

**WIGGENHALL ST. GERMANS PARISH COUNCIL  
MINUTES**

The **Annual Assembly** was held on Monday May 21 May 2018 in the Memorial Hall, Wiggenhall St. Germans, following the Annual Assembly

	<b>Present</b> Cllrs Done(Chair), Ash, J Funnell, R Funnell, Keale, Lanham, Rawlings,	<b>ACTION</b>
<b>1.</b>	<b>APOLOGIES</b> Cllrs Bunkall, Rawlings 5 members of the public	
<b>2.</b>	<b>OPEN FORUM</b> Questions were asked as follows <ul style="list-style-type: none"> <li>• When would the Wiggstock minutes be available</li> <li>• Wiggstock meeting can take place at Fairfield House</li> <li>• Progress on provision of dog bin on river bank.</li> </ul> <i>It was in the Parish newsletter asking for comments and we received none.</i> <ul style="list-style-type: none"> <li>• It was reported that a parishioner had replied but we had not received it.</li> </ul> <i>Normal black bins can be used, EA would not allow one on the river bank</i> <i>Asked residents to get the word out and people to let the PC know where they should be sited, bearing in mind accessibility for the BCKLWN collector.</i>	
<b>3.</b>	<b>MATTERS ARISING</b> No matters arising	
<b>4.</b>	<b>ANNUAL REPORT 2017/18</b> Cllr Done gave a report main points as follows <ul style="list-style-type: none"> <li>• Cllr Van Dyke had resigned during the year and he was thanked for all his efforts</li> <li>• The Children’s play area gets checked on a regular basis</li> <li>• We had a Football team playing regularly on the field but due to injuries they have disbanded</li> <li>• Thanks to Cllrs Funnell for all their efforts in keeping the playing field and pavilion looking good.</li> <li>• We had various representations from groups throughout the year with YAB offering various activities and Directors from ARM GB offering burglar alarm monitoring, with all profits going back to the village.</li> <li>• There has been no call for allotments and these have been taken down and the area cleaned up, thanks to the volunteers</li> <li>• We have operated the VAS speed signs in the village but on the whole, we don’t have a speeding problem</li> <li>• The one place where there appears to be speeding is on the Lynn Road heading towards Saddlebow and we are the Police are looking at potentially placing a van here to monitor speeds.</li> <li>• Replaced some lights with LED conversion lights in Mill Road, which will hopefully save money in the long term.</li> <li>• Hopefully will be getting new village Signs at St Mary the Virgin and Saddlebow</li> <li>• Planning Wiggstock is taking a lot of time with subcommittee meetings</li> <li>• Hopefully tonight the PC will give the final approval for this and we can go ahead and get some publicity in place, which hopefully will become an annual event</li> <li>• Planning permission is being requested for power station</li> <li>• The work at Saddlebow roundabout is 99% complete</li> <li>• Parish boundaries have been redefined BCKLWN to even up the electorate</li> <li>• Look at planning applications throughout the year and we try and be fair and reasonable</li> <li>• Thanked the Clerk</li> <li>• Thanked Cllrs Long and Hopkins thanks for the support and help throughout the year</li> <li>• Thanked all Parish Councillors for all their help over the last 12 months.</li> </ul>	
	Meeting closed at 7.45, this was followed by the Annual Parish Council Meeting	
	Signed_____Date_____	



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The **Annual Parish Council Meeting** was held on Monday May 21<sup>st</sup> May 2018 in the Memorial Hall, Wiggenhall St. Germans, following the Annual Assembly.

