

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 7th December 2022 at Ely Row Methodist Church Hall

1. Present

A Bishop – Chair, J MacCallum – Vice Chair and C Gibbs
J Ware – Methodist Church working group lead

2. To consider accepting apologies for absence

It was **resolved** to accept apologies from A Hoey

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 2nd November 2022

It was **resolved** to approve the minutes of the last meeting held on Wednesday 2nd November 2022 as a true and accurate record of the meeting and therefore they were duly signed by the Chair.

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

None attending and no reports.

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

Methodist Church Hall – J Ware, Working group lead

J Ware noted that information about the coffee afternoon event at the Methodist Church was sent to all homes in the village via a flyer. At the event 17 people attended but it was felt there was no one under 50 and no families with children. Left over refreshments purchased by J Ware were donated for the Parish Council to use. People that did attend reminisced about the use of the building and seemed enjoy the event. It was felt that there should be one more effort to talk to people on their doorstep. It was agreed that the working group would meet again in January to see what the group can do. It was noted that people still had a positive reaction to the use of the building as long as the Parish Council is free to hire the building for any event, including those involving alcohol and gambling. It was noted that A Stevenson is attending a meeting tonight which will discuss the future sale of the building. The Clerk noted that in regard to the Community Asset application, there should be a response by Friday. The members discussed the value of the property, which is not known yet. It was **resolved** the Clerk should try to get a valuation and survey quote, and if it is under £500 get approval via email for this to be undertaken. The Clerk and J Ware to report back to parishioners that are interested in the future of the building.

7. **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 she had passed 2 out of the last 3 assignments and passed the complete course with an overall good grade.
 - b) **To report on any matter regarding asset items**
The Clerk noted that the car park lighting has still not been replaced yet and would therefore follow this up.
Phase 2 of footpath on School Road is nearly finished and looks good.
 - c) **Feedback on the Village Magazine from other parish councils.**
The Clerk reported that both Tilney All Saints and Tilney St Lawrence had pledged amounts to support the financial commencement of the Village Magazine as there maybe costs for printing that will not be covered by new advertisers in the early stages. It was **resolved** that Terrington St John Parish Council would pledge £500 towards the costs of starting up the new Village Magazine. It was **resolved** that the Clerk would create a leaflet promoting TSJPC activities to be distributed around the whole village, at least until the Village Magazine is back up and running.
 - d) **Appointment of Litter Picker**
The Clerk reported that a new litter picker has been appointed.
 - e) **Scout hut damage during the summer**
The Clerk reported that the damage to the Scout hut seen on the CCTV during the summer was followed up with the Police and had been concluded.
 - f) **Highway ranger visit**
The Clerk noted that there will be a Highway Ranger visit in January and suggested that a Councillor accompanies the Clerk on an inspection of the village to identify any issues. It was **resolved** that C Gibbs would undertake this task with the Clerk.
 - g) **Ely Row dyke**
The Clerk reported that a parishioner had expressed concern about the overgrowth and rubbish of the dyke on Ely Row. For the benefit of the newer Councillors the Clerk and C Gibbs explained the history of the dyke, including ownership, riparian responsibilities, the overseeing body, work on the dyke undertaken by the Parish Council and previous intentions the Parish Council had for the dyke. The members looked at pictures of the dyke and discussed the matter at length. It was **resolved** that, at present the dyke looks tidy, with the edge being cut regularly during the last growing season and another 2 feet of the edge into the dyke being cut since the last meeting. It was **resolved** that no further actions to improve the dyke would be taken as the dyke is not the Parish Councils responsibility.
 - h) **Gifts to thank volunteers**
It was **resolved** that small thankyou gifts could be purchased by the Clerk to be given as a Christmas presents to parishioners that had volunteered during the year to support the wellbeing of the village.
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**
 - Via email, B Dye suggested that the TSJ village sign on Church Road should be relocated to prior the new development entrance. It was **resolved** that Highways should be requested to make this change.

b) Councillor C Gibbs:

- **TSJ Consolidated charity trustees (other Trustees A Hoey and J MacCallum)**

C Gibbs reported that a meeting had been held on 5th December. The usual Christmas dole money will be ready to be collected by those parishioners that meet a new criterion on Saturday 10th December from 10am to 12 noon at the Methodist Church. A further meeting has been scheduled for 24th January 2023.

