

# 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 3<sup>rd</sup> January 2024 at 7pm in Ely Row, Methodist Church

**1. Present**

Cllr A Bishop – Chair, Cllr C Gibbs, Cllr B Dye, Cllr J Ware and Cllr J MacCallum  
1 member of the public

**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 from members.

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

It was **resolved** to approve the minutes as a true and accurate 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 member of the public noted that there is a section of Church Road, road and footpath that is very uneven. The Clerk noted that this had recently been reported to Highways after another parishioner had sent photos of the area to the Clerk. This should be resolved within 6 weeks.

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

No Councillors present to give a report.

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

- To report on any matter regarding asset items – nothing to report on.
- Consider need for ROSPA inspection – It was agreed that the ROSPA inspection should be undertaken as in previous years.

**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)  
Cllr Gibbs reported the success of the distribution of charity money and compared this with other years. Members discussed payments that were not picked up, how they can be further distributed and when the cash should be banked.

c) Councillor A Bishop:

- Norfolk Association of Local Councils - nothing
- Planning (another link J MacCallum and J Ware) –  
Cllr Bishop discussed a recent horse-riding incident and the use of the surgery car park on New Years eve. Clerk to let them know that it was used by someone unauthorised. Horse and rider signs on School Road could do with a sign that says give amount of space to make people aware. Cllr Bishop to send details to the Clerk.

d) Councillor A Hoey:

- SAM2  
Batteries continue to be changed as required and Cllr Hoey will re-locate the unit near the surgery to the near-centre of the village on the west-bound side this week. Cllr Hoey asked everyone to let him know if they notice a SAM 2 Unit not functioning as they drive by, as it may indicate that the battery needs changing.
- Police  
Cllr Hoey noted that he has had good dialogue with Local Police Officer (Chris Lorraine (based in DM)) with a meeting currently scheduled W/c Mon 15 Jan 24 which was most encouraging. Cllr Hoey needs a list of issues / topics that we may wish to raise with him (e.g. speeding) so that he can have a meaningful discussion and encourage his efforts. Cllr Hoey noticed a KLBC Speed / Safety van on the junction New Rd / St John's Rd in mid-Dec 23, he stopped and enjoyed a pleasant conversation with the operator and asked him to target School Rd (near the school) which he did (20 mins) and reported 'a bumper session'. In Cllr Hoey's experience, of both Police and KLBC welcome requests to target hot spots as they genuinely see it as safety enhancement so he would encourage other Councillors to do likewise.

e) Councillor J MacCallum:

- Internal audit control  
Cllr MacCallum asked the Clerk to provide an ongoing report to show where each project is up to.

f) Councillor J Ware:

- Village Hall/Methodist Church

## 9. To consider Methodist Church/Village Hall matters

Cllr Ware has a meeting with CAN. Councillors discussed that there are 4 ways the PC can managed/hold the Village Hall. No firm decision has been made yet as to how the property would be purchased or own by either the Parish Council or a separate charity. Cllr Bishop noted that she would be in contact with the new Methodist Church superintendent to see if a lease can be created so the building could be used before the purchase. It was agreed that the Parish Council would not like to see the village hall run by a charity separate to the Parish Council.

## 10. To consider financial business

- a) To receive bank account balances  
Bank account balance as of 31<sup>st</sup> December 2024 £75,509.43
- b) To receive details of income received  
No income received.

- c) To consider the recommended payments  
It was **resolved** to make the following payments:
- |                               |         |
|-------------------------------|---------|
| Net Wages                     | £896.11 |
| HMRC                          | £33.00  |
| Vodafone                      | £16.09  |
| Electric est DD               | £140.00 |
| Userone DD                    | £3.60   |
| Clerk expenses – envelopes    | £2.00   |
| King’s Lynn Glass and Glazing | £178.80 |
| Scribe                        | £414.72 |
| Glasdon Jubilee bin           | £773.98 |
| J Ware                        | £17.00  |
- d) To consider and agree budget for 2024/25  
Councillors considered the budget presented by the Clerk, after some adjustments the budget was agreed.
- e) To resolve upon precept requirement for 2024/25  
It was **resolved** to make a precept request of £50,000.
- f) To consider CIL application – deadline 1<sup>st</sup> February 2024  
It was agreed no application would be made in this round, but the Parish Council would make an application for the August deadline.
- g) Consider appointment of internal auditor  
Clerk to seek quotes for an internal auditor.

#### 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.
- 23/02225/F - Extension to side of existing dwelling at Elmcroft Church Road Terrington St John Wisbech Norfolk PE14 7SA <https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S5ML8PIVH1T00> It was resolved to support this application.
- b) Decisions  
None.
- c) Address notification  
None.
- d) Correspondence  
None.

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

All items of correspondence were circulated prior to the meeting. There were no items that required further actions.

#### 13. To consider and adopt the Biodiversity Policy

Clerk presented the policy using the model information provided by NorfolkALC. Councillors to make the policy specific to Terrington St John Parish Council.

#### 14. To receive items for next month's agenda

None.

**15. Date and time of next meeting – Will be held on Wednesday 7<sup>th</sup> February 2024**

Councillors noted the date of the next scheduled meeting.

**16. To consider and resolve upon the meeting dates for 2024**

Wednesday 7<sup>th</sup> February, Wednesday 6<sup>th</sup> March,  
Monday 8<sup>th</sup> April, Wednesday 1<sup>st</sup> May, Wednesday 5<sup>th</sup> June,  
Wednesday 3<sup>rd</sup> July, August – No meeting, Wednesday 4<sup>th</sup> September,  
Wednesday 2<sup>nd</sup> October, Wednesday 6<sup>th</sup> November, Wednesday 4<sup>th</sup> December

Note all first Wednesday of the month except for April, when the meeting is proposed to be held on the second Monday.

It was **resolved** that these would be the ordinary meeting dates for 2024.

**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 – none to consider.