

WIGGENHALL ST GERMANS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14th SEPTEMBER 2020 at 7.30PM, CONVENED VIRTUALLY ON ZOOM.

Present:

Parish Councillors: Alastair Done (Chairman), Margaret Bunkall, Margaret Blackburn, Rob Keal, David Rust and Scilla Ash.

Parish Clerk – Mike Inder.

Borough Councillor – None.

County Councillor – None.

Apologies – Cllrs Robert Rawlings.

Absences – Nil

Public – Nil.

The Chairman welcomed everyone and opened the meeting at 19.30 hours and stated that the constraints of Zoom would require the meeting to be held in 30 minutes sections as per the guidance on the agenda. He also reminded all that the meeting was recorded on Zoom.

101/20 **Apologies** were received and accepted from Parish Cllr Rawlings.

102/20 **Annual Meeting deferment:** in accordance with CA 2020 guidance: The feasibility of holding the Annual Meeting of the Parish Council and the Annual Parish Meeting in Nov 20 and Jan 21 was discussed; it was decided that it was very unlikely that it would be acceptable and to review the COVID-19 restrictions at the Jan 21 meeting of the Parish Council to resolve whether to defer the Annual Parish Meeting to either Mar 21 or to cancel and hold the 2021 meeting on 12th April 2021.

103/20 **Approval of Minutes of the meeting held on 13 July 20:** Having been previously circulated, the minutes of the previous were agreed as a true reflection of the meeting; proposed by Cllr Ash, seconded by Cllr Blackburn. The minutes will be signed at the next opportunity with social distancing being exercised. The minutes on the website can be viewed as approved in the interim.

104/20 **Declarations of interest for items on the agenda:** None.

105/20 **To hear from the public:** None present.

106/20 **Visiting officer reports:** None received.

107/20 **The Business Continuity Plan (BCP) record of actions** (at Annex A) was reviewed. There were no new actions taken using delegated authority during the COVID-19 National Emergency.

108/20 **Updates on actions from previous meetings:**

- a. St Peter's Road Dyke – dyke fly-tipping and flooding, the tenant is apparently in dispute with the landowner, the clerk will request they act to resolve ahead of autumn if contacted.
- b. Footpaths (multiple) complaints have been raised through the NCC reporting system and Cllr Rust has been in liaison with the Footpaths Officer for the area and achieved significant progress in clearing overgrown paths since the last meeting.
- c. Dog Fouling on WSG FP6 – not further reports of issue.
- d. Painting of bridge railings – following the request by Cllr Done the Highways Engineer clarified that the colour is not optional as it is a County-wide scheme but that he had added it to the schedule for treatment of rust and repainting.

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- e. St Peter's Church – Future use speculation: The clerk reported that he had discussed the rumours circulating with the Church Warden and that she had clarified that the Church was investigating a myriad of options to make best use of the church and to raise revenue for its maintenance. She stated that the Church intended to consult the parishioners prior to any decisions being made.
- f. Common Road overgrown hedgerow: The clerk had followed up on the report by Cllr Ash and it requires further research to establish the ownership responsibility.

Action: Clerk to review and establish ownership and then to write to the responsible party to request that it is trimmed and maintained in future.

109/20 **Play Park:** The clerk reported that the remedial work was planned for 30 Sep 20, this was the earliest possible date. The park had been closed with a notice and the gates padlocked. However, the signs have been removed and the chains and padlocks removed without authority, highly likely by the usual suspects that continue to disappoint in their reckless and inconsiderate behaviour. The missing padlock had been reported by the ground's maintenance contractor on 14 Sep, having been in place during the previous monthly inspection, and has been reported to the Police. The park closure, on safety grounds, will be re-instated as soon as possible.

110/20 **Saddlebow Streetlight replacement:** The streetlight replaced following the collision has been connected and Westcotec have been asked to send the invoice for forwarding for the insurance claim. The home working arrangements for Westcotec have caused delays in processing.

