are the health and safety provision so that the Clerk does not have to empty a bin.