

## WIGGENHALL ST GERMAN'S PARISH COUNCIL

### The Annual Meeting of the Parish Council will be held on Monday 24<sup>th</sup> May 2021 in the Memorial Village Hall commencing at 7.30 pm.

Councillors are summoned to the above meeting for the purposes of transacting the following business. The Press and Public are welcome to attend. The meeting can be viewed, and you can make representation on agenda items during the public forum, which will not exceed 15 minutes unless directed by the chairman of the meeting.

#### AGENDA

- 40/21 To open the meeting and elect a chairman for council year 2021/22. (sign declaration).
- 41/21 To elect a vice chairman of council year 2021/22. (sign declaration).
- 42/21 To receive and approve apologies for absence.
- 43/21 To receive declarations of interest for items in the agenda and any requests for dispensation.
- 44/21 Co-option to fill councillor vacancies.
- 45/21 To hear from the public.
- 46/21 To approve minutes from meeting held on 8<sup>th</sup> March 2021.
- 47/21 To hear reports from visiting Officers.
- 48/21 To review and ratify (Business Continuity Plan) actions taken using delegated authority during COVID-19 National Emergency.
- 49/21 Clerk & Cllr updates on actions from previous meetings:
  - a. Flagpole and Ali Done presentation – to confirm 19<sup>th</sup> May 11am.
  - b. Goal posts replacement.
  - c. River Silting – update.
- 50/21 Traffic & Highways issues:
  - a. To received SAM2 report – Cllr Keal.
  - b. Update on Corner of Fitton Rd adj Lewis Dr.
  - c. Memorial Village Hall car park update.
  - d. Mill Road pot hole at entrance to Playing Field car park.
- 51/21 Correspondence – Clerk to report on correspondence received.
  - a. Expression of interest in becoming a Parish Councillor.
  - b. Telecon from resident complaining about MH playing field fence.
  - c. Telephone Box Book Exchange.
- 52/21 Councillor reports: To receive reports from councillors.
  - a. Keep Britain Tidy – Litter Pick – Cllr Fredisdottir lead.
  - b. Play Equipment:
    - i. Large multi-play ramp repair. – Cllr Ward lead.
    - ii. Junior Swing swivel disconnected – Cllr Keal.
  - c. Report from Cllr Rust. (Dog Fouling, LT Playing Field, Magazine).
- 53/21 Crime and Anti-Social Behaviour:
  - a. Reports of roof tile and signage damage at the Pavilion.
  - b. Community Engagement initiatives update – Nothing to report.
  - c. CCTV installation at the pavilion proposal.
- 54/21 Report on development of proposal for Trod path to Wiggenhall St Mary – Cllr Keal lead.

- 55/21 Review of Orders, Regulations and Policies.
- a. To adopt the new LGA model Code of Conduct.
  - b. To review Standing Orders (Extant – CA 2020 Act retained but not in use)
  - c. To review Asset Register (pavilion value & Common Rd Phone Box)).
  - d. To review Scheme of Delegation.
  - e. To review Parish Council Risk Management Plan (Finance and Operation).
  - f. To adopt a Meeting in public during COVID-19 Risk Assessment.
  - g. To review Data Protection & Privacy Policy.
    - i. To clarify cybercrime protection & GDPR measures with JPAG recommendation for separate Cllr email accounts.
  - h. To review Volunteers Policy.
- 56/21 To consider a request by AFC Lynn Napier Football Club to incorporate a referee's changing/toilet/shower to meet league standard - options.
- 57/21 To consider request for £250 for refurbishment of the Common Rd Phone Box Book Exchange.
- 58/21 Finance:
- a. To approve payments.
  - b. To reconcile accounts.
  - c. To receive Insurance renewal quotations.
- 59/21 To complete the Annual Governance and Accountability Return:
- a. To receive the Internal Audit Report.
  - b. To approve the Annual Governance Statement for 2020/21.
  - c. To approve the Annual Accounting Statements for 2020/21.
  - d. To review the 31 Mar 2021 Bank Reconciliation Summary.
  - e. To review the significant income and expenditure variances between 2019/20 and 2020/21 AGAR.
- 60/21 Planning.
- a. Applications to consider:
    - i. [21/00580/F](#) | Clair View 3 Church Road Wiggshall St Mary: Extension – Consultation Comment to be made.
    - ii. [21/00758/F](#) | 50 Fitton Road – Proposed single storey one bed annex.
    - iii. [21/00389/F](#) | Two storey rear extension to dwelling | 61 Sluice Road. (PC Support submitted)
  - b. Decisions notified by Borough since last meeting:
    - i. 20/00671/O - 50 Common Road Appeal – [Decision: Refused - Appeal Dismissed](#)
    - ii. 21/00332/F -St Marys' Church Pole for bat boxes – PC Supported – Application permitted.
- 61/21 Items for Agenda for the next meeting of the Parish Council to be held on 26th July 2021.

*Mike Inder*

Mr M G Inder  
Clerk – Wiggshall St Germans Parish Council

18 May 2021  
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