

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 4th November 2020 at 7.00pm
Via online and telephone conferencing**

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

1. To consider accepting apologies for absence

It was **resolved** to accept apologies from K Knight.

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

There were no declarations of interest.

3. To approve the minutes of the last ordinary council meeting held 7th October 2020

It was **resolved** to approve the minutes of the meeting held 7th October 2020 as a true and accurate record of the meeting and they were duly signed by the Chair.

4. To approve the minutes of the extraordinary council meeting held 28th October 2020

It was **resolved** to approve the minutes of the meeting held 28th October 2020 as a true and accurate record of the meeting and they were duly signed by the Chair.

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

There were no reports from Borough or the County Councillor.

6. To suspend the meeting to allow public participation

There were no members of the public present.

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

- The Clerk reported that the Parish Council is being asked by Highways to take responsibility for any damages to any new bus shelter placed again in the current position as the distance from the kerb regulations have changed since the current bus shelter was put in position. It was **resolved** that A Hoey would look at the measurements to see if an alternative bus shelter could be designed. And the Clerk is to liaise with the insurance company to see what provision they can make.

8. To receive and consider reports/updates on the following matters from any or a delegated Parish Councillor or the Clerk

a) Chair – Parish Councillor C Clifton discussed the following matters:

- The trod on Church Road needs to have a solid kerb, and this has been discussed with D Jefferies. Putting in the kerb will probably commence in the spring.
- The trod on School Road – the requirements for this has been reviewed with D Jefferies. It will be on the opposite side of the road to the majority of homes along that part of School Road. The quote

is being put together and if it is too much to do at once it can be completed over 2 stages.

- The drains on School Road have been repaired which were causing vehicles to rumble as they went over them. The members discussed having alternative speed restrictions on School Road such as a pinch point or speed bumps, but it was agreed these would radiate noise.
 - On Church Road the hedge as the first pinch point is overgrown and the white lines are covered. It was resolved that the Clerk should report this to Highways.
 - The speeding issues on Church Road and some suggested solutions were discussed. A Hoey discussed contacting the police to discuss the concerns with them too.
 - C Clifton asked for SAM data from Main Road to the dual carriageway and discussed the reasons for the feasibility study on Main Road. The members noted that there is CIL money available to spend and perhaps it could be used towards the new footpath on School Road.
 - The Remembrance service and wreath laying arrangements were discussed. It was resolved that C Gibbs, D Gibbs and C Clifton would lay the wreath on the 11th November and photos would be taken for the PC Facebook page. M Dale discussed the arrangements he would like to do towards the church service and how A Hoey could be involved.
 - A meeting is being held with the Scouting representatives tomorrow.
 - The Clerk has been unable to obtain the sign and posts for the playing field as expected so now going to get 3 A2 signs to be put up before the playing field is opened.
- b) Police Liaison – Link Councillor representative – B Dye reported that police information is changing daily. King’s Lynn has a new Superintendent. C Clifton raised a concern about a vehicle acting suspiciously, details were passed to B Dye to follow up.
A member reported fly tipping on Middle Gates Drove and Victoria Road, the Clerk was asked to follow this up.
- c) TSJ Consolidated charity trustees – Link Councillor representatives – C Clifton, C Gibbs, A Hoey. The Clerk noted that the next stage is to create Terms of Reference to aid the administration of the charity.
- d) Parish social group – Link Councillor representative – C Gibbs reported that a Pumpkin and Scarecrow trail had taken place in the village along with many other villages in the area.
- e) Church – Link Councillor representative – M Dale noted that he will be broadcasting a Remembrance Service on 8th November. A Hoey and C Gibbs are happy to support this too. At present M Dale is not sure what will be possible at Christmas due to the pandemic. C Clifton reminded members that there are a number of Grade II listed items in the graveyard and details of these are in the Neighbourhood Plan.

