

# TERRINGTON ST JOHN PARISH COUNCIL

## Serving the villages of Terrington St John and St John's Fen End Minutes of the ordinary meeting held 3<sup>rd</sup> November 2021 at Ely Row, Methodist Church Hall

### 1. Present

K Knight – Chair, A Bishop, B Dye, C Gibbs and M Dale  
Ward Cllr S Squire  
2 members of the public

### 2. To consider accepting apologies for absence

It was resolved to accept apologies from A Hoey and M Purse

### 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 consider co-option to fill the casual vacancy

All happy Jo MacCallum was co-opted onto the Parish Council.

### 5. To approve the minutes of the last ordinary council meeting held 6<sup>th</sup> October 2021

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

### 6. To receive reports from Borough and/or County Councillors

Cllr Squire reported that there is funding going into fly tipping prevention and clean up, an electric vehicle is now collecting fly tipping. Funding is available, £1000 for a specific community item, if the Parish Council would like to apply for it.

### 7. To suspend the meeting to allow public participation – including to receive information from developers

It was **resolved** to close the meeting for public participation:

2 parishioners raised concerns about the new footway – it was agreed the clerk would raise concerns on behalf of the parishioner about the safety and if the crossing will be in a safe place. Also raised concern about the speed of the traffic, the clerk noted that Speedwatch had been along that part of the road in the last month. Concerns about traffic lights not correctly working and the lack of toilet facilities for the workers. When are they going to start work at the gateways of the properties? The Parishioners were concerned they had not seen the results of the consultation. The Clerk noted that this was raised at a Parish Council meeting once the funding was authorised.

It was **resolved** to open the meeting.

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

- a) To give progress report on Community Governance training – The Clerk reported that all 4 assignments have been submitted for assessment. These are the last assignments for the academic year. The results for these assignments will be given towards the end of November.
- b) Litter picker recruitment – The Clerk reported that 1 vacancy has been filled and there are 2 applicants to consider for the remaining post.

- c) Playing field update - The Clerk reported on all the details shown on the Action Plan Status.
- d) Car park bumper – The Clerk reported that the parking space bumper is now in place.
- e) All items on the action plan – The Clerk went through all the remaining items on the Action Plan Status.

**9. 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, reported on all the items from the last snap meeting. The dates for next years meetings are to be published on the village website.
- b) TSJ Consolidated charity trustees – Link Councillor representatives – C Gibbs, M Dale and A Hoey, J MacCallum would like to be a trustee for the charity. C Gibbs discussed the charity.
- c) Parish social group – Link Councillor representative – C Gibbs
  - Jubilee Beacons – C Gibbs circulated comprehensive information about activities regarding the Jubilee Beacons. It was **resolved** that members would read the information and it would be considered again at the January meeting. Agenda item for the January meeting. C Gibbs asked members to consider what they may like and what will be happening all over the world.
  - Planters – C Gibbs photos have been taken but not sure if they would be too high. Would like one by the seat at Burman House.
- d) Church – Link Councillor representative – M Dale carol service second Sunday, Remembrance service at TSL church at 10.50am, Christmas eve service but not one Christmas day. Methodist church hall is being kept open.
- e) Speedwatch – Link Councillor representative – A Bishop reported that 2 sessions have been completed in the last month.
- f) SAM2 – Link Councillor representative – A Hoey – Nothing to report.
- g) Planning – Link Councillor representatives – K Knight and M Purse – J MacCallum to attend.
- h) Scout hut – Link Councillor representative – A Hoey and K Knight – Lease changes are progressing so that the contract can be concluded.
- i) Data protection – Link Councillor representative – M Dale nothing to report.
- j) Internal audit control – Link Councillor representative – To elect a representative – K Knight proposed, A Bishop seconded and all agreed that J MacCallum would be the Internal audit control link councillor.
- k) Footway lighting – Clerk – not required as an agenda item in future.
- l) Footpaths, grounds and Parish Council assets (bus stops, seating and bins) – Clerk, nothing to report.
- m) Highway matters including items for Highway Rangers – Link Councillor representative – M Purse nothing to raise.
- n) Norfolkcalc Link Councillor representative – A Bishop nothing to report.
- o) Chair’s report – K Knight nothing

## 10. To consider financial business

- a) To receive bank account balances  
UTB balance as at 3<sup>rd</sup> November 2021 £56,472.69
- b) To receive details of income received
  - CIL payment – Harema, Mill Road, TSJ PC proportion £864
- c) To consider the recommended payments

HHA grounds maintenance	£268.80
Westcotec monthly lighting contract	£16.50
Westcotec SAM2 brackets	£369.00
Net wages	£513.40
HMRC	£55.40
Electric estimate as invoice not received yet	£57.55
UserOne	£12.00
UserOne laptop checks	£115.20
K Knight expenses	£8.94
RBL poppy wreath and donation	£25.00
M&M Cleaning	£25.00
Norfolk PTS training	£55.00
Printroom NP printing	£43.30
- d) To consider the budget and any resulting movement of funds  
The bank transactions are £3.64 out at present. Figures to be considered at the next meeting.
- e) To consider additional bank signatories or read only signatories – J MacCallum to have read only access
- f) To consider appointing councillor with Scribe read only access – J MacCallum

## 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 below.
  - 21/01946/F Retention of agricultural buildings, Holly Lodge, 110 School Road, Terrington St John, Norfolk, PE14 7SG – No comment
- b) Decisions
  - 21/00951/CU Drove House 102 School Road Terrington St John Norfolk PE14 7SG - Change of use of agricultural building to Class E(g) Light Industrial Application Permitted 14 October 2021 Delegated Decision
  - 21/01245/F Terrington St John Czar Trees School Road Terrington St John Wisbech Application Withdrawn Norfolk PE14 7G - Conversion of barn to dwelling 11 October 2021 Withdrawn Application
  - 21/01608/F Terrington St John 148 School Road Terrington St John WISBECH Norfolk PE14 7SG - Proposed first floor extension Application Permitted 11 October 2021 Delegated Decision
  - 21/01623/F Terrington St John Old Rose & Crown Main Road Terrington St John Wisbech Norfolk PE14 7RR - Single storey extension to rear of detached dwelling Application Permitted 11 October 2021 Delegated Decision
- c) Application withdrawn
  - Conversion of barn to dwelling at Czar Trees School Road Terrington St John Wisbech Norfolk PE14 7SG
- d) Address notification
- e) Correspondence

- Parish Update Session – deadline for booking 10<sup>th</sup> November
  - National Highways' Route Strategies Launch of Online Feedback Tool – email 221021, open until 301121- M Purse to fill in
- f) Feedback from Planning training – A Bishop – feedback to the councillors –The members discussed the planning authority.

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

- a) To consider the Parish Partnership application details and applying for the grant. It was resolved to make an application for the footpath extension on School Road.
- b) Website – need to look to up grade as it is not particularly easy to use and does not look good.
- c) Traffic lights on Main Road and that they are not necessary – Clerk has not been able to get hold of A Wallace to make enquiries.

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

- Website

**14. Date and time of next meeting – Will be held on Wednesday 1<sup>st</sup> December 2021**

**15. To agree ordinary meeting dates for 2022**

**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)**

- a) To consider quotes for work required
  - It was resolved to have the hedge at the front of the playing field cut at a cost of £475.00.