

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 14th JULY 2025 at 7.30PM,
CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

Parish Councillors: David Rust (Chair), David Harrison, David Johnson (Vice Chair), Julie Massen and Robert Ward.

Parish Clerk: Mike Inder.

Borough & County Councillor: None.

Apologies: Cllrs Paul Bridges, Scilla Ash, Tony Park, Robert Rawlings and Ben Taylor-Wright.

Public: 3

- 55/25 **Opening address and apologies:** Cllr Rust welcomed everyone and invited all to pause for a moment of reflection to mark the passing of Cllr Ash's husband, Simon. Apologies as noted above were accepted.
- 56/25 **Declarations of interest for items on the agenda:** None.
- 57/25 **Reports from visiting officers:** None received.
- 58/25 **To hear from the public:** Two questions were raised regarding the street sweeping schedule, as it does not appear to have been done this year, and significant pavement weed incursion along most of Orchard Road. The Clerk undertook to raise both matters with Highways.
- 59/25 **Approval of Minutes of the meeting held on 12th May 25:** Having been previously circulated, the minutes were proposed by Cllr Johnson, seconded by Cllr Ward, and agreed as a true reflection of the meeting. The minutes were signed by the chair.
- 60/25 **Finance:**
- a. To note and approve payments at Annex A.
 - i. Flower Festival PC donation, it was uncertain if a display had been provided on behalf of the PC this year and Cllr Rust would enquire and report back to the clerk.
 - ii. The AED pads at the Memorial Hall have been replaced due to being used. Cllr Massen queried the Dog Waste Invoice to confirm it was the annual amount; The Clerk confirmed it was. Cllr Massen also noted the increase in dog fouling on the riverbank and asked about moving a dog bin to a more convenient location, it was explained that the collection distance was limiting factor. Cllrs were encouraged to monitor dog bins to ascertain if the collections are being carried out weekly.
 - b. The accounts reconciliation was counter signed.
 - c. The Clerk reported that the streetlights following the national switch from unmetered to half-hourly reading had created anomalies and there is a suspension of invoicing for streetlight electricity supply until resolved.
- 61/25 **Governance:** The clerk is still working to address the Internal Auditor observations regarding land lease and the asset register value compared to insured sum and will report at the Nov meeting when it is anticipated that they will all be addressed.
- 62/25 **Review of Cllr Areas of Responsibility** Cllr Rust suggested deferring this item until more Cllrs were present to agree, the Clerk invited Cllrs to consider forming a group of 3 or 4 cllrs to cover the introduction of weekly play area checks, which will have a refreshed checklist following the Annual Inspection report. Cllr Johnson suggested that Cllr Rust allocated a provisional list of areas of responsibility to be shared between meetings.

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63/25 **Planning.**

- a. Applications to consider and ratify delegated responses between meetings:
 - i. **25/00739/F** Proposed 2 storey side extension and front porch. at 11 Lewis Drive PE34 3FB. Delegated: PC supported.
 - ii. **25/00774/AG** Agricultural Prior Notification: Erection of an Agricultural Building. at Land East of 5 & 6 High Road Farm High Road Saddlebow. No Comment. Consent not required.
 - iii. **25/01065/F** - Demolition of existing conservatory and construction of a single-storey extension, 3-bay carport, and revised access position. Malling Lodge High Road Saddlebow. **PC Supports.**
 - iv. **25/01066/F** - Conversion of residential outbuilding to Annexe. Malling Lodge High Road Saddlebow. **PC Supports.**
 - v. To comment on any Late Planning. None.
- b. Decisions notified by Borough since the last meeting:
 - i. **18/02190/DISC_A** DISCHARGE OF CONDITION 11 FROM PLANNING PERMISSION 18/02190/O - Outline application for construction of 4 detached houses. Land NW of Willow Farm 45 Mill Road Wiggenshall St Germans. **Discharged**
 - ii. **25/00552/F** - SELF BUILD-Proposed demolition of existing dwelling for the proposed replacement dwelling. Priory Farm 20 St Peters Road Wiggenshall St Germans. **Permitted**
 - iii. **25/00739/F** | Householder: Proposed two storey side extension and front porch | 11 Lewis Drive – **Refused** – PC Supported.

