

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 22nd NOVEMBER
2021 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

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

Parish Clerk – Mike Inder.

Borough Councillor – None

County Councillor – None

Apologies – Cllrs Mary Fredisdottir and Margaret Bunkall.

Absences – Nil.

Public – 2.

- 100/21 **Opening and Apologies.** *Prior to the meeting Deputy Lieutenant Nick Pratt, presented a commemorative plaque to the Wiggenhall St Germans Parish, the plaque recognises the community spirit and resilience shown throughout the COVID-19 pandemic. Mrs Carolyn Cast represented the PCC mutual aid group, and she gave an account of the various activities and support that was initiated by Mark Wright, put into effect and ran throughout the peak of the lockdowns and remained ready to step up again if needed.*

Cllr Keal opened the meeting at 7.40pm, welcomed everyone and stated that the meeting was being recorded. Apologies were received and accepted as above.

- 101/21 **Declarations of interest for items on the agenda:** None.

- 102/21 **To hear from the public:** 2 members of the public highlighted the diminished bus services that operate for the Parish since the Pandemic; focusing on the reduced frequency, lack of service to important centres of amenity and connection with transport links and other local villages. They asked the Parish Council if they would lobby the Borough and County Council members to improve links and service provision, especially in light of the emphasis on reducing carbon emissions where rural communities are being forced to rely more on the car. The Council agreed with the suggestion and the clerk will contact other local parish councils to see if a joint approach to a call for service improvement can be formed. It was asked if the following aspects could be addressed: Lynx 46 Frequency and last service time (currently 2 hourly and ceasing at c6pm), Go To Town 47 (Downham-KL service) 1 bus in the afternoon to DM but no return service. Lack of connection to Watlington to use the Medical Centre or train station, lack of service frequency to connect in KL to attend QE hospital appointments and no evening service for social use in KL, *there used to be a return night bus on a Friday and Saturday.*

Action: Clerk to canvass other local parish councils for consensus on bus services and to seek support in the submission of a joint approach to the Borough and County Cllrs to seek improvements and champion a more connected and available public transport service for the area.

- 103/21 **Approval of Minutes of the meeting held on 27th Sep 2021:** Having been previously circulated, the minutes were proposed by Cllr Rust, seconded by Cllr Ward, and agreed as a true reflection of the meeting and the minutes. The minutes were signed by the chairman.

- 104/21 **Visiting officer reports:** none received. The clerk had circulated correspondence he had received from another council's County Cllr regarding the Norfolk Road Safety Community Fund, as the

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deadline for proposals to be supported and submitted was the end of November. He explained the criteria and process and provided suggestions as to how it might be applied to ongoing road safety concerns in the Parish. Cllrs considered the matter at item 107/21.b.

105/21 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.
- c. The Draft Budget 2022/23 had been prepared by the RFO and circulated to Cllrs with the Agenda and the RFO invited questions and comments. Cllr Rust commented on whether a review of the LT Playing Field grass cutting contract should be carried out as the football club mow the pitch too, the clerks suggested that a discussion between the Council, contractor and AFC Lynn to determine the best what to meet the needs of the FC would seem prudent. Cllr Ash raised the matter of ceasing the Scribe (Accounts management software) subscription, the RFO explained that the product was not good value for money in his opinion, he operates accounts using a spreadsheet for 2 of his other councils and that fulfils all the needs and is more tailored to each council, in addition having set up a spreadsheet to shadow the Scribe system and run it for 2 months with Cllr Rust invited to review it, then it is proving to meet all the needs for transparency and accuracy and avoids the need for a separate budget planning spreadsheet that Scribe does not have a facility for. Cllr Ash also queried the delay in the annual pay award, the Clerk explained that the unions were asking for a greater than 10% increase for local government employees but the Government refused to offer more than 1.75%, once a decision is reached it was clarified that it would be back paid to April and that is why the budget has been calculated based on 1.75% backdated to Apr 21. It was suggested by Cllr Ash that the council used to carry out a separate pay review for the previous clerk and could award a greater increase if they felt that the service provided deserved it and that it might be an option; the clerk declared that he would be content with the NJC award and would thank the council but decline any additional pay award offer. Cllrs were informed the budget plan would be updated at the end of Nov and Dec ahead to provide a more refined budget proposal for agreement in January and to contact him with any other comments or suggestions between now and the January meeting.

