

WIGGENHALL ST GERMAN'S PARISH COUNCIL

**MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 26th JANUARY 2026 at 7.30PM,
CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

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

Parish Clerk: Mike Inder.

Borough & County Councillor: None

Apologies: Cllr Paul Bridges, B/C Cllr Brian Long.

Public: 7

- 1/26 The Chair welcomed everyone and opened the meeting. Apologies shown above were accepted.
- 2/26 There were no declarations of interest for items on the agenda; dispensation is tacit for all members to agree the budget and precept.
- 3/26 No reports received.
- 4/26 **Public forum:** A resident raised a request for the PC to support a regular organised community litter pick, The Chair replied that it would be covered at item 15/26.a. Another resident raised a question regarding the use of the LT Playing Field for coaching. The Clerk responded that following a recent phone call from the resident and further research, it was apparent that, what may have started on an informal basis, was now a regular business activity and as such there was a need for an application to the PC to hire the LTPF and for the pre-requisite insurances and qualifications to be demonstrated; it was clarified that the it was a moot point though as the current hire agreement with AFC Lynn is for sole use. This sole use clause is in place to protect the pitches and surrounds from overuse, especially in adverse conditions. Permitting additional use could render the pitches unplayable and incur cost to find alternate venues, league sanctions and longer term damage to the grass surface than otherwise. Until such time as the agreement with AFC ceases then it was clarified that there is no scope for additional hire. A resident asked for clarification about other uses for the public, it was clarified that for individuals, for example taking exercise, then the LTPF remains open but it expected that when waterlogged people would not wish to go onto the grass anyway. The PC reserves the right to hold an event on the field, but AFC Lynn has priority use.
- 5/26 The [minutes](#) from the meeting held on 24th Nov 25 were proposed as a true reflection of the meeting by Cllr Ash, seconded by Cllr Johnson and approved.
- 6/26 **Finance:**
- Payments, at Annex A, were all previously approved and proposed by Cllr Johnson, seconded by Cllr Ward and agreed as correct.
 - The accounts [reconciliation](#) was checked and countersigned by Cllr Rust.
 - A [draft budget](#), refined since the last meeting was shared by the RFO for comment. However, a new proposal at item 9/26.d. needed to be resolved prior to being agreed. The proposal at Item 9/26.d. was carried and the budget updated accordingly. The budget was proposed by Cllr Harrison, seconded by Cllr Park and agreed. A Precept of £28,166 was required to meet the budget and was proposed by Cllr Ash, seconded by Cllr Harrison and agreed. The budget can be viewed on the PC website.

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7/26 **Governance**

- a. The Clerk reported that Internal Audit recommendations had been addressed apart from new leases for the allotments and agricultural land, these would be renewed once the land registration was complete, with an expected timescale of a further year due to HMLR backlog.

8/26 **Planning.**

- a. Applications to consider:
 - i. [25/01828/PACU3](#) Notification for Prior Approval: Replacement of Agricultural Buildings with Five Detached Dwellings (Schedule 2, Part 3, Class Q)|Land East of 35 St Peters Road Wiggshall St Germans Norfolk PE34 3HB – Delegated Comment to [Support with Conditions](#)
 A discussion took place regarding the process the Council had used with some miscommunication leading to differences of opinion remaining unresolved prior to the Clerk, who having taken on board all the comments, had formulated a comprehensive comment to submit using his delegated authority. Neighbours of the property under consideration were present and permitted by the Chair to explain their concerns, the material planning matters were echoed in the Council's submission to the Planning Case Officer. It remained unclear as to how a Prior Approval Application for Change of Use under Class Q was appropriate to the proposed development as it had a number of complex technical issues that would have benefited from a Full Application, however, that was outside of the PC's powers to determine.
- b. Late applications to be considered: None.
- c. Decisions notified by Borough since last meeting: None.
- d. The Clerk provided an update and framework to assist the Planning Steering Group in development of the [Parish Infrastructure Investment Plans](#) (PIIP). The Steering Group were invited to work on this, with the assistance of the Clerk, and report to the next meeting.

