

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 12th MAY 2025 at 7.30PM,
CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

Parish Councillors: David Rust (Chair), Scilla Ash, David Harrison, David Johnson (Vice Chair), Tony Park, and Robert Ward, Ben Taylor-Wright.

Parish Clerk: Mike Inder.

Borough & County Councillor: None.

Apologies: Cllrs Paul Bridges, Julie Massen and Robert Rawlings.

Public: 2

Opening address Cllr Rust welcomed all.

- 38/25 **Election of the Chair of the Council:** Cllr Ash proposed Cllr Rust if he was willing to accept the nomination, he confirmed that he was content to stand again, Cllr Harrison seconded the nomination, and the vote was carried and Cllr Rust duly elected as Chair for the coming year. The declaration of office was signed.
- 39/25 **Election of Vice Chair of the Council:** Cllr Ash stated that she did not wish to stand again this year. Cllr Johnson, seconded by Cllr Ash and Cllr Harrison volunteered seconded by Cllr Ward, a vote was taken in favour of electing Cllr Johnson.
- 40/25 **Apologies:** as noted above were accepted.
- 41/25 **Declarations of interest for items on the agenda:** Cllr Rust declared a non-pecuniary interest in the Planning at item 47.a.ii.
- 42/25 **Reports from visiting officers:** None received.
- 43/25 **To hear from the public:** A concern was raised during the Annual Parish Meeting concerning speeding on Orchard Road (see APM minutes). Cllr Ash raised a concern regarding a recent fire on a bridge on a public footpath near Church Lane in Wiggenhall St Mary the Virgin. The clerk asked for assistance with pinpointing it to report.
- 44/25 **Approval of Minutes of the meeting held on 10th March 25:** Having been previously circulated, the minutes were proposed by Cllr Park, seconded by Cllr Harrison, and agreed as a true reflection of the meeting. The minutes were signed by the chair.
- 45/25 **Finance:**
- a. To approve payments: The circulated payments list was proposed by Cllr Johnson, seconded by Cllr Ash and approved (Annex A). The significant increase in Dog Waste charges from the BC was explained by the Clerk and he informed Council that he had researched alternatives but that they were no cheaper. In addition, it was suggested that use of bins to see if they were all required or could be emptied less frequently could be carried out and that current frequency of collection is monitored to ensure that we receive the service we are paying for in full. The Annual review of pre-approved payments was carried out and approved (Annex B).
 - b. Reconciliation of accounts: Cllr Rust conducted a sample check of invoices and the bank statements and countersigned the reconciliation summary.
 - c. Insurance Policy: The current insurer, Clear Councils, renewal is £1,216 and a significant increase, the amount was queried by the clerk and confirmed. An alternate quote from 2 others was sought and Zurich responded with a quote of £507. This was share for Cllrs to compare cover, there being little significant difference, Cllr Ash proposed the Zurich quote, seconded by Cllr Harrison.

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46/25 Annual Governance Accountability Return (AGAR):

- a. Internal Audit report: The report and recommendations were shared with Cllrs. It was remarked upon how thoroughly the audit had been conducted. Whilst the objectives were all responded to as "Yes" the accompanying table recommended the following areas for improvement or clarity:
 - i. Specific minuting of s.137 expenditure.
 - ii. Re-alignment of insured value of assets as they appeared excessive due to annual index linked increases.
 - iii. A formal lease agreement for the larger parcel of allotment land to be put in place.
 - iv. A Policy on the General Reserve (to be incorporated into Fin Regs).
 - v. Review of the PC website accessibility to meet requirements.
 - vi. Review of Privacy Notices requirements and publication.
- b. Section 1 – Annual Governance Statement: The Clerk read out the assertions and Cllrs agreed them all. The Governance Statement was proposed for approval by Cllr Ash, seconded by Cllr Taylor-Wright and approved and signed.
- c. Section 2 – Accounting Statement: The Accounting Statement was circulated with the agenda pack, arithmetically checked by the IA and proposed for approval by Cllr Ash, seconded by Cllr Harrison and approved and signed.

47/25 Planning.

- a. Applications to consider:
 - i. The response between meetings to support **25/00552/F**|SELF BUILD-Proposed demolition of existing dwelling for the proposed replacement dwelling Priory Farm 20 St Peters Road Wiggenghall St Germans, was ratified.
 - ii. **18/02190/DISC_A**|DISCHARGE OF CONDITIONS 5, 6 AND 11 FROM PLANNING PERMISSION 18/02190/O - Outline application for construction of 4 detached houses Land NW of Willow Farm 45 Mill Road Wiggenghall St Germans. No issues identified.
 - iii. To comment on any Late Planning: Although not yet submitted the Middle Level Commission socialised a plan to install solar panels to move the pumping station towards Net zero. A visit to see the site and operations was offered and Cllr Harrison volunteered to liaise to identify a suitable date.
- b. Decisions notified by Borough since the last meeting: None at time of publishing.

