

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 11th JANUARY 2021
at 7.30PM, CONVENEED VIRTUALLY ON ZOOM.**

Present:

Parish Councillors: Rob Keal (Chairman), Robert Rawlings, Margaret Blackburn, David Rust, Robert Ward and Scilla Ash.

Parish Clerk – Mike Inder.

Borough Councillor – B Cllr Brian Long (Present until after 5/21)

County Councillor – C Cllr Brian Long (Present until after 5/21)

Apologies – Cllr Margaret Bunkall.

Absences – Nil

Public – none.

The Chairman welcomed everyone and opened the meeting at 19.40 hours and reminded all that the meeting was recorded on Zoom.

1/21 **Apologies** were received and accepted from Cllr Bunkall. Cllr Blackburn indicated that she was feeling unwell and may not be able to attend for the whole meeting, the agenda order was amended to deal with items that her involvement was key to; items 11/21 and 14/21 transacted between items 2/21 and 3/21. Cllr Brian Long gave his apologies in advance as he would leave the meeting after his report to attend Marshland St James PC meeting.

2/21 **Declarations of interest for items on the agenda:** Cllr Blackburn declared an interest as a Bowls Club Ctte member for item 14/21.

3/21 **To hear from the public:** None present.

4/21 **Approval of Minutes of the meeting held on 9 November 20:** Having been previously circulated, there were 2 minor corrections proposed by Cllr Blackburn:

- a. Item 124/20 should have read 138/20.a (not b).
- b. 138/20. a. the vandalism at the Bowls club was corrected to reflect that the electric meter door damage was to the Pavilion only and the bowls club damage was a broken window.

The amendments were agreed and recorded, the minutes were proposed by Cllr Rust, seconded by Cllr Ash, and agreed as a true reflection of the meeting and the minutes. 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.

5/21 **Visiting officer reports:** Cllr Brian Long gave an update regarding the Borough Council's increasing involvement in managing the pandemic with heavy involvement in supporting the vulnerable, providing guidance and COVID Marshals as well as providing grants to entitled organisations in need. He also stated the council's and his concern at the scale of the infection rate during the second peak and the impact it was having on the NHS and emergency services; the Borough Council has received a request from the QEH NHS Trust for manpower assistance and BC staffs have been diverted to assist in non-clinical roles in addition to providing track and trace local expertise and knowledge, with tracing requests passed on from the National system after 8 hours rather than 24 hours now. He asked that the PC continued to act as the local 'eyes and ears' to identify and assist with non-compliance with COVID guidance and that he the PC should report to the BC directly or through him where assistance with compliance is required as they will be able to utilise COVID Marshals, Environmental Health Officers or pass to the Police for education and enforcement as appropriate. Cllr Long was asked about the wide range of infection rates across West Norfolk and

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how that data was being analysed to control the virus, he gave a comprehensive and assuring response.

6/21 **The Business Continuity Plan (BCP) record of actions.** The Clerk reported that he had reviewed the latest guidance and that there were no new actions taken using delegated authority during the COVID-19 National Emergency.

7/21 **Updates on actions from previous meetings:**

- a. Common Road overgrown hedgerow: The clerk reported that he had written to Eaubrink Farms to request the hedge trimming, Cllr Ash reported the hedge has been cut back significantly and they have done an excellent job. The clerk offered to write a letter of thanks.

Action: Clerk to write a letter of appreciation to the Eaubrink Farms Ltd for the hedge trimming on Common Rd.

- b. The clerk reported that he had sent an email to the school headteacher regarding the observation that at school drop off and pick up times that parents and children were congregating and not observing the latest COVID Government direction on social distancing. The Headteacher responded, thanking the PC for the report and sharing her concerns that her staff had also identified the issue and provided assurance that they were actively reminding parents and children.
- c. Flagpole – Mr Ted Gray, having volunteered, met with the clerk and Cllr Ash and was provided with the flags, instructions for use and guidance on flag flying days agreed. His contribution being much appreciated.
- d. Flagpole ‘unveiling’ and presentation to former Cllr Done – having been re-scheduled for January has been postponed until the current lockdown restrictions are lifted.
- e. Great Ouse silting – The clerk reported that he had contacted neighbouring councils that had been leading this topic and that they reported no further updates. The clerk has written to the EA to seek news on this matter and to request quarterly updates to publish in the newsletter, no response to date.

