

# 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> January 2023 at Ely Row Methodist Church Hall

**1. Present**

A Bishop – Chair, J MacCallum – Vice Chair and C Gibbs

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

It was **resolved** to accept apologies from B Dye and A Hoey.

Parishioner, M Hall gave apologies but sent a message wishing everyone a Happy New Year.

**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 7<sup>th</sup> December 2022**

It was **resolved** to approve the minutes of the last meeting held on Wednesday 7<sup>th</sup> December 2022 as a true and accurate record of the meeting and therefore they were duly signed by the Chair.

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

No reports to receive.

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

No members of the public 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**

- **Streetlamp** on the village car park is back in place and is now waiting for UK Power Networks to connect the electricity. The Clerk confirmed she has followed this up with Westcotec and they will let the Clerk know when a date is set for this.
- **Bus shelter** – One panel of glass on the bus shelter near Newcombe Close was smashed over the Christmas period. This has been coned off, and notices put on the bus shelter. No quotes have been received yet to have this replaced. It was **resolved** to delegate the decision of deciding which company and quote to accept before the next meeting to both the Clerk, Chair and Vice Chair via email as the bus shelter needs to be repaired as soon as possible.
- **Village drive round** – The Clerk fed back on the matters from the drive round monitoring session conducted by the Clerk and C Gibbs on 13<sup>th</sup> December 2022. This included:

- The notice board at St John's Fen End is now looking tatty and could do with being replaced or painted again.
- Looked at the progress of phase 2 of the footpath on School Road and considered where phase 3 would be ending.
- There are small missing sections of footpath near the new development of 3 homes at St John's Fen End. The Clerk noted that photos have been taken and a request has been made to highways to fill these section of footpath in.
- Bike rack – The Clerk reported that this had been knocked over slightly and had been put back in place with no damage to the bike rack.
- Phase 2 of the School Road footpath is being built and so far looks good.
- There is a lot of moss on the Mill Road footpath.
- The white bar railings at the end of Orchard Way need painting.
- There are hedges on Orchard Way that need cutting back to improve footpath access.
- The hedge at the front of the playing field needs another 50cm removed.
- The notice board on the car park could do with being moved to the front of the car park so that it can be accessed more conveniently by those passing.
- The large black notice board near the surgery needs painting.
- The white gateways need washing.
- There is a lot of mud on Victoria Road that is coming from the verges. This needs clearing back to ensure adequate width of the road remains.
- The 50mph sign on New Road is very dirty.

**b) To receive an update on Methodist Church matters**

The Clerk discussed the progress being made in trying to get a valuation and survey on the property. Councillors suggested other estate agents that may be able to offer these services. There has been no response from the Methodist minister at Wisbech.

**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

A Bishop gave feedback on a theft in the village.

b) Councillor C Gibbs:

- TSJ Consolidated charity trustees (other Trustees A Hoey and J MacCallum) C Gibbs reported that charity money distribution on the second Saturday of December. 37 of the new Christmas dole money forms have already been filled. 33 amounts of Christmas money were collected. Some people filled the forms in while they were collecting the Christmas money. C Gibbs felt the distribution went very well. It was agreed the forms and details of the charity need to go on the website.
- Church meeting, Clerk and C Gibbs fed back on a recent meeting, and it was hoped the Parish Council could use the church when needed.
- Parish Social events  
Coronation King Charles III on 6<sup>th</sup> May 2023 (item 11)

It was **resolved** that the Clerk should contact the school to say they would like to give a mug to children to commemorate the coronation. Clerk to find out date that could be done. It was **resolved** the Parish Council would ask if parishioners via social media and newsletter how they like would like to celebrate the coronation and if they are willing to help organising an event.

- c) Councillor A Bishop:
  - Norfolk Association of Local Councils – Nothing to report.
- d) Councillor A Hoey:
  - Scout Hut – Nothing to report.
  - SAM2 – Nothing to report.
- e) Councillor J MacCallum:
  - Internal audit control – Nothing to report.

