

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 9th NOVEMBER 2020
at 7.30PM, CONVENEED VIRTUALLY ON ZOOM.**

Present:

Parish Councillors: Rob Keal (Chairman), Robert Rawlings, Margaret Blackburn, David Rust and Scilla Ash.
Parish Clerk – Mike Inder.
Borough Councillor – None.
County Councillor – None.
Apologies – Cllrs Margaret Bunkall.
Absences – Nil
Public – Mr Robert Ward (Co-opted as Parish Cllr at item 125/20).

The Chairman welcomed everyone and opened the meeting at 19.30 hours and reminded all that the meeting was recorded on Zoom.

123/20 **Apologies** were received and accepted from Cllr Bunkall. It was also decided to give dispensation for Cllr Bunkall to continue to give apologies beyond the 6 months disqualification period should it be necessary due to the COVID-19 restrictions and IT limitations.

124/20 **Declarations of interest for items on the agenda:** Cllr Blackburn declared an interest as a Bowls Club Ctte member for item 138.b.

125/20 **Co-option to fill casual vacancy for Parish Cllr:** Mr Robert George Ward of 44 Fitton Rd, having volunteered to serve as a Parish Cllr for the above-named council and having confirmed with the clerk his qualification criteria, gave a presentation about himself and what he could offer as a cllr to the council. Cllr Keal proposed that he was Co-opted as a Cllr and he was unanimously voted in favour of co-option. He signed the declaration of office in the presence (virtually) of the clerk and took his place on the Council.

126/20 **To hear from the public:** None present.

127/20 **Approval of Minutes of the meeting held on 14 September 20:** Having been previously circulated, the minutes of the previous were agreed as a true reflection of the meeting; proposed by Cllr Rust, seconded by Cllr Ash. 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.

128/20 **Visiting officer reports:** None received.

129/20 **The Business Continuity Plan (BCP) record of actions.** The Clerk reported there were no new actions taken using delegated authority during the COVID-19 National Emergency.

130/20 **Report on a cyber-attack on the Parish Council email account:** The clerk provided a report and update on the previously reported cyber-attack (phishing) on the PC email account on the 15 Oct 20. He informed that the Information Commissioners Office (ICO) had been informed and consulted on the recovery actions taken and it was determined that there was no significant risk from the hack with no sensitive data saved in emails or correspondence as it was all in the public domain. The impact is that the clerk's email contact list has been accessed and deleted along with emails in the inbox and sent items, further crude phishing emails were sent from the account during the 15 minutes that it was insecure. Lessons identified from the incident have been

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documented and measures put in place to prevent future access through fake verification requests. The attack was also reported to the National Cyber-Crime Agency.

131/20 Updates on actions from previous meetings:

- a. Footpaths (multiple) complaints have been raised through the NCC reporting system directly and via the clerk and progress in clearing overgrown paths since the last meeting has continued.
- b. Common Road overgrown hedgerow: Cllr Ash reported a stretch of the hedge has been cut back but the stretch on the perimeter of Eau Brink Farms land still cutting back.

Action: Clerk to write to the Eau Brink Farms Ltd to request that it is trimmed and maintained in future.

- c. Dog waste bin mis-use (112/20.c.), the clerk contacted Kings Lynn Angling Association to notify them of the issues and to request they highlight the issue to their members, accepting that it was likely also to be people having picnics on the river bank. The issue appears to have subsided.
- d. The clerk reported that magazine distribution had gone better than last time and that he had recorded the anomalies notified; approx. 10 additional copies seem to be needed next time.

132/20 Play Park: The clerk reported that the remedial work planned for 30 Sep 20 had been successfully completed and that the contractors had also tightened the swing hangers on the infant double bay swing and commented that they should be monitored and lubricated more often as they will likely need replacement before the next annual inspection. The clerk will monitor and lubricate during monthly inspection schedule. The clerk reported that one of the benches has recently broken seat timber, the clerk stated that he would take a look at what was required to repair it and It was agreed that if less than £100 then it could be carried out without need for further authorisation. [post meeting Cllr Ward offered to look at the bench and assess the repair needs. He reported the next day that another bench was also broken, he obtained a quote for materials to repair both for c£43 and offered to carry out the work, which the clerk gave the delegated authority to proceed with]

133/20 Saddlebow Streetlight replacement: The streetlight replaced following the collision has had the invoice paid and the clerk was mid-process with the insurance broker for recovery of insured loss. [The insurance broker subsequently notified the clerk on 10 Nov that the payment, minus the £250 excess, had been processed for payment into the PC account in the next few days and that they are now in touch with the persons insurance company to recover the costs including the excess but this could take many months if they contest it].

