

WIGGENHALL ST GERMAN'S PARISH COUNCIL

**MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 24th NOVEMBER 2025 at 7.30PM,
CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

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

Parish Clerk: Mike Inder.

Borough & County Councillor: Cllr Brian Long.

Apologies: Cllr Tony Park,

Public: 3

- 88/25 The Chair opened the meeting and to received apologies that were accepted as above.
- 89/25 There were no declarations of interest for items on the agenda; dispensation is tacit for all members to discuss the budget.
- 90/25 County and Borough Cllr Long provided a report, including his attendance with the School and Parish Cllrs at the first planting of the new woodlands, the Local Government review and Mayoral process updates; a government public consultation is open. The disestablishment of the Police and Crime Commissioner position was recently announced by the Govt, that responsibility is likely to be assumed by the new strategic mayoral authority. Cllr Long still has some of his budget available for community organisations to apply for via the NCC website.
- 91/25 Public forum: Mrs Roz Bridges, who assisted with the Road Safety Steering group, reported that the new white gates installed at the Eau Brink Road entrance near the school had already had a noticeable effect on speed reduction during the school run, she thanked the Chair and Clerk for their work on the scheme.

A resident reported another accident on the Fitton/School/Lynn Rd junction and also reported that the streetlight on that corner was not working.

A question was asked about the new litter bin on the playing field regarding the frequency of emptying? The clerk responded that after a confused start caused by a duplicate bin having been delivered, it has now been resolved, and the fortnightly collection will be monitored to ensure it is appropriate for the need.

- 92/25 The [minutes](#) from the meeting held on 22nd Sept 25 were proposed as a true reflection of the meeting by Cllr Ash, seconded by Cllr Johnson and approved.
- 93/25 **Finance:**
- Payments at Annex A, proposed by Cllr Ash, seconded by Cllr Johnson and approved.
 - Accounts [reconciliation](#) checked and countersigned by Cllr Rust.
 - A virement from Operating Reserve to IT EMR of £245.20 required to cover spend on a laptop and software was proposed by Cllr Ash, seconded by Cllr Harrison and agreed.
 - A [draft budget](#) was provided by the RFO for comment prior to vote at the Jan 26 meeting. The rent for the LTPF for the football club and the allotment rent was discussed and it was agreed that no increase was justified by the introduction of recharging of electricity consumption by the Football Club. The allotment rent was also agreed as remaining at the current tariff. The RFO will refine the budget after the Nov and Dec reconciliations and share for comment ahead of the decision to set the budget and precept demand in January.

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94/25 **Governance**

- a. The Clerk provided and update on the Internal Audit recommendations: Website Accessibility, Privacy Notice, Leases and review of asset values for Insurance cover. Leases have been added to next review of Risk Assessment.
- b. Adoption of draft TORs for Cllr areas of responsibility: all discussed and proposed for adoption en-bloc by Cllr Ash, seconded by Cllr Johnson and carried.
 - i. [Finance Steering Group](#).
 - ii. [HR Steering Group](#).
 - iii. [Planning Advisory Group](#).
 - iv. [Play Park Checks](#).
 - v. [SAM2 Management and Risk Assessment](#).

95/25 **Planning.**

- a. Applications to consider: None requiring consultation at time of publishing. No late applications to be considered.
- i. **25/01267/DISC_A**|DISCHARGE OF CONDITIONS 3 AND 4 FROM PLANNING PERMISSION 25/01267/FM - Development of a ground mounted solar array with associated infrastructure, inverters, battery storage, cable routing, security fencing, landscaping and access Land at E558740 N314292 Sluice Road Wiggenhall St Germans. Cllr Massen commented that the planting to provide the biodiversity net gain was evident, so the discharge was appropriate.
- b. Decisions notified by Borough since last meeting:
 - i. **25/01267/FM**| Development of a ground mounted solar array with associated infrastructure, inverters, battery storage, cable routing, security fencing, landscaping and access| Land at E558740 N314292 Sluice Road Wiggenhall St Germans
Application Permitted
- c. The clerk provided a report on CIL Training and introduction of [Parish Infrastructure Investment Plans](#) (PIIP). The new Planning Advisory group will draft a PIIP for Council to adopt in the new year.

