

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 1st July 2026 at 7.00pm in St John's Church

1. To record the names of those present

Cllr A Bishop – Chair, Cllr J MacCallum – Vice Chair, Cllr B Dye and Cllr J Ware arrived at 7.40pm
County Councillor J Kirk arrived at 8.26pm
G Robinson Clerk and RFO

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

It was noted that there are still 3 vacancies.

3. To consider accepting apologies for absence

It was **resolved** to accept apologies from Cllr A Hoey and Cllr M Knights.

4. To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations

Cllr Ware and Cllr Bishop declared an interest as clients of Cllr Kirk.

5. To approve the minutes of the last ordinary council meeting held Wednesday 10th June

It was resolved to approve the minutes of the meeting held on Wednesday 10th June 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

None.

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

None.

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

- Update regarding pharmacy defibrillator – The Clerk report that having been out of service recently, the Clerk has checked the defibrillator at the pharmacy and registered it again with The Circuit and will ensure the future checks are undertaken by herself. Councillors will be invited to be additionally registered with The Circuit to support the Clerk with the checking process.
- Street lighting – The Clerk reported that a check of the street lighting had been undertaken during day light. A few faults had been found and reported to the lighting contractor. No response to that has been received yet.
- Hedge overhanging footpaths – The Clerk noted that the hedge over hanging the footpath at the boundaries of The Barn hedge has been reported twice but

they are not forthcoming with action. It was resolved that the issue should be report to highways as the hedge is preventing pedestrians walking completely on the footpath.

- Update on village grounds maintenance – The Clerk reported that after an inspection of the footpaths it was found that weeds have all been sprayed and removed. Grass cutting – in addition to the Parish Council's contractor, a few areas have now been cut by NCC, and they have cut the grass very short. This has meant that the grass looks very brown and dead, especially as the weather has been very hot and dry recently. The brambles on Ely Row still haven't been cut back, it is now over 6 weeks since this was reported to Highways. It was resolved that the Clerk should chase Highways.
- Update on damaged bus stop post – The Clerk noted that the damaged bus stop bollard has not been replaced yet, but it is on order and will be replaced once received.
- Notice board street furniture applications have been made. It was agreed that the advertising on the notice board should be removed.
- Bin near New Combe Close – The Clerk noted that the bin near the Newcombe Close bus stop is overflowing again today and will follow up on this.
- Feasibility study for 30mph School Road – Cllr Kirk has pledged £1,000 towards this cost. J Moore has said the of a feasibility study can cost between 6K – 8K. No response from Cllr Kunes or Cllr Squire with regard to a pledge for funding. Councillors considered the email from Jason Moore, Highways Area Manager West Norfolk of 18th June. It was agreed the Clerk should seek further information on the range of measures that could be considered to improve safety and driver compliance. It was agreed that if a feasibility study was going to be needed then funding should be sought through the Parish Partnership grant, so no further action should be taken regarding the feasibility study at this time. Clerk to circulate the Norfolk Speed Management Strategy.
- SAM3 purchase – The Clerk noted that she has worked with Cllr Hoey to identify equipment and locations and if we are authorised to purchase an additional unit. It was agreed to purchase a new SAM3 unit with the data collection facility.
- Shed for Scouts – A request has been received from the local Scout group to install a storage shed outside the 3rd Marshland Scouts Group Club to provide secure storage for the proposed Pack Away Pre-School equipment. It was agreed that further information about the shed should be sought.
- Horse fair request for additional event on the field opposite the school. It was agreed that permission should not be granted for this due to the amount of rubbish left last time.
- Notification of no longer wishing to bid for Methodist church update – Hugh Ferguson has said the process has to continue until 15th August.
- Barrier for car park – It was agreed that a site meeting needs to be arranged to discuss the location, size and design specifications.

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 planning application for the property next to her has received a complaint about the entrance. The application has been withdrawn, and they are looking to put the application in again.
- Village Hall Committee (other link Cllr Ware)
- Pass wide and slow event – Councillors discussed this and decided not to hold the event this year.

c) Cllr Hoey: Cllr Hoey sent a report:

- SAM 2: 1 x SAM 2 Speed Unit at the Primary School and battery has been changed; he asked if other PC Members could let him know if the unit is not showing speeds (flat battery). He remains of the view that these units have a positive effect on drivers' behaviour and that we should look to purchase at least one further unit. The Parish still receives a good level of support from KLBC Speed / Safety Team who are 'on side' and PC Chris Lorraine has confirmed that he will (t)ask for more patrols on School Rd which is helpful.
- Travellers Horse Fair: This came & went in early May 26 with no incidents less the predictable amount of litter / debris.
- White Van / Car Park: This has been discussed and, whilst he agrees it is in an inconvenient location by the Scout Hut but feels the matter could be handled in a different manner.
- AED / Pharmacy: He dropped a Patient Participation Group sign 'round to the Pharmacy and asked them to display it. I noticed that the AED lacked the 'What3Words' locator code which is the preferred means for all 'Blue Light' services; this was raised with Mr & Mrs Patel & I offered to assist them with this (stickers etc).