106/21 Updates on actions from previous meetings:

- a. Pavilion CCTV has been operational for 10 weeks and in addition to the £10 initial payment two further top ups have been required to view the 2 incidents reported. It was suggested by the clerk that it may be better value to have a monthly contract, it has the benefit of a monthly roll over. Cllr Ash proposed trialling the monthly contract, seconded by Cllr Rust and carried.
- b. The clerk informed Council that the autumn newsletter had experienced a series of unavoidable delays but had been finalised and sent to the printers on 19 Nov. He will be in touch for distribution along with the Flood Leaflets.
- c. Village Sign – Cllr Ash reported that the sign looked like it may need refurbishment by a more experienced person as the detail was quite intricate, but it was covered in algae currently. It was suggested that it be given a wash and then assessed, Cllr Ash along with Cllr Blackburn volunteered to wash it.

107/21 Traffic and Highways Issues:

- a. **Fitton Rd corner PPS submission:** The clerk had prepared the PPS submission for the project, including the Concessionary Path Consent form. The Submission was proposed by Cllr Ward, seconded by Cllr Keal and agreed. The Concessionary Path Consent agreement form was signed as a deed by Cllrs Ward and Keal and witnessed by the Proper Officer, it will be delivered to Mr McIntosh for his signature, having agreed the proposal.
- b. **County Road Safety Community Fund (RSCF):** The council discussed the 3 ongoing road safety issues. The Fitton Rd Corner Trod was decided to be too high a priority to miss the opportunity to install in 2022 should it fail to be awarded under the RSCF scheme. The Sluice Rd footpath was not

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sufficiently developed to submit before the deadline but should be considered for any future round of funding. The recent complaints regarding the perennial problem of the 'Five-ways' junction at Fitton/Lynn/School Roads was discussed and the historical alternate priority route, priority traffic direction and traffic lights all considered again. It was unanimously agreed (*supported by a resident living near the corner who was in attendance*) that the problem is not practicably solved with any design or management system but that the previous incidents are all down to careless driving and anything done to mitigate it would be sub-optimal for all traffic and disproportionate, a view that is known to be strongly held by the Area Highways Engineer. The change of priorities was queried as School Road now services the new estate off Sluice Road that wasn't built when the change was made, the clerk will raise this with the Highways Engineer to obtain his view on that aspect. It was noted though that when diversions were in place that commercial and agricultural traffic managed to use alternate routes, however, like the imposition of weight restrictions in the surrounding area the unintended consequences were not known, and a full consultation would be necessary before venturing along that route. It was therefore determined that currently there isn't a proposal to present to County Cllr Long to ask for a marker to be submitted to the scheme prior to the deadline.

- c. Cllr Keal reported on the SAM2 data for the Mill Road site and that he had in consultation with the clerk in response to a complaint about speeding by the school sited it at the Eaubrink Road post. He is due to analyse that data and if necessary, will send it to Balfour Beatty to address. It was suggested that review of the current SAM2 sites be carried out and the Highways Memorandum of Understanding amended, if necessary, new hot spots can then be proposed. Cllr Keal also notified the clerk that the 2nd SAM2 battery had now failed and that a new one required purchasing.

<p>Action: Clerk to place an order for a new SAM2 Battery.</p>

108/21 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. A Saddlebow resident updated the clerk of a report submitted re FP6 overgrown area, stating the path is not apparent in parts. Cllr Rust walked the route of FP6 and provided a report to the clerk of his observations, which was submitted to the Access Officer who in turn has responded with a comprehensive answer to each point and work that has already been undertaken or in progress to re-instate the path. Complainant informed and progress will be monitored.
- b. The clerk received a call from the School Caretaker expressing concerns of speeding vehicles at the school, particularly during pick up and drop off times. The clerk met with him on-site to assess the issue and hear his suggestions. The clerk informed Cllr Keal of the meeting and it was confirmed that SAM2 could be deployed there; it was suspended as the road was closed. The road markings (yellow zigzags) were very faded, and the clerk has reported them to the County Council. It was suggested by the clerk that council might consider asking the school to run a road safety poster competition and that the winning entry could be turned into a sign by the PC to mount outside the school to further raise awareness with drivers of the additional hazards that need to be considered around schools. The council like the idea and the chairman offered to contact the head teacher to propose it.

<p>Action: Cllr Keal to propose a School Road Safety Poster Competition.</p>

- c. Offshore Transmission Network update and request to act on points 2 and 4. The clerk had drawn attention to this with County Cllr Long in the agenda calling notice, it was reported that he had responded to explain that he was conflicted as the Chairman of the County Planning Committee as he would have to decide on this matter at the appropriate juncture. It was therefore decided that the Council would meet the request in part by making the public aware of the PC's support of the OTN movement.

