

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 27th JANUARY 2024 at 7.30PM,
CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

Parish Councillors: David Rust (Chair), Robert Rawlings, David Harrison, Tony Park, David Johnson, Robert Ward, Julie Massen and Ben Taylor-Wright (Co-opted at item 4/25).

Parish Clerk: Mike Inder.

Borough & County Councillor: Cllr Brian Long.

Apologies: Cllr Scilla Ash (Vice Chair) and Paul Bridges.

Public: 2

- 1/25 **Opening & apologies for absence:** Cllr Rust opened the meeting and welcomed everyone. Apologies accepted from the above named.
- 2/25 **Declarations of interest for items on the agenda:** None. Dispensation given for setting the budget and precept at item 10/25.d.
- 3/25 **To hear reports from officers:** Cllr Brian Long provided a report County and Borough matters: The Government's Local Govt Re-structuring announced in Nov 24; Norfolk County Council voted in early Jan 25 to put themselves forward with Suffolk to form a new Mayoralty Strategic Authority with devolved powers from central govt (min 1.5M population criteria meant that Norfolk was not large enough to go alone). The second part of the re-organisation is to merge the 7 District and County Councils in Norfolk into Unitary authorities, (also has population criteria of greater than 0.5M) it is hoped to be able to set up at least 2 unitary authorities with an East-West boundary and a centre in Kings Lynn. If the Government accepts the Norfolk/Suffolk application then it expected that the NCC elections due in May 25 would be cancelled and the current members continue while a new shadow Strategic Authority is elected, standing down in May 2027 in line with the Borough elections when the new Unitary authorities would take post. The decision is expected by the end of Jan 25.
Cllr Long responded to the Cllr's concerns regarding the condition of roads in the locality, in particular the Saddlebow High Road. It was reported that it was scheduled for a full recycle in 2024 but weather and contractor delays led to it being missed, it has not been rescheduled in order and will be fitted in at a later date to be notified, Cllr Long has asked that urgent defects deferred to be done during the recycle are now tended to as emergency repairs to mitigate the risks and damage to vehicles. He was also asked by Council to revisit the Lynn/Fitton Road junction hazard signage that was called for. In Borough news it was reported that this is likely to be the only round of CIL Community Grant this year with central projects likely to have CIL funding prioritised.
- 4/25 **Co-option to fill a Cllr vacancy:** Mr Ben Taylor Wright, having previously expressed an interest declared that he was qualified, and not disqualified, in accordance with the LGA 1972 and was proposed for co-option by Cllr Park, seconded by Cllr Johnson 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.
- 5/25 **To hear from the public:** One member of the public, a Saddlebow farmer, clarified that the drilling rig seen and commented on locally was to establish a water supply for livestock as planned.
- 6/25 **Approval of Minutes of the meeting held on 24th Nov 24:** Having been previously circulated, the minutes were proposed by Cllr Harrison, seconded by Cllr Massen, and agreed as a true reflection of the meeting. The minutes were signed by the chair.

