

WIGGENHALL ST GERMANS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 8th MARCH 2021 at 7.30PM, CONVENED VIRTUALLY ON ZOOM.

Present:

Parish Councillors: Rob Keal (Chairman), Robert Rawlings, Margaret Blackburn, David Rust, Robert Ward, Scilla Ash and Mary Fredisdottir (Co-opted at 20/21).

Parish Clerk – Mike Inder.

Borough Councillor – None

County Councillor – None

Apologies – Cllr Margaret Bunkall.

Absences – Nil

Public – none.

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

18/21 **Apologies** were received and accepted from Cllr Bunkall.

19/21 **Declarations of interest for items on the agenda:** None.

20/21 **To Co-opt to fill a casual vacancy:** The Chairman introduced Ms Mary Fredisdottir, and explained that following her interest he had conducted a Q&A interview with a small panel of Cllrs to discuss expectations and ascertain eligibility and suitability. Ms Fredisdottir introduced herself and her background and why she wished to serve as a Cllr. She then temporarily left the meeting for the council to consider co-option. Cllr Keal proposed her, seconded by Cllr Ash and she was voted in favour unanimously. Ms Fredisdottir was invited back into the meeting and the chairman informed of the vote and welcomed her as a Cllr. Cllr Fredisdottir signed the declaration of office and took post.

Action: Clerk to inform democratic services and forward DPI form.
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21/21 **To hear from the public:** None present.

22/21 **Approval of Minutes of the meeting held on 11 January 2021:** Having been previously circulated, 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.

23/21 **Visiting officer reports:** None received.

24/21 **The Business Continuity Plan (BCP) record of actions.** The Clerk reported no new actions taken using delegated authority during the COVID-19 National Emergency.

25/21 **Updates on actions from previous meetings:**

- a. The Clerk stated that the guidelines for the release from COVID restrictions meant that 12 Apr 21 was the earliest any small public gathering could be held and he would liaise with the relevant parties to arrange the flagpole 'unveiling' and presentation to former chairman Ali Done.
- b. River silting – nothing new to report.
- c. The pavilion had a smart meter installed on 3 Feb and more accurate billing can be expected.

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- d. Fly tipping – the Hippo bag and other items reported in the Dyke on Hasting Lane have been removed by the IDB.
- e. The defects and irregular use of FP3 was reported by the clerk on 27 Jan 21, Cllr Ash confirmed that the defects and misuse of the FP has not been resolved.

Action: Clerk to contact Countryside Access Officer for update and hasten action.

- f. COVID Mask compliance – the clerk wrote to the shop manager to inform him of the public reports of perceived lack of wearing by customers who should and to forewarn of the advanced notice it had received that enforcement of the larger fines. Cllrs reported anecdotally that there haven't been any noticeable problems.
- g. Common Road overgrown hedgerow: The clerk reported that he had written a letter of thanks to Eaubrink Farms for their prompt and excellent response.

26/21 **Traffic and Highways Issues:**

- a. Cllr Keal provided a SAM2 report and analysis for the Mill Road location entering the village:
 - No of vehicles – 12,777 (10,860 - 85th percentile)
 - Average Speed – 15.6 mph (28 mph of the 85th percentile)
 - No of vehicles exceeding the speed limit of 30 mph – 10%
 - Average Speed of those exceeding the limit – 33.8 mph
 - Highest speed 50mph on 11 Feb at 12.05pm

The data was an improvement in compliance by comparison, no further action deemed appropriate at this juncture although it was noted that the building work at a nearby house was causing restriction to traffic flow in addition to the deteriorating road surface defects.
- b. **Fitton Rd corner:** Cllr Ward reported a further incident with a resident with an Assistance Dog that had been caught mid-corner with a large oncoming vehicle, another aspect that should be considered. Although he added that the requested hedge cutting on the other side had improved the visibility splay significantly. He gave an assessment that in his opinion the ideal solution would be to re-profile the last 3 fence panels to make room for a path. 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:** Cllr Ash reported that the village hall had significant essential repairs to carry out and would unlikely not have the funds to prioritise the car park maintenance. Other options were suggested, and it was decided that the clerk should contact the Memorial Hall Cttee to discuss and gain authority to progress enquiries.

