

**WIGGENHALL ST GERMANS PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD ON MONDAY 23rd MARCH 2022 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

**Present:**

Parish Councillors: Rob Keal (Chairman), David Rust, Cllr Margaret Bunkall, Margaret Blackburn, Scilla Ash, Robert Rawlings, Robert Ward and David Harrison (from the Co-option at item 35/22).

Parish Clerk: Mike Inder.

Borough Councillor: None

County Councillor: None.

Apologies: Borough and County Cllr Brian Long

Absences: Nil.

Public: 6.

**32/22 Opening & Election of Officers:**

Cllr Keal opened the meeting at 8pm, following the Annual Parish Meeting, welcomed everyone and stated that the meeting was being recorded. He stated the first order of business was to elect the Chairman and Vice-Chairman for the coming year.

- a. **Chairman:** Nominations for Chairman were invited, there was only one nomination by Cllr Blackburn, seconded by Cllr Rust for Cllr Keal; Cllr Keal accepted the nomination and was duly elected and signed the declaration of office.
- b. **Vice Chairman:** Cllr Ash nominated Cllr Rust, second by Cllr Rawlings and accepted by Cllr Rust, he was duly elected and signed the declaration of office.

**33/22 Apologies for absence** as stated above and accepted.

**34/22 Declarations of interest for items on the agenda:** None.

**35/22 Co-option to fill a casual vacancy for a Parish Councillor:** The clerk briefed Council on the process to be followed. The chairman invited Mr David Harrison, who had expressed an interest in becoming a Councillor, and declared that he fulfils the criteria in accordance with the LGA1972, to introduce himself. Having given a presentation of his experience in other organisations and how could contribute to complement the existing cllrs. Council voted to co-opt him unanimously, and he was informed by the Chairman that he was duly co-opted and invited to take his seat on the Council. He signed his declaration of office in the presence of the Proper Officer (clerk) and was provided the declaration of pecuniary interest form to complete and return to the clerk within 28 days (completed after the meeting closed).

**36/22 To hear reports from officers:** None received.

**37/22 To hear from the public:** A member of the public highlighted an issue with road drainage in the vicinity of 2 Lynn Rd, where significant puddling of rain is being splashed onto his wall and that of neighbours' properties, damaging the brickwork and soaking pedestrians on the narrow path where they have no way of avoiding the splash. The clerk had received a similar report from the owner of 1 Lynn Rd on the opposite side of the road and said he would follow up with Highways to seek a solution.

<p><b>Action:</b> Clerk to contact Highways to seek a solution to the standing rainwater in the vicinity of 2 Lynn Rd.</p>
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A member of the public queried methods of flood warning since the withdrawal of the sirens. A collective answer was provided including the EA subscription service, local radio, TV and internet.

- 38/22 **Approval of Minutes of the meeting held on 28th Mar 2022:** 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 were signed by the chairman.
- 39/22 **Finance:**
- a. Authorisation of payments: All agreed to authorise and ratify the payments at Annex A.
  - b. Accounts Reconciliation: Accounts reconciliation prepared by the clerk was presented and a sample audit carried out by Cllr Rust.
- 40/22 **Annual Governance and Accountability Report (AGAR):**
- a. Declaration of exemption from Limited Assurance Review: having fulfilled the criteria to qualify for exemption the council resolved to do so.
  - b. The Council had received the Internal Audit report as part of the AGAR process, the AGAR sections were all reported in the affirmative and there was a minor observation raised regarding the title block of minutes since the last Annual Meeting stating that the meeting was an 'Annual' rather than Ordinary meeting. This was a simple non-contextual error, corrected and initialled by the chairman.
  - c. Accounting Statement (page 6): The RFO stated the accounts and explained the variances from last year. Council resolved to approve the Accounting Statement.
  - d. The Annual Governance Statement was agreed, and Council approved it.
- 41/22 **Memorial Hall AED:** it was reported that the AED had been used at an incident and taken by the Ambulance crew who had attended. The clerk contacted the EEAST and was informed of the process to recover it after it had been sanitised and checked for serviceability. Mr Pover from the Walpoles CFR team, who has taken responsibility for carrying out monthly checks of the AED, offered to recover and reset the AED, new defib pads were required along with a set that the PC owed him for ones he had replaced having been found opened in January. The clerk purchased the pads, and the AED has been confirmed as having worked as it should and being ready for future need. In the interim period the clerk had received the new cabinet to go with the 2<sup>nd</sup> AED purchased for the LTPF pavilion. It had been agreed to proceed with the installation using the one quote obtained to expedite having an AED available for use while the MH one was being recovered.
- Lessons identified regarding the recovery and reset process have been noted for future. The new 2<sup>nd</sup> AED has been commissioned by Mr Pover and registered on the 'Circuit' system. The Council asked the clerk to advertise its location and how to access it (as it is in a code locked cabinet due to its remote location) by the widest possible methods in the community.
- The clerk also notified Council that Mr Pover had offered AED familiarisation and CPR training for the public and the Memorial Hall Ctte have provided hall hire free of charge for the training. A first date of 30 June 22 at 7pm has been agreed and will be advertised widely.
- 42/22 **Updates on actions from previous meetings:**
- a. The LTPF AED cabinet arrived in early May and as outlined in item 41/22 has been installed and commissioned.
  - b. The Platinum Jubilee Tree Dedication – The agreed slate plaque was received, and Cllr Ward offered to mount it on a backing board and install it in the tree guard to protect it. It was agreed to conduct the dedication of the Tree as part of the ceremony to open the Jubilee event at 1pm on 3<sup>rd</sup> June. Cllr Ash, whose idea it was to plant the tree, was nominated by Council to conduct the opening ceremony. Cllr Blackburn offered to support her and cover the media and publicity aspects. The Sunshine Club representative was content with the plan and contributors to the tree will be invited to be present at the ceremony.

