

**WIGGENHALL ST. GERMANS PARISH COUNCIL
MINUTES**

The **Annual Assembly Meeting** was held on Monday May 16th 2016 in the Memorial Hall, St. Germans at 7.30pm.

Present

Cllr. J Van Dyke
Cllr R. Funnell
Cllr S. Ash
Cllr M. Bunkall
Cllr A. Done
Cllr R. Keal
Cllr M. Peel

Mrs. Elaine Oliver Clerk

0 Member of the public present

1. Apologies

Cllr Rawlings

2. Open Forum

No issues were raised.

3. Matters Arising

No matters arising

4. Chairman's Annual Report 2015/16

The Chairman, Cllr. Van Dyke, gave the annual report. Main points as follows:-

- Mentioned the key events of the year
- Sad passing of David Wakefield who contributed to the St Germans community for many years.
- On requests from the younger members of the Community the PC installed a bus shelter and picnic bench.
- Installed SAM sign, thanks to Cllr Done for his continued support and monitoring
- Football field is now being used by a responsible team.
- Thanks to Peter Williamson who resigned from the PC this year, after all his hard work.
- Thanks to all Parish Councillors and the Clerk along with Cllrs Long and Hopkins for all their hard work and support.
- Looking to the future, we are anticipating the installation of the defib and welcoming two new members to the P C
- Continue to look at the viability of a Youth Parish Council

Full transcript on file.

Meeting closed 7.35

Signed _____

Date _____

Meeting closed at 7.40. This was followed by the Annual Parish Council Meeting

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MINUTES**

The **Annual Parish Council Meeting** was held on Monday May 16th 2016 in the Memorial Hall, Wiggenhall St. Germans, following the Annual Assembly.

Present

Cllr. J Van Dyke
Cllr J Funnell
Cllr R. Funnell
Cllr S. Ash
Cllr M. Bunkall
Cllr A. Done
Cllr R. Keal
Cllr M. Peel

Mrs. Elaine Oliver Clerk

0 Member of the public present

1. Apologies

Cllr Rawlings

1. Election of Chairman

Thanks were expressed to Cllr Van Dyke for his time in the chair and for doing a good job. Cllr. Funnell took the chair for the election. Cllr. Done was proposed by Cllr Van Dyke and seconded by Cllr. Ash, duly elected unanimously.

2. Election of Vice Chairman

Cllr Done thanked the members for their support. Cllr. Done took over the chair and asked for nominations for Vice-Chairman. Cllr. Funnell as Vice Chairman was proposed by Cllr. Ash, seconded by Cllr. Peel, unanimously elected.

3. Welcome to new Parish Councillors and signing of Declaration Forms

Jill Funnell was welcomed as a co-opted member and duly signed the declaration of office

4. Election of Representative on Memorial Hall Committee.

Cllr. Peel was proposed, as representative on the Memorial Hall committee, by Cllr. Van Dyke, seconded by Cllr Funnell, unanimously elected.

5. Register of Members Interests

It was confirmed that there was no alterations to the register Cllr Peel to recheck

6. Nomination of RFO and Internal Auditor

It was proposed by Cllr Funnell, seconded by Cllr. Peel, agreed unanimously for the Clerk, Elaine Oliver, to continue as RFO; Cllr Peel proposed Nick Smith as internal auditor, seconded by Cllr. Ash, unanimously agreed.

7. Financial Statement

Each Councillor had received a copy of the Accounts for Audit. With no further questions the Annual Accounts were proposed for adoption by Cllr Funnell and seconded by Cllr. Bunkall, agreed unanimously.

Accounts duly signed by the Chair and RFO.

8. Annual Governance Statement

The Clerk read through Annual Governance Statement. It was proposed by Cllr Keal seconded by Cllr. Ash, unanimously agreed. It was noted that the Parish Council is happy with internal controls throughout the year.

9. Confirmation circulated minutes of Meeting 14thth March 2016

Cllr. Done asked if anyone had any comments on the minutes of the meeting on 14th March 2016
On a proposal by Cllr Funnell seconded by Cllr Ash, these were unanimously agreed.

10. To consider purchase of planings for FC car park

The Clerk had contacted R Warnes but unfortunately at the moment there is a nationwide shortage of planings and they can't be obtained. They will contact us as and when they are available. The cost will be between £19-£20.00 per tonne approx.

Cllr Van Dyke had a price from Middleton Aggregates for £18.40 per tonne
It was agreed to defer this to the next meeting.

11. To Consider purchase of a seat to commemorate the Queen's Birthday

The price of the seats as previously supplied is now £264.00 plus £55.00 for brass plaque. Plus delivery

Cllr Peel spoke to the school and church and reported that there was a lack of enthusiasm for a seat, they wondered about a willow tunnel.