Action: Clerk to contact Memorial Hall Cttee to discuss options and gain authority to progress.

Options:

- Seek grant funding to upgrade surface in problem areas.
- Seek contributions/assistance from local business for repair.
- Review self-help work party options and costs for materials and equipment.

27/21 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. Expression of interest in co-option as Parish Cllr – The clerk reported that he had received a renewed interest from a resident in being co-opted as a Cllr but that after initial enthusiasm he had refused to partake in the co-option process and had written a mildly offensive email to the clerk stating that he would not pursue the application any further. *The turn of events perhaps justifying the reason why the co-option process is set out as it is.*
- b. The clerk had circulated an email from a Mill Rd resident with 4 separate complaints and requests for information that he had replied to and followed up with further positive dialogue.
- c. An application for a donation had been received from Norfolk Citizens Advice, to be considered at 36/21. d.

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28/21 Councillor Reports:

- a. Cllr Rust - Fly-tipping. The long-term Hippo bag in the dyke on Hasting Lane has been resolved by the IDB as previously mentioned.
- b. Cllr Ash reported that she had observed a suspicious parked car and reported it to the Police. The police responded a couple of hours later, but the car had already left the area. It transpired that where the car had been parked there had been a large number of metal cannisters (like those used for soda water makers) dumped along with balloons (paraphernalia associated with substance abuse). The Police asked that she continued to report any repeat as it was of interest to them. Cllr Ash asked for the public to be made aware to report suspicious parked vehicles to the police via the forthcoming newsletter.
- c. Cllr Rust highlighted, supported by other cllrs, the significant rise in dog fouling issues on and near the riverbanks towards Wiggshall St Peters and mentioned one resident's suggestion of dog waste bin at the 'chase'. A discussion took place and it was decided that, consistent with addressing this problem during the first 'lockdown' that the problem should be highlighted in the newsletter and social media and that it should then be monitored as we come out of lockdown over the next couple of months.
- d. Cllr Rawlings reported that the potholes on and near Sluice Rd were still an issue and seemed to be being overlooked. The Clerk reported that Orchard Road path reported last summer had been notified as repaired, so that was probably the team he had seen working recently. The clerk will follow up at the next opportunity with the Highways Engineer.
- e. Cllr Blackburn stated that she had recently reported further subsidence on the junction of Common Rd and Lord's Bridge, a repair carried out last year that was failing again. To be monitored for NCC response.
- f. Cllr Keal reported that in discussion with Cllr Bunkall she had concerns about heavy and fast-moving traffic (but probably within the speed limit of 60mph) on St Peter's Road, it was causing damage to the wall of her barn. The issue had been discussed with Highways by the clerk in Nov 20 and there is nothing that can be reasonably done as the road is unrestricted as a result of its legacy usage. The additional houses built more recently at the bottom of the road and the increased size and weight of domestic vehicles and commercial traffic mean that the road is outdated in its construction and being used beyond its designed and intended use. There is no expectation of being able to redress this currently as the situation and limits in place are consistent with the Norfolk Traffic Strategy policy document. A water leak was also reported as causing mud on the highway sand ice when cold. The water leak from 120 Peters Road was already noted and the clerk has written to the current owner to request it is repaired.

29/21 Criminal Damage & Anti-Social Behaviour:

- a. The current restrictions continue to prevent any community engagement activity.
- b. Reports from residents of ASB and vandalism on Sluice Rd and Fitton Rd – the clerk has received 3 reports from residents over the last 2 months, and made arrangements for repairs to the street sign removed and dumped on an elderly resident's drive. He has provided advice on reporting and use of CCTV and PIR lighting, he has included these reports in dialogue with the Police SNT Beat Officer and the Police have identified several suspects and carried out interviews with parents and stated the possibility of Community Protection Orders being issues as the next step, this is a positive response to the hitherto unchecked ASB that has frightened many very elderly residents living alone in fear.
- c. Report of Arson at the Allotments/Playing Field:
 - i. Cllr Rust provided his account of the arson attack on the 22 Feb 21 and the actions taken to support the Fire Service and Police in their investigation. The allotment holder has lost a significant value of equipment and shed and it is very fortunate that the weather had been so wet prior to the fire as the large conifer hedge, although badly singed could have become out of control close to residences on Mill Rd very quickly. The Police followed up on 3 suspects caught on CCTV and made an arrest on 5 March following identification.

