

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 22nd SEPTEMBER 2025 at 7.30PM,
CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

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

Parish Clerk: Mike Inder.

Borough & County Councillor: None.

Apologies: Cllrs Julie Massen

Public: 4

- 71/25 **Opening address and apologies:** Cllr Rust welcomed everyone and announced that Cllr Robert Rawlings had decided to retire as a Cllr after 45 years' service to the community. Rob did however wish to continue as a Trustee on the Wiggenhall St Germans Bridge Charity, as a PC appointed trustee, this was agreed. The Council gave a vote of thanks for his incredible service to the Parish. Apologies as noted above were accepted.
- 72/25 **Declarations of interest for items on the agenda:** None.
- 73/25 **Reports from visiting officers:** None received.
- 74/25 **To hear from the public:** Representatives of the Middle Level Commission introduced themselves and provided an update of their current projects (included in the newsletter due to be distributed) and offered to work with the PC in future providing advice and assistance as appropriate. Cllr Rust gave a vote of thanks for their support for the creation of the permissive path on Sluice Road.
- 75/25 **Approval of Minutes of the meeting held on 14th July 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.
- 76/25 **Finance:**
- Payments at Annex A were proposed as correct by Cllr Johnson, seconded by Cllr Ash and approved.
 - The accounts reconciliation was counter signed by Cllr Rust.
 - The Clerk reported that the pay award for the public sector had been accepted by unions at 3.2% and staff pay award updated back dated to the 1st of April 2025.
- 77/25 **Governance:**
- The [conclusion of the Annual Governance and Accounting Report \(AGAR\)](#) external audit and [report](#), with no matters raised, was notified by the Clerk/RFO. Cllr Rust thanked him for the work and outcome.
 - Update on Internal Audit recommendations: deferred to Nov meeting as solutions are still to be clarified for the leases on the LT Playing Field.
 - The Clerk explained the new AGAR 2025/26 – Assertion 10 – and provided a [presentation](#) on the new requirement in advance. The requirement to take a proactive approach to GDPR was explained and the Clerk steered Cllrs towards online training provided on the LGA's [Learn and Support Hub](#).
 - As part of the above it is necessary to adopt an [IT policy](#) to meet the AGAR Assertion 10 criteria. A draft recommended by NALC was shared and proposed for adoption by Cllr Taylor-Wright, seconded by Cllr Johnson and agreed.

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- 78/25 **Review of Cllr Areas of Responsibility** Cllr Rust circulated the updated list that was agreed by all in advance and ratified. The clerk stated that he will assist with drafting of terms of reference to clarify the responsibilities.
- 79/25 **Planning.**
- a. Applications to consider: None at time of publishing. No late applications received.
 - b. Decisions notified by Borough since last meeting:
 - i. [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. Permitted.
 - ii. [25/01228/F](#) VARIATION OF CONDITION 2 OF PLANNING PERMISSION 23/02168/F: Proposed double storey side and single storey rear extension following removal of former conservatory system, complete with internal alterations|62 Sluice Road Wiggenhall St Germans King's Lynn Norfolk PE34 3EF. Permitted.
- 80/25 **Clerk & Cllrs new reports and updates on actions from previous meetings:**
- a. Wiggenhall Woodland Creation - Cllr Johnson provided an update; the contractor has been appointed, and the fencing and preparation of land is underway ahead of the planting.
 - b. Condition of Freebridge property on corner of Mill/Lynn Rd: The Clerk received confirmation that it was a long term void requiring major work. Cllr Harrison added that he was aware that a lack of funding was delaying renovation work. It was agreed that the Clerk should continue to make enquiries as to the schedule for renovation and occupation on a regular basis. The overgrown verge will be added to the work request to the Highways Rangers.
 - c. Report of misuse of the dog bin at the Sluice Road bridge to WStMtV. Cllr Parks reported that he had engaged with the Kings Lynn Angling Association and that they had taken proactive steps to reduce the issue with additional bailiff activity and communication with members. The issue has improved but is not completely resolved after the summer and Cllr Parks stated he will continue to monitor it and remove and litter so as not to normalise misuse for visitors.
- 81/25 **Bulb planting proposal.** Cllr Ward stated that he had discontinued development of the project.
- 82/25 **Traffic and Highways Issues:**
- a. Cllr Bridges provided SAM2 reports. [Jul 25](#), [Aug 25](#). A discussion regarding speeding areas of concern ensued and the Clerk advised that if a pattern can be identified and then a persistent offender identified then that could be reported to the Police Neighbourhood team for enforcement.
 - b. Cllrs Rust and Bridges proposed and seconded alternate sites for SAM2 deployment on [Mill Rd](#) and [Saddlebow](#) due to the repeated reports of speeding and current sites being obscured by vegetation or ineffective. The sites were agreed, and the Clerk will arrange the installation of posts by Westcotec at c£200 each.
 - c. White Gates update: Cllr Rust stated that he had received delivery and that installation was planned for the start of October. The second phase of another 3 sets, including Fitton Road, Mill Road and Saddlebow as previously outlined were agreed and the PPS application will be submitted in Nov.
 - d. Update on the maintenance of the permitted path on Sluice Road: Cllr Harrison reported that with the assistance of James in supplying and distributing the chippings had been completed and already attracting positive comments. He recommended reviewing conditions in the Spring and James offered to supply and spread more as required.
 - e. The Clerk reported that there was no update on the request for new warning signage on the School Rd/Fitton Road/Lynn Road junction.