	<b>Present</b> Cllrs Done(Chair), Ash, J Funnell, R Funnell, Keale, Lanham, Rawlings, <b>Apologies</b> Cllrs Bunkall and Rawlings	ACTION
1.	<b>ELECTION OF CHAIR</b> Cllr. Funnell took the chair for the election. Cllr. Done was proposed by Cllr Keale and seconded by Cllr J Funnell, duly elected unanimously.	
2.	<b>ELECTION OF VICE CHAIR</b> Cllr. Done took over the chair and asked for nominations for Vice-Chairman. Cllr Done thanked Cllr. Funnell for his time as Vice Chairman Cllr Keale was proposed by Cllr. Done, seconded by Cllr. Funnell unanimously elected.	
3.	<b>ELECTION OF REPRESENTATIVE ON MEMORIAL HALL COMMITTEE</b> Cllr. Ash was proposed, as representative on the Memorial Hall committee, by Cllr. Keale, seconded by Cllr J Funnell, unanimously elected.	
4.	<b>REVIEW OF MEMBERS INTERESTS</b> It was confirmed that there were no alterations to the register.	
5.	<b>NOMINATION OF INTERNAL AUDITOR</b> Cllr R Funnell proposed Nick Smith as internal auditor, seconded by Cllr. J Funnell unanimously agreed.	
6.	<b>FINANCIAL STATEMENT FOR YEAR</b> <b>6.1 ANNUAL GOVERNANCE STATEMENT</b> The Clerk read through Annual Governance Statement. It was proposed by Cllr Done seconded by Cllr. Ash unanimously agreed. It was noted that the Parish Council is happy with internal controls throughout the year.	
7.	<b>PROPOSE &amp; SECOND ADOPTION</b> Each Councillor had received a copy of the Accounts for Audit. With no further questions the Annual Accounts were proposed for adoption by Cllr Keale and seconded by Cllr. Ash agreed unanimously. Accounts duly signed by the Chair and RFO.	
8.	<b>CONFIRM CIRCULATED MINUTES OF MEETING 19<sup>th</sup> March 2018</b> Cllr. Done asked if anyone had any comments on the minutes of the meeting on 19 <sup>th</sup> March 2018 On a proposal by Cllr R Funnell seconded by Cllr R Keale, these were unanimously agreed. The Clerk reported the following under matters arising <ul style="list-style-type: none"> <li>• Village signs have now been definitely ordered for St Mary's and Saddlebow</li> <li>• Allen Close drainage is programmed</li> <li>• Trods would cost approx. 12,00-£13,000</li> <li>• The Right of way was changed at Fitton Road because the primary route is Fitton Road with Lynn road and Sluice Road being the minor road, this was altered when the route hierarchy was changed.</li> <li>• Surrey St is a private road</li> <li>• Pinch points and roundabouts would not be considered.</li> <li>• Roundabouts need a large area and is to enable traffic flow and not used for traffic calming. They cost about £100,000 and with no accident history they would not be suitable.</li> <li>• 30mph signs are not required if there are street lights but Highways wouldn't take them down if they are already there but wouldn't put new ones up.</li> <li>• It was confirmed that Highways had been informed by Wiggstock</li> </ul>	
9.	<b>TO CONSIDER PLAY ISSUES (if applicable)</b> Cllr Lanham has taken over the monitoring of the play area. He duly reported that there is an exposed metal bracket on the spinning mushroom, the top has come off and he is storing it at his house. On a proposal by Cllr Funnell and seconded by Cllr Lanham it was agreed to pay up to £150 for repair and if more look at other options. Cllr Lanham felt the play area needs to be maintained and improved due to the number of hours that it is used.	
10.	<b>TO ADOPT GENERAL POWER OF COMPETENCE</b> Due to recent co-options the Council is not eligible for this.	

