

**WIGGENHALL ST GERMAN'S PARISH COUNCIL**

**MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 26<sup>th</sup> July 2021 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

**Present:**

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

Parish Clerk – Mike Inder.

Borough Councillor – None

County Councillor – None

Apologies – Cllrs Margaret Bunkall, Robert Rawlings and C.Cllr Brian Long.

Absences – Nil.

Public – Nil.

- 62/21 **Opening and Apologies** Cllr Keal opened the meeting at 7.30pm, welcomed everyone and stated that the meeting was being recorded.
- 63/21 **Election of Vice Chairman** Cllr Rust, having been nominated and voted for in favour in his absence at the last meeting, accepted the nomination and signed the declaration of office.
- 64/21 **Declarations of interest for items on the agenda:** None.
- 65/21 **To hear from the public:** None present.
- 66/21 **Approval of Minutes of the meeting held on 24<sup>th</sup> May 2021:** Having been previously circulated, the minutes were proposed by Cllr Blackburn, seconded by Cllr Ash, and agreed as a true reflection of the meeting and the minutes. The minutes were signed by the chairman.
- 67/21 **Visiting officer reports:** C.Cllr Long invited Council to let him know of anything that needed his attention and informed Council that he will be considering how to apply his Highway's Members Fund in August.
- 68/21 **Updates on actions from previous meetings:**
- a. Pavilion shower and toilet installation; the football club contacted the clerk to state they were unable to source a 600mm quadrant shower tray and suggested a 450mm square tray as an alternative that would not encroach the toilet. The clerk gave permission for this minor amendment using delegated authority to keep the project to the timetable. The toilet block supplier has delayed delivery, all other aspects are ready to proceed.
  - b. Pavilion CCTV, installation was planned for week commencing 12 Aug. Contractor email was received the morning after the meeting, it was delayed awaiting bracket manufacture and is forecast to start on 9 August 21. The 4G PAYG Sim card was purchased by the clerk and made available for installation.
  - c. River silting – nothing new to report.
- 69/21 **Traffic and Highways Issues:**
- a. Cllr Keal provided a SAM2 report and analysis for the Saddlebow location:  
No of vehicles: 17,383  
Average Speed: 27.2 mph  
85<sup>th</sup> Percentile speed: 33.9 mph  
Percentage of vehicles exceeding the speed limit of 30 mph: 37.2  
Average Speed of those exceeding the limit: 33.9 mph

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Highest speed 60.0 mph on 15 Jun 21 at 8.15 pm.

The clerk offered to create a page on the Council website to show SAM2 data and to send the message that whilst the high speed offenders are a concern, they are few and far between and it is the 85<sup>th</sup> percentile speeds that are just a few mph over the limit that are perhaps the more likely occurrences to lead to an accident a residual speed of 18mph at the recognised stopping distance for 30mph of 23m (75ft) of a vehicle travelling at 35mph. Council agreed to this awareness initiative. Cllr Keal also reported that one of the batteries is defective and has exceeded 4-year life expectancy, he offered to see if a replacement could be sourced and obtain a quote, the clerk would send the Westcotec cost for comparison to Cllr Keal and the best price would be followed through to purchase.

**Action:** Cllr Keal to obtain quote for a replacement SAM2 battery , compare to Westcotec cost (£80 net) and proceed with the best price option. Post meeting Cllr Keal reported that the Westcotec price appeared to be competitive, and the clerk will order a replacement accordingly.

- b. **Fitton Rd corner:** Cllr Ward reported that a site meeting with Highways was held on 2<sup>nd</sup> July and a trod proposal is being developed. The perpendicular fence would need property owner permission to move back to the fence line to facilitate the plan, Cllr Ward undertook to consult with the owner. Council asked the clerk to inform C.Cllr Long of the proposal for Member's Fund consideration.
- c. **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. That hasn't come to fruition yet and Cllr Blackburn mentioned that Bowls Club members were concerned about other depressions and ruts starting to form; Council decided to take the opportunity to fill and level with 10T of planings. Cllr Ward undertook to obtain quotes.

**Action:** Cllr Ward to obtain quotes and liaise with the clerk to obtain a consensus of opinion for a delegated decision by the clerk to act as soon as possible.  
*Quotes obtained: Mick George (£350 delivered), West Norfolk Surfacing (£150 delivered) (£350 delivered and levelled). Further to which he contacted Mr David Ward who agreed to level the planings; Cllr Ward proposed a payment of £50 for the labour and fuel costs accrued by Mr David Ward. An email was sent to cllrs to gauge opinion.*

- d. **Lord's Bridge subsidence;** The defect has been reported but no work has been undertaken and Cllr Blackburn reported that the surface is getting worse and would report again.
- e. **Sluice Road flooding;** the flooding on the corner near the bridge on Sluice Road is planned for rectification by Highways and the clerk asked the Highways Area Engineer for a Road Liable to Flooding sign until the repair is affected, he agreed to site a temporary one.