111/20 **Correspondence:** The following correspondence has been received and circulated by email for consideration:

- a. Speeding complaints on Mill Rd: Cllr Keal informed the council that he had deployed the SAM2 to the site following the complaints email circulated and it was due to be analysed on Thu, he will send the report to the clerk for adding to the minutes as an addendum. Cllr Done reported that the Police contact continued to prove difficult to reach to request more targeted enforcement but that he had eventually had some success with contacting the coordinator. A site survey for the Enforcement team equipment had been undertaken and both Mill Road and Fitton Road deemed unsafe for the operator and public to conduct activity in those areas. It was decided to continue to deploy SAM2 to gather data to support a request for enforcement where proven necessary.

Action: Cllr Keal to schedule SAM2 deployment to prioritise Mill Rd and Fitton Rd on the next rotations. Cllr Done requested to pass on his Speed Enforcement coordinator contact to the clerk.

- b. Low Road closure from St Peter's Road to Saddlebow: The clerk informed council that the delay had been caused by an enforced HSE work-stop order due to an accident on another site by the prime contractor. That has been investigated and it is now safe to continue, work recommenced on 7 Sep and is expected to be complete on 18 Sep 20.
- c. WSG FP4 was reported as unpassable by a member of the public with assistance of the clerk.

112/20 **Councillor Reports:**

- a. Highways reporting:
 - i. Cllr Rawlings reported a pothole on the junction of Hilton Lane.
 - ii. Cllr Ash reported flooding on Sluice road on corner before the bridge to Wiggshall St Mary The Virgin. On reporting it had been actioned as 'closed – fault not found' within an hour of reporting, on investigation it is apparent that it was known to Highways and work scheduled, however the automated response software doesn't have that as a response option.

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- iii. Cllr Rawlings reported pavement trip hazards on Orchard Road, the clerk submitted the report but that was also closed down immediately but on enquiring it had not been scheduled for work or investigated, the clerk reported again with photos ENQ900166951.
- b. Mill Road overgrown vegetation on roadside at the pavilion: Cllr Rust had requested assistance from local farmer Mr Caley, who kindly obliged within a matter of hours. The Council gave a vote of thanks to Mr Caley.
- c. Cllr Ash reported that the dog waste bin on the corner after the bridge to Wiggshall St Mary The Virgin had been overfilled with domestic waste (bottles, cans and packaging) by the Anglers competing on the river 3 times in the last month. This has two serious consequences, the lack of disposal for dog waste and also the Borough Council will not collect domestic waste from Dog waste bins. The anglers were believed to be part of or guests of the Kings Lynn Angler's Association (KLAA) as they have a sign at that location. The Clerk was asked to write to the KLAA, identify the issue and seek cooperation with them to inform their members and guests that they must take their own waste home with them and never use the dog waste bin for general waste.

Action: Clerk to contact KLAA to inform them of the inappropriate waste disposal by members and guests and to actively discourage it.

113/20 **Vandalism:**

- a. Pavilion windows – guards installed in June were found to have had a few of the screw removed, Cllr Done re-secured as far as possible and Cllr Rust followed up to replace damaged screws etc, that appears to prevented any further issues.
- b. The current restrictions continue to prevent any community engagement activity.
- c. Since the last meeting there have been 1 further incidents of vandalism, at the pavilion (broken tile).
- d. The application of the anti-climb paint had been partially completed by Cllr Done (first row of 2 planned) and subsequent to that it has been over a month without further incident. Cllr Rust proposed that the application of the second row could be suspended to see if the single row has had the desired effect, saving the second tin of paint for re-application when necessary.

114/20 **Trod to Wiggshall St Marys proposal** – Cllr Keal reported that he had submitted the plans to the Middle Level Commissioners and that he was awaiting a response but that initial remarks had been positive.

Action: Cllr Keal to contact the Middle Level Commissioner for an update (if Parish Partnership Scheme funding application is required the closing date is 30 Nov 2020).

115/20 **Flagpole installation** – The flagpole has been delivered and a notice of works submitted to NCC to allow Balfour Beatty to carry out the work kindly offered at no cost to the community. Cllr Done reported that the forthcoming Parish Newsletter gave information about the flagpole project.

116/20 **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.

