

WIGGENHALL ST GERMAN'S PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 22nd July 2024 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

Parish Councillors: David Rust (Chairman), Scilla Ash (Vice Chair), David Harrison, Tony Park and Robert Rawlings.

Parish Clerk: Mike Inder.

Borough Councillor:

County Councillor:

Apologies: Robert Ward.

Absent: David Johnson.

Public: 4.

47/24 **Opening & apologies for absence:** Cllr Rust opened the meeting and welcomed everyone, apologies above were received and accepted.

48/24 **Declarations of interest for items on the agenda:** None.

49/24 **To hear reports from officers:** None received.

50/24 **To hear from the public:** A resident commented on the worsening of the mole problem on the MH playing field, the school having had to move its school sports day to another venue due to safety concerns. The grass is not being cut as a result of the mole hills and is in poor condition. Council undertook to research possible solutions and consult with the EA for the area around the riverbank. However, they were aware that the only effective legal method is trapping and that is not thought to be suitable on a playing field where children will invariably interfere with the traps. Grass condition was as secondary issue that should improve when the moles problem is resolved.

51/24 **Approval of Minutes of the meeting held on 13th May 24:** Having been previously circulated, the minutes were proposed by Cllr Park, seconded by Cllr Ash, and agreed as a true reflection of the meeting. The minutes were signed by the chairman.

52/24 Finance:

- a. To approve payments: the circulated list was proposed by Cllr Park, seconded by Cllr Harrison and approved (Annex A).
- b. Reconciliation of accounts: Cllr Rust carried out a sample check of invoices and the bank statements and countersigned the reconciliation summary (Annex B).
- c. The banking mandate amendment to add Cllr Harrison and remove Mrs Bunkall was signed.

53/24 Annual Governance and Accountability Report (AGAR)

- a. The external auditor had reported a transposed number entry in Sect 2 box 3. The RFO has restated the figures and the Chair and RFO signed the amended section 2.

54/24 Play Park Project:

- a. The clerk reported that the PPSG had selected the preferred equipment list, a further quote to match that list will be required to provide 3 like for like quotes to submit for the grant application process. Advice from the BC on whether planning permission will be required needs to be sought. Then the grant application can be submitted and once awarded then the preferred contractor can be selected, and the contract signed; the lead time for installation is usually c16 weeks. Overall, the target is for opening in July 2025.

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55/24 Planning.

- a. Applications to consider:
 - i. [24/01230/AG](#) | Agricultural Prior Notification: Agricultural building (30 meters by 12 meters), with a lean to the southern elevation (30 meters x 6 meters). Although not a consultee the PC expressed concern about the access road being after a blind bend. The clerk will write to the Planning Officer to clarify that Highways will be consulted.
- b. Decisions notified by Borough since last meeting:
 - i. 24/00766/F and [24/00809/LB](#) Relocation of external TV ariel, alterations to rear door and step arrangement and installation of air conditioning to the dwelling | The Old Black Horse Surrey Street Wiggenhall St Germans KINGS LYNN Norfolk PE34 3EX – **Permitted**.

56/24 Clerk and Cllr updates on actions from previous meetings:

- a. Wiggenhall Woodland Creation updates. In the absence of Cllr Johnson, Cllr Harrison reported that there were ongoing discussions regarding deer fencing, fruit trees and parking and Cllr Rust has pointed out a gate shown in the wrong location. In addition, it was noted that the field behind the Church has been planted with sugar beet, which will conflict with the planned Nov planting schedule.
- b. Update on development of proposal for wildflower verges. Cllr Harrison has identified the following locations as potentially suitable: Edinburgh Close, Allen Close, Queens Close, Sluice/School Road junction and the riverbanks either side adjacent to the bridge and public house. A survey of residents will be published, and the EA consulted in due course. If all those areas are approved the max area would be c2,500 SqYds and a quote from Emorsgate Seeds based on that area has been sought.
- c. Tree survey (scheduled for w/c 6 May). The clerk has contacted the contractor to find out if has been carried out as no report nor invoice has been received. The contractor has not replied. If there is no reply to the next contact, then the Council agreed that the contract should be terminated, and an alternate contractor sought as there is a dead looking tree.
- d. Report on play park repairs work-party. Cllr Park reported that Cllr Ward, and 2 others have completed repairs and refurbishment of the benches and the climbing frame.
- e. Update on Memorial Hall car park. Council resolved to support phase 2 of resurfacing CIL grant. Phase 1 is scheduled for completion prior to the 17th of Aug.

57/24 Traffic and Highways Issues:

- a. The SAM2 reports have not been forwarded to the clerk since May.
- b. Cllr Harrison reported that Highways are reviewing options for fencing/posts/banking to deter anti-social behaviour driving on the grassed area of Sluice/School Rd
- c. To report on the school road safety initiatives progress. The refreshed PPS bid for white gates was proposed by Cllr Rust and agreed for submission.

58/24 Leonard Towler Playing Field matters:

- a. LTPF Fire Risk Assessment: The report was circulated, and Cllr Rust reviewed it and put forward a list of minor improvement totalling c£112 to implement. Cllr Ash seconded the proposed list, and it was agreed to proceed. Two further recommendations for the servicing of the immersion heater and replacement of the boiler room door with a fire door were considered and the requirement for these aspects was not fully understood. Advice from an electrician consulted for the immersion heater was that it only has a heating element and present little more risk than a kettle, servicing for FRA compliance is not something that he has ever experienced as a requirement. The requirement for a fire door in a small building with a low-risk immersion heater in the room was not agreed with and it was decided to research further.
- b. LTPF Land Registration – it is not clear whether the land has been registered and the clerk has contacted the solicitors thought to hold the deeds for the clubhouse to see if that sheds any light

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on the details that would be required to apply to HMLR for registration. The solicitors have not responded to a second email requesting the deeds. Ongoing.