- f) Speedwatch/SAM2 – Link Councillor representative – C Clifton, A Hoey and A Bishop. C Clifton reported that the Speedwatch group are continuing to meet regularly but could do with more volunteers. C Clifton discussed the speedwatch and the data collected from the SAM2 signs.
- g) Planning – Link Councillor representatives – C Clifton and M Purse – Nothing to report on at this time.
- h) Scout hut – Working group and Link Councillor representatives – N Friedmann reported that there is a meeting arranged for tomorrow to discuss the lease alterations necessary with the Scout leader.
- i) Data protection – Link Councillor representative – M Dale. Nothing to report on currently. C Clifton discussed scams that have recently happened and noted other scams to be aware of.
- j) Neighbourhood planning – Working group – C Clifton and M Purse reported that the consultation has finished. R Hall is finishing the Basic Conditions document then the Neighbourhood plan will go to Borough Council for another consultation which will last 6 weeks. Which will then see it ready for the referendum. C Clifton noted that the main issue is that there is no requirement for Terrington St John to have room for extra 15 houses. The settlement boundary has been extended at the centre of the village. C Clifton discussed how this will affect the rest of the village. There is still room for infill and self builds. Clerk to get copies of the Neighbourhood Plan for everyone once it has been amended.
- k) Strategy – Internal lead Councillor – C Clifton
- l) Internal audit control – Working group – N Friedmann, nothing to report on at this time.
- m) Footway lighting – Clerk, nothing to report on currently.
- n) Footpaths, grounds, and Parish Council assets (bus stops, seating, and bins) – Clerk, nothing to report on currently.
- o) Highway matters including items for Highway Rangers – Link Councillor representative – M Purse. The Clerk reported that the Highway Rangers had clear the verge on the corner at St John's Fen End. There is continuing to be rubbish on the slip roads off the A47, Clerk to report.

9. To consider financial business

- a) To receive bank account balances
The Clerk reported that that balance at the Unity Trust Bank Account as at 31st October was £58,005.06.
The Clerk noted that she had neglected to make the payment to HMRC last month, so the amount agreed last month of £62.40 will be paid this month.
- b) To receive details of income received
The Clerk reported that the following income had been received:
Allotment rent as invoiced £785.00
CIL – as per the report circulated from the Borough Council £2340.11
These amounts will show in the bank during November.
- c) To consider the recommended payments
It was resolved to make the following payments:

Clerk wage	£576.12
Litter collector wage	£60.00
Litter collector wage	£77.40

Clerk expenses	£18.00
Westcotec	£16.50
HMRC	£74.80
Vodafone	£13.32
Eon est	£57.58
UserOne	£12.00
Ultimate Land and gardens	£1632.60
This includes the corrected invoice from August.	
I Westbrook – Autumn plants	£28.99
RBL Wreath	£75.00
All pests controlled	£84.00

- d) To consider the current budget which includes the recommended payments
The members reviewed the Net Current position as at the beginning of November.

10. To consider planning matters

- a) Applications
20/01542/F - Proposed residential development including demolition of existing structures at The Cottage School Road St John's Fen End Terrington St John Norfolk PE14 8JR - Considered and supported at an extraordinary meeting held 28th October.

20/01676/F | Proposed new front boundary wall and access gates | Popjack 20 Old Church Road Terrington St John WISBECH Norfolk PE14 7XA support, enhance appearance of area.

- b) Decisions
- c) Notification of new property address
2B Manor Drive Terrington St. John

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

- a) **NORFOLK ALC – GETTING INVOLVED**
Member councils will have recently heard about us having become a co-operative organisation. One of our aims is for member councils to be able to now have a greater involvement in how we operate. Councils who are paid up members are able to nominate a representative to attend our virtual meetings every few months to input to our priorities, to get updates on actions being taken and to be able to stand for/vote on behalf of their council in elections to our Board. Councils are requested to submit the name of their councillor representative by Friday 20 November, providing also their email address, to countyofficer@norfolcalc.gov.uk. C Clifton proposed A Bishop and C Gibbs seconded this. It was resolved to appoint A Bishop to this position.
- b) Consider information regarding the orchard on School Road. The owner of the orchard call Begdale Orchard has asked if it could be used for something for the community to use. A Bishop discussed the ideas and what the Parish Council would like to do. It was agreed that C Clifton and A Bishop would further discuss ideas and meeting with the owner.
- c) Consider new name for Surgery house development.
The members approved of the name.

12. To consider Clerk's request for support to complete Community Governance Level 4 qualification <https://www.slcc.co.uk/site/wp-content/uploads/2020/07/SLCC-Community-Governance-A5-2020.pdf>

The Clerk present the members with information about the Community Governance Level 4 qualification and asked for their support so that it may be accomplished. The members were very supportive of the idea and it was **resolved** that the Parish Council should pay the full cost of the course. It was **resolved** that the Clerk should present a Training Contract for this qualification, at the next meeting for consideration.

13. To receive items for next month's agenda

14. Date and time of next meeting – Will be held on Wednesday 2nd December 2020

15. 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
 - Bus shelter
 - Hedge
 - Fence