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- 7/25 **Grounds Maintenance Contract Review:** the 3 quotes obtained that matched the scope were reviewed and Cllr Harrison proposed remaining with PJ & B Jones, seconded by Cllr Taylor-Wright and agreed.
- 8/25 **Proposal to resurface the LTPF carpark and apply for a CIL grant:** Cllr Rust having circulated and agreed the scope obtained 2 quotes and 1 estimate, Cllrs deliberated the quotes, and it was proposed by Cllr Rust to select Supreme Surfacing's quote and submit a CIL Community Grant application with a 10% contribution from the PC, seconded by Cllr Rawlings and agreed. Borough Cllr and LTPF car park users, AFC Lynn and the Bowls Club, supported the proposal when contacted.
- 9/25 **Proposal to purchase, install and service a large litter bin at the MH play park.** Responsibility for waste management was queried by Cllrs and explained that whilst it fell to the MH Trustees to manage and pay for the current system which was inadequate in staying on top of litter was all they could afford currently. It was clarified by the Clerk that with the General Power of Competence they could decide for the benefit of the community to assist with the purchase and servicing of a larger capacity bin with a contracted collection service. The costs for purchase and servicing were outlined in the briefing note by the clerk to Council. It was agreed in principle to proceed with the project with clarification of the number of bins that the Parish have serviced free of charge by the BC, currently one at the Surrey St bus stop but it was mentioned by the B.Cllr that it is one per 1000 electors and as the Parish now has 1099 it needs clarifying if that means a second bin could be collected free? The MH Trust have been approached to see if they would pay for the bin servicing if the PC purchased and installed it but have not responded yet.
- 10/25 **Finance:**
- To approve payments: The circulated payments list was proposed by Cllr Rawlings, seconded by Cllr Johnson and approved (Annex A).
 - Reconciliation of accounts: Cllr Rust conducted a sample check of invoices and the bank statements and countersigned the reconciliation summary (Annex B).
 - The LTPF electricity contract renewal quotes were provided, and it was proposed by Cllr Johnson to opt for the 26 Month Scottish Power contract, seconded by Cllr Harrison and agreed.
 - The draft budget for 2025/26 v.4 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. There were no questions, and Cllr Johnson proposed the budget with a precept requirement of £26,874, seconded by Cllr Massen and agreed.
 - Internal Audit – The Clerk reported that the change over to the new Norfolk ALC Internal Appointment system was not going as advertised and he is seeking clarification of the service that was signed up to.
- 11/25 **Governance:** The annual review of order, regulations and policies was carried out.
- The 2024 version of the NALC model Financial Regulations was proposed for adoption by Cllr Harrison, seconded by Cllr Taylor-Wright.
 - The remainder of the existing Council orders, regulations and policies were proposed en-bloc as extant by Cllr Park, seconded by Cllr Harrison and agreed.
- 12/25 **Play Park Project:** Cllr Johnson reported that the preferred supplier has been selected and the process of applying for a grant commenced. The Clerk reported that the quote from Proludic Ltd has been updated and the price overall remains the same with an additional discount applied to cover increased cost of surfacing. The grant requires a lease for the PC to use the MH land with 5 years remaining, that was not the case, and a new 7 year lease was subsequently agreed with the Memorial Hall Trustees with a £1 per year rent and permission to extend the play park area with new equipment to be installed.

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13/25 Planning.

- a. Applications to consider:
 - i. The delegated decision was noted to approve **24/02183/FM**: To construct 2nr 3330 tonne grain silos and associated handling equipment in existing farmyard at Eau Brink River Farm. PC Supported with Highways Condition requested.
 - ii. To comment on any Late Planning: **25/00117/F**: Installation of Heat Source Unit at 4 Turrell Close. Cllrs had reviewed the planning and considered the noise report before agreeing to support the application.
- b. Decisions notified by Borough since the last meeting: None at time of publishing.

14/25 Clerk & Cllrs new reports and updates on actions from previous meetings:

- a. Wiggshall Woodland Creation, Cllr Johnson reported that there was no update.
- b. Wildflower verges.
 - i. Written permission of landowners – Highways are content provided the junction splay visibility is not hampered. The Borough Council have not responded to the request not to mow the trial area.
 - ii. Update on trial: Cllr Harrison reported that the area had been seeded for the trial but a large water leak in the road caused the entrance of the junction to be closed for repairs and as a result traffic was crossing the trial area for access. This is likely to have spoiled the trial, only time will tell, to be monitored.
- c. New reports from cllrs:
 - i. Cllr Harrison reported that he had reviewed the permissive path on the Middle Level land at Sluice Road between the bridges, the hedges and grass is overgrown and making the path difficult to use. He had taken a proactive approach to contact the Middle Level Commission and met with Mr John Fen; the information received was that it was not the MLC's responsibility and that there is no permission to cut the hedge cutting with a tractor from the field side of the hedge. The MLC had attempted to cut it from the roadside of the hedge but without success. The Clerk queried this information as it differed from that reported by Cllr Ash who had carried out the negotiations for the creation and permission for the path. As Cllr Ash was not present it was agreed for the Clerk to contact her to ascertain the facts and agreement from her perspective and then clarify this with the MLC. Cllr Harrison acquired a quote for the PC to cut the hedge and grass for £450 and it was voted to accept this quote to cut before the 15 Feb deadline stated by the MLC if required. The Clerk advised that the law on hedge cutting does not apply where to not cut it would create an unacceptable safety risk and that he would not act until speaking with Cllr Ash and seeking clarification.