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- 117/20 **Future Council Meeting arrangements** – The clerk had researched options for conducting public council meetings during Covid restrictions following the ending of the Google Meet period of free unlimited meeting duration. With all recommended platforms having similar fees and limitations the clerk recommended Zoom as it allowed for a single subscription by him as host with cost able to be shared by the multiple councils that he is employed by. There was a discount for annual subscription of £2/month but the council decided to opt for the monthly subscription as it remains their aspiration to meet in public physically as soon as it is possible to do so safely, the rationale being that it would serve to give the community confidence. Currently Norfolk Association of Local Councils strongly recommends digital meetings.
- 118/20 **Magazine Distribution:** The clerk informed cllrs that the next addition is ready for collection and he will send out the same distribution rounds as last time. Cllrs were encouraged to seek assistance from residents as street reps for distribution within their allocated round.
- 119/20 **Planning:** the following applications were circulated by email for review online:
- a. Applications considered:
 - i 20/01251/F | Agricultural storage building | Brambles Farm Barn Lords Bridge Wiggshall St Marys The Virgin. – No objection (Neutral), based on the building being of significant size on the skyline but no other material grounds and the use of the building seems to require the scale proposed.
 - b. Decisions notified by Borough since last meeting:
 - i 20/00948/F – Proposed Garage 36 Fitton Rd, approved after amendment to reduce height as proposed in the objection submitted by the Council.
- 120/20 **Parish Councillor recruitment:** the continuing vacancies for Councillors is a concern as it risks not being able to hold quorate meetings. Various ideas to encourage people to consider co-option as Cllrs were considered. It is hoped the advert in the magazine due to be delivered to every door this month would be helpful, further posters to be distributed and personal contacts to be canvassed.
- 121/20 **To receive the resignation of the chairman and elect a new chairman and vice chairman:** Cllr Done having previously given notice that his forthcoming move out of the Parish as a resident and for employment would disqualify him to serve as a cllr, announced that he was standing down after this meeting. A vote of thanks was given by the Cllrs (and clerk) for his many years of unstinting service as a Cllr and in the latter years for his leadership and dedication as the Chairman, they wished him every success and happiness in the future and expressed how he would be missed. The council then heard nominations for the post of chairman, Cllr Keal accepted the nomination proposed by Cllr Ash, seconded by Cllr Blackburn and the vote was in favour unanimously. The post of Vice Chairman therefore became vacant and nominations were again made, Cllr Ash accepted the nomination proposed by Cllr Blackburn and seconded by Cllr Rust with a unanimous vote in favour of the appointment.

Action: Clerk to prepare and obtain signed declarations of office for Cllrs Keal and Ash and amend records accordingly.

- 122/20 **Items for the agenda of the meeting to be held on 9 Nov 2020:** No items were notified at the meeting.

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The Chairman thanked everyone for attending and the effort required to conduct business online and closed the meeting at 9.10pm

Signature:

Chairman

Date

Prepared by
Mike Inder
Clerk to Wiggenhall St Germans Parish Council

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

Item Date	Action/Decision	Action by/Cllr consulted	Ratification Minute ref & Follow up required
1. 30 Mar 20	COVID-19 – 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.
4. 20 Jun 20	Pavilion vandalism repairs to fence (repaired), roof tile x3 (replaced) and guttering (removed to prevent continued attacks).	Clerk/Cllr Rust & Chairman.	85/20 - NFAR
5. 04 Jul 20	Playpark re-opened post restriction lifting with Risk Assessment and Mitigation (Signs) in line with NALC guidance.	Clerk/Chairman	85/20 – Review guidance for changes on a weekly basis.