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- c. Cllr Rust reported further littering and dog fouling at the LTPF and the Borough Council Enforcement officer has investigated using evidence provided. Cllr Rust also reported that there have been no further incidents of note since then.
- d. Village information board – Cllr Ash is continuing to research the idea but has been focusing on the St Mary's Trod and will return to the proposal in due course and notify the clerk when it needs to put on the agenda again.
- e. Storm damaged trees at the Bowls Club and LTPF: the clerk reported that the contractor had been delayed due to his chipper breaking down and it took 7 weeks to obtain the spares to repair it, he anticipated getting to the job in the next few weeks.

43/22 **Traffic and Highways Issues:**

- a. The clerk reported that he had informed the Highways Engineer of the Council's decision to proceed with the posts at the corner of School Road and Lynn Rd to prevent cars cutting across the verge in a hazardous manner. Cllr Brian Long agreed to use his Members' Allowance to cover the £800 cost.
- b. Cllr Keal reported ongoing issues with the SAM2 had been diagnosed by Westcotec, with several components totalling £960 needing replaced. The go ahead was given as there is no alternative to restore the system and council ratified the decision.
- c. Cllr Keal supplied prizes for the 3 winning entries for the School Road Safety Sign competition. Cllr Rust reported the signs had been manufactured by Kings Lynn Signs, who had provided the cheapest of 3 quotes for the production of those along with the new LTPF sign, there was a delay in finishing them of a couple of weeks due to the supplier being extremely busy with orders.
- d. The Road Safety Steering Group that was formed following the last meeting had Terms of Reference drafted by the clerk and shared with the group and cllrs for agreement ahead of the meeting. The draft was accepted and duly adopted.
- e. The clerk provided an update on the inaugural meeting of the Road Safety Steering Group with stakeholders (Head of the School and Highways Engineer). A productive meeting with introductions and understanding of issues and limiting factors discussed. Some examples of ideas and initiatives include speed limits, emphasis of speed limits, 'white gates', road junction priority change, traffic calming, and other awareness initiatives and enforcement all covered. There are some aspects that were identified as solutions that were low cost and easy to carry out, others were identified as drawn out and costly processes whilst others were discussed as having pros and cons that need to be fully explored. It was agreed that any significant initiatives would be done in consultation with near neighbours of the areas. There are still vacancies on the steering group for volunteers who feel they can contribute.

44/22 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. The clerk received an email regarding and enquiry to purchase a closed phone box, council is unaware of a phone box for sale. The clerk had responded requesting further information but has had no response. Matter closed.
- b. The OASC Hon Sec had emailed to thank the PC for its support in their CIL community Fund application, which they were awarded and have now got the new changing facility in place.
- c. Cllr Rust reported further storm damage to trees near a power line at the playing field has been reported to UKPN.
- d. The Walpoles CFR rep had contacted the clerk to make enquiries on behalf of the ambulance trust to carry out their training of CFR teams in Falls, he was put in touch with the Memorial Hall Sec.

