

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 October 2025 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, Cllr M Knights and Cllr J Ware.

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

It was noted that there are still three vacancies.

3. To consider accepting apologies for absence

It was **resolved** to accept apologies from Cllr 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

There were no declarations of interest.

5. To approve the minutes of the last ordinary council meeting held Wednesday 3rd September 2025

It was resolved to approve the minutes of the meeting held 3rd September 2025 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

- The Clerk reported that Phase 5 of the footpath at St John's Fen End had not been completely agreed with Highways as they felt there were a couple of areas in front of houses would not have space for a footpath. The Clerk had presented an alternative map from the planning portal to Highways to show there would be room as the property boundaries were much further back from the road. It was agreed the Clerk would follow this up with Highways.
- The Clerk noted a wreath had been ordered and would be available for collection in Downham Market from 24th October. Cllr Ware indicated that she would be make arrangements to make the collection.
- The Clerk noted that South Creak community building contact would be happy to show Cllrs around the building. Clerk to make arrangements with those wishing to attend.

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: No report

b) Cllr Bishop:

- Planning (other link Cllr MacCallum)
- Village Hall Committee (other link Cllr Ware)

Cllr Bishop reported that the 'Pass wide and slow event took place on 13th September for about an hour, with three horse riders and an escort car. No adverse incidences took place and drivers were very considerate. Next year it is likely to take place in a different month, perhaps June or July. Cllr Bishop will report to the councillors when it is made known to her.

c) Cllr Hoey:

- SAM2 – The Clerk read the following report from Cllr Hoey:
One faulty SAM 2 sign has been repaired by Westcotec and will be collected later in the month.
- Police –
Good level of Safety Camera support.

d) Cllr MacCallum:

- Internal audit control – The Clerk has now provided the records for inspection.
- TSJ Consolidated Charity – A new meeting date is being arranged.
- Planning - Nothing

e) Cllr Ware:

- Village Hall committee – Cllr Ware, Cllr Bishop and the Clerk went to see Walpole St Peter community building. A very knowledgeable lady showed around and was on site constantly during the build process. She had support from an architect from in the village. Overall cost was £385,000; Cllr Ware described the building and the process. Now looking to visit South Creake to see their Community Building. Cllr Ware discussed porta cabins and the possibility for village. The Clerk reported that Burman house has no covenants.

f) Cllr Knights

- Asset management
- Data protection
- Cllr Knights looked at solar lights for the post and Scout hut, Clerk to Scouting if they would support this.

10. To consider financial business

a) To receive bank account balances as at date of meeting and bank reconciliations for 30th September 2025

Bank reconciliation will be circulated in the coming week. Bank balance as at 1/10/25 £101,015.37.

b) To receive details of income received £25,000.00 second precept.

c) To consider the recommended payments

Wages	£955.54
HMRC	£164.47
G Robinson - WFHA	£26.00
HHA 11651	£488.20
Eon 25/9/25 DD	£111.93
Church hire of room 011025	£20.00
Cozens 9824	£30.00
Rio IT DD	£3.60
Robert Fencing 25068	£2,398.14
Westcotec 17240	£192.60

The Clerk noted that the defib at the school needs new pads and repair. It was agreed the PC would fund this.

d) To consider net position and budget again will be circulated in the coming week.

e) To note conclusion of 2024/25 External Audit

The audit has been completed with no comments and was added to the website before the deadline of 300925.

f) To consider appointment of an Internal Auditor for 2025/26

Details for the next meeting.

g) Email and website.gov.uk provision

Clerk to request further details from Aubergine and Cloudy IT.

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.

- 25/01423/F - HOUSEHOLDER- Alterations to garage block roof to form home office at 140 School Road Terrington St John – deadline 26th September 2025 – Support but could be used for a business so has the appropriate authorisation been given as parking a vehicle may increase.
- 25/00753/FM - Erection of 48 dwellings, including 10 affordable dwellings, and associated new vehicular access, hard and soft landscaping at Land Opposite 66 To 84 School Road Terrington St John – deadline 7th October 2025 - support

b) Decisions

- 25/01209/A Terrington St John Application for advertisement consent for 1 x stainless steel/powder coated fascia sign, partially illuminated (LED back lit) Terrington St John Methodist Church Ely Row Terrington St John Application Permitted 10 September 2025 Delegated Decision
- 25/01187/F Terrington St John Householder: Remove old fence at front of property and install new fence Jo Al Main Road Terrington St John Application Permitted 15 September 2025 Delegated Decision

c) Address notification

d) Correspondence

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

All correspondence circulated via email, not further actions to be considered.

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

None.

14.To receive items for next month's agenda

Defib update

Pension

Budget setting

Policy review

15.Date and time of Ordinary Parish Council Meeting – Will be held on Wednesday 5th November 2025 at 7pm

Noted.

16.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 confidential items to consider.