134/20 Notification of a new address: The PC had been informed by the Borough Council that the following address had been created and relevant agencies notified: The Granary and The Farm House, Hall Farm, The Avenue, Wiggenhall St Mary the Virgin.

135/20 Traffic and Highways Issues:

- a. Cllr Keal provided a SAM2 report and analysis for the Mill Road location entering the village, he also provided data for a similar period in 2019 by way of comparison to ascertain if the perception that the recent Low Road extended closure had significantly increased traffic and speeding; the data showed similar results for the 2 years compared. The data for Aug/Sep 2020 is as follows:

85th Percentile Speed	34	mph	
85th Percentile Vehicles	26,008	counts	
Max Speed	55.0	mph	on 8/5/2019 7:50:00 PM
Total Vehicles	30,598	count	

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Volumes - weekly vehicle counts				Speed		
	Time	5 Day	7 Day			
Average Daily		662	623	Speed limit:		35 mph
AM peak	8:00 to 9:00	56	46	85th Percentile Speed:		34 mph
PM peak	5:00 to 6:00	51	44	Average Speed:		25.8 mph

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	360	466	427	473	499	461	351
% over limit	9.4	10.6	8.6	11.1	8.7	11.8	10.1
Avg speeder	38.7	38.6	38.6	38.7	38.6	38.5	38.8

- b. **Fitton Rd/School Rd/Lynn Rd junction:** The clerk received correspondence from a resident living in the vicinity of the junction stating that the recent roadworks with traffic lights appeared to have a calming effect on traffic and could it be considered to have traffic lights permanently installed. Cllrs discussed the issue and determined that there were also some negative aspects to the traffic control during the roadworks, with residents who emerged mid traffic lights unable to ascertain direction of flow. The road works will also have diverted some traffic to other less favourable routes, so a permanent change, whilst relieving one area of concern could create another. The root cause of the problem was discussed along with previous discussions and actions, such as the change of priorities at the junction. The clerk added that he had discussed other suggestions such as speed limit reduction and traffic calming, all of which had been explained as extremely unlikely to be supported by the County Council as excessively costly for the benefit achieved. The root cause is a layout of housing and roads dating back centuries that cannot be changed nor mitigated and that the optimal solution is in place. The clerk was asked to respond to the correspondent.

136/20 **Correspondence:** The following correspondence has been received and circulated by email for consideration:

- a. Speeding complaints on Mill Rd: the SAM2 report at 135/20. a. provides the data that compared with 2019 data showed no support for the assertion that the road closure on Low Road had a significant impact on traffic volume and speed. Nevertheless, whilst the average speed was below the speed limit the fact that c.10% of traffic did exceed the limit at an average of 38.5mph on a road where the surface is damaged and suffers from dips that cause grounding then the council considers the public perception that an accident remains likely is a concern and will continue to highlight the issue and request enforcement and maintenance.
- b. Low Road closure from St Peter's Road to Saddlebow: As above, the increased traffic complaint is not proven.
- c. WSG FP4 was reported as unpassable by a member of the public with assistance of the clerk, the Footpaths Officer had responded that there was some confusion over the issue as he had not been able to identify the problem described, further liaison on-going to clarify.
- d. Complaint by a Fitton Rd resident that the corner of Fitton Rd near to the start of FP4 at Lewis Drive had no safe pedestrian route compounded by the hedge on the inside of the bend obscuring view around the corner. The issue has been highlighted to the NCC Highways Engineer and it has been clarified that the fence line which goes to the highway limit is not encroaching and Cllr Rawlings confirmed that when the bungalow, which was an addition to the original estate planning, had its planning application submitted that the PC had objected on the grounds that the boundary was too close to the road at the corner but the application had been permitted by the BC. The issue has been referred to a Highways Technician to see if there is an option to improve pedestrian safety and the clerk is awaiting a response.

<p>Action: Clerk to follow up with Highways for solution to the pedestrian safety issue on the corner of Fitton Rd.</p>
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137/20 Councillor Reports:

- a. Highways reporting:
 - i. Cllr Rawlings reported a pothole on the junction of Hilton Lane is still there.
 - ii. Cllr Ash reported flooding on Sluice road on corner before the bridge to Wiggshall St Mary The Virgin is still an issue. She had taken the opportunity to shovel some mud away from the verge which has reduced the impact slightly, but the works scheduled is still needed.
 - iii. Cllr Rawlings reported a sunken manhole cover on the corner of St Peters and Lynn Rd, the clerk offered to take a look and report it.
 - iv. Cllr Rust reiterated that the Mill Rd surface damage was still an issue but didn't fall into the category for reporting online. He also reported that the entrance to the playing field car park had large/deep holes in the gravel surface at the edge of the highway where large vehicles have used it as a passing place. The clerk will direct report to the Highways Engineer.
- b. Cllr Keal reported the village hall car park had significant dip/holes in the gravel and that the village hall cttee who are responsible for the car park should be requested to tend to them (He himself having re-distributed the gravel evenly about 3 years ago and that had resolved it for a long period). The school bus that uses it to turn is likely to be a cause and that should be highlighted to the Village Hall cttee for their information too.