## 9. To consider financial business

### a) To receive bank account balances

Balance as of 31<sup>st</sup> December 2022 £67,042.55.

### b) To receive details of income received

No income received during the last month.

### c) To consider the recommended payments in accordance with the budget

It was **resolved** to approve the following payments in accordance with the budget:

Net wages	£825.12
HMRC	£24.00
Westcotec	£16.50
Userone	£3.60
Npower	£150.00
Vodafone	£14.11
Scribe - year subscription	£345.60

### d) To consider and agree a budget for 2023/24

The Clerk presented:

- Current Net Position by Cost Centre and Codes as at 4<sup>th</sup> January 2023 to consider the current spend compared with the budget set.
- The Earmarked and General Reserve Fund balances to consider whether any changes are necessary for the next financial year. It was **resolved** no changes were necessary and that the Earmarked Reserves would remain at £29,27.00 and the General Reserves at £12,500.00.
- The Listing of Payments in each Code for All Cost Centres as at 4<sup>th</sup> January 2023 and the expected total amount as at 31<sup>st</sup> March 2023.
- Detailed Budget Summary for Last Year 2021 – 2022, Current Year 2022 – 2023 and Next Year 2023 – 2024. Members considered if any amendments were necessary for the next financial year figures suggested by the Clerk.

It was **resolved** to set the following budget by Cost Centre:

Administration	£6,508.00
Capital items	£21,250.00
Lighting	£2,180.00
Salaries	£13,500.00
Section 137	£1,000.00
Village maintenance	£8,500.00
Total budgeted expenditure	£52,938.00
Less: budgeted income	£2,315.00
<b>Net budget requirement</b>	<b>£50,623.00</b>

- e) To agree a Precept requirement for 2023/24 to be requested from BCKLWN  
It was **resolved** to set the Precept requirement for 2023/24 at £50,000. This remains the same as last year.
- f) To confirm last month's resolution to apply for the Parish Partnership grant for phase 3 of the School Road footpath in the light of drawings and specification details provided after the meeting.  
It was **resolved** to accept the drawings and specification details and to continue with the Parish Partnership grant application.
- g) To consider appointment of internal auditor for the year ended 31<sup>st</sup> March 2023  
The members considered the quote provided by the previous year's internal auditor and **resolved** to appoint J Raby as the internal auditor for the year ended 31<sup>st</sup> March 2023.
- h) To consider Reserves Policy, in line with the 2023/24 budget and precept requirement  
It was **resolved** no changes were necessary and that the Earmarked Reserves would remain at £29,27.00 and the General Reserves at £12,500.00.
- i) To consider the undertaking of the Annual ROSPA inspection (April) £150 plus VAT  
It was **resolved** to accept the annual ROSPA inspection at the quote provided.
- j) To consider areas for grounds maintenance for the 2023 season (April to October)  
It was **resolved** that no changes were required to the ground maintenance schedule for the 2023 season and the Clerk should seek 3 quotes for consideration.

#### **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 below.
- b) Decisions
- c) Address notification
- d) Correspondence

There were no planning items to consider.

#### **11. To consider how the Parish Council can be prepared for national events, including in particular the preparations for the coronation celebrations of King Charles III on Saturday 6<sup>th</sup> May 2023**

Discussed at item 8b.

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

The members considered the necessity to ensure parishioners are up to date with the current information regarding the Methodist Church. It was **resolved** that the Clerk would communicate this information via the Parish Councils social media, website and a newsletter.

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

Donation requests  
Coronation of King Charles III

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

The Clerk requested that the May meeting be held on Thursday 11<sup>th</sup> May due to other commitments. It was **resolved** that the May meeting would now be scheduled for Thursday 11<sup>th</sup> May.

**15. 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

There were no items to be considered in a closed session.