8/21 **Traffic and Highways Issues:**

- a. Cllr Keal provided a SAM2 report and analysis for the Fitton Road location entering the village:
 No of vehicles – 30,600
 Average Speed – 25.8 mph
 No of vehicles exceeding the speed limit of 30 mph – 10%
 Average Speed of those exceeding the limit – 38mph
 Highest speed 55mph recorded at 7.50pm
 The data was an improvement in compliance by comparison, no further action deemed appropriate at this juncture although it was disconcerting that someone considered 55mph in a residential area in the dark acceptable.
- b. **Fitton Rd corner:** The clerk reported that he had requested NCC Highways provide advice on how safety in the vicinity of the corner regarding the lack of a safe pedestrian route. Nothing further to report at this point.
- c. **Village Hall car park:** The clerk reported that he had emailed the secretary of the village hall to highlight the large holes in the gravel and the need for levelling work, no response received. Cllr Ash offered to make further contact as a VH ctte member.

9/21 **Correspondence:** The following correspondence has been received and circulated by email for consideration:

- a. Norfolk ALC Wellbeing sent an open letter from the NHS with updates on the pandemic, information on accessing health care and an appeal for compliance with guidance.

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10/21 **Councillor Reports:**

- a. EA fencing at Hasting Lane – the EA were contacted 3 times over the last 2 months to inform them that temporary fencing, put in place to try and reduce incidents of fly tipping that cost them to dispose of, had blown over. After the last incident, where it fell towards the road, the EA opted to remove it and have said they will look at other options to deter fly-tipping.
- b. Fly-tipping – 2 further incidents on Mill Rd (fire extinguisher and 2 black bags) reported by Cllr Rust and cleared within a few days. The long term Hippo bag in the dyke on Hasting Lane was mentioned as still there, it is known that it is the landowners responsibility and that the PC has no power to act, however, it was suggested the dyke may actually be IDB responsibility. Further research to be carried out.

Action: Clerk to research if the fly-tipping is in IDB area and report if so.

- c. Litter picker – The clerk had asked the Borough Council for advice on whether they could inform us where to purchase the litter picks they use as the ones readily available are deemed quite flimsy. The BC failed to respond (likely staff diverted for COVID priority) Cllr Rust has bought one for himself.
- d. Pavilion door handle – the temporary repair failed and the door lock mechanism was replaced as an emergency using TW Elton at a cost of £135.
- e. Cllr Ash reported that there have been frequent incidents where motorbikes (a white one regularly) that are going through a gap in the fence (broken fence). It was thought that there used to be a stile there, it was suggested that the County Open Spaces officer be contacted to report the incidents and to request the fence is repaired to deny easy access to motorbikes. The PROW FP sign was also reported as buried in the hedge.

Action: Clerk to research area and report FP sign obscured, broken fence and motorbikes using FP to NCC Open Spaces.

- f. Cllr Ash reported that there appears to be use of a hut for living accommodation on the corner of St Peters Drove and Common Road, she asked if there was any planning applications for it available yet. The clerk responded that there was none received yet, situation to be monitored.
- g. Cllrs observed that in line with Cllr Long's COVID updates that despite the signage at the village shop requiring a face covering and the provision to purchase disposable ones for those who forgot on entering the shop, there was a perceived increase in non-compliance. The clerk is to contact the shop to highlight the observation.

Action: Clerk to contact the shop owners to highlight the perceived increase in the lack of mask wearing by customers and ask for them to remind customers and that the Police are lowering their tolerance toward non-compliance and that they themselves may be at risk of a fine for not challenging non-compliance.

- h. Highways reporting: Cllr Bunkall reported a pothole on Lynn Rd near Caley's Farm to the clerk last week, he has reported it to the NCC and it is scheduled for repair.

