

TERRINGTON ST JOHN PARISH COUNCIL

Serving the villages of Terrington St John and St John's Fen End

Minutes of the ordinary meeting of Terrington St John Parish Council
Held on Wednesday 5th May 2021 at 7.00pm
Via online and telephone conferencing

Present: C Clifton, K Knight, M Purse, M Dale and A Bishop
N Friedmann arrived at 7.25pm
P Farr arrived at 7.55pm.

1. To elect the Chairperson for the coming year

M Dale proposed C Clifton this was seconded by M Purse and all agreed. C Clifton was duly elected Chairperson for the forthcoming year.

2. To elect the Vice-Chairperson for the coming year

C Clifton proposed K Knight, M Dale seconded, and all agreed

3. To consider accepting apologies for absence

Apologies were accepted from C Gibbs and 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

K Knight declared an interest in planning.

5. To approve the minutes of the last ordinary council meeting held 7th April 2021

It was resolved to approve the minutes of the meeting held on 7th April 2021 as a true and accurate record of the meeting.

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

None present.

7. To suspend the meeting to allow public participation

None present.

8. To agree the appointment of Link Councillor appointments to take the lead on the following matters, with the agreement that they will make a report to the parish council each month so that any relevant decisions can be considered and made:

- Police Liaison – B Dye
- TSJ Consolidated Charity Trustees, to acknowledge trustee appointments already taken up – C Clifton, M Dale, A Hoey, C Gibbs
- Parish Social Group – C Gibbs
- Church – M Dale
- Speedwatch team members – A Bishop
- SAM2 – A Hoey
- CCTV – A Hoey
- Planning/NP – M Purse and K Knight
- Scout hut – N Friedmann/A Hoey
- Data protection – M Dale
- Strategy – C Clifton
- Internal audit Control – N Friedmann
- Parish Council assets including, footways, bus stops and lighting - Clerk

- Highway matters, including items for Highway Rangers – M Purse
- Norfolk ALC representative – A Bishop
- Begdale Orchard – A Bishop
- Ely Row dyke - C Clifton

9. To receive the Clerk's report, including matters arising from last month's meeting
- a) To give progress report on Community Governance training. C Clifton informed the members that the Clerk has a new role with Marham PC.

N Friedmann arrived at 7.25pm

- b) To update members on the construction of the new bus stop - installation scheduled for 13th May.
- c) To update members on a CIL application. – Not possible to make application.
- d) Time scales for works to be completed:
 - Scout hut lease – C Clifton chased up the law company to ask them to progress with the lease. Discuss the suggest time scale for lease break – resolved to put 5 year notice to evoke lease.
 - Playing field fence – completed. Small amount of damage during work that was reported to police and may incur extra cost. Extra parking stop blocks – £443.50. It was resolved to have the stop block. Now need to move the bench and recommend the bin is moved as well. Once moved and the field can be accessed by the gate and extra fence can be put around the Scout hut to prevent access to the back of the building. Wooden post has rotted and broken beside the clothing bank. Car in parking space that needs moving, Clerk to write a letter. It was resolved that extra picnic benches should be put in place, Trees TPO Clerk discussed the behaviour of some of the children using play area. It was agreed that fencing should be sought for the front hedge to fill the hole.
 - CCTV – have been chased for remaining balance by 'computer'. After talking to someone at ADT we have agreed balance is not due until satisfactory completion. A Hoey to give working update. - Scouts Executive Committee briefed & are supportive of PC funding CCTV. They have decided where they would like the base & recorder, A Hoey to meet with them next Thu then be able to brief ADT who can then actually install & commission. The PC members would like to know if ADT will put up CCTV signs. Other signs that need putting up.
 - New Road gateway – no progress.
 - Playsafe inspection – Clerk gave a summary of work necessary and will send out report.

7.55pm P Farr, Scout leader arrived.

P Farr felt happy for lease to be changed to 5 year break. P Farr will be meeting with A Hoey regarding the CCTV installation. Discussed the need for a fence around the back of Scout Hut.

10. To receive and consider reports/updates on the following matters from any or a delegated Parish Councillor or the Clerk

- a) Police Liaison – Link Councillor representative – B Dye, no report.
- b) TSJ Consolidated charity trustees – Link Councillor representatives – C Clifton, C Gibbs and A Hoey, Christmas money returned to bank account. A meeting held to address how the charity money can be used. M Dale is now a trustee as per the constitution.

