

# **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 6<sup>th</sup> December 2023 at 7.00pm in Ely Row Methodist Church**

**1. Present**

Cllr A Bishop – Chair, Cllr C Gibbs, Cllr B Dye, Cllr J Ware, Cllr J MacCallum,  
Cllr A Hoey arrived at 7.13pm

Cllr B Long – Country Councillor  
G Robinson – Clerk and RFO

**2. To consider accepting apologies for absence**

All Councillors present.

**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 approve the minutes of the last ordinary council meeting held Wednesday 1<sup>st</sup> November 2023**

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

**5. To allow public participation – to include information from developers, Police representatives, Ward and Borough Councillors or any other person invited to speak**

A parishioner from a local business that offers First Aid training offered to hold an event to deliver defibrillator training, referring back to the last meeting. The Councillors

The Clerk explained that the defibrillator is with the pharmacy ready to be installed by the electrician. They are looking to schedule a date for the installation.

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

Cllr Long discussed a Methodist Church planning application which came up at a recent Borough Council planning committee meeting. Cllr Long explain that the application would be refused only if there was another place of meeting in the village. Cllr Long noted that rain fall was double for October and November than the usual amount. Cllr Long asked if there had been any reports of properties being flooded, which the Chair noted that there hadn't been any.

Cllr Long reported the Norfolk County Council recommendation to accept the £600 million devolution deal.

Cllr H arrived at 7.13pm.

Cllr Bishop noted a drain near her home is perhaps blocked.

Cllr Long noted he has not got any remaining funds available until next financial year.

Councillors discussed working with school to create a sign in village to slow traffic – Cllr Long would then fund the sign. Cllr Long to find out how they can be produced for the

Parish Council. It was **resolved** that Cllr Hoey would take this forward on behalf of the Parish Council.

Cllr Hoey asked for feedback regarding recycling centres and asked why the fees are so high. Cllr Long explained why the fees are justifiable.

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

- To report on any matter regarding asset items, including details of new village sign for St John's Fen End
- CIL money – The Clerk noted that the CIL balance of £7652.45 can be used for the St John's Fen End village sign, which cost £5,220. However, CIL money can be used for 'Public buildings and village hall – to acquire and provide buildings for public meetings and assemblies.' And therefore, the Parish Council may wish to consider saving the money to purchase the Methodist Church for the purpose of a village hall. The current deadlines for use are:
  - £144.00 use by Oct 2024
  - £3280.59 use by Oct 2025
  - £940.48 use by April 2026
  - £864.00 use by Oct 2026
  - £2423.38 use by date after Oct 2026 – Balance £7,652.45. The Councillors noted this information, but no decision was made.
- Lighting maintenance contractor – details being sought from 4 providers.
- Bin for Main Road has been ordered and the Clerk has met with contractor to confirm location. The bin at the bus stop has remained clean and not overflowing at this month.
- The panel of the bus stop glass was smashed again during the month (Feb this year was last time). The Clerk, with the support of the Chair and the Vice Chair has made arrangements for it to be replaced and safety signage in place at bus stop in the meantime.
- Car park potholes have been reported to HHA as they will kindly fill them. However, there is a section that needs resurfacing. A quote from a local business has been sought. The Clerk was asked to acquire two additional quotes from other businesses.
- Lighting column on the carpark that is still out. The Clerk has asked the contractor again but have also made an independent application to UKPower networks.

#### **8. To receive and consider reports and updates from Councillors regarding the areas they have been delegated to take a lead responsibility on**

- a) Councillor B Dye – nothing to report.
- b) Councillor C Gibbs:
  - TSJ Consolidated charity trustees (other Trustees Cllr MacCallum and 2 parishioners)  
Christmas charity money will be going out this Saturday, which continues to be the second Saturday of the month.
- c) Councillor A Bishop:
  - Norfolk Association of Local Councils – Tremendous trees webnair was held last month. Cllr Bishop fed back on this scheme. Cllr Long suggested using the woodland trust for free whips of hedging for the village playing

field. Suggested having an evergreen tree near the bin store. Clerk to look into this.