11/21 **Criminal Damage & Anti-Social Behaviour:**

- a. The current restrictions continue to prevent any community engagement activity.
- b. Reports of other vandalism:
 - i. Bowls club – Cllr Blackburn recounted the findings of the review of CCTV at the bowls club with the Safer Neighbourhood Team Police officer. They spent 2 hours and covered dusk to dawn, various vehicles of interest were noted but not seen to be involved and apart from a Muntjac deer there was no other activity in captured.

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- ii. The Memorial Hall has also had vandalism incidents and it was reported that CCTV has now been installed at the VH.

12/21 **Trod to Wiggshall St Marys proposal** – Cllr Keal reported that he was awaiting a response from the Middle Level Commission having ascertained he had the correct contact person.

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

13/21 **Training** – The clerk reported that Cllrs Rust and Ward were booked onto the Being an Effective Councillor course and he was booked onto the Councils as Charity Trustees course on a shared cost basis with Crimbleham PC.

14/21 **Pavilion and Bowls Club water invoicing** – it was noticed on receipt of a second Wave water bill in Nov 20 for the pavilion that the potable consumption was extraordinarily high considering that it was not in use over the billing period. Further research and Cllr knowledge revealed that the Bowls club was supplied on the same meter. There was no current agreement in place and active for the re-charging of water and although the Bowls Club has a separate secondary meter (as does the Pavilion) the recording of reading over the recent history made it impossible to be certain that the consumption was all Bowls club and that there isn't a leak. The Pavilion stopcock is seized and so a leak check could not be carried out. It was proposed by Cllr Rust that a line was drawn at this point and that the fresh water supply was metered, and the proportion used by the Bowls club paid to the PC and that the foul water was charged to the Parish Council along with the Pavilion potable consumption. Cllr Blackburn stated that the Bowls club would likely find that acceptable and within budget currently as although the pandemic has affected their income they did apply for and receive a Borough Council COVID Business Relief Grant, however, she asked that the proposal be amended to allow the Bowls club to renegotiate the arrangement in the future should the Bowls Club find themselves in financial stress.

It was decided:

- a. to arrange for the stopcock to be repaired or replaced and then to carry out a leak check, in the interim and for frost protection, the main stopcock has been turned off.
- b. Cllr Rust amended his proposal and it was seconded by Cllr Rawlings and the council resolved to re-charge the Bowls club for their metered potable water consumption, with a review on request of the Bowls Club Cttee in the case of financial stress; to commence after the repair and leak check was complete).

15/21 **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 summary included at Annex B
- c. The budget presented by the RFO at the November meeting and updated at the end of Dec 20

Action: Clerk to arrange stop cock repair, carry out leak check and contact the Bowls Club secretary to confirm arrangement and request annual meter reading for recharge of invoice share.

was proposed by Cllr Rust and Seconded by Cllr Ash and vote was carried unanimously.

- d. The Precept request for 2021/22 of £18,483 as defined in the budget was proposed and seconded by Cllrs Rust and Ash.

Action: Clerk to submit the Precept Request as set to the Borough Council by 31 Jan 2021.

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- 16/21 **Planning:** the following applications were circulated by email for review online:
- a. Applications considered:
 - i 20/02004/F | Proposed side two story extension and rear flat roof extension | 23 Mill Road Wiggenhall St Germans. PC Objects on the grounds that it creates an overlooking issue of the neighboring property 21 Mill Lane.
 - ii 20/01928/F | Proposed change of use back to incidental purposes in connection with the dwelling. | Willow Tree Forge High Road Saddlebow – PC supports.
 - b. Decisions notified by Borough since last meeting:
 - i 20/01411/F | Extension and conversion of garage to form games room | Gaffikin House 72 Mill Road – Permitted - PC Supported.
 - ii 20/01513/F | Erection of shed (Retrospective) | 104 St Peters Road Wiggenhall St Peter. Permitted – PC Supported on material grounds with caveat for neighbour objection comments to be considered by Planners.
 - iii 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 – Permitted – PC Supported.