Cllr J Funnell will ask if a seat in the churchyard would be suitable

12. To Consider purchase of flashing speed sign

It was agreed to look at purchasing a further SAM with Parish Partnership 2017/18 money

13. To Consider gravel for Memorial Hall Car Park

Cllr Peel explained that, reacting to some complaints about the car park, the main users of the Memorial Hall came together and after getting a good deal on gravel they put some shingle down. However even more shingle is needed. As all the village use the car park they requested help from the Parish Council.

Cllr Bunkall was concerned the buses are still going on it and this does not help the situation. A debate followed and on a proposal by Cllr Funnell, Seconded by Cllr Van Dyke it was agreed that the PC would order 20 tonnes at £18.50 per tonne.
This was agreed by 5 to 3.

14. To Consider replacement window/s at FC Pavilion

The Clerk reported she had only received two quotations.

On a proposal, from Cllr Ash, for 2 non opening windows, seconded by Cllr Keale it was agreed to go ahead with this. Cllr Funnell will ask the contractor if he can also do the tile and guttering. It was agreed he could add up to £50 for this.

15. To discuss drainage at football club

It was reported that there has been some flooding at the football club and better drainage is needed. The drains run from road down to the big dyke near allotments.

It was agreed to defer this to the next meeting for Cllr Rawlings to comment.

16. Adopt General Power of Competence

On a proposal by Cllr Funnell seconded by Cllr Keale it was agreed to adopt the general power of competence

17. To confirm grass cutting contract

On a proposal by Cllr Peel seconded by Cllr Keal it was agreed to award the contract to P J & B Jones, who kept the same price as before.

18. To review standing orders and Financial Regulations

On a proposal by Cllr Ash, seconded by Cllr Keal, these were agreed unanimously.

19. Finance

(i) **Approve payment of invoices.**

All Councillors were presented with the monthly figures for payments. These were proposed, for adoption by Cllr. Ash and seconded by Cllr. Bunkall, agreed unanimously.

(ii) **To Consider Payment for IT Services**

On a proposal by Cllr J Funnell, seconded by Cllr Peel it was agreed to purchase a £50.00 token for the person who had voluntarily agreed to look at our web site.

(iii) **To Consider Insurance for 2016/17**

On a proposal by Cllr Van Dyke seconded Cllr Ash it was agreed to renew the insurance with Came & Co for a premium of £758.30

Correspondence

Correspondence received as follows:

BCKLWN	Planning workshop	14.7.16 5.30 – 7.30 at BCKLWN
	Watlington Youth FC Training	
NALC	Planning training	
BCKLWN	Amendments to SADMP	
NALC	Future of the Parish Sector	
NALC	Parish path seminar	
BCKLWN	W.N Village games	
St Germans	Village celebrations	

On a Proposal by Cllr Van Dyke, seconded by Cllr Peel, it was agreed that Cllr R and J Funnell will provide a flower display for the village celebration

Planning

(i) **Planning to consider:-None**

(ii) **Notification of decisions by Borough Council :**

16/00571/O Proposed residential development at land at Sluice Road. **WITHDRAWN**

(iii) **Planning Decisions Made by P C since last meeting**

16/00474/F Second storey extension at 74 Mill Road **NO OBJECTION**

Amendments have now been received for this application

16/00564/F Development of a pair of semi detached houses at land to the south 1

Common Road WSM **NO OBJECTION**

Councillors Reports

Reports as follows:-

Cllr Bunkall reported the following

Rubbish in St Peters at Hastings Lane and black sacks just off Mill Road on left hand side.

Rubbish left leading up to river bank.

Cllr J Funnell concerned about the state of Mill Road with potholes etc.

We will contact Cllr Brian Long.

Cllr Ash fly tipping of conifer cuttings at St Peter Drove.

Huge hole opposite Fallow Pipe corner the drain is sinking.

WSM not got a village sign supplied by NCC

Cllr van Dyke reported

Defibrillator box has arrived box but it requires a power source which needs to be fitted by an electrician

Cllr Done reported the 30mph sign which hosts the SAM sign is still obliterated by trees.

22. **To consider a resolution (under the public bodies admission to meetings act 1960) to exclude members of the Public**

On a proposal by Cllr Keale, seconded by Cllr Peel it was agreed to close the meeting to the public

23. Confidential Matters

23.1 Clerks Pay

On a proposal by Cllr Funnell a 3% pay increase to the clerk was unanimously agreed.

Cllr Bunkall reported the new bus shelter has not been cleaned

Meeting closed at 9.10

Date of next meeting July 18th 2016

Signed _____

Date _____

Time _____