

**WIGGENHALL ST GERMANS PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 13 JANUARY 2020  
IN ALL THE MEMORIAL HALL, WIGGENHALL ST GERMANS**

**Present:**

Parish Councillors: Alastair Done (Chairman), Margaret Blackburn, Margaret Bunkall, Robert Rawlings, David Rust, Scilla Ash.

Parish Clerk – Mike Inder.

Borough Councillor – Nil.

County Councillor – Nil.

Apologies – Cllr Rob Keale, BCllr Ayres.

Absences – Nil

Public – 8.

The Chairman welcomed everyone and informed them that the meeting was being recorded.

*Note- item numbering on Agenda was set in 2019, for reference to agenda item minutes numbers converted to follow from 1/20 to 18/20 = Agenda 17/19 to 34/19.*

- 1/20 **Apologies** were received and accepted from Borough Councillor Barry Ayres and Cllr Rob Keale.
- 2/20 **Approval of Minutes of the meeting held on 04 Nov 2019:** Having been previously circulated, it was proposed by Cllr Rust, seconded by Cllr Ash and accepted that the minutes be agreed as a true reflection of the meeting.
- 3/20 **To receive declarations of interest for items on the agenda** – dispensations for budget and precept setting were granted en bloc.
- 4/20 **To hear from the public:**
- A member of the public again raised the topic of the AED, the instructions for use and lack of training for the public as a perceived dereliction of duty. The chairman re-iterated that whilst the council had provided the AED there was no requirement for specific training in its use as it has instructions. Furthermore, the assertion that the PC should organise CPR training was refuted. The plan to refresh the instructions on the AED cabinet is still in hand, as is a clarification to be published in the newsletter that the cabinet is unlocked and that apart from a 999 call as a priority on finding a person without a pulse and not breathing, there is no further requirement to place a call to release or use the AED.
  - A member of public queried the lack of publication on the website and notice boards of the PC's routine payments and expenditure. The clerk explained that those details were available in the minutes and that whilst they may have been published separately previously there was no requirement to do so. The clerk further explained that the Cllrs and Public can expect changes in administration with a change of clerk; that isn't to say that what went before was right or wrong, merely a different way of doing business. The clerk will listen to suggestions but will work with the most efficient and environmentally friendly current best practices.
  - A resident of Surrey Street with reference to the agenda item on a controlled parking zone (CPZ) raised concerns of how that might impact him and other residents. He went on to explain the parking issue was exacerbated by one resident who had up to 6 vehicles parked outside his house, some of which he questioned the legality of being parked on the highway. The chairman responded to clarify that the status of 4 vehicles had been researched and that the clerk would be clarifying the area that they are parked on is as though public highway and then report the vehicles in question to the Police. The reduction of cars that shouldn't be

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parked there may alleviate the lack of parking for visiting the shop, notice board etc but if it doesn't then a CPZ with resident permits may be the fairest approach to resolving it but it would be with public consultation. The clerk has a meeting with the Highways Area West Manager on 3 Feb and will report outcome.

- The issue of local 'Yobs' was raised by a member of the public and contributed to by others, the chairman commented that the reported matters were all known to the council and that it was a priority to be discussed in the agenda to be tackled. He reiterated that if there is criminal activity in progress then people should dial 999, if there is evidence found later then 101 is the reporting process. The Police Beat Manager had been invited to the meeting but had declined due to being on a rest day; it had been stressed that the strength of feeling and despair at a perceived lack of effective policing and learned helplessness of what action the Police were able/willing to take was disappointing. The clerk will take up the Beat Managers' offer of a meeting in office hours to discuss this further. It was pointed out that a register of the individual events would help build the case to prioritise policing resources, the clerk suggested that the website comments facility could be used and he would collate and present them. The representation of the village at community police drop in surgeries (next one 31 Jan 10am at Marshland St James Village Hall) with future dates to be published in the Newsletter.
- A member of the public queried the riparian rights and responsibilities quoted by the EA in response to an incident on the riverbank. The clerk undertook to contact the lady to clarify the exact location and assist with clarification of responsibilities.
- An area of the footpath on Sluice Rd recently subject to a kerb repair has apparently left a dip in the pavement where a puddle forms, it was a concern that as the main route to school that in icy weather this could be a slip hazard. Clerk will identify the area and report to Highways.

