

TERRINGTON ST JOHN PARISH COUNCIL

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

Minutes of the meeting held on 5th January 2022 at 7pm in the Ely Row Methodist Church Hall

1. Present

K Knight – Chair, M Purse – Vice Chair, C Gibbs, J MacCallum, M Dale, A Bishop and A Hoey.

One member of the public

2. To consider accepting apologies for absence

No apologies to consider.

3. To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations

No declarations of interest.

4. To approve the minutes of the last ordinary council meeting held 1st December 2021

It was **resolved** to approve the minutes 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

Councillor B Long gave his apologies but offered his support on any matter as required.

6. To suspend the meeting to allow public participation – including to receive information from developers

The meeting was closed to allow for public participation.

There were no issues raised by the public on this occasion.

The meeting was re-opened.

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 the next assignment sessions are going to be delivered at De Montfort University on the 1st and 2nd February. As previously agreed, the next ordinary meeting would therefore be held on 9th February.
- b) Litter picker recruitment – both positions have been filled. The supporting documents for this role have been reviewed during the month and updated as required with the assistance of M Purse and K Knight.
- c) To report on any matter regarding asset items – Clerk requested the ability to purchase a storage unit to be placed in the car park storage area so that larger items can be placed in there under cover. It was **resolved** that the Clerk should make this purchase.
- d) Minor update to the Lone Worker policy – It was **resolved** to approve these alterations.
- e) Scout hut lease document update – The Clerk reported that the representative of the local Scout group had approved the 2-year lease ending stipulation and the

lawyer had been notified of this so that the lease documents could be reissued for signing by both parties.

- f) Defib at school – The Clerk confirmed that the defib at the school is checked daily on week days and is insured by the school.
- g) The Clerk reported on the progress to install a new defib and heated cabinet at Willows Pharmacy. Five electricians invited to provide a quote. Three have confirmed they would like to quote, and arrangements are being made for them to attend the pharmacy to consider the work necessary. I have asked them to source the heated cabinet and defib. But I do have some prices and product details.
- h) Standing Order change – The Clerk read SO 26d, requiring the deletion of email address upon resignation of a councillor and transfer arrangements for logging in information regarding the Chair’s email address. It was **resolved** to approve these changes with the Standing Orders being considered as a whole in April.
- i) Clerk went through the 2021 grounds maintenance requirements and discussed how this went. The Clerk asked if members felt there should be changes to the grounds maintenance requirements and requested permission to seek quotes for the 2022 season.
- j) Methodist Church community asset application has been completed together with the 21 electors form and has been submitted.
- k) Church Road kerb stone defect does not meet intervention criteria yet, but Highways will continue to monitor this.
- l) 21/01836/F Land on The North West Side of Old Church Road, Terrington St John, PE14 7XA – the Clerk reported that K Wilkinson – Senior Planning with BCKLWN is unfortunately not familiar with your referenced form F10 and plan. From his brief research it appears that they are both related to the Health & Safety Executive, so must presume that they may be available from that source.
- m) New website development – The Clerk reported that the developer agreed upon at the last meeting is able to maintain the website at a cost of £15 per month/£180 per year. Developer asks if it is necessary to train the Clerk if they are uploading information to the website – it was resolved this was not necessary. Can have multiple logins for other organisations but they would be able to alter all site and therefore would not be able to maintain accessibility rules. Clerk suggests that the developer maintains all website. It was resolved that developer would maintain the whole of the website.
- n) Fence behind Scout Hut – details of one quote obtain from the contractor that did the playing field fence. The Clerk asked members to consider the proposal and to clarify the fencing requirements of the area behind the Scout Hut
- o) The members considered the Clerks suggested reversing signage. It was **resolved** this would be acceptable.
- p) Electric Vehicle charging points for car park and grants available. Discussed:
 - Is there a councillor that would like to oversee this project with the Clerk – A Hoey and K Knight agreed to oversee the project with the Clerk.
 - Government website details, that has information is <https://www.gov.uk/government/publications/grants-for-local-authorities-to-provide-residential-on-street-chargepoints/grants-to-provide-residential-on-street-chargepoints-for-plug-in-electric-vehicles-guidance-for-local-authorities>
 - Swaffham Town council have already installed points so the Clerk has contacted them for advice.
 - The Clerk has contacted Highways to see if this could be included within the Parish Partnership grant requirements and they have said they will probably include it for 2023/24 so the application for that would have the deadline of December 2022.
 - The Clerk has approached Norfolk Community Foundation to see if they provide grants for this, but sadly not. However later in the year Greening

our communities fund will offer a maximum of £5000 towards this type of project.