70/21 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. Email highlighting Social Media question regarding the AED checks. Clerk posted a response on the Facebook page informing those concerned that there is a schedule of checks and maintenance carried out.
- b. Church Warden notification of clock fault. Clerk arranged with Smiths of Derby for a visit to investigate.
- c. Phone Calls regarding flagpole weight stuck at the top (unable to lower). Council gave a vote of thanks to Roy Pickett at Doubleday's for assistance with high reach equipment.
- d. BC notice – New house name formerly Julien 4 Fitton Road – Changed to Hobbitt House.
- e. NCC – North Western Link update – Contract for design issued.
- f. Email regarding Bridleway unusable in Saddlebow due to bird scarer noise and request to use Wiggshall St Mary The Virgin FP6 as alternate but that it is overgrown. Pathways reported

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and not cleared at the time of the meeting, but it was noted that bird scarer activity should be finished now and that the lady should be able to return to riding on the usual route.

- g. NCC Parish Partnership Scheme 2021/22 announcement. Submissions by 30 Nov 21 for 2022/23 schemes.
- h. Invitation from Anti-Wisbech Incinerator objector to lobby NCC for a response on their stance as a consultee (KL&WN Borough Council has objected). The Clerk informed Council that the NCC has been lobbied via his other council employers so there was no need for further lobbying as the Cabinet meeting was due last week.
- i. Local Plan Review – Briefing YouTube link from BC. No impact on the Parish requiring comment.
- j. BC Gambling Act consultation. (Circulated by email). No comments.
- k. Complaint from Saddlebow resident re verge not cut and impassable. (Reported to NCC and BC by Clerk as responsibility not known). To be monitored.

71/21 **Criminal Damage & Anti-Social Behaviour:**

- a. **Pavilion roof tiles;** these continue to be dislodged and occasionally cracked. The installation of the old spare goal posts in the training area is hoped to reduce the instances of balls being kicked against the pavilion by casual users.
- b. **Community Engagement Initiatives;** Cllr Ash suggested repainting the rusty goal on the MH field and replacing the badly torn net to encourage use and improve the look and enjoyment. It was suggested that a self-help working party could do that and the spare net from the pavilion re-purposed at the MH.

**Action:** Cllr Keal offered to organise MH Playing Field work.

- 72/21 **Trod to Wighenhall St Marys proposal** – Cllr Ash reported that she had 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. This has been done and the idea was further expanded to have the path run inside the Middle Level hedge line, that is still to be negotiated.

**Action:** Cllr Ash to progress the options further with the Middle Level and report to council.

- 73/21 **Pavilion AED proposal:** Cllr Blackburn provided options and information on the proposal for an AED to be installed at the Pavilion as a higher risk area with the Football and Bowls Club activity. The information from the Community Heart Foundation was deemed overly complex and prescriptive in future support agreements and conflicted with East of England Ambulance Service recommendations. Cllrs asked if an AED stored in the pavilion with access provided to the Bowls Club might simplify the process and reduce the cost; Cllr Blackburn undertook to do further research and report with further options and costs.

**Action:** Cllr Blackburn to further develop the AED proposal.

- 74/21 **Platinum Jubilee Tree;** Cllr Ash proposed a tree to commemorate the Queen's Platinum Jubilee in 2022. Cllrs discussed the various options for type of tree, location and research required to check suitability and authority. Cllr Ash undertook to carry out further research, including the option to plant it on the MH field.

**Action:** Cllr Ash to further develop the Platinum Jubilee tree proposal.

- 75/21 **Proposal to promote Therapy Aid;** Cllr Fredisdottir, who is the West Norfolk Co-ordinator for the Therapy Aid initiative, provided an explanation of the well being provision of complimentary therapies for unpaid carers. The Council was content to promote the cause through all avenues available.
- 76/21 **Armed Forces Covenant;** NALC had promoted the call for councils to sign up to the pledge to the Armed Forces Covenant. Council discussed whether the PC had much to meaningfully contribute to the pledge and decided that whilst it fully supported our Armed Forces and Veterans, that a pledge would not provide any tangible difference to the cause or practices in place in the Council's operations.
- 77/21 **Review of Orders, Regulations and Policies:** The following documents at items a-i inc were reviewed by the clerk and non-contextual changes made, they were circulated to cllrs for review, comments noted for minor updates and corrections. Cllr Rust proposed them and the adoption of the CCTV policy, seconded by Cllr Ash and voted for en-bloc to approve.
- a. Health & Safety.
  - b. Disciplinary and Grievance Policy.
  - c. Complaints Policy.
  - d. Unreasonably Persistent or Vexatious Complaints Policy.
  - e. Filming, Recording and Reporting Policy.
  - f. Press and Media Policy.
  - g. Staff Appraisal Policy.
  - h. Equal Opportunities Policy.
  - i. Business Continuity Plan.
  - j. To adopt CCTV Policy.
- 78/21 **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 Rust.
- 79/21 **Planning:** the following applications were circulated by email for review online:
- a. Applications to consider:
    - i. [21/01179/F](#) | Two storey rear and side extension to existing dwelling. | The Chestnuts 69 Lynn Road Wiggshall St Germans King's Lynn Norfolk PE34 3AT. Considered and supported as having no adverse impact on neighbours.
    - ii. [21/01212/F](#) | Demolition of existing single storey extension with New Single storey rear side extension. | Barley Twist 1 St Peters Road Wiggshall St Germans Norfolk PE34 3HB. Consultation Closed with insufficient PC responses.
    - iii. [21/01289/F](#) | Proposed Detached Carport. | Nursery House High Road Saddlebow King's Lynn Norfolk PE34 3AR. PC Supported between meetings.
    - iv. [21/01300/PAGPD](#) | Single storey rear extension which extends beyond the rear wall by 4.5m with a maximum height of 2.69m and a height of 2.69m to the eaves. | 12 St Peters Road Wiggshall St Germans King's Lynn Norfolk PE34 3HB. PC not a consultee but brought to the attention of Council.
    - v. [21/01281/F](#) | Proposed extension and alterations | 36 Sluice Road Wiggshall St Germans King's Lynn Norfolk PE34 3EF – PC Neutral having previously supported the related application 21/00576/F.
  - b. Decisions notified by Borough since last meeting:
    - i. 21/00576/F | Proposed Extension and Alterations | 36 Sluice Road Wiggshall St Germans King's Lynn Norfolk PE34 3EF. Permitted, no further comment.

