

**WIGGENHALL ST GERMANS PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 11<sup>th</sup> MAY 2020 at 7.30PM, CONVENED VIRTUALLY ON GOOGLE HANGOUTS**

**Present:**

Parish Councillors: Alastair Done (Chairman), Robert Rawlings, Margaret Blackburn, David Rust, Scilla Ash.  
Parish Clerk – Mike Inder.  
Borough Councillor – None.  
County Councillor – None.  
Apologies – Cllrs Margaret Bunkall, Rob Keal.  
Absences – Nil  
Public – Nil.

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

55/20 **Apologies** were received and accepted from Parish Cllrs Bunkall and Keal.

56/20 **Standing Orders revised to incorporate the Coronavirus Act 2020 (CA 2020) legislation** to hold meetings and conduct Parish Council business under the restrictions imposed were circulated in advance and adopted by Council.

57/20 **Annual Meeting deferment:** in accordance with CA 2020 guidance:

- a. The Annual Meeting of the Parish Council was resolved to be cancelled until 12<sup>th</sup> April 2021 with the Chairman and Deputy Chairman remaining in post.
- b. The Annual Parish Meeting – It was decided to review the COVID-19 restrictions at the Jul meeting of the Parish Council to resolve whether to defer the Annual Parish Meeting to either Sept 20 or to cancel and hold the 2021 meeting on 12<sup>th</sup> April 2021.

58/20 **Approval of Minutes of the meeting held on 9 March 20:** 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.

59/20 **Declarations of interest for items on the agenda:** None.

60/20 **To hear from the public:** None present.

61/20 **Visiting officer reports:** None received.

62/20 **Policies review and adoption:** The following policies were subject to annual review or newly drafted for adoption between meetings and ratified and adopted en bloc unanimously:

- a. Business Continuity Plan (BCP).
- b. Code of Conduct.
- c. Risk Management Plan.
- d. Health and Safety Policy.
- e. Transparency & FOI Publication Scheme
- f. Scheme of delegation.
- g. Disciplinary & Grievance Policy.
- h. Complaints Policy.
- i. Unreasonably Persistent or Vexatious Complaints Policy.
- j. Filming and Recording Policy.

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- k. Press & Media Policy.
- l. Grants & Donations Policy.
- m. Volunteers Policy.
- n. Staff Appraisal Policy.
- o. Equal Opportunities Policy.
- p. Asset Register.

63/20 **The Business Continuity Plan (BCP) record of actions** (at Annex A) was reviewed and actions taken using delegated authority during the COVID-19 National Emergency ratified.

64/20 **Councillor vacancies:** There are 3 vacancies for Cllrs, and they have been publicised but to date there has been 1 enquiry that is still to be followed up. Advert will be extended, and Cllrs encouraged to 'recruit' potential candidates.

65/20 **Updates on actions from previous meetings:**

- a. Newsletter - AED information, still awaiting BHF response after 2 months, Clerk will resolve to include in next Newsletter.
- b. AED/By-stander CPR Training by NARS postponed. To be re-arranged post COVID if possible.
- c. Great River Ouse level – continuing to share updates with/from other local PCs.
- d. Street Lighting LED upgrade progression. Order placed, delayed due to COVID-19.
- e. Memorial Tree for Ken Rowe – On hold due to COVID-19
- f. St Peter's Road Dyke – dyke and field now dry, the clerk will contact NCC (landowners) to inform them of the issue and fly-tipping and request they act to resolve ahead of autumn.
- g. Installation of a fence and gate placed across footpath adj 2 Lynn Road, the clerk provided an update and it was decided that a letter should be hand delivered to the 2 adjacent properties requesting that the bolt be re-positioned to ensure that access is not denied to people unable to reach over to open it.
- h. Op London Bridge update – Clerk updated the council on an outline document and action plan that he will discuss with the Church to agree actions and present to council when matured.
- i. NHS AED Check carried out; system serviceable but requires new battery in May 20. The clerk reported that the manufacturers advice is that the battery should be replaced from a recognised supplier, the BHF website shop is currently closed due to COVID and the clerk offered 2 solutions:
  - i. Source from an alternate supplier (against manufacturer advice and more expensive by c£20). Or
  - ii. Delay replacement until the BHF online shop re-opens on the proviso that a monthly check of serviceability was carried out and it remains indicating serviceable).
 It was decided to adopt option ii and Cllr Ash volunteered to carry out monthly check and report result to the clerk.
- j. Magazine – the clerk reported that A4 format suggested was of negligible production cost difference; council decided to produce future hard copy in A4 format. The May edition has been published online only due to COVID-19 and can be found on the PC website.