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- ii. The ASB Report dated 02 Mar 2020 was reviewed and cllrs encouraged to give the recommendations thought on next steps once lockdown is lifted.
- iii. The burnt-out playing field shed was discussed and options for removing the robust steel structure suggested. Cllrs Ward and Rust undertook to follow up and review options to dismantle and dispose of it.
- d. The Clerk gave a recount of a series of attacks on the Memorial Hall and the criminal damage incurred. The clerk was asked to contact the Cttee to ask if the cctv covered the car park to identify cars observed driving dangerously (doing doughnuts).

30/21 **Trod to Wiggshall St Marys proposal** – Cllr Keal reported that he was still awaiting a response from the Middle Level Commission and may seek County Councillor assistance in making contact.

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

31/21 **Review of Orders, Regulations and Policies:** The following documents were reviewed by the clerk and non-contextual changes made, they were circulated to cllrs for review and voted for en-bloc to approve without amendment.

- a. Financial Regulations.
- b. Documentation Retention and Disposal.
- c. Approach to Planning.
- d. Grant and Donation Policy.
- e. Training and Development Policy.

32/21 **Pavilion and Bowls Club Water management:** The clerk reported that Cllr Rust and he had replaced the seized stop cock in the pavilion and that a leak check had been successfully carried out. The Clerk had queried sewage billing and having ascertained it was invoiced as a proportion of potable water metered use that determined a percentage returned to the sewage system. He discovered that it is possible to have a discount applied where proof of a metered supply of fresh water not being returned to the sewer can be provided; the Bowls club were contacted, and the irrigation system has had a meter installed to facilitate requesting that discount. Re-charging as previously agreed can now commence.

33/21 **Terms and conditions for Pavilion hire:** The clerk had been contacted by the chairman of AFC Lynn Napier and he had negotiated a season long agreement in principle for the 4 teams to use the pavilion and playing field as their home venue for the next season. A fee of £750 was agreed and the terms and conditions agreed by council.

34/21 **Motion to amend grass cutting contract:** Cllr Rust proposed to include the verge outside the bowls club fence at a cost quoted of £180 per year, seconded by Cllr Ash, voted in favour.

Action: Clerk to amend contract with PJ Jones to add bowls club car park verge.

35/21 **Motion to remove the Wiggshall FC sign from the pavilion:** Cllr Rust proposed the removal of the sign, seconded by Cllr Blackburn, voted in favour.

36/21 **Finance:**

- a. Authorisation of payments: all agreed to authorise and ratify the payments at Annex A.
- b. Accounts Reconciliation: Account's 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.

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- c. To ratify the change in pavilion use billing to include a season long fee. The proposed fee setting was agreed.
- d. An application from Norfolk Citizens Advice for a donation was considered and Cllr Rawlings proposed a donation of £50, seconded by Cllr Blackburn and carried with 5 votes for, one against and one abstention.

Action: Clerk to arrange £50 donation and notify Norfolk Citizens Advice of the decision.

37/21 **Planning:** the following applications were circulated by email for review online:

- a. Applications considered: None received.
- b. Decisions notified by Borough since last meeting:
 - i 20/02004/F | Proposed side two storey extension and rear flat roof extension | 23 Mill Road Wiggenhall St Germans Norfolk PE34 3HL Status: Application Permitted – PC Objected. Review reasons for objection influencing permission.
 - 1. Council reviewed the decision and reasons stated as to why the PC objection was not upheld; there was clear recognition and explanation by the planning officer in the report that satisfied the councillors, and the points were noted for future consultations.
 - ii 20/01961/CU | Change of use from Dwelling (C3) to Office (E(g)(i) | West View 19 Common Road Wiggenhall St Mary The Virgin Norfolk PE34 3EN Status Application Permitted.
- c. Consideration as to whether to comment on Applicant’s Appeal against the BC refusal of 20/00671/O - Land South of 50 Common Road, Wiggenhall St Mary The Virgin was made. It was decided that the clerk should draft a comment to the submit highlighting the inconsistencies and responding to new factors raised in the appellant’s statement.