- Planning (other link J MacCallum and J Ware) – nothing to report.

d) Councillor A Hoey:

- SAM2

Battery have been charged and locations changed. 75% of vehicles apply their brakes when the sign flashes. It was agreed that a unit should be left by the Primary school. Police still do not take the data from the SAM2 units. The Clerk confirmed a new cable had been ordered.

- Police Cllr Hoey will be meeting with P Gilluley in the new year. Cllr Hoey would like councillors to let him know issues that need to be discussed at the meeting. Cllr Bishop asked if there a way to ask police to make sure people are educated in driving past vulnerable road users. Cllr Bishop reminded Councillors of the pass wide and slow campaign and would like the police to be involved with this.

e) Councillor J MacCallum:

- Internal audit control – Cllr MacCallum reported on the quarter end September audit which had recently been completed.

f) Councillor J Ware:

- Village Hall/Methodist Church – to consider at item 11.

## **9. To consider supporting the Church to continue with the village newsletter**

Parishioner not in attendance to discuss this item.

## **10.To consider items for Parish Partnership application**

Clerk to make application in for School Road footpath phase 4 as previously agreed.

## **11.To consider Methodist Church/Village Hall matters**

Cllr Ware noted the amounts raised at monthly coffee mornings and tombola events. An anonymous donation given recently. No more information from CAN yet, hopefully catch up with them soon. Constitution is almost ready. Would like CAN to make the charity application registration. Cllr Ware asked if the Parish Council would pay for this charge. Cllr Hoey asked if running costs of the building will be affordable. Clerk noted that previous feedback had been that it was minimal. The application has been made to put the bid in for the purchase. Clerk to find out about PWB loan. Cllr Ware noted that the Village Hall Committee is waiting to hear back if the Parish Council can lease the building before purchase. Cllr Ware proposed and Cllr Bishop seconded that £500 could be spent on the setting up of the charity. It was agreed that a grit bin is needed for the village. Councillors to suggest a location for the Clerk to make a street furniture application to highways for this.

Cllr Hoey left the meeting at 9.10pm while planning was being discussed.

## **12.To consider financial business**

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|---|------------|
| a) To receive bank account balances         |            |
| Balance as at 4 <sup>th</sup> December 2023 | £76,764.37 |
| b) To receive details of income received    |            |
| None  |            |
| c) To consider the recommended payments     |            |
| Net wages                                   | £952.43    |

HMRC	£39.20
Vodafone	£16.09
Electric	£139.60
Userone	£3.60
RBL wreath	£20.00
M&M Cleaning	£25.00
G Robinson – ink	£41.02
Cllr Gibbs – Paint for flower boxes	£24.99

d) To consider draft budget for 2024/25

The Clerk took the Councillors through draft budget figures. The members will consider the budget again at the next meeting.

### 13. 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.

- 23/01811/F - Proposed storage building and associated change of land use from agricultural to industrial at Coopers Transport Middlegate Main Road Terrington St John. After a discussion and review of the documents on the planning portal the Parish Council would like to support this application subject to further noise reduction measures such as acoustic reduction fencing.
- 23/02107/F Proposed siting of single storey Residential Annex at rear of applicant's dwelling to allow supported living of family members (permanent) at Manor House 4A School Road TSJPE14 7SE. The Parish Council would like to support the application but would like to ask if the planning application is showing the correct location of the annex? From google maps it looks like it is in a different place on the plot. See attached map.

b) Decisions

None

c) Address notification

None

d) Correspondence

None

### 14. To consider Defib training for support the community in using the new defibrillator at the surgery

The members noted the offer of support at the start of the meeting and will consider this further when the defibrillator is in place.

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

All items of correspondence were circulated during the month. There were not items that required further consideration or action.

### 16. To receive items for next month's agenda

- Biodiversity policy
- Budget
- Meeting dates for 2024

### 17. Date and time of next meeting – Will be held on Wednesday 3<sup>rd</sup> January 2024

Members noted that date of the next meeting.

As the meeting was running very late it was agreed the remaining items would be considered at the next meeting.

**18. 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
- Village gate for the playing field
  - Base for the SJFE village sign