66/20 **Streetlight damage:** The clerk reported a traffic collision had catastrophically damaged a streetlight in Saddlebow. All reporting actions have been carried out (Police, Westcotec and Insurance Broker). The post has been replaced but is unable to be commissioned until COVID restrictions are lifted. The Insurer has all the relevant details and will recover costs when the final invoice is submitted.

67/20 **Correspondence:** The following correspondence has been received and circulated by email for consideration:

- a. Email from a resident notifying a Cllr of use of a barn on Fitton Rd as a dwelling, seemingly without change of use planning permission. The clerk had made enquiries on the information forwarded to him and advised the complainant that the report to the BC Planning

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Enforcement team should be made in writing by email and to keep the PC informed via the clerk of developments. The Clerk info copied B Cllr Long, who responded offering support if required in the future.

#### 68/20 Councillor Reports:

- a. **Speed Monitoring** - Cllr Done reported that he eventually received a response from the Dereham Police Station Traffic Office stating that the NCC speed monitoring team confirmed that there appeared to be an issue as suggested on Mill Road and Fitton Road. The checks carried out on the 21<sup>st</sup> and 23<sup>rd</sup> April offered no meaningful feedback and Cllr Done stated that he would endeavour to approach the speed monitoring officer in person when the next opportunity arose.
- b. **Fly Tipping:** Cllrs Keal report at the last meeting and 2 further ones by Cllr Rust in Mar/Apr had been reported and resolved quickly. However, with COVID 19 restrictions in place and the recent easing by opening County Recycling Centres for domestic waste does little to address the type and source of the fly-tipping experienced. The Police are acutely aware of the increased occurrences of commercial waste fly tipping and everyone should remain vigilant and report it.
- c. **New Cllr Reports** - The following issues were reported by Cllrs:
  - i. Cllr Ash reported (and showed online) a thank you card from former Cllrs Funnell for the kind leaving gift received from the Cllrs to recognise their service.
  - ii. Cllr Ash reported a near miss accident involving a child stepping out from the gate at the end of the path at the pumping station and suggested a safety rail to prevent future such incidents occurring. It was decided to add it to the footpath trod proposal being developed by Cllr Keal.
  - iii. Cllr Ash proposed a thank you card be sent to the proprietor of the village store for their sterling efforts, going above and beyond, to adapt and serve the community during the COVID 19 event; It was agreed.
  - iv. Cllr Rawlings highlighted that severe dip on Mill Road and a pothole in Saddlebow that had already been reported but not yet addressed; clerk will follow up with Highways.
  - v. Cllr Rust reported that several residents had reported motorbikes going along the riverbank on the Great Ouse toward Magdalen; this is known to damage the bank and potentially compromise its integrity. Clerk will inform EA and Police SNT and put a notice on the PC website to warn of the dangers and ask for it to cease.

#### 69/20 Vandalism:

- a. Pavilion windows – guards on order with T. Elton are currently being manufactured
- b. The current restrictions have prevented any community engagement activity.
- c. The SNT Police Beat Manager reported that their patrols during Lockdown were continuing to look at the vandalism hotspots previously identified.
- d. Since the last meeting there have been 3 further incidents of vandalism, another broken window on the pavilion, the guttering brackets snapped off and the Bowls Club also suffered a break in, and damage occasioned. All reported to the police and repairs to the pavilion arranged with T Elton.

70/20 **Trod to Wighenhall St Marys proposal** – Cllr Keal sent a plan with maps and pictures outlining further detail on the project, it was forwarded to Cllrs for their consideration and for further development and liaison with the pumping station and Highways. Cllr Ashes report and suggestion of a safety rail should be included in next iteration.