15/25 Traffic and Highways Issues:

- a. SAM2 report: Cllr Bridges performed his first site data collection on School Rd and provided analysis which has been uploaded on the PC website. The data shows that the wig-wags school advisory speed signs are having the intended effect.
- b. Report on Sluice Road flooding reported on 16 Dec 24. Cllr Rawlings reported the flooding caused by significant mains leak which was exacerbated by the gully pots being blocked. This was reported in 2023 and will be reported again.
- c. Update on the request for new warning signage on the School Rd/Fitton Road/Lynn Road junction. Covered in the County Officers report item 3/25.

16/25 Leonard Towler Playing Field matters:

- a. LTPF land registration: in progress awaiting update from solicitor.
- b. Report on the proposed Bowls Club storage container siting. Funding has been identified, and Cllr Rust will engage regarding the siting.
- c. Update on Mole Control: Contract underway, awaiting a progress report.
- d. To report on a provisional request from AFC Lynn to install/erect a 'Club House' temporary building. A wooden cabin style approx 20x12 feet in size to be located next to the pavilion inside the fence line. The purpose, usage times, lease, licensing and utilities were all discussed, and it was asked for these aspects to be provided in a more detailed proposal prior to permissions being voted.

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- e. To receive proposal for replacement car park inner fence options. Deferred awaiting AFC Lynn to provide more details on their request for a higher mesh fence that advertising could be installed on.
- f. Notice has been received from a UKPN contractor for the treeline pruning to be scheduled. It was clarified that machinery should not be driven on the football pitch unless dry and hard to avoid damage.

17/25 **Memorial Hall playing field:**

- a. Mole Control: the contract having finished in Nov there were reports of new activity, to be reviewed for another round of trapping to be agreed at the March meeting.

18/25 **Report on the Norfolk ALC AGM and proposed conversion to Company with limited Guarantee:** The clerk provided a report to Council and Cllr Massen expressed concern that the vote by email was not within the constitution. The Clerk explained that he concurred but that the outcome was probably more important than how the decision was reached at this juncture and if challenged formally then NALC would need to act accordingly. It was agreed to vote Yes to the conversion and to appoint the recommended person to do the work. The Council expressed concern about the future viability of Norfolk ALC and the Clerk offered to share an options report that he was preparing for another of his councils with concerns who are considering using other support and training options. B. Cllr Long asked for a copy to be shared with him too.

19/25 **Correspondence:** Proposed Pastoral Church Buildings Scheme: Wiggenhall, St Peter: Closure Consultation. Cllr Johnson reported that there was a St Peter's resident's WhatsApp group for information to shared. An exchange of correspondence with the Diocese of Ely was shared and further information will be shared to help residents consider their view on the consultation.

20/25 **Future meeting dates:** due to conflict with clerk availability and public holidays the meetings for March, May and July were discussed and the following re-arranged dates agreed:

10th March

12th May – Annual Parish Meeting at 7pm, followed by the Annual Parish Council Meeting.

14th July.

21/25 **Items for the agenda for the next meeting:** None.

