

WIGGENHALL ST GERMAN'S PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 25th NOVEMBER 2024 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

Parish Councillors: David Rust (Chair), Scilla Ash (Vice Chair), David Harrison, Tony Park, David Johnson, Robert Ward, Paul Bridges (arrived item 85) and Julie Massen (Co-opted at item 83/24).

Parish Clerk: Mike Inder.

Borough & County Councillor: None.

Apologies: Cllr Robert Rawlings.

Public: 5

- 80/24 **Opening & apologies for absence:** Cllr Rust opened the meeting and welcomed everyone. Apologies accepted from the above named.
- 81/24 **Declarations of interest for items on the agenda:** None.
- 82/24 **To hear reports from officers:** None received.
- 83/24 **To hear from the public:** A resident introduced himself and expressed an interest in being co-opted to the Council, the clerk asked for his email address and will send him further information. A couple introduced themselves as farmers developing a new farm on the High Rd in Saddlebow, they explained the details their plans, including improving the access and visibility to the site. They also offered to provide voluntary assistance in the village where farming skills and equipment; the clerk obtained their contact details for future reference and the Chair welcomed them and thanked them for their offer.
- 84/24 **Approval of Minutes of the meeting held on 23rd Sep 24:** Having been previously circulated, the minutes were proposed by Cllr Ward, seconded by Cllr Ash, and agreed as a true reflection of the meeting. The minutes were signed by the chair.
- 85/24 **Co-option to fill a Cllr vacancy:** Ms Julie Massen having previously expressed an interest declared that she was qualified, and not disqualified, in accordance with the LGA 1972 and was proposed for co-option by Cllr Johnson, seconded by Cllr Harrison and voted unanimously in favour. The declaration of office was signed, witnessed by the Proper Officer and the Cllr was informed of the requirement to complete a Declaration of Pecuniary Interests for submission to the Borough Council Register.
- 86/24 **Finance:**
- a. To approve payments: The circulated payments list was proposed by Cllr Johnson, seconded by Cllr Harrison and approved (Annex A). Cllr Harrison passed the clerk a cheque from the Save Our Pub campaign towards the Play Park Project for £173.64. Cllr Rust passed an envelope containing £50 cash for the allotment rent from the tenant.
 - b. Reconciliation of accounts: Cllr Rust conducted 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 has been confirmed by the bank, Cllr Harrison will need to instigate the setting up of Internet banking, the Clerk will provide the details required to complete the set up.
 - d. The draft budget for 2025/26 was circulated prior to the meeting for comment, the RFO stated that if there were any proposed amendments then forward them to him ahead of the Jan meeting where the budget and precept requirement would be set. Cllr Rust raised the matter of an increasing cost of the electricity at the Pavilion and proposed re-charging the hirer for their

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use, seconded by Cllr Bridges and agreed. It was recognised that the Football Club invest in the pavilion and playing field and carrying out the pitch maintenance, in addition to providing an excellent community club, especially for youth football and as such the annual rent should remain unchanged for a further year. It was agreed that the rise would take effect from 1 Apr 25 and that the Clerk would inform the Chair of the Club. Cllr Rust also suggested that the proposed cut to water payments should be reversed to the previous amount as it may increase if next year is drier than 2024. It was noted but as the majority of consumption is the Bowls Club for irrigation and that is re-charged then it has no net effect how much is used.

- 87/24 **Appointment of an Internal Auditor:** Initial contact has been made by the Internal Auditor suggested by Norfolk ALC. Cllr Harrison proposed the appointment, seconded by Cllr Ash and Council voted to appoint Mr Pete Strange.
- 88/24 **Governance:** The Clerk explained the new duty to prevent sexual harassment and having provided a draft amendment to the Dignity at Work policy with inclusion of appropriate wording and a risk assessment it was proposed by Cllr Ash , seconded by Cllr Harrison and adopted.
- 89/24 **Play Park Project:** The clerk reported that the PPSG had raised further funds of £105 at the Halloween disco event and the balance of £173.64 from the Save Our Pub campaign was donated too, the funds are in place and demonstrate community support for the project to support the grant application process. The final quote has been received and the PPSG needs to meet to select the preferred quote, after that the grant application process can commence. The Council agreed to delegate authority for selection of the preferred supplier to the Steering Group.
- 90/24 **Planning.**
- a. Applications to consider: None.
 - b. Decisions notified by Borough since the last meeting: None
- 91/24 **Clerk and Cllr updates on actions from previous meetings:**
- a. Wiggshall Woodland Creation update: Cllr Johnson reported that the layout had been amended slightly in response to a resident's concern about loss of view. The project has had a delay in receiving funding and a delay of 1 year to the start of planting has been necessary; the land has been released back to the tenant farmers to produce a crop.
 - b. An update on development of proposal for wildflower verges was provided by Cllr Harrison.
 - i. Written permission from the EA for the riverbank area near the bridge has been obtained. NCC permission has been verbally agreed and will need written confirmation, Clerk to contact Highways.
 - ii. A proposal inc maintenance, costs, sustainability and options of design and method was presented and discussed in depth. Cllr Harrison proposed that a trial year of the wildflower verges on Edinburgh Place and Queen's Place using voluntary help to prepare the ground. Edinburgh Place would trial the spraying off of the ground with a glyphosate product whilst Queen's Place would not be sprayed. The seed requirement and cost would reduce accordingly to c£200, and the wildflowers cut and cleared in Sep 25. A temporary Service Level Agreement for those areas not to be cut by the NCC would be applied for. The proposal was seconded by Cllr Ash and agreed.
 - c. Tree survey; the report was circulated and the scope of work for tender was conducted with 2 out of 4 quote requests received. Cllr Ash proposed awarding Phase 1 to the Golden Trees lower quote as it is time sensitive and she commended their work from experience, seconded by Cllr Johnson and agreed. Phase 2 will be reconsidered when a further quote is received.
 - d. A Remembrance Day report was provided by Cllr Rust, who represented the Council and laid a wreath, a vote of thanks for his attendance was given.
 - e. Unescorted large agricultural vehicles and the damage to verges. Council considered that the problem still exists and options to address it were debated. It was proposed by Cllr Massen that

