

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 2nd December 2020 at 7.00pm
Via online and telephone conferencing

Present: C Clifton – Chair, N Friedmann, C Gibbs, A Bishop, K Knight arrived at 7.06pm and A Hoey.

1. To consider accepting apologies for absence

It was **resolved** to accept apologies from M Purse, M Dale, and B Dye.

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

There were no declarations of interest on any item on the agenda.

3. To approve the minutes of the last ordinary council meeting held 4th November 2020

It was **resolved** to approve the minutes as a true and accurate record of the meeting and were duly signed by the Chair.

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

There were no reports from the Borough or County Councillors.

5. To suspend the meeting to allow public participation

There were no members of the public present.

It was **resolved** that I Westbrook, M Hall and D Gibbs should be thanked for the wonderful flowers in the wooden boxes around the village this year. It was also **resolved** to give a gift for their support.

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

The Clerk reported:

- The village play area on Church Road was opened on 27th November. The two A2 playground notices that were purchased have been put in place together with the hand sanitiser unit by the gate. The grounds in that area look good and photos have been taken of all the play area and equipment.
- The Road Safety Week information was published on social media. A few comments about traffic and speeding in the village were received and these were read to the members for consideration.
- The Clerk asked members if they would like progress reports to be requested from the village surgery, school, and pharmacy. It was **resolved** that these should be requested. Also, the pharmacy should be asked to proceed with putting a defibrillator on their wall. The Parish Council has previously resolved to fund this. Volunteers are being sought to help the surgery with the logistics of dispensing the COVID-19 vaccine. The members noted the absence of a member of staff from the school on the Parish Council, which they feel would help build a link between the Parish Council and school. It was **resolved** that the Headteacher should be asked to give a report to the Parish Council.

7. 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. C Clifton expressed his dismay that the local PCSO has not attended a meeting of the Parish Councillor and gain local knowledge. It was **resolved** that B Dye would follow this up.
- b) TSJ Consolidated charity trustees – Link Councillor representatives C Clifton, C Gibbs and A Hoey. The Clerk reported that the charity is going to use the Scout Hut next week as the location to distribute the Christmas dole money. A trustee will be collecting the money from the bank next week. C Clifton suggested that the current recipients of the dole be frozen and suggested using the money in a more productive way, this will be considered by the trustees at a meeting in the new year. It was suggested that due to COVID-19 the dole money should be delivered by the trustees to those that collected the money last year. This will limit the number of people coming out to the Scout Hut to collect the money. It was **resolved** that the Clerk would organise this with the trustees.
- c) Parish social group Link Councillor representative, C Gibbs. C Clifton suggested that opportunities should be created to engage with the younger members of the community and their families. He would like something set up in the new year.
- d) Church Link Councillor representative, M Dale. C Clifton noted that he has been asked to join the Church committee, which he has agreed to do.
- e) Speedwatch/SAM2 Link Councillor representatives, A Bishop and A Hoey. A Bishop reported that the last speedwatch was in October and held near the Church but due to COVID-19 there as not been a speedwatch since. C Clifton again conveyed dismay with the lack of engagement of the police and the situation regarding their inability to accept the data from the SAM2 equipment. A Hoey is looking to get new brackets for the SAM2 equipment and feels that the parking near the school actually slows traffic down. However, C Clifton noted that children moving between the vehicles can be a hazard if they are not seen by drivers. The traffic speeding on School Road was discussed. The members discussed how the Sam2 data could be used. A member expressed concern that the data from the Sam2 signs was not being downloaded for analysis. A Hoey asked all members to let him know if they see the signs not working as the batteries will need replacing. A Hoey suggested that everyone ask the police when an opportunity arises to come into the village to conduct speed checks, rather than them checking speed on A roads. C Clifton explained that the data from the Sam2 signs is provided to the police and in the past, they have not been aware of the scale of the problem in term of amount of traffic or speed. C Clifton feels that the police should be using and accepting the trends shown in the data to make productive decisions. It was **resolved** that A Hoey, B Dye and K Knight would liaise to find out who could best use the data in future.
- f) Planning – Link Councillor representatives C Clifton and M Purse – Nothing to report on at this point.
- g) Scout hut – Working group and Link Councillor representatives N Friedmann – Changes to the proposed lease have been negotiated with the Scout leaders. C Clifton thanked N Friedmann for her work on this project.

