

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 2nd September 2026
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 J Ware and Cllr B Dye.
G Robinson Clerk and RFO

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

The Clerk suggested that a leaflet is given to the school parent and carers to encourage they become Councillors. It was agreed the Clerk to create this and provide to the school for circulation.

3. To consider accepting apologies for absence

It was resolved to accept apologies from Cllr M Knights, Cllr A Hoey and receive the apologies from Cllr J Kirk.

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 1st July 2026

It was resolved to approve the minutes of 1st July 2026 as a true and accurate record of the meeting.

6. To approve the minutes of the extra ordinary council meeting held Wednesday 22nd July 2026

It was agreed to consider these at the next meeting.

7. To approve the minutes of the extra ordinary council meeting held Tuesday 25th August 2026

It was resolved to approve the minutes of 25th August 2026 as a true and accurate record of the meeting.

8. To allow public participation – to include information from developers, Police representatives, or any other person invited to speak

None present.

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

None present.

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

- Street lighting – The Clerk reported that there are two streetlights owned by the PC that need repairs. The quotes for this work were presented, being £2,940 for each light. It was agreed that the Clerk should find out if this cost can be covered by the Parish Partnership Scheme. And if that is not possible, it was agreed the replacement column should go ahead at the cost of the Parish Council. The Clerk reported that there is a tree opposite Lindhome that is covering a light and therefore needs cutting back. It was agreed that the Clerk should report this to Highways.
- Burman House - Cllr Kirk has nothing to report at the moment but will chase for updates.
- Remembrance Sunday wreath – It was agreed that the Clerk should purchase a Remembrance Sunday wreath in preparation for community service.
- School Road wig wag signs – The Clerk reported that these are both now in position.
- The hedge that was over hanging the footpath near The Barn has been cut back well off the footpath.
- The bus stop bollard that was damaged by the dustcart has been replaced at cost to the rubbish collection company.
- Update on application 26/00864/FM – the portal just says awaiting decision.
- Notice board's additional locations and for coffee morning banner – The Clerk reported that permission has been given for all the notice board locations requested. However, the banners are not generally approved, especially bearing in mind their size. There is a rule that any sign over 1m2 is subject to planning. It was agreed that A3 size banners should be purchased, so that they do not exceed the approved size requirements.
- Shed request at Scout hut – The response given for requested for additional information is that the shed would not exceed 6ft by 6ft and would be made of plastic with a padlock. The location of the shed would be in the gated area behind the Scout hut and relevant insurances would be taken out. After discussion Councillors agreed that a shed must not block the gated area gates, must be fire retardant, needs to be made of metal and meet any legal requirements in relation to distance from the existing Scout Hut and fences.
- Ely Row dyke brambles/trees/road surface – The Clerk reported that more complaints about the brambles, trees and road surface on Ely Row have been received. The Clerk confirmed that she has spoken to both the owners of the trees and they both acknowledged the trees were over hanging Ely Row and said they would get them cut back. The Clerk noted that she has reported the brambles again to Highways. The Clerk was not previously aware there was a problem. The road has now been inspected, pictures taken and a report to Highways made.
- Hedge at front of playing field – The Clerk noted that the hedge needs cutting back. It was agreed that the Clerk should obtain quotes for considerations at the next meeting.
- Litter picker – The Clerk gave a brief update on the litter pickers.

11. 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: Nothing to consider

b) Cllr Bishop:

- Planning (other link Cllr MacCallum) - Nothing
- Village Hall Committee (other link Cllr Ware) – Cllr Ware to discuss.
- Cllr Bishop reported that she had received an email from parishioner regarding flooding on their driveway, on Church Road. Cllr Bishop explained that a drain was covered over when the road was resurfaced. Cllr Bishop directed the parishioner to Highways and the Floodline. Clerk to check the google maps to see if the drain was covered over.
- Pass wide and slow will be held next year, dates to be confirmed.

c) Cllr Hoey:

- SAM2 - 1 x SAM 2 Speed Unit at the E side of Village and battery has been changed; can I ask other PC Members to let me know if the unit is not showing speeds (flat battery). I remain of the view that these units have a positive effect on drivers' behaviour and that we should look to purchase at least one further unit.
- Police – The village still receives a good level of support from KLBC speed/safety team who are 'on side'.

d) Cllr MacCallum:

- Internal audit control - Nothing
- TSJ Consolidated Charity – The next meeting is being at rescheduled to end of October
- Planning - Nothing

e) Cllr Ware:

- Village Hall committee – Cllr Ware reported that 41 survey responses had been received. The committee has not been able to meet yet as people have not confirmed a date. It was felt that perhaps it needs to be held at a coffee morning.
- To consider formal Village Hall working group policy – This has been updated and will consider next month. The working group will consist of Cllr Bishop, Cllr Ware, Cllr MacCallum and the Clerk. Cllr Knights to be asked if he would like to stay on the working group. Cllr Ware asked to put 'Resilience plan' on the agenda for next month, on reflection of the recent hot weather. Cllr Ware to source some draft plans and would perhaps other local organisation to be join the Parish Council in this project. It was suggested that hi visibility vests should be purchased to support the Parish Council members in co-ordinating outside projects. Cllr Ware noted that she attended the 'handling the social media' training. Agenda item to have a social media policy next month. Cllr Ware will share everything that was circulated as part of the training, including digital communication policy.