Action: Clerk to report potholes & sunken manhole cover to Highways and the carpark holes to the Village Hall Cttee.

- c. Cllr Keal commented that several people had observed that at school drop off and pick up times that parents and children are congregating and not observing the latest COVID Government direction on social distancing and gatherings.

Action: The clerk is to contact the school to highlight that parents are not complying with guidelines and to request that they use their information newsletter to remind parents to abide by the government directions as they are putting the wider community health at risk and additionally themselves to breaking the law.

138/20 Vandalism:

- a. A further incident of vandalism at the pavilion and bowls club with both buildings having the electric access panels broken off and smashed had been reported since the last meeting. The electricity has been made safe and the box insulated temporarily while a repair is effected, Cllr Keal suggested that the type and dimensions of panel required to replace it could be sent to him as he has contacts that may be able to secure a competitive quote.
- b. The current restrictions continue to prevent any community engagement activity. However, a Cllr reported that they had been informed of the name of a suspect who had been identified by a member of the public. The clerk suggested that the suspect was reported direct to the Police Safer Neighbourhood Team for them to investigate.

139/20 Trod to Wiggshall St Marys proposal – Cllr Keal reported that the plans will be discussed with the Middle Level Commissioners and that the project is not going to be sufficiently developed to apply for the current year's Parish Partnership Scheme (PPS).

Action: Cllr Keal to contact the Middle Level Commissioner for an update and to progress project for future PPS application.

140/20 Flagpole:

- a. Installation: the clerk reported that the installation was now complete and added to the asset list and notified to the insurance co.
- b. The ceremony planned to thank Balfour Beatty for their assistance in installing the flagpole was planned for the 11 Nov 2020 and was to coincide with a thank you presentation by cllrs to former chairman Ali Done, whose proposal the flagpole had been but the latest COVID restriction have caused it to be postponed; a suitable date to be arranged by the clerk at the earliest opportunity.
- c. Cllr Ash volunteered to be the custodian of the flags and key and to raise and lower the flags on dates to be agreed. The clerk will circulate the list of dates when flags can be flown to Cllrs to select the dates that they would approve, that list will then be consolidated and provided to Cllr Ash.

Action: Clerk to arrange flagpole and presentation ceremony and provide agreed dates for the flags to be flown.

141/20 Finance:

- a. Authorisation of payments: all agreed to authorise and ratify the payments at Annex A.
- 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 B
- c. It was voted to assign CIL fund balance toward to the flagpole and playpark repairs.
- d. The RFO having circulated a draft budget for 2021/22 to determine the Precept requirement presented it to the council. Cllr Rust proposed that rather than lower the precept significantly this year that it might be better to increase the ear-marked reserves that are still short of the target amounts more than planned to smooth the demand over the next couple of years. The addition of ear-marked funds toward the trod project that will roll over was also agreed. The budget remains in draft and will be published in the finance area of the Parish Council Website for cllrs for further consideration and comment ahead of finalising at the January 2021 meeting. *Members of the public with comments or suggestions may address them via the clerk or a cllr.*

142/20 Planning: the following applications were circulated by email for review online:

- a. Applications considered:
 - i 20/01479/F - Removal of former single-story flat roof extension and construct new double story extension with porch, orangery, and front boundary walling. | 6 Orchard Road Wiggenhall St Germans – PC Supports.
 - ii 20/01513/F - Erection of shed | 104 St Peters Road Wiggenhall St Peter – PC supports.

Addendum During submission of the comment at 142/20. a. ii it was noticed that a comment by the neighbour raising several issues had been submitted; these were brought to the attention of Council and it was decided to enter the following caveated submission:

In principle on the material provided the Parish Council Supports the application. However, in light of some serious issues in the comments from the neighbour the Parish Council feels that those must be fully addressed and clarified by the Planners before it can support the application.

- b. Decisions notified by Borough since last meeting:
 - i 20/01251/F | Agricultural storage building | Brambles Farm Barn Lords Bridge Wiggenhall St Mary The Virgin – Permitted.