9 September 2020 (2020-2021)

Wiggenhall St Germans Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	Telephone	13/07/2020		Barclays Community A		Telephone	Tamar Telecom	S	4.99	1.00	5.99
38	Pavilion Maintenance	26/07/2020		Barclays Community A		Anti-Climb Paint	Clerk	S	74.92	14.98	89.90
39	Pavilion Maintenance	26/07/2020		Barclays Community A		Paint Brushes	Clerk	S	9.99	2.00	11.99
42	Play Equipment Inspection	26/07/2020		Barclays Community A		Play area inspection	Play Inspection Company Ltd	S	67.50	13.50	81.00
43	Training/Conferences	26/07/2020		Barclays Community A		Training	Norfolk ALC	S	60.00	12.00	72.00
40	Pavilion Maintenance	26/07/2020		Barclays Community A		Anti-Climb Paint signs	Clerk	Z	6.13	0.00	6.13
41	Pavilion Maintenance	26/07/2020		Barclays Community A		Tree Maintenance	Medina Services	Z	102.00	0.00	102.00
36	Staff Salary & PAYE	28/07/2020		Barclays Community A		PAYE	H M R C	E	99.20	0.00	99.20
35	Staff Salary & PAYE	31/07/2020		Barclays Community A		Salary	Clerk	E	406.97	0.00	406.97
44	Training/Conferences	31/07/2020		Barclays Community A		NALC Publications	Norfolk ALC	E	8.83	0.00	8.83
45	Grass Cutting -Football pitch	08/08/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	110.70	22.14	132.84
46	Grass Cutting - MH playpark	08/08/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	86.10	17.22	103.32
47	Grass Cutting - Legge Place/!	08/08/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	20.50	4.10	24.60
48	Pavilion Maintenance	09/08/2020		Barclays Community A		Pavilion Maintenance/Repairs	T W Elton	Z	45.00	0.00	45.00
57	Street Furniture	12/08/2020		Barclays Community A		Flag Pole	One Stop Promotions	S	427.01	85.40	512.41
52	Telephone	24/08/2020		Barclays Community A		Telephone	Tamar Telecom	S	4.99	1.00	5.99
51	Drainage - IDB	24/08/2020		Barclays Community A		Drainage rate	East of the Ouse, Polver & N	X	75.24	0.00	75.24
49	Staff Salary & PAYE	28/08/2020		Barclays Community A		Salary	Clerk	E	406.97	0.00	406.97
50	Staff Salary & PAYE	28/08/2020		Barclays Community A		PAYE	H M R C	E	99.20	0.00	99.20
53	Sundries/Misc	28/08/2020		Barclays Community A	101901	Notice of Works permit	N C C	E	200.90	0.00	200.90
54	Grass Cutting -Football pitch	03/09/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	110.70	22.14	132.84
55	Grass Cutting - MH playpark	03/09/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	86.10	17.22	103.32
56	Pavilion Maintenance	09/09/2020		Barclays Community A		Key cutting	Cllr David Rust	Z	24.74	0.00	24.74
Total									2,538.68	212.70	2,751.38

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9 September 2020 (2020-2021)

Wiggenhall St Germans Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
13 Newsletter Adverts	11/08/2020		Barclays Community A		Advert fee	Shaun Hagen Motor Services,	E	40.00	0.00	40.00
14 Sundries/Misc	28/08/2020		Barclays Community A		Key Deposit	Daniel Chapman - Clenchwar	E	50.00	0.00	50.00
15 Newsletter Adverts	02/09/2020		Barclays Community A		Advert newsletter	T. Thompson (Medina Lands	E	40.00	0.00	40.00
16 Newsletter Adverts	03/09/2020		Barclays Community A		Advert newsletter	B Cater	E	10.00	0.00	10.00
17 Interest	07/09/2020		Barclays Business Sav		Interest	Barclays Bank	E	4.76	0.00	4.76
Total								144.76	0.00	144.76

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9 September 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)

A	Bank Reconciliation at 28/08/2020		
	Cash in Hand 01/04/2020		20,694.19
	ADD Receipts 01/04/2020 - 28/08/2020		21,841.87
	SUBTRACT Payments 01/04/2020 - 28/08/2020		42,536.06
	Cash in Hand 28/08/2020 (per Cash Book)		10,289.17
			32,246.89
B	Cash in hand per Bank Statements		
	Cash 28/08/2020	0.00	
	Barclays Business Saver Account 28/08/2020	31,447.79	
	Barclays Community Account 28/08/2020	1,000.00	
			32,447.79
	Less unrepresented payments		200.90
		32,246.89	
	Plus unrepresented receipts	0.00	
	Adjusted Bank Balance		32,246.89
	A = B Checks out OK		

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