- f) Cllr Knights
- Asset management – Nothing to report.
 - Data protection – Nothing to report.

12. To consider financial business

- a) To receive bank account balances as at date of meeting and bank reconciliations for 31st July and 31st August 2026
- | | |
|--|-------------|
| Bank reconciliation as of 31 st July 2026 | £107,520.82 |
| Bank reconciliation as of 31 st August 2026 | £106,115.98 |
- b) To receive details of income received since the last meeting
- Nil
- c) To consider the recommended payments
- | | |
|---|----------|
| Wage & HMRC | £1101.51 |
| WFHA – August | £26.00 |
| WFHA – September | £26.00 |
| Rio DD | £6.00 |
| Cozens – August | £30.00 |
| Cozens – September | £30.00 |
| ADT Inv 60443700 | £19.61 |
| G Robinson exp – Folders for minutes | £11.99 |
| Vodafone | £12.00 |
| Unity Trust bank chg | £7.00 |
| BCKLWN newsletter July printing BC110395805 | £163.20 |
| Scout hut coffee morning room hire | £110.00 |
| Church Sept meeting | £20.00 |
| Church Aug extraordinary | £10.00 |
| Walpole Mower Man August Inv 1090 | £305.71 |
| Walpole Mower Man September Inv 1105 | £305.71 |
- d) To consider payments made during August
- | | |
|-------------------------------------|----------|
| Wage & HMRC | £1193.01 |
| Rio | £6.00 |
| G Robinson exp – Cllr Ware training | £42.00 |
| I Westbrook plants | £47.55 |
| N Power | £97.28 |
| Vodafone | £12.00 |
| Unity Trust bank chg | £7.00 |
- e) To consider net position and budget
- There were no budget changes on reflection of the net position as of 31st August 2026.
- f) To consider actions taken in relation to the 2025/26 Internal Audit Report
- The Clerk went through all the matters raised in the 2025/26 Internal Audit Report to explain how they had all been actioned.

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. - None

- b) Address notification - None.
- c) Correspondence - None

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

- Ormiston Families in Norfolk – Would the PC consider giving a donation. It was resolved not to make a donation to this charity.

15. To receive update regarding the Phase 5 of the School Road footpath

No update at this time.

16. To consider relocation of Methodist Church bench and removal of the Methodist Church plaques

Bench – Clerk to make inspection to see if it is in good enough condition to be kept on field. Ask the owner if he can move it if not ask Cllr Knights.

The Councillors gave this a lot of thought and discussion and raised a couple of questions: are all the bricks being removed? and are some of the bricks being removed for the extension? It was recognised that the bricks were purchased for the Methodist Church to commemorate the fundraising undertaken by parishioners.

The Councillors feel that although the bricks maybe important to some parishioners, it wouldn't be commensurate for the PC to spend money on the removal of them. Therefore, the PC feels that individuals should work with the new owner of the building directly to get the plaques if they wanted. If in due course they wanted the PC to help relocate them to somewhere else in the village the PC would help with that. The PC suggests that you post a notice on Facebook, the village notice boards and Nextdoor, and the PC can share the notice on their website too, of the owners intention to remove the plaques as part of your development and ask if anyone in the village would like to work with him to remove their plaques and have them back.

17. To consider Parish Partnership application – Deadline 1st December

Councillors discussed having a feasibility study for a reduction of speed. Cllr Ware noted that she and Cllr Bishop had taken measurements of the whole of School Road. The Parish Council is hoping this will be evidence of the need for a speed reduction to 30mph.

Light replacements – as discussed at item 10.

Village map board now that we have lots of footpaths – agenda item for October.

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

None.

19. To receive items for next month's agenda

- Car park barrier
- Car park electric charging points – check out grants
- Data
- To consider Village Hall matters and how to proceed and if the group should move to charity status
- Village hall working group policy

- Resilience planning
- Social media policy
- Investment policy

20. Date and time of Parish Council Meeting – Will be held on Wednesday 14th October 2026 at 7.00pm

Those present noted that date and time of the next meeting.

21. 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)

- To consider removal of Methodist Church plaques removal and quotes received.
Discussed at item 16.