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the local Beat Officer be consulted and for the Police to reinforce the requirement to local farmers for escort vehicles, Cllr Bridges proposed an amendment to the proposal to add a survey of the public on areas that were considered more hazardous to highlight to farmers, seconded by Cllr Rust and agreed, Cllr Bridges tasked with conducting the survey and Clerk to raise it with the Beat Officer.

- f. New reports from cllrs: Cllr Harrison reported that a resident of Wiggshall St Marys the Virgin had asked if permission could be given for the permissive path off Sluice Road to be used when riding to reduce the hazard on the road. Cllr Ash stated that the IDB/Middle Level Commission permissive path was a footpath only as it was fenced and too narrow for horses and that horses would damage the surface making it hazardous to pedestrians; Cllrs agreed that the restrictions should remain. Cllr Massen commented that the hedgerows along that stretch were very overgrown, narrowing the road and that if they were cut back the hazard to riders and other road users would be improved, Cllr Rust stated that the NCC Report a problem website had this matter on record for cutting to be carried out. The Clerk offered to provide the link to the website for Cllr Massen to follow up with a further report.
Cllr Ash reported that the Memorial Hall Secretary had asked for thanks to be passed to the PC and AFC Lynn for providing and fitting a new goal net on the MH playing field. A further request for supports for the net was declined as it was not seen to be the answer to stop children climbing the nets.

92/24 Traffic and Highways Issues:

- a. The SAM2 has been returned to Cllr Rust and it was confirmed as faulty. It was taken to Westcotec for diagnosis and the faults confirmed as a PLN10 board, which was quoted as £280.50 plus 2 hrs labour £90 plus VAT. Cllrs ratified the repair agreed to by email and it has been completed. Cllr Rust will receive familiarisation on the set up of the equipment when he collects it. Cllr Ash asked if the equipment, which is now quite old would need to be budgeted for replacement? The clerk commented that the latest repair means the electronics have mostly been replaced over the last couple of year's repairs so it should be ok for a while but can be budgeted for replacement in the future.
- b. Cllr Rust expressed concerns for the main water meter cover as the verge is often driven on and proposed to install roadside marker posts at a cost of £35.36 to protect the water meter at the LTPF. Cllr Bridges seconded the proposal, and it was agreed.

93/24 Leonard Towler Playing Field matters:

- a. To consider the proposal and conditions for the use of the LTPF overflow car park for inclusion in the NCC Woodlands creation project. Council agreed that the LTPF overflow car park could be used for those using the woodlands in future, it would be at their own risk. A letter confirming this agreement will be sent by the Clerk to Cllr Johnson.
- b. LTPF Fire Risk Assessment follow up actions update: Cllr Rust reported that the signage was all in place now. The recommendation of a fire door on the old referee's room containing the immersion heater was not agreed with following advice from an Electrician. The fire extinguishers would have monthly check, and a record of the checks attached to them to remove the need for Fire Inspection Record Log.
- c. LTPF land – Solicitor instructed to proceed with first registration of the land. A quote of up to £150 to transcribe and update the language of the 1908 conveyance document for the Bowls Club Lease was provided. Cllr Ash proposed to proceed, seconded by Cllr Park and agreed.
- d. The Bowls Club storage container siting request has been put on hold for the time being.

94/24 Memorial Hall playing field:

- a. Mole Control, the contractor has trapped approx 12 moles and a follow up visit was scheduled to be conducted to complete the first round, another round of trapping in the Spring is more than likely going to be required. Cllr commented that there seems to be a marked improvement.

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- b. The annual play equipment [inspection report](#) was reviewed and action required based on the top ten [issues identified](#) was agreed to be carried out either during the Play Park project or in the spring in the case of refurbishment. The clerk mentioned that the Play Park Project survey had identified that the litter bin on the infant area was often mistaken as a dog waste bin due to its similar appearance, it was suggested that it should be removed and the inadequate main litter bin replaced with a larger bin in a holder; the litter bins are the responsibility of the MH Ctte and it was suggested that they should be approached to contribute to the ongoing collection costs of a new bin, Cllr Ash agreed to raise this proposal with them and the Clerk would obtain quotes and costs for the emptying service.

