

# **TERRINGTON ST JOHN PARISH COUNCIL**

## **Serving the villages of Terrington St John and St John's Fen End**

### **Minutes of the Annual Parish Council meeting**

#### **Held on Wednesday 7<sup>th</sup> May 2025 at 7.00pm in St John's Church**

**1. To elect the Chairperson for the coming year**

Cllr Ware proposed Cllr Bishop for the position of Chairperson for the coming year. This was seconded by Cllr Knights and all agreed. Cllr Bishop duly signed the acceptance of office form.

**2. To elect the Vice-Chair for the coming year**

Cllr Bishop proposed Cllr MacCallum for the position of Vice-Chair for the coming year. This was seconded by Cllr Ware and all agreed.

**3. To record the names of those present and record the number of vacancies**

Cllr A Bishop, Cllr J Ware, Cllr B Dye and Cllr M Knights.

It was noted that there are 3 vacancies.

**4. To sign documents appropriate to the Annual Parish Council meeting**

- **Acceptance of Office** – Cllr Bishop signed the acceptance of office form
- **Code of Conduct** – Cllrs resolved to abide by the code of conduct.
- **Declaration of interest** – Cllrs reviewed their declaration of interests forms and no changes were needed.

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

Apologies were accepted from Cllr A Hoey and Cllr J MacCallum.

**6. To consider co-option applications**

There were no applications to consider.

**7. 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 not declarations of interest.

**8. To approve the minutes of the last ordinary council meeting held Wednesday 2<sup>nd</sup> April 2025**

It was resolved to approve the minutes of the last meeting held on 2<sup>nd</sup> April 2025 as a true and accurate record of the meeting. The minutes were duly signed by the Cllr Bishop.

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

There were no one wishing to speak.

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

There were no Borough or County Councillors wishing to speak.

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

- **Update from Burman House** – The Clerk reported that there is no further progress reports on the future plans of this property.
- **Newsletter items** – Cllrs discussed ideas for items to be included in the next newsletter. From this it was agreed the clerk should write to local haulage companies to ask them to slow down as they drive through the village. Clerk to write to other local Parish Councils to ask they write to haulage companies too.
- **Clothing bank** – The clothing bank continues to overflow with clothing left around the bank. Three posters remain on the bank asking people not to leave clothes around the bank. Scout leaders are monitoring this during the week, taking pictures and reporting to the Clerk. The Salvation Army have noted that the bin is emptied Mondays and Fridays. And it is noted that although a lot of clothing is being left it is picked up regularly.
- **Meeting with J Wild MP** – A meeting date is being arranged.
- **Dual carriageway changes** – The Clerk reported that A Wallace did not feel a site meeting would be helpful to review the changes to the Main Road dual carriageway. Although he would attend a meeting if the needed. Councillors considered the previously completed feasibility study, and the parishioners request to have changes made to the stretch of road to slow traffic. However, it was agreed the cost would prohibit the Parish Council funding the scheme. It was therefore agreed that the Clerk should ask highways to investigate alternative funding schemes to pay for it.
- **Streetlight on car park** – Cllrs considered the details of the quote to reconnect the light on the car park. It was resolved to proceed as there does not seem to be any satisfactory alternative to using the services provided by Ukwopnetworks.
- **ROSPA report** – The Clerk noted that the ROSPA report had been received, and no items inspected raised a 'red' risk score, but other items do need some attention, so this will be considered at the next meeting.

**12. To agree the appointment of Link Councillors appointments to take the lead on the following matters or other matters as agreed at the meeting. This will be with the agreement that Councillors will make a report to the Parish Council at each month so that any relevant decisions can be considered and made at a full council meeting:**

It was resolved to make the following appointments:

- Police Liaison – Cllr Hoey
- TSJ Consolidated Charity – Cllr MacCallum
- NorfolkALC representative (Not needed under current scheme) - no
- SAM2 – Cllr Hoey
- Planning – Cllr Bishop and Cllr MacCallum
- Village Hall working group – Cllr Ware and Cllr Bishop
- Internal audit control – Cllr MacCallum
- Emergency planning – no
- Asset management – Cllr Knights
- Data protection – Cllr Knights

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

a) Councillor B Dye:

b) Councillor A Bishop:

- Planning (other link J MacCallum) – Cllr MacCallum and Cllr Bishop to attend an update session on 12/6/25, presented by BCKLWN.

c) Councillor A Hoey:

- SAM2 – An update given on previous questions. Both units are faulty and will need to be returned to Westcotec in Dereham for repair. They will be taken next week.
- Police – An update given on previous questions. We continue to receive a good level of support from the KLBC Speed Camera team which is helpful. If other PC Members see SC operator stop and have a brief, supporting chat.
- Soccer nets - Both soccer nets 'sorted'. Frame could do with a wipe-down which Cllr Hoey will sort this month.

d) Councillor J MacCallum:

- Internal audit control – Records collected for consideration.
- TSJ Consolidated Charity – A meeting has been arranged for 13.5.25

e) Councillor J Ware:

- Village Hall committee – Coffee mornings are being held on the first Saturday of each month. £1500.00 has been raised so far. There have been four coffee mornings so far this year.

Village hall – Details have been sought from a company in Downham Market for a log cabin type building. Cllr Ware discussed what they can do and offer. Other local companies have been contacted for information.

#### 14. To consider financial business

- a) To receive bank account balances  
As of 7<sup>th</sup> May 2025 £105,397.34
- b) To receive details of income received  
None.
- c) To consider the recommended payments

Wages	£920.23
HMRC	£141.30
S Belding – plants	£49.46
BCKLWN – bins	£527.28
BCKLWN – bins	£445.76
BCKLWN – bins	£1561.20
Cozens 9394	£30.00
Church room donation for 070525	£20.00
Donation for Christmas fair 50%	£201.43 (see item 17)
Vodafone DD	£18.40
UserOne DD	£3.60
Ukpowernetworks – light connection	£1238.40

Electric – no invoice received, and no payments taken since 190325. Clerk to make inquiries into this situation.

- d) To consider net position

#### 15. 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.  
25/00669/CU Change of Use from F1 (F) to E (C) (ii), Terrington St John Methodist Church, Ely Row, PE14 7RS – deadline 20525  
It was **resolved** to support this application.
- b) Decisions  
24/02234/OM Terrington St John Land West of Doctors Surgery Church Road Terrington St John Norfolk - OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED FOR: Construction of 12 dwellings and new access onto Church Road. Application Refused, 2 April 2025, Delegated Decision
- c) Address notification
- d) Correspondence

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

There were no items of correspondence that needed further consideration or action.

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

- a) To ratify the decision to pay £201.43 to the Church, as 50% of fundraising made at the Christmas fair held in December 2024.

It was **resolved** to ratify this decision.

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

- Items relating to the AGAR

**19. Date and time of Ordinary Parish Council Meeting – Will be held on Wednesday 4<sup>th</sup> June 2025 at 7pm**

Councillors noted the date and time of the next meeting.

**20. 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 on the grounds of confidentiality in accordance with the Public Bodies Admission to Meeting Act 1960s.1(2) to consider the follow items.

- a) To consider quotes for work required:

- To consider quotes for car park resurfacing

It was **resolved** to accept the quote provided by HRC for £4,550.00. It was noted that the Parish Partnership will provide a grant for 50% of this cost as the application had been successful. So the cost the parish will be £2,275.00.