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- d. Report of a fire smouldering on the allotments. The fire brigade had responded to a report of the unattended remnants of bonfire on 6th Nov, on arrival they were concerned over possible hazardous materials in the residue and extinguished the fire to prevent any possible toxic smoke. The allotment tenant was contacted, and he explained that the fire was his domestic waste and leftover residue from the arson on his shed earlier in the year, he was adamant there was no hazardous material but was unaware of any restrictions in the tenancy agreement as he stated he had never seen a copy. The clerk confirmed there wasn't a signed copy on file and cllrs in post when the current tenant took over confirmed that they had no recollection of a tenancy agreement. The clerk reported that fire residue at the allotments has subsequently been disposed of by the tenant and the holder was in agreement to sign a reviewed tenancy.

109/21 **Criminal Damage & Anti-Social Behaviour:**

- a. **Pavilion;** An incident involving 3 young people was noted on the 26 Oct 21 between 1600-1700hrs. CCTV provided clear images of the faces of 2 males but not the female. Whilst they spent the majority of the time playing a football game against the wall of the pavilion (commonly known as wall-ball, *which would explain past dislodged roof tiles*) they were observed swinging from the new goal posts net hanger, removing the poles that the flood lights are mounted on for AFC Lynn training and placing them in the goal post sockets on the pitch and the female was observed trying to open the front door. One male then twisted the CCTV camera that monitors the carpark through 180 degrees rendering it unable to monitor the area. Whilst no damage was done this time it was reported to the Police in the hope that they would be identified and discouraged from further tampering with AFC Lynn and PC property. They were provided with still images of the faces of 2 males, and they stated they would circulate to Beat Managers and schools to aid identification. Cllr Rust contacted them a week later having seen one of them attending a football match and he suggested to the Police that they might contact AFC Lynn representative to see if they recognised the individuals. The Police responded later saying that for GDPR reasons they could not do that, they did however contact the Chairman of AFC Lynn but refused to share the images with him. The schools that were contacted for assistance with identification were not those that serve the community. Further research by the clerk and on seeking advice from SLCC he found the following guidance in the [National Police Improvement Agency - Professional Practice Advice on Police use of digital images](#); which on page 13 para 1.4.1 states:

1.4.1 SHARING IMAGES TO ESTABLISH IDENTITY

There will be circumstances where it is necessary to share digital images with the general public, usually through the media, in order to establish the identity or the whereabouts of a person. This image sharing might be to identify offenders, victims and witnesses, missing persons or remains of a deceased person. When it is decided that the public's assistance is needed in the identification process, the wishes of the victim of an incident, if practicable, should be taken into account. Where consent is used as the basis for sharing images, this should amount to a genuine free choice for the individual. In many circumstances consent will not be the most appropriate basis for sharing images as sharing will take place within the exception for the purposes of prevention or detection of crime, apprehension or prosecution of offenders. These principles apply to all images and not only to digitally generated ones.

With that information the council is of the belief that the Police's decision to file the case as they have no avenues to identify the suspects is premature and that they have not followed the guidance. The clerk was asked to raise this as a complaint with Norfolk Constabulary and copy the Police and Crime Commissioner.

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- b. **Community Engagement Initiatives;** Cllr Keal has painted the rusty goal posts on the MH field and the clerk will contact AFC Lynn to source an old net to attach.

- 110/21 **Trod to Wighenhall St Marys proposal** – Cllr Ash reported that she had not received a response from a Middle Level Engineer after supplying further information and a map/sketch. Cllr Ash to hasten a response for the January meeting.

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

- 111/21 **Pavilion AED proposal:** Cllr Blackburn provided an update and options. Cllr Rust propose the BHF option of an Ipad AED (the same as at the Memorial Hall) in an external heated cabinet with locked code access, seconded by Cllr Ash and voted for in favour. Cllr Blackburn offered to contact the Bowls club to ask if they wished to contribute.

Action: Clerk to place order for BHF Ipad AED and outdoor heated code-locked cabinet and to obtain a quote for installation.

- 112/21 **Platinum Jubilee Tree;** Cllr Ash reported that the proposed tree to commemorate the Queen's Platinum Jubilee in 2022 had been further discussed with the MH Chairperson and an area of the field to the rear of the hall to the rear of and between at the goal and basketball area. She had obtained a quote from Anglia Landscapes of £275 to supply and plant 1x Copper Beech between 10-12ft tall. Council discussed and agreed that the more mature specimen planted by the company would have more assurance of success than a smaller specimen for cheaper price on the internet, another local supplier of specimen trees had not been identified. It was decided that metal guard to protect the tree was a good investment to protect the tree, Cllr Ward offered to research a suitable guard

Action: Cllr Ward to research a tree guard and inform the clerk to ensure available to supply to the landscaper when planting the tree. Clerk to order as per the quote agreed.