Action: Clerk to draft comments to submit to respond to the appellant statement.

38/21 **Annual Parish Meeting:** The clerk had highlighted the issue that the scheduled date for the APM raised given that the CA2020 regulations that permit remote meeting are due to cease on 7th May 2021. A new date of 26 April 2021 was set to permit use of remote meeting if the lifting of restrictions and lack of a venue to hold the APM as desired in person in public prevailed. The clerk was asked to consider other alternate venues if the Memorial Hall was unavailable as anticipated given the report on repairs required prior to opening.

Action: Clerk to advertise Annual Parish Meeting and source suitable venue.

39/21 **Items for the agenda of the Annual Meeting of the Parish Council to be held on 10 May 2021:** In addition to the standard items of election of chairman and deputy there were no items proposed for the agenda. The Chairman reminded cllrs that they can raise agenda items with the clerk between now and 1 week before the meeting.

The Chairman thanks those present for their contributions and closed the meeting at 9.40pm

Signature:

Chairman

Date

Prepared by Mike Inder, Clerk to Wiggenhall St Germans Parish Council.

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3 March 2021 (2020-2021)

Wiggenhall St Germans Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
100	Staff Salary & PAYE	11/01/2021		Barclays Community A	BACS	Salary	Mike Inder	E	420.30	0.00	420.30
99	Staff Salary & PAYE	20/01/2021		Barclays Community A	BACS	PAYE	H M R C	E	101.80	0.00	101.80
98	Telephone	22/01/2021		Barclays Community A	DD	Telephone	Tamar Telecom	S	4.99	1.00	5.99
101	Sundries/Misc	27/01/2021		Barclays Community A		Accounts software	Starboard Systems Ltd	S	216.00	43.20	259.20
102	Pavilion Maintenance	27/01/2021		Barclays Community A		Plumbing Parts	Wolseley	S	27.45	5.49	32.94
103	Street Light Maintenance	08/02/2021		Barclays Community A		Street lighting contract	Westcotec	S	543.97	108.79	652.76
105	Staff Salary & PAYE	10/02/2021		Barclays Community A		Salary	Mike Inder	E	406.70	0.00	406.70
106	Expenses	10/02/2021		Barclays Community A		Expenses	Mike Inder	E	31.60	0.00	31.60
107	Training/Conferences	10/02/2021		Barclays Community A		Training	N A L C	S	108.00	21.60	129.60
104	Staff Salary & PAYE	11/02/2021		Barclays Community A		PAYE	H M R C	E	101.60	0.00	101.60
109	Pavilion Utilities	18/02/2021		Barclays Community A		water/sewerage	Wave	E	38.84	0.00	38.84
108	Telephone	24/02/2021		Barclays Community A	DD	Telephone	Tamar Telecom	S	4.99	1.00	5.99
Total									2,006.24	181.08	2,187.32

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2 March 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 26/02/2021		
	Cash in Hand 01/04/2020		20,694.19
	ADD Receipts 01/04/2020 - 26/02/2021		24,578.27
			45,272.46
	SUBTRACT Payments 01/04/2020 - 26/02/2021		25,319.65
A	Cash in Hand 26/02/2021 (per Cash Book)		19,952.81
	Cash in hand per Bank Statements		
	Cash 26/02/2021	0.00	
	Barclays Business Saver Account 26/02/2021	18,952.81	
	Barclays Community Account 26/02/2021	1,000.00	
			19,952.81
	Less unrepresented payments		0.00
			19,952.81
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		19,952.81
	A = B Checks out OK		

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