64/25 **Clerk & Cllrs new reports and updates on actions from previous meetings:**

- a. Wiggenshall Woodland Creation updates: Cllr Johnson reported the outcomes of recent Teams meeting with the project team, the Clerk and himself. The key points were:
 - Contract for planting and 5 year maintenance is out to tender.
 - Planting is scheduled Nov 25 to Mar 26.
 - The project team would like to invite a 'Friends of...' group to be formed with the PC invited to facilitate its creation. This would likely start as a Steering Group and then continue as a 'Friends of...' group thereafter to help monitor the woodlands and report any issues or concerns.
 - A community engagement strategy with the school and community groups to raise awareness and foster a feeling of ownership.
 - Cllr Johnson will continue to lead on the project and write an article for the next newsletter with progress and plans as they become clearer.
- b. Woodlands Creation request to site storage container on the LTPF. The request was not favoured but Cllr Johnson reported that he had identified another site, and the landowner was open to the idea and has been put in touch with the Woodlands team to progress the request.
- c. New litter bin at the play park. The bin has been delivered, and a second one has also appeared which will be queried by the clerk. The housing is due to be delivered w/c 21st July. Cllr Massen volunteered to monitor emptying as the Clerk had relocated it to the preferred position and not the front of the hall where it had been delivered to.
- d. Newsletter distribution review. All Cllrs were content with the round allocations.
- e. Condition of Freebridge property on corner of Mill/Lynn Rd. Having been reported and response received the property has not been tidied and the Clerk will raise it again.

65/25 **Alternate Proposal to the wildflower verges.** Cllr Ward suggested a spring bulb planting on the area around the flagpole; Cllrs agreed in principle and the Clerk will forward a report template for Cllr Ward to complete and submit for the next agenda.

66/25 **Traffic and Highways Issues:**

- a. SAM2 reports were shared between meetings with nothing significant to report.
- b. The Mill Road site has been overgrown and is difficult to access and is not effective, an alternate position has been suggested and will be put to Highways for agreement, if

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approved then the cost of c£200 to install a new pole was agreed. It was also suggested that applying to reverse the Saddlebow site as another option to monitor traffic on the main straight in the centre of the residential area.

- c. White Gates update: Due delivery this month and will be installed. Cllr Ward queried cleaning regime, Cllr Rust volunteered to carry that out. Cllr Rust suggested that once the gates were installed that Cllrs could see for themselves the effect and then decide at the Nov meeting whether to proceed to apply for a PPS grant for the next phase of gates at other village entrances.
- d. Maintenance of the permitted path on Sluice Road: Cllr Harrison reported that the MLC had approved the laying of wood chips on the path and that Mr Gibson's kind offer to supply them was acknowledged with a vote of thanks by the Council. Cllr Harrison will let Cllrs know when this is due to take place and volunteers with a rake would be welcome to help spread them. Cllr Harrison confirmed that the MLC will take full responsibility for the maintenance of the hedge and grass cutting on the path in future but if the odd bramble or small branch is encroaching and causing an obstruction that they can be cut to remove a hazard.
- e. Warning signage on the School Rd/Fitton Road/Lynn Road junction. Nothing to report, it will be raised with Highways again.
- f. Proposal to clean the Sluice Rd bus shelter. Cllr Taylor-Wright had reported the shelter is extremely dirty and covered in algae. The Clerk suggested employing a local handyman to wash it and if agreed he would use a contractor that had recently cleaned 2 shelters in Marham for £40 each, it was agreed. Cllr Massen reported the Surrey Road shelter was clean, but that bench would be an improvement. Cllr Rust agreed to look at formulating a proposal.
- g. Streetlighting Maintenance agreement - the UKPN transfer consent was agreed and signed to allow Cozens to carry out that work whilst employed as the Streetlight Maintenance contractor.