- c) Parish social group – Link Councillor representative – C Gibbs nothing to report.
- d) Church – Link Councillor representative – M Dale – Methodist church opening on 1st Sun July, other church already open. M Dale asked if PC are having meetings in Methodist church hall in further as it might financially affect this. This is to be discussed further when lease is in place at another meeting.
- e) Speedwatch – Link Councilor representative – A Bishop, A speedwatch session was conducted this morning. 10 vehicles caught speeding today. Session outside the church. C Clifton discussed R Mullis’s support and still need more volunteers to support.
- f) SAM2 – Link Councillor representative – A Hoey - no report.
- g) Planning – Link Councillor representatives – C Clifton and M Purse
- h) Scout hut – Link Councillor representatives – N Friedmann
- i) Data protection – Link Councillor representative – M Dale
- j) Neighbourhood planning – Link Councillor representatives – C Clifton and M Purse consultation ends on 18th May. Nothing raised from the consultation so far. The members discussed the process. Noted that no further information regarding School Road development, this development was discussed.
- k) Strategy – Internal lead Councillor – C Clifton – C Clifton pleased that the PC has half the funding for phase one of the School Road footpath. After the second phase C Clifton suggested that a third stage should be considered to complete a footpath to SJFE footpath. C Clifton noted that when Neighbourhood Plan is in place no larger developments have to be accepted. M Purse noted a report from a parishioner regarding footpath and verge, this was discussed.
- l) Internal audit control – Link Councillor representative – N Friedmann reported that there are lots of things that can be improved on, that N Friedmann took the members through in detail. GDPR is the main issue. Filing structure on OneDrive needs to be improved. More clarity of responsibilities. C Clifton recommended that each member has a laptop supplied by the PC. N Friedmann was thanked for her report
- m) Footway lighting - Clerk
- n) Footpaths, grounds and Parish Council assets (bus stops, seating and bins) – Clerk — thank the volunteers for the continued up keep of the boxes.
- o) Highway matters including items for Highway Rangers – Link Councillor representative – M Purse
- p) Norfolkcalc Link Councillor representative – A Bishop – A Bishop has attended various training sessions including planning, cutting carbon emissions and cutting water usage, A Bishop will be attending the AGM meeting later in month.
- q) Chair’s report – Parish Councillor C Clifton

11. To consider financial business

- a) To receive bank account balances
Bank balance as at 28th April 2021 £77,081.85
- b) To receive details of income received
12th April Precept and grant £50472.00 as requested.
27th April VAT refund for year ended 31st March 21 £1,180.49
- c) To consider the recommended payments

Net wages	£1025.02
HMRC	£248.48

M&M Cleaning	£25.00
Vodafone	£21.99
Electric est	£57.55
UserOne	£12.00
Westcotec	£16.50
Robert fencing	£5,203.73
Robert fencing	£176.20 pay next month after work done
HHA	£201.60
J Raby	£60.00
ROSPA	£262.80

- d) To confirm payments made by direct debit may continue
It was **resolved** that payments to Eon, Vodafone, UserOne, Unity Trust bank charges and IOC should continue to be paid directly from the bank.
- e) To confirm the continuation of payments via BACS
It was **resolved** that as much as possible payments should be made by BACS.
- f) To consider increasing the Work from Home Allowance to £26 per month (currently paid at £18) It was resolved to increase this payment to £26 per month.
- g) To review the asset register for year ending 31st March 2021.
It was **resolved** that a column to show how long the item will last should be added.
- h) To confirm the completion of the review of effectiveness of internal controls and receive a report from N Friedmann. The report was circulated prior to the meeting.
- i) To receive the Internal Auditor's report and consider their recommendations.
The report was circulated prior to the meeting and considered.
- j) To consider and approve the Financial Regulations
It was resolved to add to agenda for next month.
- k) To consider and approve the Risk Management Policy
It was resolved to add to the agenda for next month.
- l) To consider and approve Statement of Internal Control
It was resolved to add to agenda for next month.
- m) To approve the 2020-21 Annual Governance Statement
It was resolved to add to agenda for next month.
- n) To approve the 2020-21 Statement of Accounts
It was agreed that scribe very good package and should be continued to be used.
It was resolved to add to agenda next month.

12. 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 below.
- b) Decisions
- c) Address notification
- d) Correspondence

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

- Letter from Northwold and Whittington PC Chairman regarding Temporary Event Notices. No action required.
- Email from A Bishop in relation to the proposals for using Begdale Orchard – discussed the suggested ideas for usage and protecting that usage. PC would like first option to purchase if up for sale. Clerk to look at process for community asset. Discussed how the plans can be taken forward.

14. To consider and approve the Standing Orders 13b change to he/she.

Agenda item next month.

15. To receive items for next month's agenda

There were no additional items to be added to next month's agenda.

M Dale discussed the fly tipping on Victoria Road.

16. Date and time of next meeting – Will be held on Wednesday 2nd June 2021 – need to discuss venue, dates conforming with lockdown rules. **Resolved to hold the meeting 23rd June, which is after 'step 4' 21 June and all restrictions may be lifted.**

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

- Quote for spraying car park £500 approved.