48/25 Clerk & Cllrs new reports and updates on actions from previous meetings:

- a. Wiggenghall Woodland Creation, Cllr Johnson reported he is due to have another Teams meeting soon.
- b. Wildflower verges: Cllr Harrison provided an update on the progress, and difficulties being experienced with the project. Cllr Ward proposed that there might be more practical projects worth exploring and that the wildflower project should be ended in favour of developing alternatives, seconded by Cllr Harrison and agreed. The Clerk stated that he would circulate a template for developing a proposal and report to Council.

49/25 Traffic and Highways Issues:

- a. SAM2 report: Cllr Bridges provided a summary report that was circulated before the meeting with nothing significant to report. He was hoping to deploy it on Mill Rd, but the post is completely overgrown, the clerk will report the matter to Highways again.
- b. Maintenance of the permitted path on Sluice Road. Cllr Park reported that he had strimmed the path and it was agreed that bark chipping that were offered by a local farmer should be laid to help maintain the path.
- c. New warning signage on the School Rd/Fitton Road/Lynn Road junction, the Clerk reported that he has re-visited this with the Highways Engineer and that he would explore a range of options with the road safety team.

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- 50/25 **Memorial Hall Playing Field Litter Bin** following reports of excess rubbish overflowing the bin an option to install and service a larger litter bin was put to Council. The purchase and installation would cost c£650 and fortnightly emptying a further c620 pa, the MH Ctte offered a £300 pa contribution to the collection. It was agreed for the idea to be progressed and quotes provided for agreement.
- 51/25 **Newsletter distribution review:** Cllr Rust reported that he was rationalising the rounds and would circulate them for agreement in due course.
- 52/25 **Leonard Towler Playing Field matters:**
a. Resurfacing options: Cllr Rust explained that a series of options were being explored and suggested putting the project on hold until some of the answers were available. Cllr Ash expressed a concern regarding the lack of parking during the bowling season and offered to research additional off-road parking options.
- 53/25 **Correspondence:** Cllr Rust reported that the White Gates utility searches had been provided by NCC and made available for the contractor to review and once he confirmed that the installation was ok, then the Clerk could order the gates.
- 54/25 **Items for the agenda for the next meeting:** Cllr Rust asked that play park maintenance was added to the agenda. Review of IA recommendation actions. Review of Cllr areas of responsibility. Cllr Ward raised the vacant Freebridge house on the corner of Mill Rd/Lynn Rd and other Cllrs agreed that its poor state of repair and appearance, gives a poor first impression for people entering the village from the Saddlebow direction. It was agreed that the Clerk is to raise the matter for improvement and to find out why it was still unoccupied.

The Chair thanked those present for their contributions and closed the meeting at 8.35pm

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
10/04/2025	Scottish Power	LTPF Elect supply	1	DD	93.14
18/04/2025	HMRC	PAYE	2	BACS	274.40
24/04/2025	Mike Inder	Salary and Allowance	3	BACS	422.00
11/04/2025	BCKLWN	Dog bin collection BC110304682	4	BACS	2,109.12
02/04/2025	Cozens	Streetlight Maintenance 9303	5	BACS	120.00
02/04/2025	PJ&B Jones Ltd	Grass Cutting 1037	6	BACS	571.20
10/04/2025	Tamar Telecommunications	Virtual Phone 4153433	7	DD	6.94
18/04/2025	RLS Computer Services	Laptop and 365 sub 14739	8	BACS	654.24
15/04/2025	EE	CCTV Sim V02338284402	9	BACS	14.33
01/05/2025	Cozens	Streetlight Maintenance 9366	10	BACS	120.00
05/05/2025	PJ&B Jones Ltd	Grass Cutting 1051	11	BACS	571.20

Annex B**Annually Approved Regular payments, Direct Debits and Standing Orders**

BACS	PJ&B Jones	Grounds Maintenance
BACS	Npower	Streetlighting
DD	Tamar Telecommunications	Virtual Phone Line
BACS	HMRC	PAYE
BACS	M Inder - Clerk	Salary & Allowance
BACS	Scottish Power	Pavilion Electricity
DD	EE Limited	CCTV SIM V02097947304
BACS	Wave (Anglian Water)	Pavilion & Bowls Water
BACS	BC KL&WN	Waste Collection
BACS	Cozens	Street light maintenance contract
DD	Information Commissioner Office	Annual Subscription
BACS	Play Inspection Co Ltd	Annual Play Inspection
BACS	Internal Drainage Board	Drainage Rates (Annual)
BACS	Norfolk ALC	Annual Subscription
BACS	BHIB/Clear Councils	Annual Insurance (3rd of 3 Yr LTA)
BACS	Smiths Of Derby	Clock Servicing plan

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