- 113/21 Cllr Rust informed the Council that he was withdrawing the proposal for the planting of a row of trees at the far end of the Leonard Towler Playing Field as although he made an application via Cllr Long for a 10 orchard trees pack from the Norfolk County Council Million Trees campaign, he had to seek clarification of application process for the scheme and by the time a response was received both the first and second tranches had been missed. Furthermore, the specimens reportedly being supplied were very young and would likely not survive with the football pitch being so close.

- 114/21 **Allotment Tenancy Agreement review:** the observations made following the allotment fire highlighted the lack of an up-to-date tenancy agreement to reflect the single tenant. The clerk carried out a review and presented amendments to cllrs prior to the meeting to review and comment. Further amendments made and the final draft proposed by Cllr Rust, seconded by Cllr Ash and agreed. Clerk to contact the tenant to arrange signing of the new agreement.

Action: Clerk to contact the tenant to arrange signing of the new allotment tenancy agreement.

The tree chippings that were smouldering were left by the UK Network Power Arboricultural team and they were not authorised to deposit them on the allotments, this will be addressed in a clearer brief of the UKPN team supervisor at their next visit.

- 115/21 **Annual Play Equipment Inspection review:** The clerk reported that he had been unable to locate the old chains and researched an alternate method of secondary restraint for the swings. During inspection of the main bolts, he found the inner 2 were loose again, it is suspected that the timber is

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starting to degrade and may be a cause. The bolts have been re-secured and secondary restraint installed. Council was advised by the clerk to consider budgeting to replace the swing timbers in the next year or 2 with close monitoring for rot around fixings.

116/21 **Maintenance of verges:** Awaiting public consultation advertised within the Parish Magazine.

117/21 **Planning:** the following applications were circulated by email for review online, there were no further comments:

a. Applications to consider:

i. [21/02171/F](#) | Demolition of an existing building and construction of a new detached 2-bedroom replacement dwelling | 28 St Peters Road Wiggshall St Germans – Supported.

b. Decisions notified by Borough since last meeting: None

118/21 **Items for the agenda of the Annual Meeting of the Parish Council to be held on 24th January 2022:** The agreement of the 2022/23 budget and precept demand. Issue with parked cars obstructing the St Mary’s bridge during angling weekends/events. Consideration of Community CIL grant application for the AED project.

The Chairman thanks those present for their contributions and closed the meeting at 9.41pm

Signature:

Chairman

Date

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

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Payments for Authorisation since last meeting.

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
05/10/2021	P J & B Jones Ltd	Grass cutting - LT PF	70	BACS	132.84
05/10/2021	P J & B Jones Ltd	Grass cutting - Bowls verge	71	BACS	19.20
05/10/2021	P J & B Jones Ltd	Grass cutting - Legge PI/Spar	72	BACS	24.60
05/10/2021	P J & B Jones Ltd	Grass cutting - MH PF	73	BACS	103.32
02/10/2021	Eon	Electricity - Street lighting	74	BACS	286.76
27/09/2021	Cllr M Fredisdottir	Festival Flowers	75	101904	18.00
11/10/2021	H M R C	PAYE Mth 7	76	BACS	103.60
11/10/2021	Clerk	Salary	77	BACS	424.67
11/10/2021	Tamar Telecom	Telephone inv 1287128	78	DD	5.99
11/10/2021	PKF Littlejohn	External Audit	79	BACS	240.00
11/10/2021	RBL Poppy Appeal	Donation	80	BACS	25.00
01/11/2021	P J & B Jones Ltd	Grass cutting - LT PF	81	BACS	132.84
01/11/2021	P J & B Jones Ltd	Grass cutting - Bowls verge	82	BACS	19.20
01/11/2021	P J & B Jones Ltd	Grass cutting - Legge PI/Spar	83	BACS	24.60
01/11/2021	P J & B Jones Ltd	Grass cutting - MH PF	84	BACS	103.32
18/11/2021	H M R C	PAYE Mth 8	85	BACS	103.60
30/11/2021	Clerk	Salary & Expenses	86	BACS	463.67
10/11/2021	Tamar Telecom	Telephone inv 1302671	87	DD	5.99

Income Since the last meeting

27/09/2021	Lynn AFC	Grants - CCTV			750.00
07/10/2021	AXA Ins - Keogh	Insurance Excess recovery			225.33
12/10/2021	Crown & Anchor	Newsletter Adverts			40.00
12/10/2021	M Flowerdew	Allotment rent			50.00
25/10/2021	Bowls Club	Water Recharge			142.11
11/10/2021	Caley Farms Ltd	Allotment Fees			420.00
05/11/2021	MCG Footcare	Newsletter Adverts			40.00