The Chair thanked those present for their contributions and closed the meeting at 9.20pm

Signature:

Chair

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
27/11/2024	Start Safety	Marker posts SO290118	86	BACS	54.37
29/11/2024	Westcotec	SAM repair inv 16389	87	BACS	498.60
03/12/2024	Cozens UK Ltd	Streetlight Maintenance 8942	88	BACS	120.00
15/11/2024	EE	CCTV Sim V02286749125	89	DD	13.48
10/12/2024	HMRC	PAYE Mth 9	90	BACS	295.20
30/12/2024	M Inder	Salary Mth Dec plus 1/3rd arrears	91	BACS	453.63
10/12/2024	Tamar Telecommunications	Virtual Phone 4092265	92	DD	6.94
10/12/2024	SJA Pest Control	Mole Control 45243	93	BACS	120.00
15/12/2024	EE	CCTV Sim V02297341806	94	DD	13.48
03/01/2025	Golden Tree Surgeons	Tree work inv 2287	95	BACS	1,632.00
23/12/2024	Cozens UK Ltd	Streetlight Maintenance 9037	96	BACS	120.00
02/12/2024	EDF	LTPF Elec KI-423638A5-0005	97	DD	93.38
02/01/2025	EDF	LTPF Elec KI-423638A5-0006	98	DD	32.34
06/01/2025	Dave Rust	SAM2 repair travel and new lock	99	BACS	65.63
04/01/2025	N Power	Streetlight Elect IN12255786	100	BACS	657.45
10/01/2025	Tamar Telecommunications	Virtual Phone 4107530	101	DD	6.94
18/01/2025	HMRC	PAYE Mth 10	102	BACS	147.60
31/01/2025	M Inder	Salary Mth Jan plus 1/3rd arrears	103	BACS	601.23

4,932.27

Income Since the last meeting

25/11/2024	Mr Flowerdew (via clerk)	Alltoment Rent	7	BACS	50.00
25/11/2024	WSG Community Benefit Assn	Donation to the PP project	8	Chq 100003	173.64
28/11/2024	Bowls Club	Water recharge	9	Chq 100674	154.67
20/12/2024	Thornalley	Newsletter Advert	10	BACS	20
20/12/2024	Build Right & Claire's Cleaning	Newsletter Advert	11	Chq 001605	40
20/12/2024	Jonathon Poole Landscapes	Newsletter Advert	12	BACS	40
20/12/2024	Kevin Smith Domestic Appliances	Newsletter Advert	13	BACS	10
03/01/2024	LBR Landscaping	Newsletter Advert	14	Chq 002634	40.00
27/12/2024	Gemma Goldsmith	Play Park Project Fundraiser	15	BACS	115.21
03/01/2025	Action it electric	Newsletter Advert	16	BACS	20.00
03/01/2025	Cater	Newsletter Advert	17	BACS	10.00
07/01/2025	Norfolk Wild Venison	Newsletter Advert	18	BACS	20.00
07/01/2025	Metcalfe Copeman & Pettefar LLP	Newsletter Advert	19	BACS	40.00
09/01/2025	Central Stores	Newsletter Advert	20	BACS	10.00
14/01/2025	St Mary's B&B	Newsletter advertising	21	BACS	20.00

763.52

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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	29,636.86
Subtract	Payments	<u>18,868.75</u>
A	Cash in Hand at	31-Dec-24 £44,791.18

Cash in Hand per Bank Statement dated		31-Dec-24
Cash		£0.00
Community Account		£1,000.00
Business Premium Account		£45,495.52
		£46,495.52

Less Unrepresented Payments					
03/01/2025	Golden Tree Sur	Tree work inv 2287	95	BACS	1,632.00
23/12/2024	Cozens UK Ltd	Streetlight Maintenance 9037	96	BACS	120.00
02/01/2025	EDF	LTPF Elec KI-423638A5-0006	98	DD	32.34
					1784.34

Add Unrepresented Receipts					
20/12/2024	Build Right & C	Newsletter Advert	11	Chq 0016	40
03/01/2024	LBR Landscap	Newsletter Advert	14	Chq 0026	40.00
					£ 80.00

B	Adjusted Bank Balance	£44,791.18
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Error A - B	£0.00
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