71/20 **Flagpole proposal** – Cllr Done, inspired by the Op London Bridge plan, provided a range of options and outline costs for a flagpole for the village. The following options were decided for further work by Cllr Done to bring a full proposal to council:

- a. An aluminium 4.3m pole with secure internal halyard (to prevent theft) with plain finial.

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- b. To be located in the centre of the grassed area, behind the bench, on the corner of School Road and Sluice Road opposite the Memorial Hall.
- c. The Union Flag and St George flags be purchased to fly when appropriate (a custodian to be decided).
- d. Cost of installation and purchase quotes to the criteria determined to be acquired by Cllr Done.

72/20 **Surrey Street Traffic flow conflicts** – Cllr done gave a report on traffic flow issues that he had experienced when turning into Surrey St to go to the shop; his preferred route due to experience of oncoming traffic over the bridge (often at speed) is to enter at the bridge end and exit by the bus shelter. He had recently experienced a traffic conflict with a car indicating and waiting to turn into the bus shelter end while he was blocking it trying to exit with reduced access due to the excess of parked cars at that point. Other Cllrs concurred regarding preferred route and similar issues. Cllr Done proposed a one-way system in the direction indicated by the majority as a preference; Cllr Bunkall had asked the clerk in her absence to express her concerns over the proposal, it was decided to consult the shop proprietor for an opinion to include delivery lorry aspects; Cllr Ash offered to discuss with him and report. Cllr Done offered to provide details of a similar system in another location he has seen, and the clerk will discuss feasibility with the Highways Engineer.

73/20 **Finance:**

- a. Authorisation of payments: all agreed to authorise and ratify the payments at Annex B.
- b. Accounts Reconciliation: Accounts reconciliation prepared by the clerk and checks to be carried out by a Cllr when social distancing restrictions permit. Reconciliation included at Annex C.
- c. Delegated Decision between Clerk and Chairman to adopt online banking due to COVID-19 restrictions and the addition of Cllr Ash as a 4<sup>th</sup> Signatory to assume Internet banking 2<sup>nd</sup> signatory responsibilities ratified.
- d. Internal Audit – the Clerk reported that the Annual Governance and Accountability Report (AGAR) had been completed as far as possible (circulated by email) and that he had asked Mr John Cross (Internal Auditor) if he would be willing to conduct the audit remotely and measures are being taken to arrange for that to happen. The clerk highlighted that the income/expenditure in the next FY was likely to take the council over the £25k limit and result in a mandatory External Audit. He also stated that his recent work to update the council's processes, procedures and policies to align with his successful CiLCA portfolio<sup>1</sup> evidence submissions gave great confidence that the Council was in good order and compliant with the relevant guidance issued by the Joint Panel on Accountability and Governance (JPAG). It was decided to declare the council exempt from external audit for the 2019/20 FY.
- e. The clerk had circulated the insurance renewal quote and advised that the new underwriter had introduced an administration fee of £50 that applied every year and although a discount of 5% on the premium was offered for a 3 year long term agreement he was confident that a more competitive quote could be achieved. However, as there was an ongoing claim, he recommended that the council renew for one-year option and then seek alternative quoted for the subsequent renewal. The council decided to renew with current insurance renewal quote for 1 year.

74/20 **Op London Bridge** – detail covered at 65/20. h. Clerk to progress plan as described.

75/20 **Playing Field utilisation and management:**

- a. The ownership and any legacy covenants that were perceived to exist by a resident contacting the clerk were discussed. Cllr Rawlings stated he had a copy of the deeds showing that the council had owned the land since as far back as the 1890s (he would provide copies for the clerk to retain digitally) and that the Leonard Towler connection was with the dedication to clearing

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<sup>1</sup> The Chairman asked council to give a vote of congratulations to the Clerk in recognition of his successful completion of the Certificate in Local Council Administration (CiLCA) awarded by the Society of Local Councils and Clerks (SLCC), the culmination of 10 months course work and portfolio evidencing supported by the 3 councils he is employed by.

the land and sowing it for use a football pitch and that there was no evidence of covenants determining use and management of the field.