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- 83/25 **Surrey Street Bus Shelter Refurbishment:** Cllr Rust provided a [proposal](#) to apply for the NCC grant for 80% to refurbish the shelter and install a bench. The school had also offered to provide artwork for the rear wall. The PC cost would be £250. Dependent on the grant being awarded it was seconded Cllr Bridges and agreed. Cllr Rust offered to apply for the grant and coordinate the project.
- 84/25 **Leonard Towler Playing Field matters:**
- a. Car park resurfacing – No updates on options.
 - b. Car Park Extension options – deferred.
 - c. LTPF shower tile repairs update: despite awarding of the job as agreed the work had not been carried out and there was no response from the contractors. Cllrs Ash and Harrison suggested other potential suppliers who might be interested in quoting.
- 85/25 **Play Park:**
- a. The Clerk announced that the Play Park Project is on track for installation at the end of Oct, the steering group are making arrangements for an opening event.
 - b. Play Park maintenance review. Cllr Ward and Harrison reported that they had continued with the worklist and replaced a section of timber that had been broken on the multiplay.
 - c. New litter bin at the play park: Cllr Ward reported that a team of volunteer Cllrs had carried out the bin housing installation, which was an enjoyable team-building event, sustained by the supply of bacon-butties by Cllr Ash! The entrance barrier has also been modified in preparation for the new path. The fortnightly bin emptying by Veolia is yet to start properly and the clerk will continue to overcome the contract start up issues.
 - d. A proposal to repurpose the small red litter bin on infant play park to a dog bin to be mounted on the old litter bin post near the new housing was considered. It was decided that as the Play Park is supposed to be a No Dogs area covered by the Borough Council by-law for enclosed play areas, then placing a dog bin there would be mixed messaging. It was decided not to proceed with the proposal and to remove the red litter bin to avoid confusion for those that already think it is a dog bin. New 'No Dogs' signage will be included with the new play area signage as part of the play park project.
- 86/25 **Correspondence:**
- a. RBL email stating they no longer accept BACS payment for Poppy Wreath. Payment by cheque was agreed.
 - b. UKPN contact to arrange tree cutting has been agreed with the Bowls Club trees to be reduced further to the height of the hedges.
- 87/25 **Items for the agenda for the next meeting:**
- a. To confirm 2026 meeting dates, the March 2026 date changed to the 16th of March to avoid clerk diary conflict.
 - b. Cllrs Bridges and Ash raised the issue of the uneven ground on the Memorial Hall playing field, it was suggested that rolling it might improve it. James offered to use his roller and Council gratefully agreed to trial it; Cllr Harrison offered to coordinate for access.

The Chair thanked those present for their contributions and closed the meeting at 8.42pm

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
10/07/2025	Tamar Telecommunications	Virtual Phone 4214176	31	DD	7.20
18/07/2025	HMRC	PAYE mth 4	32	BACS	274.40
31/07/2025	Mike Inder	Salary and Allowance Jul	33	BACS	412.00
10/07/2025	Mike Inder	SLCC Membership share MEM253646-	34	BACS	61.29
31/07/2025	Veolia	MH PP bin collection PEB0148059	35	BACS	30.60
01/08/2025	PJ&B Jones Ltd	Grass Cutting 1099	36	BACS	571.20
29/07/2025	A&E Exterior Cleaning	Bus Shelter wash 073	37	BACS	40.00
01/05/2025	Norfolk ALC	Annual Sub 2531	38	BACS	281.40
23/07/2025	BROXAP	Bin Housing 335633	39	BACS	664.74
18/07/2025	East of Ouse IDB	Drainage Rates 2025-26	40	BACS	102.60
10/07/2025	Scottish Power	LTPF Elect supply	41	DD	48.00
15/07/2025	EE	CCTV Sim V02368311697	42	DD	14.33
05/08/2025	Wave	LTPF Water 15396156	43	BACS	755.86
10/08/2025	Tamar Telecommunications	Virtual Phone 4229824	44	DD	7.20
18/08/2025	HMRC	PAYE mth 5 plus arrears	45	BACS	318.40
31/08/2025	Mike Inder	Salary and Allowance Aug plus arrears	46	BACS	488.50
12/08/2025	Cozens	Streetlight Maintenance 9648	47	BACS	120.00
27/08/2025	PKF Littlejohn LLP	AGAR Audit SB20251041	48	BACS	252.00
27/08/2025	EE	CCTV Sim V02378436395	49	DD	14.33
27/08/2025	Scottish Power	LTPF Elect supply	50	DD	48.00
01/09/2025	Npower	Streetlight Electricity IN13828475	51	BACS	687.97
01/09/2025	Npower	Streetlight Electricity IN13828574	52	BACS	461.10
01/09/2025	Cozens	Streetlight Maintenance 9709	53	BACS	120.00
01/09/2025	Veolia	MH PP bin collection PEB0149899	54	BACS	20.40
03/09/2025	PJ&B Jones Ltd	Grass Cutting 1115	55	BACS	315.60
03/09/2025	TJE Joinery (reimbursed to Cllr Ward)	Play Park Repair timber 2054	56	BACS	20.00
10/09/2025	Tamar Telecommunications	Virtual Phone 4260221	57	DD	7.20
18/09/2025	HMRC	PAYE mth 6	58	BACS	283.20
30/09/2025	Mike Inder	Salary and Allowance Sep	59	BACS	462.30
10/09/2025	Glasdon	White Gates SI920059	60	BACS	4,654.40

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