

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 6th May 2020 at 7.00pm via online and telephone conferencing

Present: C Clifton – Chair, M Dale, C Gibbs, A Hoey, M Purse – Vice Chair and N Friedmann

4 members of the public, including S Squire and P Kunes

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

The current Chair, C Clifton invited nominations for the position of Chair for the coming year. M Dale proposed that C Clifton remain as Chair, C Gibbs seconded this. There were no other nominations. It was resolved that C Clifton should be Chair. A Hoey suggested that although C Clifton was happy to continue at this stage, there should be some succession planning should be kept in mind for future years.

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2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of office

C Clifton invited nominations for the position of Vice Chair for the coming year. C Clifton invited nominations for the position of Vice Chair for the coming year and proposed M Purse, this was seconded by M Dale. There were no other nominations. It was **resolved** that M Purse should be Vice Chair.

3. To consider accepting apologies for absence

It was **resolved** to accept apologies from B Dye.

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

The Clerk declared a declaration of interest to one of the quotes provided for the coming seasons ground maintenance contract.

5. To approve the minutes of the last ordinary council meeting held 4th March 2020

It was **resolved** to approve the minutes of the meeting held on 4th March as a true and accurate record of the meeting and they were duly signed by the Chair.

6. To consider the actions resolved via email in the absence of the 1st April 2020 meeting due to Covid-19.

The councillors reviewed the three decisions made via email in the absence of the April meeting. It was **resolved** that appropriate actions were taken and recorded, these included:

- To approve the April payments and Finance report.
- The repayment of the unspent Neighbourhood Plan grant of £1000.
- The planning consultation decision for application 20/00387/f.

7. To approve the Standing Orders, including additional items relating to Covid-19

The Clerk reported that more time is needed to consider that changes needed to the Standing Orders. It was **resolved** that this item would be considered at the next meeting.

8. To suspend the meeting to allow public participation

The meeting was closed to allow public participation.

The following items were raised by a parishioner and duly discussed:

- The progress of the kerbing to part of the trod on Church Road. The Clerk reported that the Parish Council had been successful in its bid for funds to support this, however the Parish Council has been advised to not make the payment or have acceptance forms completed at this time due to Covid 19.
- The progress of the Neighbourhood Plan – C Clifton explained that the Parish Council has engaged the services of a consultant and progress is being made.
- The number or quality of repairs of potholes on most of the roads in the village. C Clifton noted that he and M Purse are following this up with the local highways' engineers along with other issues that are outstanding. S Squire noted that only one person is able to come out to do repairs at a time so only emergency work is being completed at this time.
- The quality of the village car park surface. It was agreed that the Clerk should investigate a suggestion to have it resurfaced.
- A local planning application.
- The grounds maintenance contract was discussed together with the need for the central reservation on Main Road needing to be cut urgently.
- Paul Kunes discussed the car parks within King's Lynn, noting that the reduced income from this will have an impact. He also noted that the crematorium still has capacity.
- C Clifton discussed the continued parking on Old Church Road. It was noted that if someone parks on a pavement, and blocks it completely a photo should be taken and reported to the local police for further action.

The meeting was reopened.

9. To appoint members, including convenors, to serve on the under mentioned working groups, to represent the Parish Council as a link Councillor with outside bodies or lead on internal issues as required.

It was **resolved** to make the following appointments:

Police Liaison – Link Councillor representative – B Dye

TSJ Consolidated charity trustees – Link Councillor representatives (three) – C Clifton, C Gibbs, N Friedmann and A Hoey.

Parish social group – Link Councillor representative – C Gibbs

Church – Link Councillor representative – M Dale

Speed watch/Sam2 – Link Councillor representative – A Hoey

Planning – Link Councillor representative – M Purse

Scout hut – Link Councillor representative – N Friedmann

Data protection – Link Councillor representative – M Dale

Neighbourhood planning – Working group – C Clifton and M Purse

Strategy – Internal lead Councillor – C Clifton

Internal audit control – Internal lead Councillor – N Friedmann

**10. To receive the Clerk's report, including matters arising from last month's meeting
The Clerk's report was available to read prior to the meeting.**

The Clerk went through the report, further noting that some branches from the trees behind the Scout hut had been taken down. It was **resolved** that the Clerk should make inquiries about the trees. There has been no progress on the installation of a defibrillator at the local pharmacy. It was **resolved** that C Clifton would follow this up.

11. To consider financial business

a. To receive bank account balances

The bank balance as at 30th April is £70,345.48.

b. To receive details of income received

The precept and government support grant were received on 6th April, amounting to £52,748.33, as previously requested.

c. To consider the recommended payments

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

Vodafone	Internet	£13.32
M&M Cleaning	Bus shelter cleaning	£50.00
SLCC	Social media training	£36.00
Minutemann	Printing	£58.00
Eon	Electricity	£57.58 est
Westcotec	Street lighting maint	£16.50
G Robinson	Clerk wage	£722.65
H Murrell	Litter collector	£75.00
L Robinson	Litter collector	£75.00
HMRC	PAYE/NIC 02	£134.07
UserOne	IT support	£12.00
G Robinson	Expenses	£145.09

d. To consider the current budget which includes the recommended payments

It was **resolved** to approve the current budget.

e. To consider and approve the 2020/21 insurance provision – renewal date 1/6/20

It was **resolved** to remain with the current insurance provider and agree to a three-year term so that the Parish Council can take up the opportunity of accessing Parish Online, which has previously been considered as a service which would support the administration process. However, the Clerk is to seek reassurances that the future years increases will not be more than 10%.

f. To consider and approve the 2020 grounds contractor provision

A detailed report of quotes received was circulated prior to the meeting. It was **resolved** to proceed with the quote provided by Ultimate land and gardens.

g. To approve the Annual Governance Statements 2019/20

It was **resolved** to consider this item at the next meeting when the Parish Council's internal auditor has reviewed the accounting records in full.

12. To approve the Financial Regulations

It was **resolved** to approve the Financial Regulations.

13. To consider and approve the current Asset Register

It was **resolved** to consider the current Asset Register at the next meeting.

14. To consider planning matters

a) Applications

20/00341/F Conversion of former agricultural barn to holiday let. at Bentinck Farm Church Lane Terrington St John Wisbech Norfolk PE14 7SD – Deadline 22/5/20

It was **resolved** to approve the application with the following comment to be submitted to the local planning authority - The Parish Council members would like to support this

application as they feel it will be an enhancement to the village, be a support to local business and will not impact on local infrastructure.

b) Decisions

20/00171/F Terrington St John Surgery House Mill Road Terrington St John Wisbech Norfolk PE14 7SF - REMOVAL OR VARIATION OF CONDITION 2 OF PLANNING PERMISSION 18/00024/F: Erection of 3 x 4 bedroom dwellings Application Permitted 27 March 2020 Delegated Decision

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

All correspondence was sent out prior to the meeting and no further actions are required at this time.

16. To receive items for next month's agenda

There were no requests for items to be added to the agenda.

17. Date and time of next meeting – Will be held on Wednesday 3rd June 2020 at 7.00pm