

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 4TH NOVEMBER 2019
IN ALL THE MEMORIAL HALL, WIGGENHALL ST GERMANS**

Present:

Parish Councillors: Alastair Done (Chairman), Rob Keale, Richard Funnell, Jill Funnell, Margaret Blackburn, Margaret Bunkall, Robert Rawlings, David Rust, Scilla Ash.

Parish Clerk – Mike Inder.

Borough Councillor – Nil.

County Councillor – Nil.

Absences – Nil

Public – 7.

The Chairman welcomed everyone and informed them that the meeting was being recorded.

1/19 **Apologies** were received and accepted from Borough Councillor Barry Ayres.

2/19 **Approval of Minutes of the meeting held on 15 July 2019:** Having been previously circulated, it was proposed by Cllr Rust, seconded by Cllr J Funnell and accepted that the minutes be agreed as a true reflection of the meeting.

3/19 **To receive declarations of interest for items on the agenda** - There were no declarations of interest.

4/19 **To hear from the public:**

- a. A member of the public notified the council that the AED (Defibrillator) label was still incorrect in detail and loose, the chairman stated a new label was on order and would be fitted as when received.
- b. The same person re-stated his concerns regarding the lack of public trained to use the AED and in CPR and he felt as an AED had been provided it was the Council's duty to provide training. The chairman stated that this had already been addressed and the council's responsibility remained clear, he stated this was the last time he would accept the subject being raised and the final word on the matter was that training had been offered by an number of qualified people but that no members of the public had come forward to take up the offer. Additionally, the AED system has simple instructions and if not followed it will not cause harm as it will not operate, the system is designed to be used by untrained people. The clerk will publish information on the AED in the next Newsletter.
- c. The council payments list was queried regarding 2 entries for vouchers 7 and 33 in June 19, the first being the incorrect entry as a cheque which was shown to have been paid by Standing Order, this was a data entry error, the second being the incorrect 'drop down' selection which included an erroneous date. The figures and payments were correct and both entries have subsequently been corrected after referring to the accounts software (Scribe) guide.
- d. Mud on Mill Road was reported, some discussion took place as to how this should be reported and to whom. The chairman advised if the mud was excessive and thought to present a significant hazard it should be reported to the Police on 101, otherwise it should be reported to the Borough Council Highways dept. *Note from the Clerk - If people know which farmer is responsible that would be helpful in building a relationship of cooperation with them to let them know when their operations are causing an issue.*
- e. A request was made to have permission to hold car boot sales on the playing field, the chairman stated that a process already existed for applications to use the playing field and that a boot sale was an acceptable activity. However, use of the pavilion was not permitted as

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it was believed to cause insurance issues; the clerk was asked to clarify with the Insurance underwriters and report back.

- f. Speeding through the village was brought up as an on-going concern, specifically at commute and school run times in the Mill Road to Fitton Road area. Various speed awareness, traffic-calming, monitoring and enforcement options were discussed. The Chairman reported that the Police had carried out monitoring and that it was acknowledged that those areas were noted with speed exceeding the limit. However, due to lack of enforcement resources it was unlikely that it could take place at the peak times unless there was evidence that it presented a clear danger. The Council's SAM2 equipment remains in operation to build evidence to support a request for enforcement when the information is collated. Cllr Keale was requested to provide the clerk with SAM2 data.
- g. A member of the public queried future meeting frequency proposal on the agenda as the advert for the clerk had stated 10 meetings. The chairman explained this was an error on the advert as a NALC template had been used for the advert, the council would continue to hold 6 ordinary meetings as determined later in the meeting at the agenda item. The clerk employed had been proactive and contacted the council to clarify before applying as the advert appeared different to the council schedule on the website.

5/19 **Visiting officer reports** - None received.

6/19 **Vandalism - Report from the chairman:** The chairman reported that there had been several incidents of significant vandalism over the last few months, mainly at the weekends and in the evenings with the following most significant issues that need to be addressed effectively as they present a hazard and are incurring a significant cost to the taxpayer. A partial CCTV system has been installed to act as a deterrent.

- a. The Pavilion has had windows broken on 3 occasions totalling c£470 in repairs. Options for protecting the windows were discussed including grills (a sample quote of c£2000 was provided), other measures ranging from shutters, through 'unbreakable' glass to bricking up some windows. The clerk was asked to obtain a range of quotes for the various options for a decision at the earliest opportunity.
- b. Playing Field Shed – this was broken into and the line marker used to create 'irregular pitch markings', in addition other items including tiles that were stored were smashed on the pitch creating a hazard which will need to be cleared before the pitch can be used again. The chairman proposed a work party to clear up and dismantle the rest of the dilapidated shed. He also proposed replacing the shed with a more vandalism/theft resistant one, ie an ISO or other similar container/shed. After a discussion it was decided to obtain quotes for all options for decision on replacement. In the meantime, the line marker and any other equipment will be stored elsewhere securely.
- c. Lamp post vandalism – The double lamp post outside of the Memorial Hall/School has been subjected to vandalism twice in recent weeks with Westcotec reporting it to the police and doing the repairs. It has been left in a precarious and hazardous situation by the vandals each time and it was reported that it appears to have been done again. The SNT Terrington team have been informed and their new PC will be appraised of the situation when he takes post, in the meantime, increased priority has been placed on patrolling the village.
- d. The playing field goal posts have been vandalised in the recent past too, the net support bracket has been broken off. It was decided to investigate a replacement part and to repair it.
- e. Playing Field sign – the repaired sign has been ripped off the posts again. It was decided to replace it with a smaller plaque to be fixed to the front of the pavilion. Clerk to research.