96/25 **Clerk & Cllrs new reports and updates on actions from previous meetings:**

- a. Wiggenhall Woodland Creation: Cllr Johnson provide an update and announced the planting event on the morning of the 6th of Dec for the public to join in with the planting.
- b. Naming of the Woodland schemes: Cllr Johnson had circulated information on the naming, the 3 areas that are to be named by the School, PC and NCC in turn. The School children put forward 4 names, and the PC were invited to select one, the "Daisy Flower Forest" was selected. The PC provisionally decided on their area being named after retired Cllr Rob Rawlings, Cllr Harrison offered to approach Bob to ensure he was happy with this decision.
- c. Condition of Freebridge property on corner of Mill/Lynn Rd, it was reported that windows and doors have been replaced recently and that hopefully it would be occupied again soon. Cllr Rust asked if anyone knew if any of the Legge Place properties were Freebridge as one has been unoccupied and is extremely overgrown? Cllr Harrison offered to make enquiries.
- d. Report of misuse of the dog bin at the Sluice Road bridge to WStMtV. Cllr Ash reported that following fishing competitions/events there was still general food packaging and litter left next to the dog waste bin, it was decided to monitor and allow Cllr Parks to continue the work he has started to reduce the problem.

97/25 **Traffic, Highways and PRow matters:**

- a. To receive SAM2 report. Cllr Bridges circulated the Sep and Oct reports for Sluice Rd and Eau Brink Rd, the reports will be published on the PC website in due course. He will look to identify the effectiveness of the White Gates in closer detail before the Easter holidays
- b. White Gates update. Phases 1 and 2. Cllr Rust explained that the Ph1 second set of gates for Lynn Rd had been delayed due to the Anglian Water road closure, and now there is some doubt over the contractor's accreditation to do street works which is being

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clarified. Phase 2 needed a quote from the NCC Highways contractor (Norse), who after a 6-week delay have confirmed that it would be £2,500 per set. This is an incredibly expensive cost that makes the project unviable. The Clerk has confirmed with the Highways Engineer that it can still use its own contractor provided they have the Street Works accreditation. Cllr Rust and the Clerk will seek to clarify the accreditation of the current contractor to obtain a quote and identify another contractor if not to quote before the deadline of the 30 Nov.

- c. Update on scheduled repairs, signage and road markings. The Clerk reported that following a meeting with the Highways Engineer that the Mill Road works scheduled will be delayed ensuring works with heavy vehicle is completed so as not to damage fresh tarmac. The Lynn/Fitton Rd signage has been referred to the design team and road markings are a rolling programme that will resume in the Spring. Cllrs and the public are encouraged to report defects and concerns on the NCC website, a link to which is on the PC website.

98/25 **Surrey St Bus Shelter refurbishment update:** Cllr Rust reported that weather had caused 2 postponements, and it was agreed to wait for the Spring. The Clerk will check on the grant criteria and payment to ensure that is not impacted by a delay in completion. Cllr Rust to provide the receipts to date for materials.

99/25 **Leonard Towler Playing Field/Pavilion:**

- a. Car park resurfacing this has not progressed and will be revisited in the new year.
- b. Car Park Extension options, Cllr Ash will resume enquiries.
- c. LTPF shower tile repairs update: Cllr Rust reported that finding a contractor to do the work is still proving difficult and that it is best to wait until the end of the football season to schedule the work.
- d. Tree maintenance - Phase 2 update: work completed last week, larger timber to be removed by a 3rd party this week.

100/25 **Play Park**

- a. Update on the Play Park Project progress was delayed by about a week due to weather; it is now waiting for an inspection and the site fencing to be cleared and ground reinstated at the vehicle gate. Following that the invoice will be received and submitted for grant payment.
- b. Play Park opening event, it was agreed to invite Mr Bob Rawlings to formally open the play park which will be on the 13th Dec combined with the Church Children's Christmas Party at the Memorial Hall starting at 1pm with the Park Opening at 2pm. Mr Rob Rawlings to be contacted by the Clerk to confirm if he is available and content to open the park.
- c. Play Park [new signage](#). There is a requirement for new signage, and the proposed design has been forwarded to suppliers for a quote with an approximate cost of £50 anticipated and approved.
- d. New litter bin at the play park update: The teething problems have now been resolved, and the bin will be monitored. Calculation of the shared cost for the 11 collections between installation and end of the FY on a 50% basis will be invoiced to the Memorial Hall and then invoiced in arrears each year thereafter.