- **Parish Social events-**

C Gibbs noted that the Coffee Afternoon event, as discussed at item 6 was a good social gathering and well attended by older parishioners.

c) Councillor A Bishop:

- **Norfolk Association of Local Councils**

A Bishop discussed the question-and-answer update with Norfolk police commissioner and the members discussed the rural crimes local to the area.

d) Councillor A Hoey:

- **Scout Hut**

A Hoey had no further updates to give at this time.

- **SAM2**

A Hoey had no further updates to give at this time.

e) Councillor J MacCallum:

- **Internal audit control**

J MacCallum had no further updates to give at this time.

9. To consider financial business

a) To receive bank account balances

The Clerk reported that the balance at the bank as at 30th November 2022
£69,091.54

b) To receive details of income received

No income received.

c) To consider the recommended payments in accordance with the budget

Net wages	£1062.43
HMRC	£55.45
Westcotec	£16.50
Userone	£3.60
Npower	£75.00 est
Vodafone	£14.11
M&M Cleaning invoice 02	£25.00
HHA Grass cutting in Methodist Church	£144.00
HHA Hedge cutting at playing field	£540.00
HHA grounds maintenance	£143.74

10. To consider Parish Partnership bid 2023/24

The members considered the details provided by Highway for the Phase 3 footpath on School Road. The total cost is £26,500 therefore this would result in a cost of £13,250.00 to the Parish Council. It was **resolved** to agree this, however the Clerk should seek further drawings and clarifications of specifications as no drawings were provided like they were for both Phases 1 and 2.

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.

- **22/01969/F - Construction of 2no. Dwellings an Extension/Alterations to Existing Dwelling at The Ridings 94 School Road TSJ PE14 7SG**
After discussion and detailed examination of the information on the planning portal, it was **resolved** to objected to the application noting that although members are happy with a development they feel that just 2 properties on the site would be more in keeping with the density of the other properties in the area and height of the current property.
- **22/01521/F - Two storey side extension and alterations to dwelling at 20 School Road, TSJ PE14 7SE**
It was **resolved** to support this application.

b) Decisions

No decision notifications received in the period since the last meeting.

c) Address notification

No address notifications received in the period since the last meeting.

d) Correspondence

No items of correspondence relating to planning received in the period since the last meeting.

12. To further explore how the Parish Council can help parishioners to save money while also being more environmentally aware

A Bishop noted that there is lots of advice available on websites suggesting ways for people to be more environmentally aware, which can also save money. A Bishop suggested that an extra tab be added to the Parish Council website focusing on this issue and providing website links to this type of information. Links to this information could be provided on social media each week, this would allow people to get information direct from the appropriate websites if they would like it. It was **resolved** Councillors would look for more information and websites to be added to the Parish Council website.

13. To consider how the Parish Council can be prepared for national events, including in particular the preparations for the coronation celebrations of King Charles III on Saturday 6th May 2023

It was **resolve** this would be discussed at the next meeting.

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

- a) **To consider information about .gov.uk email addresses for Councillors and Clerk.** Norfolkalc has provided information on a proposed email pilot scheme. It was **resolved** to sign up for this and consider this further when more information is provided by Norfolkalc.
- b) **To consider Elizabeth Truss MP invitation to learn more about local issues**
Although it was not felt necessary for E Truss MP to come meet with just TSJPC members, however it may be possible for several local PCs to join together and have a meeting with E Truss MP to discuss matters in common. It was **resolved** that the Clerk should contact other local Clerks to inquire see if they want to join to have a meeting together with E Truss MP.

c) To consider signing up for internal audit and payroll service provided by Norfolkalc

It was **resolved** to sign up for these services and consider this further when more information is provided by Norfolkalc.

15. To receive items for next month's agenda

- Consider budget for 2023/24
- Consider precept requirement for 2023/24

16. To consider dates and times of meetings for 2023 (first Wednesday of the month except for May) 10th May

It was **resolved** to approve the meeting dates for 2023.

17. Date and time of next meeting – Will be held on Wednesday 4th January 2023

It was **resolved** to hold the next meeting on Wednesday 4th January 2023

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)

It was **resolved** to close the meeting to the public and press on the ground 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 approve a quote for the movement of the bench on the playing field, away from the gate.

b) To consider National Salary Award 2022/23

It was **resolved** to award the Clerk a pay increment inline with the National Salary Award 2022/23.

c) Clerks' appraisal

It was **resolved** that A Bishop and J MacCallum would conduct the Clerks' appraisal.