- 59/24 **Council email migration to .Gov.UK system:** The clerk explained the pros and cons and that the expectation is that it will turn from strong advice to mandatory requirement in the next couple of years. Cllr Ash proposed migration with Norfolk ALC offering a £100 grant resulting in a cost of £24, seconded by Cllr Harrison and agreed.
- 60/24 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:
- a. Memorial Hall request for the paper bin to be removed from the car park. The company was contacted to remove it and will be reminded and given a deadline of 31 July to ensure it is clear for the car park resurfacing.
 - b. Notice of CIL Community Fund grant open for applications. No projects identified for this window.
 - c. Resident offering to return found 3 Parish Council/Meeting minute books. Collected and in safekeeping of the clerk.
 - d. Notice of the Parish Council Enquiries email by the BCKLWN. Purpose explained.
 - e. Bowls Club HMLR query. Cllr Rawlings provided information that was passed to the Bowls Club Secretary to assist with their query.
 - f. East of Ouse, Polver and Nar Internal Drainage Board to undertake an assessment of the Polver Pumping Station consultation. Cllr Harrison, IDB Rep, reported that the pumps were nearing end of life, and the consultation was to research suitable replacements. Information only at this juncture.
- 61/24 **Items for the next agenda:** Cllr Rawlings identified a volunteer for co-option to fill one of the existing vacancies for a cllr; the clerk will forward information to the candidate and put co-option on the Sep agenda. Cllr Ash asked what the closing date for article for the next newsletter, the clerk confirmed the 1st of Sep.

The Chair thanked those present for their contributions and closed the meeting at 8.50pm

Signature:

Chairman

Date

Prepared by Mike Inder, Clerk to Wiggenhall St Germans Parish Council.

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Annex A**Payments for Authorisation since last meeting.**

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
10/05/2024	Tamar Telecommunications	Virtual Phone 3985662	15	DD	6.60
12/05/2024	Cozens UK Ltd	Streetlight Maintenance 8370	16	BACS	120.00
18/05/2024	HMRC	PAYE Mth 2	17	BACS	129.40
31/05/2024	M Inder	Salary Mth 2	18	BACS	528.43
18/05/2024	John Cross	Internal Audit Fee	19	BACS	35.00
18/05/2024	Clear Councils	Insurance LCO02114	20	BACS	942.71
18/05/2024	Bob Ward (TJE Joinery)	Bench repair timber	21	BACS	20.00
18/05/2024	Bob Ward (B&Q)	Bench repair fixings	22	BACS	13.31
02/06/2024	PJ&B Jones	Grass Cutting SI-915	23	BACS	261.60
23/05/2024	EE	CCTV Sim V02226217339	24	DD	13.48
21/05/2024	EDF	LTPF Elec E89884923003	25	DD	84.23
09/06/2024	Cozens UK Ltd	Streetlight Maintenance 8446	26	BACS	120.00
10/06/2024	Tamar Telecommunications	Virtual Phone 4000696	27	DD	6.94
18/06/2024	HMRC	PAYE Mth 3	28	BACS	129.40
28/06/2024	M Inder	Salary Mth 3	29	BACS	528.43
10/06/2024	Marion Coleman	Church Flower Festival Arrangement	30	BACS	50.00
01/07/2024	Cozens UK Ltd	Streetlight Maintenance 8500	31	BACS	120.00
19/06/2024	EDF	LTPF Elec E89884923004	32	DD	54.02
24/06/2024	EE	CCTV Sim V02236783677	33	DD	13.48
01/07/2024	PJ&B Jones	Grass Cutting SI-930	34	BACS	261.60
03/07/2024	N Power	Streetlight Elect IN10966137	35	BACS	537.31
10/07/2024	Tamar Telecommunications	Virtual Phone 4015887	36	DD	6.94
18/07/2024	HMRC	PAYE Mth 4	37	BACS	258.80
31/07/2024	M Inder	Salary Mth 4	38	BACS	399.03
15/07/2024	Hall Heating and Plumbing	LTPF Valve repair 020524M	39	BACS	336.00

4,976.71

Income Since the last meeting

01/07/2024	PP SG	Play Park Project Fundraiser	4	BACS	1,048.50
03/06/2024	Barclays	Interest 4 Mar-2 Jun	2	Direct	181.34

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Annex B**Wiggenhall St Germans Parish Council Reconciliation**

	Cash in Hand at		01-Apr-24
	Community Account		£1,000.00
	Business Premium Account		<u>£34,502.99</u>
	Less unrepresented payments		<u>£1,479.92</u>
			£34,023.07
	Add	Receipts	26,764.91
	Subtract	Payments	<u>5,763.77</u>
A	Cash in Hand at	28-Jun-24	£55,024.21

	Cash in Hand per Bank Statement dated	28-Jun-24			
	Cash	£0.00			
	Community Account	£1,000.00			
	Business Premium Account	£54,144.21			
		£55,144.21			
Less Unrepresented Payments					
01/07/2024	Cozens UK Ltd	Streetlight Maintenance 8500	31	BACS	120.00
					120.00
Add Unrepresented Receipts					
					£ 0.00
B	Adjusted Bank Balance				£55,024.21

Error A - B	£0.00
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