

WIGGENHALL ST GERMANS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 24th MARCH 2021 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.

Present:

Parish Councillors: Rob Keal (Chairman), Robert Rawlings, Margaret Blackburn, Margaret Bunkall, Robert Ward, Scilla Ash and Mary Fredisdottir.

Parish Clerk – Mike Inder.

Borough Councillor – None

County Councillor – None

Apologies – Cllr David Rust.

Absences – Nil

Public – 1.

The Chairman welcomed everyone and opened the meeting at 19.30 hours and reminded all present of the covid mitigation measures in place and that the meeting was being recorded.

- 40/21 **Election of Chairman** Cllr Keal was nominated as chairman for the coming council year by Cllr Blackburn, seconded by Cllr Ash and voted in favour unanimously. Declaration of office was signed and witnessed.
- 41/21 **Election of Vice Chairman** Cllr Rawlings nominated Cllr Rust, who was not present, there were no other nominations, the nomination was seconded by Cllr Ash. The council voted in favour of his nomination should he accept the nomination.
- 42/21 **Apologies** were received and accepted from Cllr Rust.
- 43/21 **Declarations of interest for items on the agenda:** None.
- 44/21 **To Co-opt to fill a casual vacancy:** recent applicants had given notice of withdrawing due to personal circumstances.
- 45/21 **To hear from the public:** The President of AFC Lynn introduced himself and stated that he was willing to assist the Parish Council and club with financial assistance for projects that were for the betterment of the community in relation to the playing field and the football club. The Chairman thanked him for his support and agreed to keep him in touch with projects that he may wish to support.
- 46/21 **Approval of Minutes of the meeting held on 8th March 2021:** Having been previously circulated, the minutes were proposed by Cllr Ash, seconded by Cllr Blackburn, and agreed as a true reflection of the meeting and the minutes. The minutes were signed by the chairman.
- 47/21 **Visiting officer reports:** None received.
- 48/21 **The Business Continuity Plan (BCP) record of actions.** The Clerk reported no new actions taken using delegated authority during the COVID-19 National Emergency.
- 49/21 **Updates on actions from previous meetings:**
- a. The chairman reported that the flagpole ‘unveiling’ and presentation to former chairman Ali Done had taken place on 19th May and was an enjoyable and successful event with representatives of Balfour Beatty who assisted with the installation of the flagpole.
 - b. New Goal posts to replace the vandalised one at the Leonard Towler Playing Field were researched by Cllr Rust and a Football Foundation grant applied for. A 75% grant (£434) was

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awarded toward the MH Goals package which was authorised for purchase between meetings and delivered on 21 May 21 for installing closer to the start of the football season.

- c. River silting – nothing new to report.

50/21 Traffic and Highways Issues:

- a. Cllr Keal provided a SAM2 report and analysis for the Saddlebow location:
No of vehicles – 13,639
Average Speed – 27.3
Percentage of vehicles exceeding the speed limit of 30 mph – 25.3%
Average Speed of those exceeding the limit – 33.2 mph
Highest speed 45mph on 29 March at 1.40pm
The data was an improvement in compliance by comparison, no further action deemed necessary.
- b. **Fitton Rd corner:** The clerk reported that he has planned for a site meeting with Highways and will inform Cllr Ward when a date is identified.
- c. **Village Hall car park:** After research by the clerk and Cllr Ward the availability of tarmac planings proved more difficult than envisaged. Cllr Ward struck luck y with West Norfolk Surfacing, who kindly dropped off two free loads at the car park when they had a load available in the area. Cllr Ward contacted Mr Caley, who kindly sent a team and machinery to fill the holes and grade the surface. A fantastic job has been done and the Memorial Village Hall Cttee expressed their gratitude for the assistance. The Chairman has written letters of thanks to West Norfolk Surfacing an Mr Caley.
- d. **Mill Road Pothole at entrance to PF car park:** Cllr Ward informed the meeting that he had been in touch with West Norfolk Surfacing, who would drop off another load on an opportunity basis.

51/21 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 at the last meeting 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 pursuit the application any further. Further to this the applicant called the clerk and stated that he had dropped his CV off with the chairman and queried why the co-option had not been progressed. The clerk checked with eh chairman who confirmed that he received the CV, but it was at the same time as the clerk received the email withdrawing the application; this was explained to the applicant.
- b. The clerk reported that he had received another call (4th over the last year) from a resident referring to a complaint about the PC's actions in installation of the fence at the bottom of the riverbank at the MH Playing Field, threatening further action. The clerk re-iterated the stance that the events in question were well outside the statutory limitations and no further action would be taken.
- c. The clerk received a call from a resident regarding the Telephone Box Book Exchange as she had not had a response to an earlier email. The email was in the spam folder and the subject added to the agenda at item 57/21.