45/22 **Trod to Wighenhall St Marys proposal** – Cllr Ash reported that the request had been granted and that the Middle Level Commission was applying for permissive path status. Work is already evident in the positioning of a hedgerow to facilitate the trod route proposed. Council congratulated Cllr Ash on her resolve since taking over the project and progressing it when it has taken over 3 years to reach this point!

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- 46/22 Newsletter update: having been delayed due to lack of content contributions the Editor had managed to complete and have it produced and distributed to Cllr for distributing in the community in time for the Annual Parish Meeting. (*Thanks Cllrs -Ed*)
  
- 47/22 **Planning:** the following applications were circulated by email for review online, there were no further comments:
  - a. Applications to consider: *late notice application not on the agenda:*
    - i. 22/00794/F | Retrospective Change of use from 'Paddock' to extended 'Haulage Yard including retention of Canteen, Sauna & Gazebo | Wiles Haulage Eau Brink Road Eau Brink Tilney All Saints Norfolk PE34 4ST. Received on 21<sup>st</sup> May and insufficient documents available on the planning website yet to come to an informed opinion the PC decided to defer a decision and use the Planning Policy process.
  - b. Decisions notified by Borough since last meeting:
    - i. 21/01658/F | Static caravan to be permanently housed in garden, the caravan has been sited since planning consent was granted for works to the building on 15th October 2014. | Two Acres 12 Mill Road Wiggenhall St Germans King's Lynn Norfolk PE34 3HL. Supported with condition of ancillary use to main residence within the garden. Decision to refuse is pending official notice.
  
- 48/22 **Items for the agenda of the next meeting of the Parish Council to be held on 25<sup>th</sup> July 2022:**
  - a. Cllr Rust raised a resident s request for the topping out of large conifer on Mill Rd that are excessively blocking sunlight from their property. Clerk and Cllr Rust to hold a site meeting to review the scope and then obtain quotes. Albeit the annual budget expenditure for trees has already been reached with the recent storm damage.
  - b. Members’ Allowance, the clerk briefed council on the Borough Council recommendations and explained he had sought clarification on a controversial aspect before presenting it to Cllrs.
  - c. Cllr Blackburn highlighted parking congestion at the Bowls Club when there is a home match for AFC Lynn over the period when seasons overlap. The Clerk suggested further research to identify the scale of the issue would help with identifying viable solutions and decision making.

The Chairman thanks those present for their contributions and closed the meeting at 9.30pm

Signature: .....

Chairman .....

Date .....

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

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## Annex A

**Payments for Authorisation since last meeting.**

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
07/04/2022	E-On Next	Pavilion Electricity 46603967	1	BACS	6.06
07/04/2022	PJ&B Jones Ltd	Grass cutting SI-590	2	BACS	114.00
07/04/2022	npower	Street lighting Electric IN03164525	3	BACS	454.98
07/04/2022	Petroglyph Decroative Engraving	PJ Tree Plaque inv 013	4	BACS	49.99
07/04/2022	NCC	PPS Fitton Road Trod	5	101905	3,450.00
07/04/2022	Norfolk ALC	Annual Subs inv 349	6	BACS	255.07
07/04/2022	M Inder	SLCC Subs reimbursement	7	BACS	77.50
10/07/2022	Tamar Telecommunications	Virtual Phone Inv 1379030	8	DD	5.99
18/04/2022	HMRC	PAYE Mth 1	9	BACS	107.80
29/04/2022	M Inder	Salary Mth 1	10	BACS	441.65
02/05/2022	PJ&B Jones Ltd	Grass cutting SI-5605	11	BACS	228.00
10/05/2022	Tamar Telecommunications	Virtual Phone Inv 1394225	12	DD	5.99
05/05/2022	WAVE	Water Bill LTPF	13	BACS	34.47
18/05/2022	HMRC	PAYE Mth 2	14	BACS	107.80
31/05/2022	M Inder	Salary Mth 2	15	BACS	473.54
25/04/2022	EE	CCTV Sim V01981151311	16	DD	10.92
16/05/2022	John Cross	Internal Audit Fee	17	BACS	35.00
16/05/2022	M Inder	Reimbursement for AED pads x 2	18	BACS	95.88

**Income Since the last meeting**

05/04/2022	Caley Farms Ltd	Allotment 6 months rent	1	BACS	420.00
07/04/2022	BC KL&WN	Precept	2	BACS	20,000.00
16/05/2022	AFC Lynn Napier	LTPF Rent 2022/23	3	BACS	750.00

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