- h) Data protection – Link Councillor representative M Dale – Nothing to report on currently.
- i) Neighbourhood planning – Working group C Clifton and M Purse – C Clifton reported that the final submission document is ready for the referendum and is with the Borough Council at present.
- j) Strategy – Internal lead Councillor C Clifton – C Clifton was pleased to report that the responses to the School Road footpath consultation were all positive and therefore the members could consider the quote from Highways for the footpath extension. C Clifton confirmed he had written to Highways about the Church Road white lines that were no longer visible and will be following up on the Main Road feasibility study.
- k) Internal audit control – Working group, N Friedmann. C Clifton thanked N Friedmann for her work on this during the year.
- l) Footway lighting, Clerk. Nothing to report on currently.
- m) Footpaths, grounds, and Parish Council assets (bus stops, seating and bins), Clerk. The Clerk discussed the proposed bus stop and the area it can be sited.
- n) Highway matters including items for Highway Rangers – Link Councillor representative, M Purse. The Clerk reported that that brambles at the St John’s Fen End bends have all been cut back by the Highway Rangers.
- o) Norfolkcalc representative, A Bishop. The group have not met yet so nothing to report at present. A Bishop reported that C Clifton and herself had met with the owner of the School Road orchard know as Begdale. He is enthusiastic to work with the Parish Council and has already cleared quite a bit of the orchard already together with erecting some fencing, which unfortunately has already been broken. A member noted that there are some signs on School Road that may indicate that the orchard is still open to walkers. The owner is looking to get the popular trees pollarded and is in the process of talking to a solicitor about the options for the future use of the orchard by the community.
- p) Chair – Parish Councillor C Clifton. C Clifton summarised the current issues.

8. To consider financial business

- a) To receive bank account balances £58,346.26
- b) To receive details of income received – There was not income received.
- c) To consider the recommended payments

It was resolved to approve the following payments.

Clerk wage	£599.71
Litter collector wage	£60.00
Litter collector wage	£77.40
Clerk expenses	£18.00
Westcotec	£16.50
HMRC	£80.80
Vodafone	£13.32
Eon est	£57.58
UserOne	£12.00
Ultimate Land and gardens	£494.40
M&M Cleaning	£25.00
Norfolkcalc training	£48.00
Norfolkcalc training	£72.00

- d) To consider the current budget which includes the recommended payments. It was resolved to approve the budget.
- e) To consider 2020/21 budget line adjustments in preparation for setting the 2021/22 budget next month
The budget line adjustments were circulated prior to the meeting. The Clerk noted the comments received from Norfolkalc regarding the 2021/22 precept setting considering the impact of COVID-19 19 on finances. It was **resolved** to approve the budget line adjustments.

The members discussed the CCTV preparations for the car park and playing field and **resolved** that the Clerk, A Hoey and C Clifton should have an initial meeting to discuss requirements before meeting with contractors to progress to gaining quotes for the work necessary.

9. To consider planning matters

- a) Applications
- b) Decisions
- c) Address notification
 - Verification of your Property Address: Willows Pharmacy, 4 Old Church Road, Terrington St John.
 - Verification of your Property Address: Terrington Fish Bar, 2 Old Church Road, Terrington St John. Restricted

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

- Modification application for the addition of a restricted byway to the definitive map and statement for a route known as Smeeth Bank – A Bishop confirmed that this area is already known to the Horse Society as a well-used area for horse riders and should remain open to all users. It was **resolved** that the Clerk should respond noting that the area is used by lots of people.

11. To receive items for next month's agenda

No additional items for the agenda currently.

12. To consider the dates and meeting arrangements for 2021

Date and time of next meeting – Will be held on Wednesday 6th January 2021

13. 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
 - School Road foot path