9/26 **Clerk & Cllrs new reports and updates on actions from previous meetings:**

- a. Wiggshall Woodland Creation: Cllr Johnson provide an update that the planting was now complete and that he was corresponding with the NCC project manager to ascertain what they envisaged by way of PC support and the creation of a 'Friends of the Woodlands' group. It seems at this stage to be to monitor vulnerable areas for signs of wildlife incursions and damage. A further Teams meeting is scheduled to discuss this and Cllr Johnson invited any interested Cllrs to get in touch with him. Cllr Johnson agreed to create a newsletter advert to publicise and recruit a Friends of the Woodlands group and submit to the Clerk by 1 March for publication in the next newsletter.
- b. Condition of Freebridge property on corner of Mill/Lynn Rd. Cllr Harrison reported that whilst it remained a void property that once funding was available that it was planned to be refurbished and returned to the rental stock. There was reportedly no evidence of vermin in the property.
- c. Misuse of the dog bin at the Sluice Road bridge to WStMtV. This matter is expected to be resolved by the decision made earlier in the meeting for item 9/26.d.
- d. Cllr Harrison in liaison with the Middle Level Commission had negotiated a contribution of £350 toward the purchase and installation of a litter bin container, the total cost of which is estimated at £700 if PC self-help is used to set the base for the container as was done at the MH playing park. The Clerk obtained a quoted from Veolia (who already service the MH Play Park bin) that would cost c£252 to supply and service a 240ltr wheelie bin on a fortnightly basis. There was debate concerning the lack of an ongoing contribution by the Angling club and responsibilities and culture around litter caused by single use food and drink packaging. It was proposed by Cllr Harrison to proceed with the installation of a litter bin container and servicing contract (to be reviewed annually), seconded by Cllr Park and agreed. The Clerk will liaise with Cllr Harrison to arrange a siting review meeting with the

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MLC and then agree it with Veolia before proceeding to purchase the bin housing and materials. Cllr Ward offered to assist with others to install the pad when appropriate.

10/26 Traffic, Highways and PRow matters:

- a. To receive SAM2 report. Cllr Bridges circulated the Nov and Dec reports with no significant issues, the reports are published on the PC website.
- b. White Gates update. Phase 1, Cllr Rust has arranged to meet with James, who has volunteered his time, equipment and expertise to install the gates in the coming week. Cllr Rust confirmed that James had extended his offer to install the phase 2 gates too and Cllr Rust suggested that the Council should re-imburse James for costs, which James reiterated was not necessary. The Phase 2 PPS grant was submitted in Nov by the Clerk with the Norse installation quote included, this was on the advice of the PPS coordinator, on the understanding that once we have identified an affordable installation solution then the PPS application if awarded, can be amended to the reduced cost.

11/26 Surrey St Bus Shelter refurbishment update: Cllr Rust confirmed that the project was on hold until Spring. The Clerk submitted the invoice to the NCC for materials in Dec 25 and the grant money has been received.

12/26 Leonard Towler Playing Field/Pavilion:

- a. Mole activity: an increase in mole activity encroaching on the pitches was reported in early January and it was agreed for the Clerk to order another round of control by the contractor previously used.
- b. Car park resurfacing research into options in progress.
- c. Car Park Extension options, Cllr Ash stated that there was no further progress to report.
- d. LTPF shower tile repairs: on hold until the end of the football season.

13/26 Play Park

- a. Mole activity: A considerable increase in activity was reported in Dec and the Clerk reported that for safety reasons he has ordered another round of control with the contractor.
- b. Play Park Project: The Clerk reported that it was now complete, all grant administration complete and payment made. The Chair reported that the opening event, combined with the Children's Christmas party was a success and well attended. The Opening ceremony was carried out by retired Cllr Rob Rawlings, who was then surprised by the Chair after the opening ceremony by the award of the Freedom of the Parish of Wickenhall St Germans, recognising a lifetime of contribution to the community in many roles.
- c. During the first couple of weekly play park checks the Cllrs noted an excessive amount of litter, they agreed that they would be content to do a litter pick during their checks, and it was proposed that 3 sets of litter picking equipment be purchased to aid collection. The Clerk had identified that a budget of up to £100 would allow him to purchase it and be reimbursed. Cllr Massen proposed the purchase of litter pick equipment, seconded by Cllr Taylor-Wright and agreed.
- d. Cllr Taylor-Wright had reported vandalism (mud thrown onto the shelter, equipment and path). He had highlighted it to the school who included it in their newsletter, the matter was considered resolved with assistance from the school and parents.