5/20 **Visiting officer reports** - None received.

6/20 **Councillor vacancies:**

- The chairman notified that Cllrs Richard and Jill Funnell had resigned upon moving away from the parish. A vote of appreciation for their service was recorded and a letter of appreciation will be sent by the clerk.
- There are 3 vacancies for Cllrs and they have been publicised but to date there has only been one enquiry that was not followed up. Advert will be extended, and Cllrs encouraged to 'recruit' potential candidates.

7/20 **Updates on actions from previous meetings:**

- Clerk reported AED information is pending time to address.
- Proposed use of pavilion for car boot sales and Insurance cover is pending with clerk pending time to address.
- Pavilion Plaque replacement, clerk to identify original wording and contact Mr Signs to make a smaller sign to be mounted on the pavilion. Pending measurements being taken by clerk.
- Great Ouse River levels, the clerk reported that in conjunction with Stowbardolph PC they had contacted the EA regarding the concerns and to enquire on the policy for dredging. A response was received and a link to the [maintenance schedule](#) provided. An alternative silt clearance process to dredging was explained.
- Clerk reported that the investigation into the dispersion of disbanded pre-school group funds showed no record of the PC being a recipient. It was suggested that the VH Cttee and School might have records or further information, clerk to enquire.
- Street Lighting LED upgrade – the clerk stated that he had, following the proposal at the last meeting to see if completing the project asap would be financially beneficial, arranged for the 5% discount previously quoted in 2018 to be applied for completing in a single order through Westcotec. EOn had been contacted to see if they could estimate potential electricity saving, they have not responded but Westcotec commented that a saving of c65% could be expected, they also stated that as Sodium replacement units were becoming increasingly expensive that

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there would be a saving through not having increased maintenance contract costs in future years. The benefits of spend to save are significant with it expected to pay for itself in 2 years and then the longer term saving being realised, this has been entered in the budget proposal.

- Surrey Street Parking – the clerk raised the possibility of a Controlled Parking Zone as potential solution and the viability will be explored further if the issue persists.
- Sluice Rd ‘splashing’ at the bus stop – the issue was reported to Highways and referred to the technical team for assessment, caveated that the budget and priorities may not see any action in the short term.
- Parking on the pavement blocking path to school – the legal aspect was researched by the clerk. It is not illegal to park on a pavement, but it is illegal to drive on one; a bizarre ruling that means the Police will only take action if they witness driving on the pavement. The best course of action was suggested as to appeal to the public to highlight the impact of the practice and to hope that would suffice in promoting more considerate parking, especially on school routes.

8/20 **Correspondence:** The following correspondence has been received and circulated by email for consideration:

- **Football club** – the chairman reported that the football club using the playing field had notified that they have folded. The chairman commended them for their positive contribution to the village and said they would always be welcome to return. The pavilion has been left in a tidy condition and some small items such as a fridge and decoration gifted to the pavilion. The keys have been returned and the clerk is to return the deposit. The chairman stated that a plan for care and maintenance of the pavilion would be needed. Clerk to arrange a schedule.
- **NALC Council training** – the latest training opportunities have been circulated and Cllr Blackburn has signed up for one. Anyone else identifying a training requirement should notify the clerk.
- **Request to plant a memorial tree** – Late correspondence was received from a David Rowe requesting permission to plant a memorial tree for Ken Rowe at the Playing field, Ken having been involved significantly in the playing field and pavilion for many years. The planting of the tree was unanimously supported. The placing of a plaque was approved too but it was suggested that they consider placing it on the wall of the pavilion rather than next to the tree so as to reduce the vandalism that the main sign had been subjected to. Clerk to notify David Rowe.
- **Website comment** – a comment had been made on the council website regarding the Magpas contribution and it perceived as too little. A suggest sum of £200 had been made. The clerk conveyed the message for future consideration.