67/25 **Leonard Towler Playing Field matters:**

- a. **Car park resurfacing** to receive an update on options. Deferred.
- b. **Car Park Extension** options - Deferred.
- c. **Suspect Water Leak** – Anglian Water correspondence on suspect leak, checked, no leaks apparent and a further letter from AW thanking the Council for fixing the "leak". Cllrs also reported having received similar spurious leak reports.

68/25 **Play Park:**

- a. An update on the Play Park Project progress was provided by the Clerk. The FCC £100k grant has been awarded, the Clerk is currently refining the requirements of the conditions before the contract can be let, this will mean it likely to miss the school summer holidays.
- b. Play Park maintenance review:
 - i. A report of loose panel was tended to by Cllr Ward.
 - ii. Cllrs Ward and Harrison along with the Clerk had look at other aspects of the park and the multi-play in the infant area has a number of snags in need of addressing, it was suggested that once the Independent Inspection report was received (due this month) that a comprehensive list of remedial work could be drawn up and addressed either through self-help or a play equipment contractor as appropriate. This was agreed and would be scheduled to coordinate with the closure while the new equipment is installed.

69/25 **Correspondence:**

- a. A report of overhanging branches obstructing the pavement on Sluice Rd by a member of the public had been received and Cllr Harrison visited the property owner, and the issue has been resolved.
- b. A complaint regarding inconsiderate and hazardous parking for the Church 2 weeks ago had been received. Cllrs living nearby had noted the greater traffic that week but that it was out of the ordinary. It was noted that last week, during the hot weather that there was also a lot of parked traffic on the road and although the car park was full, the parking

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could have been optimised if vehicle parked perpendicular with the fence rather than in line with it and that the Cllr would suggest this to the landlords to encourage more efficient and considerate parking by their clientele.

70/25 **Items for the agenda for the next meeting:** Cllr Harrison reported that following a near miss on the road near the sluice that he had reported a lack of a white center line on the corner had contributed and the NCC stated that it would be lined.

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.

Annex A

Payments for Authorisation since last meeting.

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
11/05/2025	Scottish Power	LTPF Elect supply	12	DD	93.14
11/05/2025	HMRC	PAYE mth 2	13	BACS	274.40
30/05/2025	Mike Inder	Salary and Allowance	14	BACS	422.00
10/05/2025	Tamar Telecommunications	Virtual Phone 4183556	15	DD	7.20
12/05/2025	Wave	LTPF Water 105052929	16	BACS	287.09
15/05/2025	EE	CCTV Sim V02348208125	17	DD	14.33
26/05/2025	Clear Insurance Management Ltd	Ins Renewal LCO02114	18	BACS	1,216.59
29/05/2025	Wel Medical	Defib pads inv I286371	19	BACS	83.52
02/06/2025	PJ&B Jones Ltd	Grass Cutting 1067	20	BACS	463.20
03/06/2025	Cozens	Streetlight Maintenance 9456	21	BACS	120.00
10/06/2025	Tamar Telecommunications	Virtual Phone 4198854	22	DD	7.20
18/06/2025	HMRC	PAYE mth 3	23	BACS	274.40
23/06/2025	Mike Inder	Salary and Allowance Jun	24	BACS	412.00
10/06/2025	Scottish Power	LTPF Elect supply	25	DD	66.00
12/05/2025	Per Pro Services	Internal Audit 12 May 25	26	BACS	105.00
12/05/2025	Hawkins Ryan Solicitor	Land Reg fee	27	BACS	30.00
15/06/2025	EE	CCTV Sim V02358123894	28	DD	14.33
02/06/2025	PJ&B Jones Ltd	Grass Cutting 1083	29	BACS	679.20
02/07/2025	Cozens	Streetlight Maintenance 9539	30	BACS	120.00

4,689.60

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