14/26 Training:

- a. **GDPR training:** progress on GDPR Training, a requirement for the AGAR declaration, was discussed and the Clerk asked that all Cllrs endeavour to complete it prior to the March meeting and that if they have technical issues to contact him for assistance. www.alison.com remains the best free resource for the training.
- b. The Clerk has produce a [Training Log](#) to evidence training and Cllrs are asked to forward certificates to update the log.

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15/26 **Correspondence requiring further consideration.**

- a. A request from a resident was received to ask the PC to support the establishment of a Wiggenhall St Germans litter picking group to carry out [organised litter picks](#). The PC agreed to support this, and Mr Welcomme was asked if he would coordinate the group, which he agreed to do. The Clerk offered to draft an advert for the next newsletter and to write a risk assessment for the activity for adoption at the next meeting.
- b. Closure of the sub-post office: a response to the consultation in light of the [Post Office information letter](#) was considered, it was decided to survey the community via the next newsletter to ascertain if there would be the uptake to request that the mobile Post Office van be scheduled to visit the village. Cllr Ash was asked to check with the MH Ctte whether it could park on the MH car park?
- c. WhatsApp group: following the disjointed communication prior to Christmas with the Planning application and constrained response time it was suggested by the Clerk that a Council WhatsApp group could assist in bringing urgent emails to Cllrs attention more easily. Cllr agreed to the setting up of the group, with the understanding that it is not overly used for general communication and certainly not for decision making. Cllr Johnson agreed to be a co-administrator with the Clerk.

16/26 **Items for the agenda for the next meeting**

- a. Meeting dates for 2026, were amended due to further MH booking conflicts, dates changes:
 - 16th to **30th** March.
 - 21st to **14th** Sep 2026.New dates updated on the website.

The Chair thanked those present for their contributions and closed the meeting at 8.41pm

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
21/11/2025	Scottish Power	LTPF Elect supply 601005983242	85	In Credit	0.00
27/11/2025	BCKLWN	Newsletter Printing BC110345230	86	BACS	282.80
28/11/2025	HMRC	Arrears Mth 3 2025	87	BACS	16.05
28/11/2025	HMRC	Arrears Employer NICs Mth 1-8	88	BACS	349.78
01/12/2025	Steve Winter Fencing	Eau Brink White Gates Install	89	BACS	350.00
01/12/2025	Norfolk Fire Protection	LTPF Fire Servicing 4928	90	BACS	128.80
28/11/2025	Proludic Ltd	Play Park Eqpt and Installtion SIN011857	91	BACS	23,600.00
01/12/2025	PJ&B Jones Ltd	Grounds Maintenance 1161	92	BACS	108.00
01/12/2025	Cozens	Streetlight Maintenance 9987	93	BACS	120.00
02/12/2025	Golden Trees	LTPF Tree maintenance 2625	94	BACS	3,264.00
03/12/2025	Veolia	MH PP bin collection PEB0155481	95	BACS	20.40
10/12/2025	HMRC	PAYE & Employer NIC mth 9	96	BACS	326.92
10/12/2025	Mike Inder	Salary and Allowance Dec	97	BACS	435.30
10/12/2025	Tamar Telecommunications	Virtual Phone 4290846	98	BACS	7.20
10/12/2025	Tamar Telecommunications	Credit 6752	99	BACS	-4.79
10/12/2025	Scottish Power	LTPF Elect supply	100	DD	42.00
22/12/2025	Gemma Goldsmith	PP Opening event	101	BACS	37.50
22/12/2025	Chloe Cooper	PP Opening event	102	BACS	96.00
23/12/2025	EE	CCTV Sim V02418708285	103	DD	14.33
03/01/2026	Veolia	MH PP bin collection PEB0159048	104	BACS	30.60
06/01/2025	Npower	Streetlight Electricity IN14676193	105	BACS	776.23
10/01/2026	Tamar Telecommunications	Virtual Phone 4321418	106	DD	7.20
11/01/2026	Scottish Power	LTPF Elect supply	107	DD	42.00
12/01/2026	Mr Signs Ltd	Play Park Sign inv 3013	108	BACS	79.20
12/01/2026	HMRC	PAYE & Employer NIC mth 10	109	BACS	326.92
12/01/2026	Mike Inder	Salary and Allowance Jan	110	BACS	435.30
13/01/2026	Cozens	Streetlight Maintenance 10142	111	BACS	120.00
14/01/2026	D Rust	Reimbursement for bus shelter materials	112	BACS	307.97

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