The clerk commented that having missed a couple of key dates to respond that the Council's process and responses to consultations when using the between meetings policy was in need of refining to ensure adequate numbers of responses are received on time to meet key dates.

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80/21 **Items for the agenda of the Annual Meeting of the Parish Council to be held on 27 Sep 2021:** Cllr Rust suggested the planting of a row of trees at the far end of the Leonard Towler Playing Field and will develop a proposal. A working party to be arranged to carry out work on the MH playing field (goal and benches).

The Chairman thanks those present for their contributions and closed the meeting at 9.20pm

Signature: .....

Chairman .....

Date .....

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

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## Annex A

20 July 2021 (2021-22)

**Wiggenhall St Germans Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
14 Telephone	24/05/2021		Barclays Community A		Telephone	Tamar Telecom	S	4.99	1.00	5.99
24 Pavilion Utilities	05/06/2021		Barclays Community A		Electricity	Eon	L	20.09	1.49	21.58
23 Insurance	05/06/2021		Barclays Community A	BACS	Insurance	BHIB	Z	753.39	0.00	753.39
25 Grass Cutting -Football pitch	07/06/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	110.70	22.14	132.84
26 Grass Cutting - Bowls Verge	07/06/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	26.00	5.20	31.20
27 Grass Cutting - Legge Place/!	07/06/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	20.50	4.10	24.60
28 Grass Cutting - MH playpark	07/06/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	86.10	17.22	103.32
29 Grass Cutting -Football pitch	07/06/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	110.70	22.14	132.84
30 Grass Cutting - Bowls Verge	07/06/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	16.00	3.20	19.20
31 Grass Cutting - Legge Place/!	07/06/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	20.50	4.10	24.60
32 Grass Cutting - MH playpark	07/06/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	86.10	17.22	103.32
33 Street Light Maintenance	09/06/2021		Barclays Community A	BACS	Street lighting contract	Westcotec	S	543.97	108.79	652.76
35 Staff Salary & PAYE	10/06/2021		Barclays Community A	BACS	PAYE	H M R C	E	103.60	0.00	103.60
36 Staff Salary & PAYE	10/06/2021		Barclays Community A	BACS	Salary	Clerk	E	424.67	0.00	424.67
34 Telephone	10/06/2021		Barclays Community A	DD	Telephone	Tamar Telecom	S	4.99	1.00	5.99
37 Grass Cutting -Football pitch	02/07/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	110.70	22.14	132.84
38 Grass Cutting - Bowls Verge	02/07/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	16.00	3.20	19.20
39 Grass Cutting - Legge Place/!	02/07/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	20.50	4.10	24.60
40 Grass Cutting - MH playpark	02/07/2021		Barclays Community A	BACS	Grass cutting	P J & B Jones Ltd	S	86.10	17.22	103.32
42 Telephone	10/07/2021		Barclays Community A	DD	Telephone	Tamar Telecom	S	4.99	1.00	5.99
43 Staff Salary & PAYE	11/07/2021		Barclays Community A		PAYE	H M R C	E	103.60	0.00	103.60
44 Staff Salary & PAYE	11/07/2021		Barclays Community A	BACS	Salary	Clerk	E	424.67	0.00	424.67
45 Stationery/Post	11/07/2021		Barclays Community A	BACS	Expenses	Clerk	E	7.92	0.00	7.92
46 Expenses	11/07/2021		Barclays Community A	BACS	Expenses	Clerk	E	9.00	0.00	9.00
41 Electricity - Street Lighting	11/07/2021		Barclays Community A	BACS	Electricity	Eon	L	257.59	12.88	270.47
<b>Total</b>								<b>3,373.37</b>	<b>268.14</b>	<b>3,641.51</b>

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