d) Cllr MacCallum:

- Internal audit control – Nothing to report.
- TSJ Consolidated Charity – Nothing to report.
- Planning – Cllr MacCallum attended an event at BCKLWN, and it was very interesting again. The slides will be circulated. There will be no more 'call ins' from October. Over 10 homes will not be delegated, under 10 delegated. 30 months to get the next plan done. 5 parishes have already done PIPs. It was agreed that Cllr Ware and the Clerk should work on a PIP. The NP are still worth having. Clerk to chase up the application that was called in last month.

e) Cllr Ware:

- Village Hall committee – Cllr Ware reported that the survey is out and 18 responses have been received. Post box is being ordered to hold the surveys. Extend deadline to 1 August to give more time for people to respond. 2 people attended the last session. Next session 1st August

with coffee morning. There have been some new volunteers. Would like to hold a session in 2 weeks' time at the church.

f) Cllr Knights

- Asset management – Nothing to report.
- Data protection – Nothing to report.

10. To consider financial business

a) To receive bank account balances as at date of meeting and bank reconciliations for 30th June 2026 £109,938.27

b) To receive details of income received None.

c) To consider the recommended payments

Wage and HMRC, Month 4	£934.34
WFHA, Month 4	£26.00
Walpole Mowing Man, Inv 1076	£305.71
Vodafone DD	£12.00
Cozens, Inv not received yet	£30.00
Rio DD	£6.00
Church meeting room, July meeting room	£20.00
Unity Trust Bank, bank chg DD	£7.00
N Power DD June	£98.38
The Virtual Auditor, Inv 0041	£200.00
G Robinson exp claim, leaflet display box	£15.95

d) To consider net position and budget, provided for consideration.

e) To consider church donation request

It was agreed to consider a grant for the 2026 season once the season is at an end. Clerk to provide details of the Probation Service to see if those undertaking community service could cut the grass at no cost.

f) To consider CIL allocation for 2025/26

It was resolved to use some of the CIL balance brought forward of £7506.45:

£1802.40 Village sign base

£4844.00 Fence

This will leave a balance to carry forward of £6646.40 to be used in future years.

g) To confirm the completion of the review of the effectiveness on internal controls

The Clerk reported that the Internal Auditor had signed and completed their report.

h) To consider and approve the Financial Regulations

It was resolved to approve the Financial Regulations

i) To consider the Risk Management Policy.

It was resolved to approve the Risk Management Policy.

j) To consider and approve the list of Assets

It was resolved to approve the list of assets.

k) To carry out the following AGAR related items for the financial year 2025/26

i. Confirm the Annual Internal Audit is received and noted – This was confirmed.

ii. Confirm the Annual Governance Statement (Section 1) – This was confirmed.

iii. Confirm the Accounting Statements (Section 2) – This was confirmed.

- iv. Following approval, the Chair signs the Annual Governance Statement and Accounting Statements – They were duly signed by the Chair.
- v. The Chair sets the commencement date for the exercise of public rights – The Chair set the commencement date for the exercise of public rights of 2nd July 2026.
- vi. The Chair directs the Clerk to send the following items to the External Auditor:
 - The Annual Internal Audit Report
 - The Annual Governance Statement
 - The Accounting Statements
 - An analysis of any significant year on year variances
 - A bank reconciliation as at 31 March 2026
 - Details of the arrangements for exercise of public rights
- vii. The Chair directs the Clerk to publish on the Parish Council website the following items:
 - The Annual Internal Report
 - The Annual Governance Statement
 - The Accounting Statements
 - A declaration that that accounts are as yet unaudited
 - Details of the arrangements for the exercise of public rights
 - The name and address of the External 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.

Decisions

b) Address notification

c) Correspondence

Cllr Kirl arrived at 8.26pm and gave feedback from recent meetings – County Councillors have lost their grants, and he is not happy about this. Cllr Kunes and Squire still have a £5,000 grant.

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

None.

13. To receive update regarding the Phase 5 of the School Road footpath

No update.

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

No extra ordinary meeting held on 22nd June and wait until 1st July to make decisions.

15. To receive items for next month's agenda

- Parish Partnership grant
- VH Committee working group policy.
- Review items from the IA report

16. Date and time of Parish Council Meeting – Will be held on Wednesday 2nd September 2026 at 7.00pm

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

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)

No items to consider.