7/19 **Speed limit extension** – The required information was unavailable to discuss, item deferred until next meeting.

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- 8/19 **Great Ouse river level:** Two part concerns raised at a previous meeting regarding the river Great Ouse levels were discussed, the clerk reported that the previous clerk had a response that stated the new pumping station flow was no greater than previously, it was just newer and more reliable. The second aspect concerning dredging was thought to be a change in policy, the clerk will contact the EA/IDB for advice on the dredging policy/ regime and report to council.
- 9/19 **Correspondence:** The following correspondence has been received and circulated by email for consideration:
- a. **Norfolk Citizens Advice Norfolk** – Appeal for funding contribution, the council decided not to contribute.
 - b. **MAGPAS Air Ambulance Appeal** – The council decided by majority to contribute £25.
 - c. **NCC Ash die back request for information** – The council had reviewed the details circulated and Cllr Ash (*no pun nor significance*) reported the possible owners as Eau Brink Farms and would provide contact number for the clerk.
- 10/19 **Finance:**
- a. Authorisation of payments: all agreed to authorise and ratify the payments at Annex A.
 - b. Accounts Reconciliation: Accounts reconciliation carried out and the erroneous £12.20 payment and contra payment explained as a correction without money movement carried out on Scribe. Clerk will seek solution to remove it from future reconciliations. Accounts balanced and agreed at Annex B.
 - c. Banking arrangements - Discussed and agreed to continue current practices. Clerk to be added with 'simple servicing' authority. (in progress)
 - d. A draft budget was explained by the RFO and broadly accepted pending:
 - i. The contingency and reserves were agreed dependent on a decision to be made on the rate of transition to LED streetlights.
 - ii. A decision on the utilisation of CIL was to utilise it on pavilion window protection and LED conversion with final proportion dependent on outcome of an Options presentation on both items.
- 11/19 **Planning:**
- a. No new applications were for consideration, there was an application for tree work that will be a delegated decision by the Tree Officer: 19/00097/TPO | Pruning to reduce the likelihood of failure – St Germans Hall.
 - b. The decisions notified by Borough since last meeting were notified as:
 - i. 18/00741/F | Retrospective Planning for a New Storage Building | S & R Motors Sunset Lodge Lynn Road – Application permitted.
 - ii. 18/02190/O | Outline application for construction of 4 detached houses | Land West of Willow Farm 45 Mill Road – Application permitted.
 - iii. 19/01541/PACU3 | Hall Farm The Avenue Wiggshall St Mary The Virgin Norfolk PE34 3EL - *Agricultural barn to be converted into one 2 bedroom residential dwelling* - Prior Approval - Approved 31 October 2019 - Delegated Decision.
- 12/19 **Casual vacancy for a Parish Councillor** – it was confirmed that the Parish Council has a vacancy for a Cllr. The previous deadline for applications had passed without an application. Cllrs encouraged to 'recruit', public present invited to consider application for co-option. Clerk to re-advertise with a closing date 21 days after notice.
- 13/19 **Pavilion maintenance** – Cllr Keale reported that the planned work was due to be undertaken in the coming week with no cost to the council, a vote of thanks for that contribution was recorded.
- 14/19 **Wiggstock** – It was discussed and decided that there would not be a Wiggstock in 2020 due to lack of volunteer organisers. It will be considered for future years.

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15/19 **Dates for future meetings** – It was explained that the 3rd Mon of odd numbered months was not an option for the new clerk as he clerks for another council on those dates. The 1st and 2nd Mondays were put forward as alternatives and it was decided, pending availability confirmation by the Memorial Hall Cttee, that the 2nd Monday of odd numbered months would be the preference. Clerk to action.

16/19 **Items for the next agenda – Cllrs raised the following items for the next agenda:**

- a. The issue of clarification of the monies distribution following the closure of the pre-school circa 3 years ago was raised, the clerk was asked to review minutes and contact relevant parties to ascertain the current situation as it was understood funds had not been allocated as notified.
- b. Cllr Rust proposed full LED Street light conversion to be considered. Clerk to report on cost options for full/partial asset conversion and associated savings with unmetered electricity supply.
- c. Footpath to Wiggenhall St Mary – Cllr Keane asked for the provision of a Trod to be considered.
- d. Cllr Ash asked for the village signs to be put on the agenda; clerk asked to investigate 'missing' signs for Wigginhall St Mary's and Saddlebow and report.
- e. Cllr Bunkall raised the issue of a lack of parking at the shop with people being seen to use it for storing cars, dog walkers and 'park and ride', whilst not illegal, it was thought inconsiderate towards short stay users of the shop. Viability of implementing parking limitations to be explored.
- f. The Bus stop on Sluice Road suffers from splashing when the road is wet as there is a dip in the road surface immediately adjacent that causes a puddle to form. Clerk to raise with Highways.
- g. Youths cycling without lights on road and pavement in the hours of darkness. Clerk to raise with SNT between meetings and report.
- h. LED Streetlight on Mill Road not working, (2nd one near the reading room).
- i. Parking on the pavement, particularly on the path leading to the school, forcing children and push chairs on to the highway to pass; clarification on what if any action can be taken, clerk to discuss with SNT and highways.