17/21 **Items for the agenda of the meeting to be held on 8th March 2021:**

- a. Cllr Ward notified the Council of an RTA on Fitton Rd resulting in a pedestrian sustaining a broken arm. He suggested it evidenced a need for a footpath on Fitton Road covering that stretch. The clerk suggested that he used it as a project with his forthcoming training to ascertain the best way to gain public support, formulate a proposal with costing, environment, highways and other associated topics covered. The clerk will support him in his project with contacts, support and guidance. The Chairman suggested that social media and a survey might be a useful way of finding out about other near-misses that inevitably occur in the lead up to serious incidents.

The Chairman thanks those present for their contributions and closed the meeting at 9.10pm

Signature:

Chairman

Date

Prepared by
Mike Inder
Clerk to Wiggenhall St Germans Parish Council

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Annex A

Wiggenhall St Germans Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
20 Allotment Fees	05/11/2020		Barclays Community A	100035	Allotment	Flowerdew	Z	50.00	0.00	50.00
21 Pavilion/Football pitch Use	12/11/2020		Barclays Community A	10051	F C Donation	Daniel Chapman - Clenchwar	Z	10.00	0.00	10.00
22 Street Furniture	02/12/2020		Barclays Community A		Street Light Replacement (RTC)	Came & Co	Z	2,191.00	0.00	2,191.00
23 Interest	07/12/2020		Barclays Business Sav		Interest	Barclays Bank	E	0.64	0.00	0.64
Total								2,251.64	0.00	2,251.64

5 January 2021 (2020-2021)

Wiggenhall St Germans Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
93 Telephone	10/11/2020		Barclays Community A		Telephone	Tamar Telecom	S	4.99	1.00	5.99
85 Staff Salary & PAYE	13/11/2020		Barclays Community A		Salary	Clerk	E	428.10	0.00	428.10
86 Staff Salary & PAYE	13/11/2020		Barclays Community A		PAYE	H M R C	E	101.60	0.00	101.60
84 Pavilion Utilities	13/11/2020		Barclays Community A		water/sewerage	Wave	Z	389.42	0.00	389.42
87 Street Furniture	18/11/2020		Barclays Community A		Bench Repairs	DGM Joinery Ltd	S	36.40	7.28	43.68
88 Training/Conferences	27/11/2020		Barclays Community A		Training	Norfolk ALC	S	45.00	9.00	54.00
89 Pavilion Maintenance	27/11/2020		Barclays Community A		Pavilion Maintenance/Repairs	T W Elton	Z	135.00	0.00	135.00
90 Pavilion Maintenance	01/12/2020		Barclays Community A		Pavilion Maintenance/Repairs	Tricel	S	26.40	5.28	31.68
91 Pavilion Maintenance	03/12/2020		Barclays Community A		Pavilion Maintenance/Repairs	T W Elton	Z	50.00	0.00	50.00
92 Pavilion Utilities	07/12/2020		Barclays Community A		Electricity	E on	L	21.18	1.06	22.24
96 Telephone	10/12/2020		Barclays Community A		Telephone	Tamar Telecom	S	4.99	1.00	5.99
94 Staff Salary & PAYE	10/12/2020		Barclays Community A		Salary	Clerk	Z	429.30	0.00	429.30
95 Staff Salary & PAYE	10/12/2020		Barclays Community A		PAYE	H M R C	Z	101.60	0.00	101.60
Total								1,773.98	24.62	1,798.60

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5 January 2021 (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 31/12/2020		
	Cash in Hand 01/04/2020		20,694.19
	ADD Receipts 01/04/2020 - 31/12/2020		24,578.27
			45,272.46
	SUBTRACT Payments 01/04/2020 - 31/12/2020		22,858.89
A	Cash in Hand 31/12/2020 (per Cash Book)		22,413.57
	Cash in hand per Bank Statements		
	Cash 31/12/2020	0.00	
	Barclays Business Saver Account 31/12/2020	21,413.57	
	Barclays Community Account 31/12/2020	1,000.00	
			22,413.57
	Less unrepresented payments		0.00
			22,413.57
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		22,413.57
	A = B Checks out OK		

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