- b. In the absence of a team using the pitch the decision to reduce cuts and therefore costs to an optimal level (reduced from 2 cuts per month to one for the period Mar-Oct; to be reviewed for cost effectiveness vice increased time and cost per cut potentially as advised by the contractor, with a view to adjusting to 3-weekly cut if deemed more cost effective; decision delegated to the clerk to monitor and adjust).
- c. Other options for the use of the field will be re-visited at the end of lockdown restrictions.

76/20 **Magazine Distribution:** The clerk informed cllrs that he had revised the current list using the Feb Electoral Roll and would circulate for comment to ensure that the routes and allocation was correct. The COVID-19 restrictions had caused delay to this work and a new deadline for review of Sep was set.

77/20 **Planning:** the following applications were circulated by email for review online:

- a. Applications considered:
  - i [20/00059/F](#) – Further amendments to 1 Church Road planning previously supported. Neutral response submitted between meetings.
  - ii Planning Enforcement/Appeal -14 Lynn Rd, Enforcement ref no 18/00463.
  - iii Planning Enforcement/Appeal – Ruff Barn, Common Rd, Enforcement ref no 19/00373/UNAUTU
- b. Decisions notified by Borough since last meeting:
  - i 20/00375/F – 2 Gables, Saddlebow extension and Balcony – permitted with Parish Council’s balcony screen amendment made.
  - ii [20/00378/LDE](#) – Spriggs Hollow, Magdalen High Rd – Not Lawful.

78/20 **Items for the next agenda:** No items were notified at the meeting.

The Chairman thanked everyone for attending and the effort required to conduct business online and closed the meeting at 9.28pm

Signature: .....

Chairman .....

Date .....

Prepared by  
Mike Inder  
Clerk to Wiggshall St Germans Parish Council

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**WSG PC BUSINESS CONTINUITY PLAN****RECORD OF ACTIONS AND DECISIONS TAKEN USING DELEGATED POWERS DURING DISRUPTION**

<b>Item Date</b>	<b>Action/Decision</b>	<b>Action by/Cllr consulted</b>	<b>Ratification Minute ref &amp; Follow up required</b>
1. 30 Mar 20	<b>COVID-19</b> – Unable to expedite invoice payment by cheques due to Social Distancing. Online Banking initiated.	Clerk/Chairman	63/20.
2. 30 Mar 20	Add Cllr Ash as authorised bank signatory to cover for Cllr Bunkall lack of IT for online banking.	Clerk/Chairman	63/20 and 75/20. c.
3. 31 Mar 20	Implement Community Mutual Aid Group assistance using PC as umbrella organisation to ensure safe and sustainable procedures. Virtual Landline purchased at £5.99/mth inc VAT. Number loaned to Mutual Aid Group.	Clerk/Chairman	63/20 Phone Hunting Group to be returned to Clerk number post COVID-19 support group and website updated.

**Wiggenhall St Germans Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
82 Admin - Clerk	12/03/2020		Barclays Community A	101898	Salary	Clerk	E	290.58	0.00	290.58
83 Admin - Income Tax	12/03/2020		Barclays Community A	101899	PAYE	H M R C	E	176.00	0.00	176.00
84 Provisions - FC pavillion	19/03/2020		Barclays Community A	101900	Electricity	Eon	L	55.00	2.75	57.75
<b>Total</b>								<b>521.58</b>	<b>2.75</b>	<b>524.33</b>