52/21 Councillor Reports:

- a. Cllr Fredisdottir reported on the Village Litter Pick that she was leading; she has arranged for a Borough Council litter pick kit to use on Sunday 6th June. She asked council for assistance with information and suggestions on the following: Church service times (clerk to contact church warden for latest info), priority routes (all), assistance with advertising on social media (Cllr Ash).
- b. Play Park defects were reported:
- i. Cllr Ward reported that the during a replacement of a bench plank (that will need painting to protect it when a work party can be arranged) that he had noticed the damage to the climbing frame ramp had become worse to a point of being a hazard. He identified a suitable repair and as it was within the clerk's delegated authority, he was authorised to affect the repair, which was done with assistance of Cllr Rust. The complete panel has been replaced like for like.

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- ii. The clerk had noticed the swings had a chain pivot detached from the cross bar, Cllr Keal undertook to investigate.
- c. Cllr Rust submitted a written report notifying council of Hastings Lane becoming a hot spot for litter and dog fouling, the clearance of the old shed from the LT PF with assistance of MR D Ward, and positive feedback on the new format of the Magazine.

53/21 **Criminal Damage & Anti-Social Behaviour:**

- a. The Clerk and Cllr Blackburn gave reports of a series of incidents at the pavilion and bowls club, no serious damage or cost incurred.
- b. It remains too early in the lifting of restrictions to start community engagement activity.
- c. Cllr Rust submitted a written proposal for CCTV installation at the Pavilion. Cllrs reviewed the proposal and decided to arrange a site meeting at the pavilion, preferably with the supplier present, to discuss location of the cameras, concerned that they will be damaged if located at the roofline (as tiles continue to be dislodged, thought to be by footballs), coverage angles (for best effect of covering key areas and to include the proposed external toilet block). The Council agreed in principle that the project should proceed and a budget of £1600 was proposed by Cllr Ash and seconded by Cllr Blackburn, voted in favour. This item was also suggested as suitable to present to the AFC Lynn President for consideration of financial support.

Action: Cllr Rust to be informed of decision and requested to arrange a site meeting.

- 54/21 **Trod to Wiggshall St Marys proposal** – Cllr Keal reported that he was still awaiting a response from the Middle Level Commission. However, he had recently spoken with a resident who lives nearby and discussed an alternate option to re-visit a legacy initiative of a low-cut grass path around the corners.

Action: Cllr Ash to contact Mr Van Dyke to explore the options further with the Middle Level and report to council.

- 55/21 **Review of Orders, Regulations and Policies:** The following documents at items b-e, g, and h inc 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. New LGA model Code of Conduct adopted, proposed by Cllr Ash, seconded by Cllr Blackburn.
- b. To review Standing Orders (Extant – CA 2020 Act retained but not in use)
- c. To review Asset Register (pavilion value updated to £57k & Common Rd Phone Box to be added).
- 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. The clerk reported on cybercrime protection & GDPR measures advised within the latest JPAG recommendation, specifically around the importance of bespoke Cllr email accounts. Cllrs undertook to use the council Gmail format recommended.
- h. To review Volunteers Policy.

- 56/21 **Pavilion Facilities.** AFC Lynn had a meeting with the Anglian Combination Ground Standards Officer, with the clerk in attendance. The League requires that referees be provided with a separate changing room, toilet, and shower, which the pavilion currently cannot facilitate. AFC Lynn provided a plan to meet the requirements by utilising the Accessible/Home team toilet as a referee's changing room, installing a shower and bench seat, and locking off the door to the home changing room. The Home team and Away team changing rooms would be swapped and a separate temporary toilet block connected to mains water and sewerage installed to the rear of the pavilion for the away team. Council agreed in principle on the proviso that the referee changing room layout plan was

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amended to ensure it retains accessibility dimensions. (toilet may need to be moved to where the sink is currently). It was recommended that the design option of outdoor toilet was lockable and robust enough to resist vandalism.

- 57/21 **Motion to allocate funds to refurbish the Phone box Book Exchange on Common Road:** Cllr Blackburn proposed agreeing to the £250 requested for repairs offered by a local tradesman at cost, Cllr Ash seconded the motion, and it was passed in favour.

Action: Clerk to inform the applicant to proceed and provide an invoice to the Council.

58/21 **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 sample audit carried out by Cllr Keal.
- c. The clerk had circulated the Insurance renewal quote and an obtained an alternative from BHIB for the same cover. CCTV would have to be notified for cover at a small additional cost, and the streetlight RTC claim had also increased the premiums. The renewal was £1144 for a 3-year LTA and the new business quote from BHIB was £753 for a 3-year LTA. Cllr Keal proposed the BHIB quote, seconded by Cllr Blackburn and voted in favour.

59/21 **Annual Governance and Accountability Return:** Council received the relevant documents for pre-reading with the agenda and resolved as below:

- a. Internal Audit report reviewed; no matters raised to act on.
- b. Annual Governance Statement for 2020/21 approved.
- c. Annual Accounting Statement for 2020/21 approved.
- d. Bank Reconciliation for 31 Mar 2021 approved.
- e. Report on income and expenditure 2020/21 significant variances reviewed and approved.