95/24 **Council email migration to .Gov.UK system:** The new system using stackmail was reported on as slow and lacking a distribution group option, the clerk had looked into this and it is unfortunately a drawback of the low cost provider, however, using it via Outlook or Thunderbird was reportedly much more user friendly. The clerk will update cllrs with everyone's new email for use with Council business.

96/24 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. Emails and letters from Norfolk ALC and President regarding constitutional and business strategy concerns.
 - i. Council resolved that the clerk is appointed to represent the Council and has delegated authority for representation and voting on behalf of the PC at the Norfolk ALC AGM scheduled for 4 Dec 2024; the lines to take are in agreement with the proposed additional agenda items circulated to members by a group of concerned cllrs and clerks were agreed.
- b. National ALC notice of ministerial [consultation](#) for Cllrs and Public on the proposal to allow holding meetings remotely and proxy voting by members.

97/24 **Items for the agenda for the meeting on 27th Jan 2025:** Cllr Rust noted that there was a new mole problem at the LTPF, it was agreed as an urgent safety matter and the clerk would authorise a one-off session of control with the same contractor as the MH PF. Cllr Rust also asked that the request for new warning signage on the junction of School Rd/Lynn Rd/Fitton Rd that was to be researched and installed by Highways be revisited.

The Chair thanked those present for their contributions and closed the meeting at 9.25pm

Signature:

Chair

Date

Prepared by Mike Inder, Clerk to Wiggshall 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
16/09/2024	Norfolk Fire Protection	Pavilion servicing and Inspection 3573	63	BACs	178.55
21/09/2024	ICO	ICO Subscription	64	DD	35.00
01/10/2024	Minuteman Press	Newsletter printing 42699	65	BACS	315.00
01/10/2024	PJ&B Jones	Grass Cutting SI-982	66	BACS	261.60
01/10/2024	Dave Rust	Assy Point Sign - Amazon	67	BACS	61.78
07/10/2024	Cozens UK Ltd	Streetlight Maintenance 8743	68	BACS	120.00
07/10/2024	N Power	Streetlight Elect IN11630351	69	BACS	513.95
15/09/2024	EE	CCTV Sim V02266850489	70	DD	13.48
18/10/2024	HMRC	PAYE Mth 7	71	BACS	258.80
30/10/2024	M Inder	Salary Mth Oct	72	BACS	419.28
10/10/2024	Tamar Telecommunications	Virtual Phone 4061650	73	DD	6.94
10/10/2024	RBL	Poppy Wreath 015	74	BACS	25.00
24/10/2024	Golden Tree Surgeons	Tree survey INV2216	75	BACS	690.00
06/11/2024	Fleet Timber Supplies Ltd	Posts for LTPF sign	76	BACS	10.53
06/11/2024	PJ&B Jones	Grass Cutting SI-998	77	BACS	261.60
06/11/2024	Wave	Water Rates 14264163	78	BACS	291.92
07/11/2024	Cozens UK Ltd	Streetlight Maintenance 8856	79	BACS	120.00
11/11/2024	Tamar Telecommunications	Virtual Phone 4076960	80	DD	6.94
15/10/2024	EE	CCTV Sim V02276785657	81	DD	13.48
16/10/2024	EDF	LTPF Elec KI-423638A5-0003	82	DD	53.71
18/11/2024	HMRC	PAYE Mth 8	83	BACS	295.20
30/11/2024	M Inder	Salary Mth Nov plus 1/3rd arrears	84	BACS	453.63
12/11/2024	EDF	LTPF Elec KI-423638A5-0004	85	DD	60.82

4,467.21

Income Since the last meeting

24/10/2024	BCKLWN	CIL 22/0159/F	5	BACS	345.94
24/10/2024	Caley Farms	Allotment land rent	6	BACS	420.00

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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		£34,502.99
	Less unrepresented payments		£1,479.92
			£34,023.07
	Add	Receipts	28,780.46
	Subtract	Payments	14,605.68
A	Cash in Hand at	31-Oct-24	£48,197.85

	Cash in Hand per Bank Statement dated		31-Oct-24		
	Cash		£0.00		
	Community Account		£1,000.00		
	Business Premium Account		£47,888.84		
			£48,888.84		
	Less Unrepresented Payments				
06/11/2024	Fleet Timber Sup	Posts for LTPF sign	76	BACS	10.53
06/11/2024	PJ&B Jones	Grass Cutting SI-998	77	BACS	261.60
06/11/2024	Wave	Water Rates 14264163	78	BACS	291.92
07/11/2024	Cozens UK Ltd	Streetlight Maintenance 8856	79	BACS	120.00
11/11/2024	Tamar Telecom	Virtual Phone 4076960	80	DD	6.94
					690.99
	Add Unrepresented Receipts				

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