9/20 **Councillor Reports:**

- **Speed Monitoring data analysis** – Cllr Keale unavailable to report. Deferred to next opportunity.
- **New reports:**
  - i. Cllr Rawlings commented on the significant number of potholes that have been marked for a while but not repaired. Clerk will raise at highways meeting on 3 Feb.
  - ii. Cllr Ash reported a pot hole near 7 Church Road in Wiggshall St Mary the Virgin.
  - iii. Cllr Ash reported flooding with a blocked drain just after the bridge on the road to St Mary’s. Clerk to report.
  - iv. Cllr Rust raised the ongoing issue of a full dyke and flood risk on St Peter’s Road, there is apparently fly-tipping (fridges and tyres) that have not been dealt with by the land owner. Clerk to discuss options with Highways/Borough Council.
  - v. Cllr Blackburn commented on the appearance of red/white tape around the new fence on the junction on the way into Saddlebow. Others had seen it but no-one knew what the purpose was. Clerk to query with Highways as a matter of curiosity.

10/20 **Vandalism:**

- Pavilion windows – the clerk reported that he had researched a variety of methods to protect the windows from vandalism, none were deemed significantly more effective or value for money than

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the proposal for window guard cages that the chairman had obtained a quote for. It was decided to pursue that option.

- Playing field storage – Cllr Rust had researched the proposal of an ISO container to replace the shed that was broken into and damaged; he has established that a 20ft container would be the best value for money at c £500 plus delivery and siting, which would cost between £250 -500 in addition (all inc VAT). Footing slabs would be required which he offered to provide at no cost. The chairman proposed that this would be the best long-term storage solution that with a quality lock will prevent further theft and damage being an issue and graffiti could be easily rectified. The motion was carried.
- Goal post net brackets – prices ranging from £72-115 had been identified dependent on type. Clerk to measure and it was decided to purchase a replacement and install it.
- Private Security – in light of the lack of effective policing and a recent effective initiative by Clenchwarton PC in contracting a private security firm to patrol the clerk presented the possible option. It was decided that the clerk should formulate a fully detailed project proposal for further consideration.

11/20 **Proposal to extend speed restriction on St Peter's Road** – the clerk having circulated the Norfolk County Council Speed strategy and explained that he would discuss at the meeting with the Highways West Manager.

12/20 **Trod to Wiggshall St Marys proposal** – Cllr Keale was unable to attend to further the proposal, deferred to next opportunity.

13/20 **Village Hall Wi-fi proposal** – The clerk reported that the cost implications to install and operate wi-fi were significant, in the region of £30 after installation, that was decided not to represent value for money to provide internet access at meetings for Planning review. As such it was decided to continue to use personal hot-spot technology to facilitate internet access at meeting when required very occasionally. The provision for wide community access is a matter for the Village Hall Cttee.

14/20 **Review of Financial Regulations** – the NALC Financial Regulations Jul 2019 model had been personalised to the council and circulated prior to the meeting. The minimal changes were highlighted by the clerk. Cllr Rust proposed them for adoption, seconded by Cllr Ash and voted for adoption.

15/20 **Finance:**

- Authorisation of payments: all agreed to authorise and ratify the payments at Annex A.
- Accounts Reconciliation: Accounts reconciliation carried out; accounts balanced and agreed at Annex B.
- Banking arrangements – Loss of Cllr R Funnell means a 3<sup>rd</sup> signatory to replace him was required. It was decided that the Clerk should replace him.
- The budget proposal following the amendments requested was presented (having been circulated in advance). The option to complete LED streetlight conversion was agreed. The ISO container option cost to include delivery and installation was increased from £500 to £1000 as required and minuted at 10/20.b.
  - i. Budget and Precept demand of £19,552 proposed by Cllr Ash and seconded by Cllr Rust and approved unanimously. Clerk to submit Precept request to BC by 31 Jan 20.

16/20 **Op London Bridge** – The presentation on actions on the death of a senior national figure was circulated prior to the meeting and a brief explanation provided by the clerk, proposing to engage with the Church to co-ordinate planning if they were like-minded. Clerk given permission to engage with the church.

17/20 **Planning:** No new applications or decisions received.