60/21 **Planning:** the following applications were circulated by email for review online:

- a. Applications to consider:
 - i. [21/00580/F](#) | Clair View 3 Church Road Wiggshall St Mary: Extension – Supported.
 - ii. [21/00758/F](#) | 50 Fitton Road – Proposed single story one bed annex – Supported.
 - iii. [21/00389/F](#) | Two story 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 the agenda of the Annual Meeting of the Parish Council to be held on 26 Jul 2021:** Cllr Ash asked for the planting of trees to be added, there being a few initiatives recently or due to be launched. Cllr Fredisdottir highlighted the subsidence on Common Road near Lord's Bridge as getting worse. Cllr Blackburn suggested that the deployment of a 'Road liable to flooding' sign at 'Scilla's Corner' as it presented a hazard pending planned repair.

The Chairman thanks those present for their contributions and closed the meeting at 9.25pm

Signature:

Chairman

Date

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

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18 May 2021 (2021-22)

Wiggenhall St Germans Parish Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------------------------------|------------|--------|----------------------|-----------|-----------------------------|------------------------|----------|-----------------|---------------|-----------------|
| 1 Grass Cutting -Football pitch | 06/04/2021 | | Barclays Community A | | Grass cutting | P J & B Jones Ltd | S | 110.70 | 22.14 | 132.84 |
| 2 Grass Cutting - Bowls Verge | 06/04/2021 | | Barclays Community A | | Grass cutting | P J & B Jones Ltd | S | 16.00 | 3.20 | 19.20 |
| 3 Grass Cutting - Legge Place/! | 06/04/2021 | | Barclays Community A | | Grass cutting | P J & B Jones Ltd | S | 20.50 | 4.10 | 24.60 |
| 4 Grass Cutting - MH playpark | 06/04/2021 | | Barclays Community A | | Grass cutting | P J & B Jones Ltd | S | 86.10 | 17.22 | 103.32 |
| 5 NALC/SLCC Subscriptions | 07/04/2021 | | Barclays Community A | | Subs | Norfolk ALC | E | 248.66 | 0.00 | 248.66 |
| 21 Telephone | 10/04/2021 | | Barclays Community A | DD | Telephone | Tamar Telecom | S | 4.99 | 1.00 | 5.99 |
| 6 Electricity - Street Lighting | 13/04/2021 | | Barclays Community A | | Electricity | Eon | L | 254.76 | 12.74 | 267.50 |
| 7 Staff Salary & PAYE | 13/04/2021 | | Barclays Community A | | PAYE | H M R C | E | 101.60 | 0.00 | 101.60 |
| 8 Staff Salary & PAYE | 13/04/2021 | | Barclays Community A | | Salary | Clerk | E | 406.70 | 0.00 | 406.70 |
| 9 Expenses | 13/04/2021 | | Barclays Community A | | Expenses | Clerk | E | 22.60 | 0.00 | 22.60 |
| 10 Street Furniture | 21/04/2021 | | Barclays Community A | BACS | Bench Repairs | Clr Bob Ward | X | 10.00 | 0.00 | 10.00 |
| 11 Clock Service Plan | 26/04/2021 | | Barclays Community A | BACS | Clock servicing Plan | Smith of Derby | S | 595.00 | 119.00 | 714.00 |
| 12 Play Park Maintenance | 04/05/2021 | | Barclays Community A | | Play equipment repair | Fleet Timber Suppliers | S | 50.20 | 10.04 | 60.24 |
| 13 Audit | 06/05/2021 | | Barclays Community A | BACS | Internal audit | John Cross | X | 35.00 | 0.00 | 35.00 |
| 15 Pavilion Utilities | 10/05/2021 | | Barclays Community A | | water/sewerage | Wave | Z | 72.87 | 0.00 | 72.87 |
| 16 Staff Salary & PAYE | 10/05/2021 | | Barclays Community A | | PAYE | H M R C | E | 105.60 | 0.00 | 105.60 |
| 17 Staff Salary & PAYE | 10/05/2021 | | Barclays Community A | BACS | Salary | Clerk | E | 422.64 | 0.00 | 422.64 |
| 18 NALC/SLCC Subscriptions | 10/05/2021 | | Barclays Community A | BACS | Subs | Clerk | E | 64.16 | 0.00 | 64.16 |
| 19 Expenses | 10/05/2021 | | Barclays Community A | BACS | Clerk Allowances & Expenses | Clerk | Z | 22.60 | 0.00 | 22.60 |
| 20 Expenses | 10/05/2021 | | Barclays Community A | | Keys | Clerk | Z | 6.30 | 0.00 | 6.30 |
| 22 Pavilion Maintenance | 16/05/2021 | | Barclays Community A | | Goal Posts | MH Goals Ltd | S | 516.00 | 103.20 | 619.20 |
| 14 Telephone | 24/05/2021 | | Barclays Community A | | Telephone | Tamar Telecom | S | 4.99 | 1.00 | 5.99 |
| Total | | | | | | | | 3,177.97 | 293.64 | 3,471.61 |

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