**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Grass Cutting -Football pitch	19/04/2020		Barclays Community A		Grounds Maintenance	P J & B Jones Ltd	S	110.70	22.14	132.84
2 Grass Cutting - MH playpark	19/04/2020		Barclays Community A		Grounds Maintenance	P J & B Jones Ltd	S	86.10	17.22	103.32
3 Grass Cutting - Legge Place/!	19/04/2020		Barclays Community A		Grounds Maintenance	P J & B Jones Ltd	S	20.50	4.10	24.60
4 Electricity - Street Lighting	20/04/2020		Barclays Community A		Electricity	Eon	S	744.56	148.91	893.47
5 Staff Salary & PAYE	19/04/2020		Barclays Community A		PAYE	H M R C	E	176.00	0.00	176.00
6 Staff Salary & PAYE	20/04/2020		Barclays Community A		Salary	Clerk	E	274.26	0.00	274.26
7 Stationery/Post	21/04/2020		Barclays Community A		Expenses	Clerk	E	22.83	0.00	22.83
8 Grass Cutting -Football pitch	05/05/2020		Barclays Community A		Grounds Maintenance	P J & B Jones Ltd	S	55.35	11.07	66.42
9 Grass Cutting - MH playpark	05/05/2020		Barclays Community A		Grounds Maintenance	P J & B Jones Ltd	S	86.10	17.22	103.32
10 Grass Cutting - Legge Place/!	05/05/2020		Barclays Community A		Grounds Maintenance	P J & B Jones Ltd	S	20.50	4.10	24.60
11 Pavilion Utilities	05/05/2020		Barclays Community A		water/sewerage	Wave	Z	20.05	0.00	20.05
12 Staff Salary & PAYE	10/05/2020		Barclays Community A		Salary	Clerk	E	307.77	0.00	307.77
13 Staff Salary & PAYE	10/05/2020		Barclays Business Sav		PAYE	H M R C	E	198.40	0.00	198.40
14 Expenses	10/05/2020		Barclays Community A		Expenses	Clerk	E	9.90	0.00	9.90
<b>Total</b>								<b>2,133.02</b>	<b>224.76</b>	<b>2,357.78</b>

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

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
39 Income - Newsletter	31/03/2020		Barclays Community A		Advert fee	Positive Solutions, 26 Perkin	E	40.00	0.00	40.00
40 Income - Newsletter	31/03/2020		Barclays Community A		Advert fee	St Mary's B&B	E	20.00	0.00	20.00
<b>Total</b>								<b>60.00</b>	<b>0.00</b>	<b>60.00</b>

**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Allotment Fees	06/04/2020		Barclays Community A		Allotment	Caley Farms Ltd	X	420.00	0.00	420.00
2 Precept	06/04/2020		Barclays Business Sav		Precept	B C K L W N	E	19,552.00	0.00	19,552.00
3 Precept Grant	06/04/2020		Barclays Business Sav		Precept	B C K L W N	E	124.00	0.00	124.00
4 Newsletter Adverts	28/04/2020		Barclays Community A		Advert fee	Central Stores	E	10.00	0.00	10.00
5 Newsletter Adverts	28/04/2020		Barclays Community A		Advert fee	Build Right	E	20.00	0.00	20.00
6 Newsletter Adverts	28/04/2020		Barclays Community A		Advert fee	Claire's Cleaning, 5 Shepherd	E	20.00	0.00	20.00
7 VAT Re-Claim	24/04/2020		Barclays Business Sav		VAT refund	H M R C	R	0.00	1,557.02	1,557.02
<b>Total</b>								<b>20,146.00</b>	<b>1,557.02</b>	<b>21,703.02</b>

6 May 2020 (2020-2021)

**Wiggenhall St Germans Parish Council**

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

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

<b>A</b>	<b>Bank Reconciliation at 30/04/2020</b>		
	Cash in Hand 01/04/2020		20,694.19
	<b>ADD</b>		
	Receipts 01/04/2020 - 30/04/2020		21,703.02
			42,397.21
	<b>SUBTRACT</b>		
	Payments 01/04/2020 - 30/04/2020		1,627.32
			<b>40,769.89</b>
<b>B</b>	Cash in hand per Bank Statements		
	Cash	30/05/2020	0.00
	Barclays Business Saver Account	30/04/2020	41,163.36
	Barclays Community Account	30/04/2020	500.00
			<b>41,663.36</b>
	Less unrepresented payments		893.47
			40,769.89
	Plus unrepresented receipts		0.00
			<b>40,769.89</b>
	<b>A = B Checks out OK</b>		

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