- Westcotec are NCC approved and provide products. The Clerk has approached them for information. They are going to do a site visit.
- Consider position of charging points – near Scout hut or near compound – this will be looked at when meeting with Westcotec.
- Put details in the village magazine to find out if people would use it – when possible, this may be an option to consider.

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:

- Police Liaison – No report.

b) Councillor C Gibbs:

- TSJ Consolidated charity trustees (other Trustees M Dale, A Hoey and J MacCallum) – Successful morning giving out dole money. 46 amounts were given. Date not advertised well this year due to the village magazine not being published. C Gibbs noted the requirements to get the money but maybe the rules should change for the age that someone is eligible to qualify for the money. This will be considered at a meeting in February.
- Parish Social events
 - Jubilee Beacons and arrangements including Police support requirements and the arrangements of other villages. C Gibbs discussed the beacons and what the members would like to see happen. It was resolved the Clerk would ask parishioners if they would like to come together to do this and what they would like from the events.

c) Councillor M Dale:

- Church of St John the Baptist and St John's Methodist Church – Methodist are not sure if they can continue as the group is not big enough.
- GDPR – CCTV documents will be looked at in the February meeting.

d) Councillor A Bishop:

- Speedwatch – A Bishop gave an update. One meeting held prior to Christmas.
- Norfolk Association of Local Councils – Nothing to report.
- School Road Begdale orchard community plan – not going to carry this project on due to insurance.

e) Councillor A Hoey:

- Scout Hut (other link Councillor K Knight) – A Hoey noted that there is now good communication with the Scout group, and good working collaboration.
- SAM2 (other link Councillor K Knight) – A Hoey is still moving the signs regularly. K Knight is going to download the data next week. A Hoey invited members to suggest where to put the SAM2 signs in the future.

f) Councillor M Purse:

- Highway Ranger and Highway matters

It was noted that the pot hole at the end of School Road needs to be filled properly. It was resolved the Clerk should report this again as the temporary fill from last year has disintegrated and it is bad to drive over. Rubbish on slip roads so needs reporting again.

Report to IDB the dumping of items on Hotch Lane.

- Planning (other link Councillor K Knight) – nothing to report.
Parish Partnership application – Look at Brian Long email comments were considered. It was resolved that the Parish Council would apply for the Parish Partnership grant stating that the results of the Feasibility Study did not come up with a position the Parish Council were satisfied with for the crossing.

g) Councillor J MacCallum:

- Internal audit control – nothing to report at this time.

9. To consider financial business

- To receive bank account balances
As at 31/12/21 £53,997.77
- To receive details of income received
Rent £785.00 in month
- To consider the recommended payments

Net wages	£633.40
Westcotec	£16.50
HMRC	£55.40
Electric est	£65.00
Userone	£7.20
M&M Cleaning	£25.00
Harris road contractors	£500.00
Scribe accounting package	£ 345.00
Robert Fencing	£532.20
- To consider the budget requirement for 2022/23
The members considered the budget presented by the Clerk.
- To agree the Precept requirement to be requested from the BCKLWN
It was **resolved** that the precept requirement could remain at £50,000 and should be requested for the 2022/23 financial year.

10. To consider planning matters

- 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.
- Decisions
- Address notification
- Correspondence
 - Application being considered by the Planning committee 10/1/22, requests to speak need to be requested by 7/1/22 [Planning Committee agenda 10/1/22](#) 21/01836/F Land on The North West Side of Old Church Road, Terrington St John, PE14 7XA Variation of Condition 8 of Planning Permission 15/01499/OM to allow occupation of 1st phase of development before completion of footway works along Old Church Road (Units 1-22)
The Parish Council would like to make the following comment that although the Parish Council is not happy about the variation of condition 8, they will

agree to the footpath but it must be completed before 23rd unit is sold as they understand the current situation may necessitated this request.

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

Nothing further to the emails already circulated.

12. To consider arrangements for employee pensions

To be considered at the next meeting

13. To receive items for next month's agenda

- Consider appointment of Internal Auditor
- Consider 2022 Grounds maintenance quotes
- Donation requests
- Defib for pharmacy

14. Date and time of next meeting – Will be held on Wednesday 9th February 2022

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