11.	<b>TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS</b> On a proposal by Cllr Keale, seconded by Done these were duly adopted.	
12.	<b>TO CONSIDER RISK ASSESSMENTS</b> The risk assessments were duly noted and it was agreed that Cllrs have an area of responsibility and sign off the risk assessments each meeting, as follows Cllr R Funnell – noticeboard at Saddlebow, The Clerk – noticeboard at Spar shop. Bus shelters/seats - Karl Lanham Football field and Pavilion – Cllrs R & J Funnell	
13.	<b>GDPR</b> <b>13.1 GDPR POLICY</b> <b>13.2 PRIVACY POLICY</b> <b>13.3 DOCUMENT RETENTION POLICY</b> The implications of GDPR was explained to all Councillors and the need for corporate email addresses. On a proposal by Cllr Done seconded by Cllr Ash the above GDPR policies were agreed for adoption unanimously	
14.	<b>TO DISCUSS WIGGSTOCK CONSIDER THE RISK ASSESSMENT AND HOLDING THE EVENT</b> All Councillors had a copy of the Wiggstock risk assessment including financials. After much discussion and explanation including the following points Cllr Done explained the potential risks Council need to sell approx. 250 tickets to draw even Any liability would be down to the Parish Council and the worst case would be £2000 On a proposal by Cllr Lanham, seconded by Cllr Ash it was agreed to proceed with Wiggstock, unanimously agreed.	
15.	<b>FINANCE</b> <b>APPROVE PAYMENT OF INVOICES (including insurance)</b> All Councillors were presented with the monthly figures for payments. These were proposed by Cllr Ash, seconded by Cllr Keale, agreed unanimously. Cllr Lanham felt as a Parish Council we should be engaging with the community more through social media. Rhys is promoting Wiggstock via Facebook etc. but it was agreed to put this on the agenda for next meeting.	AGENDA
16.	<b>TO CONSIDER CORRESPONDENCE</b> Contractors                      Saddlebow updates                      Emailed BCKLWN                      Verification of address Seeche Farm                      Emailed Power Station                      Planning updates/memory stick if required Norfolk ALC                      Newsletter BCKLWN                      Ward boundaries David Press                      Clock winder R Funnell                      Flower festival 8/9 <sup>th</sup> June (Cllrs Funnells will do a display for the festival on behalf of the Parish Council)	
18	<b>PLANNING</b> 18.1 Planning to Consider <b>18/0074/F</b> Retrospective planning for a new workshop building at S & R Sunset Lodge Lynn Road There was no objections to this application <b>18/00623/F</b> Proposed alterations to the existing barns external elevations land south of Eau Brink farm. Proposed by Cllr Done, seconded by Cllr Funnell that this is misleading and if it is to be used for a farm building or some other purpose it should be a full-blown application, so should be refused. 18.2 Planning notification received <b>18/00422/F</b> Demolition of existing attached garage and construction of two storey side extension. Application permitted <b>18/00413/F</b> Proposed single storey side extension at Highlands Eau Brink Road, Tilney All Saints Application Permitted <b>18/000150/F</b> Chang of use of annexe to the rear of the property to holiday let. Application permitted 18.3 Decisions made during month None made	
18.	<b>COUNCILLORS REPORTS</b> <ul style="list-style-type: none"> <li>• Cllr Ash reported that the Memorial hall is going to look at putting the internet into the hall if the PC would contribute. It was agreed to look at these costings when they are available.</li> <li>• The telephone kiosk still hasn't been removed and looks very bad.</li> <li>• The Grass cutting looks awful as it was so long before it was cut.</li> </ul>	Elaine to contact BT & Marcus

	<ul style="list-style-type: none"> <li>• As a trod would cost so much could Middle Level Commissioners be contacted about putting park across the grass footpath.</li> <li>• Cllr Keale has been checking the fly tipping, Hastings Land and Low Road is bad</li> <li>• Cllr Funnell reported, once again, a nasty pot hole on the bridge past Mill Road at the Ski Club, on the left-hand side as you come into the village.</li> <li>• Still awaiting reflective markers on the triangle green at Saddlebow and the chevrons at Fallowpipe Corner.</li> </ul>	MLC  Highways
	The meeting closed at 21.15	
	<b>DATE OF NEXT MEETING 17<sup>TH</sup> July 2017</b>	
	Signed _____ Date _____	