The Chairman thanked everyone for attending and closed the meeting at 9.35pm

Chairman

Date

Prepared by
Mike Inder
Clerk to Wiggenhall St Germans Parish Council

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Wiggenhall St Germans Parish Council**PAYMENTS LIST 34 TO 60**

Voucher	Cheque	Code	Name	Description	Amount
34	101863	45 - New Play Equipment	Play Inspection Company Ltd	Annual play area inspection	78.00
		<i>VAT Code 845 1840 23</i>			
35	101864	20 - Provisions - FC pavillion	Wave	water	45.17
36	101865	21 - FC field - grass cutting	P J & B Jones	Grass cutting	199.26
		<i>VAT reg no GB799845733</i>			
48	101865	26 - Grounds Maintenance - I	P J & B Jones	Grass cutting	154.98
		<i>VAT reg no GB799845733</i>			
49	101865	27 - Grounds Maintenance - I	P J & B Jones	Grass cutting	36.90
		<i>VAT reg no GB799845733</i>			
Subtotal No.				101865	391.14
46	101866	26 - Grounds Maintenance - I	P J & B Jones	Grass cutting	103.32
47	101866	27 - Grounds Maintenance - I	P J & B Jones	Grass cutting	24.60
37	101866	21 - FC field - grass cutting	P J & B Jones	Grass cutting	132.84
Subtotal No.				101866	260.76
38	101867	21 - FC field - grass cutting	P J & B Jones	Grass cutting	132.84
44	101867	26 - Grounds Maintenance - I	P J & B Jones	Grass cutting	103.32
45	101867	27 - Grounds Maintenance - I	P J & B Jones	Grass cutting	24.60
Subtotal No.				101867	260.76
39	101868	20 - Provisions - FC pavillion	Eon	Electricity	50.17
		<i>vat 559 0978 89</i>			
40	101869	20 - Provisions - FC pavillion	T W Elton	w Indow s	202.50
41	101870	20 - Provisions - FC pavillion	T W Elton	w Indow s	74.00
42	101871	19 - S.137 - Charities - British	Poppy Appeal	Donation poppy w reath	25.00
43	101872	22 - Provisions - Lighting	E on	Electricity	903.29
51	101873	9 - Admin - Clerks expenses	Clerk	Expenses	19.80
		<i>Mileage 24 miles and 20 miles @45p/m</i>			
50	101873	6 - Admin - Clerk	Clerk	Salary	225.68
		<i>£376.08 - PAYE £150.40 = £225.68</i>			
52	101873	8 - Admin - Stationery/post	Clerk	Stamps/postage	15.72
		<i>12x1st & 12x2nd</i>			
Subtotal No.				101873	261.20
55	101874	7 - Admin - Income Tax	PAYE	HMRC	150.40
56	101875	21 - FC field - grass cutting	P J & B Jones	Grounds Maintenance	132.84
57	101875	26 - Grounds Maintenance - I	P J & B Jones	Grounds Maintenance	0.00
		<i>Double Entry</i>			
58	101875	26 - Grounds Maintenance - I	P J & B Jones	Grounds Maintenance	103.32
59	101875	27 - Grounds Maintenance - I	P J & B Jones	Grounds Maintenance	24.60
Subtotal No.				101875	260.76
60	101876	39 - Church clock	Smith of Derby	Clock servicing Plan	439.20
		<i>New pulley</i>			
53	DD	6 - Admin - Clerk	Clerk	Salary	500.50
		<i>DD</i>			
54	DD	14 - Admin - Subscriptions	Information Commissioner	Data Protection registration	35.00
Subtotal No.				DD	535.50
				TOTAL	3,937.85

Original Signed by Cllr Rawlings

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Wiggenhall St Germans Parish Council

Prepared by: _____ Original Signed _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Original Signed _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/09/2019

Cash in Hand 01/04/2019

13,982.31

ADD

Receipts 01/04/2019 - 30/09/2019

20,253.74

34,236.05

SUBTRACT

Payments 01/04/2019 - 30/09/2019

7,825.05

A Cash in Hand 30/09/2019
(per Cash Book)

26,411.00

Cash in hand per Bank Statements

Cash	30/09/2019	0.00
Barclays Business Saver Account	30/09/2019	25,911.00
Barclays Community Account	30/09/2019	500.00

26,411.00

Less unrepresented cheques

As attached

12.60

26,398.40

Plus unrepresented receipts

As attached

12.60

B Adjusted Bank Balance**26,411.00****A = B Checks out OK**

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