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143/20 **Items for the agenda of the meeting to be held on 11 Jan 2021:** No items were notified at the meeting.

The Chairman thanks those present for their contributions and closed the meeting at 9.15pm

Signature:

Chairman

Date

Prepared by
Mike Inder
Clerk to Wiggenhall St Germans Parish Council

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Annex A

4 November 2020 (2020-2021)

Wiggenhall St Germans Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
60 Staff Salary & PAYE	14/09/2020		Barclays Community A		PAYE	H M R C	E	113.60	0.00	113.60
61 Telephone	14/09/2020		Barclays Community A		Telephone	Tamar Telecom	S	4.99	1.00	5.99
62 Newsletter Publication	17/09/2020		Barclays Community A		Newsletter	Minuteman Press	E	272.00	0.00	272.00
64 Sundries/Misc	18/09/2020		Barclays Community A		Data Protection registration	Information Commissioner	E	35.00	0.00	35.00
65 Pavilion Maintenance	24/09/2020		Barclays Community A		Pavillion Maintenance/Repairs	T W Elton	Z	110.00	0.00	110.00
59 Staff Salary & PAYE	30/09/2020		Barclays Community A		Salary	Clerk	E	485.62	0.00	485.62
66 Pavilion Utilities	30/09/2020		Barclays Community A		Electricity	E on	L	37.28	1.86	39.14
67 Grass Cutting -Football pitch	02/10/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	166.05	33.21	199.26
68 Grass Cutting - MH playpark	02/10/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	129.15	25.83	154.98
69 Grass Cutting - Legge Place/!	02/10/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	30.75	6.15	36.90
70 Electricity - Street Lighting	08/10/2020		Barclays Community A		Electricity	E on	L	260.42	13.02	273.44
72 Play Park Maintenance	08/10/2020		Barclays Community A		Play equipment replacement at	Fenland Leisure Products	S	698.90	139.78	838.68
71 Street Light LED Conversion	09/10/2020		Barclays Community A		Street Light LED conversion	Westcotec	S	3,339.25	667.85	4,007.10
73 Telephone	13/10/2020		Barclays Community A	DD	Telephone	Tamar Telecom	S	4.99	1.00	5.99
80 Street Light Maintenance	13/10/2020		Barclays Community A		Street Light Replacement (RTC	Westcotec	S	2,441.00	488.20	2,929.20
74 RBL - Wreath	13/10/2020		Barclays Community A		Poppy wreath	Downham & District British L	Z	17.00	0.00	17.00
75 Pavilion Utilities	13/10/2020		Barclays Community A		water/sewerage	Anglian Water business Ltd (i	Z	162.66	0.00	162.66
77 Play Park Maintenance	13/10/2020		Barclays Community A		Locks	Mike Inder	Z	11.00	0.00	11.00
78 Expenses	13/10/2020		Barclays Community A		Fuel	Clerk	Z	9.00	0.00	9.00
79 Staff Salary & PAYE	13/10/2020		Barclays Community A		PAYE	H M R C	Z	101.60	0.00	101.60
76 Staff Salary & PAYE	30/10/2020		Barclays Community A		Salary	Clerk	Z	416.70	0.00	416.70
81 Grass Cutting -Football pitch	02/11/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	110.70	22.14	132.84
82 Grass Cutting - MH playpark	02/11/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	86.10	17.22	103.32
83 Grass Cutting - Legge Place/!	02/11/2020		Barclays Community A		Grass cutting	P J & B Jones Ltd	S	20.50	4.10	24.60
Total								9,064.26	1,421.36	10,485.62

Wiggenhall St Germans Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
19 Allotment Fees	09/10/2020		Barclays Community A		Allotment	Caley Farms Ltd	Z	420.00	0.00	420.00
18 Pavilion/Football pitch Use	13/10/2020		Barclays Community A		Football donation	Daniel Chapman - Clenchwar	E	10.00	0.00	10.00
Total								430.00	0.00	430.00

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3 November 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)

	Bank Reconciliation at 30/10/2020		
	Cash in Hand 01/04/2020		20,694.19
	ADD Receipts 01/04/2020 - 30/10/2020		22,326.63
			43,020.82
	SUBTRACT Payments 01/04/2020 - 30/10/2020		20,799.53
A	Cash in Hand 30/10/2020 (per Cash Book)		22,221.29
	Cash in hand per Bank Statements		
	Cash 30/10/2020	0.00	
	Barclays Business Saver Account 30/10/2020	21,221.29	
	Barclays Community Account 30/10/2020	1,000.00	
			22,221.29
	Less unrepresented payments		0.00
			22,221.29
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		22,221.29
	A = B Checks out OK		

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