101/25 **Newsletter:** A proposal was put forward by Cllr Ash to survey the public on their preference for a digital copy or to continue with a delivered copy. The Clerk reported that most advertisers were content with a primarily digital format. This proposal would reduce cost whilst retaining a paper copy for those that prefer that format; seconded by Cllr Johnson and carried for survey in the next issue.

102/25 **AGAR Assertion 10 GDPR training:** Update on access to LGA training, and to consider using an alternative free provider www.alison.com the Clerk stressed that on completion that there is no requirement to opt to pay for the certificate and that having registered with your email they will contact you a couple of days after completion with a congratulations

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you've passed message (a reminder that you can buy the certificate), simply screen shot this message to show that you have completed the training and send it to the Clerk.

103/25 **Correspondence requiring further consideration.**

- a. An enquiry from the Memorial Village Hall Ctte regarding documentation from the adaption to facilitate the Post Office was received to assist with an issue raised during the closure. The Clerk identified the paperwork in the Council's archives and has provided it to the MH Ctte Secretary.

104/25 **Items for the agenda for the next meeting**

- a. The revised 2026 meeting dates to deconflict, were agreed as proposed: 16th March 11th May and 21st Sep 2026.

105/25 Cllr Rust proposed to resolve to exclude the public in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2) to consider a civic award proposal, seconded by Cllr Massen and carried. The proposal for the civic award was carried unanimously.

The Chair thanked those present for their contributions and closed the meeting at 9.15pm

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
22/09/2025	ICO	Annual subscription Z3256919	61	DD	47.00
24/09/2025	MKM	Bin Housing base materials 0038/30267	62	BACS	75.12
24/09/2012	RBL	Wreath donation	63	CHQ 101907	25.00
01/10/2025	PJ&B Jones Ltd	Grass Cutting 1128	64	BACS	463.20
02/10/2025	Veolia	MH PP bin collection PEB0151727	65	BACS	20.40
02/10/2025	Teal & Mackrill Ltd	Grafitti paint S279165	66	BACS	746.78
10/09/2025	Scottish Power	LTPF Elect supply	67	DD	42.00
15/09/2025	EE	CCTV Sim V02388627932	68	DD	14.33
07/10/2025	Cozens	Streetlight Maintenance 9801	69	BACS	120.00
10/10/2025	Npower	Streetlight Electricity IN14160088	70	BACS	510.64
10/10/2025	HMRC	PAYE mth 7	71	BACS	283.20
10/10/2025	Mike Inder	Salary and Allowance Oct	72	BACS	435.30
10/10/2025	Tamar Telecommunications	Virtual Phone 4275554	73	DD	7.20
16/10/2025	EE	CCTV Sim V02398720720	74	DD	14.33
10/10/2025	Scottish Power	LTPF Elect supply	75	DD	42.00
05/11/2025	Wave	LTPF Water 15781512	76	BACS	123.12
05/11/2025	Veolia	MH PP bin collection PEB0153685	77	BACS	21.31
05/11/2025	PJ&B Jones Ltd	Grass Cutting 1147	78	BACS	679.20
07/11/2025	Cozens	Streetlight Maintenance 9891	79	BACS	120.00
12/11/2025	HMRC	PAYE mth 8	80	BACS	283.20
12/11/2025	Mike Inder	Salary and Allowance Nov	81	BACS	435.30
12/11/2025	Tamar Telecommunications	Virtual Phone 4290846	82	DD	11.99
15/11/2025	EE	CCTV Sim V02408755582	83	DD	14.33
12/11/2025	Scottish Power	LTPF Elect supply	84	DD	42.00

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