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18/20 **Items for the next agenda** – None.

19/20 **Urgent Council business to be transacted not on the Agenda – Bridge Charity** – The Chairman and Cllr Ash explained that the Bridge Charity had resolved a minor issue surrounding administration and excess number of trustees and that there were now only 5 volunteers to fill the 5 positions. It is part of the constitution that the PC nominates 3 trustees and they co-opt a further 2. There being no other nominations the trustees nominated and voted for were:

- Irene Margaret Bunkall
- Anthony Reginald Burt
- Robert James Rawlings

Co-opted:

- Anne Priscilla Ash
- Jacqueline Wardale

The chairman stated that the clerk was content to clerk for the Bridge Trust and that position was as a non-trustee if the Bridge Charity wished to take up that option.

The Chairman thanked everyone for attending and closed the meeting at 9.33pm

Chairman .....

Date .....

Prepared by  
Mike Inder  
Clerk to Wiggenhall St Germans Parish Council

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14 January 2020 (2019-2020)

**Wiggenhall St Germans Parish Council**  
**DRAFT PAYMENTS LIST 61 TO 70**

Annex A

Voucher	Cheque	Code	Name	Description	Amount
66		11 - Admin - Audit	Clerk	Audit	0.00
				<i>further Correction action for 2018/19 #71 erroneous 'non-payment' to cancel out incorrect solution on Receipt #24 which has <u>no</u> been <del>zero'd</del></i>	
62	101877	15 - Admin - Sundries	Boughton PC - K. Fisher	<del>Various</del>	130.00
				<i>To correct erroneous Receipt from BPC Marquee fund.</i>	
61	101878	20 - Provisions - FC <del>avillion</del>	Wave	water	149.68
63	101879	16 - S.137 - Charities	<del>MAGDAS</del>	Donation	25.00
64	101880	6 - Admin - Clerk	Clerk	Salary	274.28
65	101881	7 - Admin - Income Tax	PAYE	HMRC	178.00
67	101882	20 - Provisions - FC <del>avillion</del>	A Done	Waste Disposal	79.20
				<i>Waste Disposal from Shed vandalism - A Done paid for disposal at BACO-COMPAK</i>	
68	101883	22 - Provisions - Lighting	E on	Electricity	903.29
69	101884	6 - Admin - Clerk	The Clerk	Salary	548.52
				<i>Dec 19 &amp; Jan 20</i>	
70	101885	7 - Admin - Income Tax	H M R C	PAYE	352.00
				<i>Month 9 &amp; 10</i>	
<b>TOTAL</b>					<b>2,637.95</b>

14 January 2020 (2019-2020)

**Wiggenhall St Germans Parish Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
28 Income - Interest/Misc	14/11/2019		Barclays Community A		Overpayment	K Fisher BPC	Z	130.00	0.00	130.00
31 Admin - Sundries	13/12/2019		Barclays Community A	101632	Donation	Leziate Parish Council	X	100.00	0.00	100.00
32 Income - Interest/Misc	02/01/2020		Barclays Business Sav		Interest	Barclays Bank	X	13.24	0.00	13.24
<b>Total</b>								<b>243.24</b>	<b>0.00</b>	<b>243.24</b>

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11 January 2020 (2019-2020)

**Wiggenhall St Germans Parish Council**

Annex B

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

**Original Signed**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 13/01/2020</b>		
	Cash in Hand 01/04/2019		13,982.31
	<b>ADD</b> Receipts 01/04/2019 - 13/01/2020		24,140.47
			38,122.78
	<b>SUBTRACT</b> Payments 01/04/2019 - 13/01/2020		13,875.35
<b>A</b>	<b>Cash in Hand 13/01/2020</b> (per Cash Book)		<b>24,247.43</b>
	Cash in hand per Bank Statements		
	Cash 31/12/2019	0.00	
	Barclays Business Saver Account 31/12/2019	25,551.24	
	Barclays Community Account 31/12/2019	500.00	
			<b>26,051.24</b>
	Less unrepresented cheques		1,803.81
			24,247.43
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>24,247.43</b>
	<b>A = B Checks out OK</b>		

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