

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 26th SEPTEMBER 2022 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

Parish Councillors: Cllr David Rust (Chairman), Margaret Bunkall, , Scilla Ash and Robert Ward.

Parish Clerk: Mike Inder.

Borough Councillor: None

County Councillor: None.

Apologies: Cllrs Rob Keal, Margaret Blackburn, David Harrison and Robert Rawlings.

Absences: Nil.

Public: 6.

63/22 **Opening & Apologies for absence:** Cllr Keal had given notice of ill health. Cllr Rust stepped in to Chair the meeting and apologies as submitted above were accepted. Cllr Rust reminded all present that the public participation was limited to the 15-minute session as recent meetings had tended to overrun, all were asked to keep to topic. A minute's silence to mark the passing of Her Majesty Queen Elizabeth II was held.

64/22 **Declarations of interest for items on the agenda:** None

65/22 **To hear reports from officers:** None received.

66/22 **To hear from the public:** There were 4 residents who made representation regarding the play equipment at the Memorial Hall playing field, they expressed a wish to see more equipment to engage older children and offered their help in any project to achieve that aspiration. Cllr Rust proposed to move item 78/22 up the agenda to be transacted after the public forum and for them to participate further once they had heard the reports, seconded by Cllr Ash and agreed.

The topic of roads and flooding at 2 Fitton Road was raised for an update and that was explained by the clerk to have been reviewed by the Highways Engineer. Drains would be checked and cleared but the root cause of the problem is the surface profile which would not be addressed until the road was next resurfaced.

Public Transport was raised again, and it was decided to forward comments to Borough/County Cllr Long for his consideration on how to engage with the service providers through Borough Council channels to address the comments and suggestions for improvement in service provision that might see more customers to help reverse the trend of reducing services further in response to falling patronage.

67/22 **Approval of Minutes of the meeting held on 25th July 2022:** Having been previously circulated, the minutes were proposed by Cllr Ash, seconded by Cllr Ward, and agreed as a true reflection of the meeting. The minutes were signed by the chairman.

68/22 **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.

_____ (Initial)

- 69/22 The Council's governance documents had been reviewed between meetings and a couple of minor amendments made. The Council's orders, regulations and policies were proposed for acceptance en bloc by Cllr Ash, seconded by Cllr Bunkall and agreed by Council.
- 70/22 The clerk provided a report on actions carried out during Op London Bridge; the action plan in place had ensured that arrangements had been carried out smoothly. A book of condolence was opened at the church and under revised guidance will be archived locally when closed at the end of September, a letter of condolence will be drafted for signature by the Chairman to send to the HM the King's Private Secretary to include the notice that the community had an archived the book of condolence.
- 71/22 **Updates on actions from previous meetings:**
- a. Cllr Rust reported that the work to increase parking at the LTPF with tree work and fence re-profiling had been completed. The remaining plantings need to be spread to areas in need of filling and Cllrs Ward and Rust stated they would arrange that. The concerns regarding vehicles being able to drive around the fence into the car park are going to continue to be monitored and extension of the fencing or other means considered if necessary.
 - b. An update on the installation of the Pandemic Plaque was provided by Cllr Ash; the Memorial Hall Ctte were in agreement to mount it in the entrance lobby to the hall and she would liaise with Cllr Ward to mount the plaque.
 - c. A report on the Ladies Group presentation on Local Government and the Parish Council by the clerk. The clerk was invited to the Ladies Group meeting on 15th Aug to give a presentation, there were approximately 16 members and a guest parishioner present. The group participated in an interactive presentation and seemed to appreciate the session. The focus was on the roles and responsibilities of the PC, Cllrs and clerk and how they integrate into the rest of the Local Government organisation. A lively Q&A session at the end of the presentation was monopolised by the guest who wanted to raise a specific highways issue at the corner of Fitton/Lynn Rd, the previous exhaustive efforts were explained with there being no solution that is feasible nor acceptable to all interested parties and stakeholders.
 - d. Street name signs notified by Cllr Ash at the last meeting were re-reported by the clerk in Aug.
- 72/22 **Traffic and Highways Issues:**
- a. The clerk reported that there is no update on the installation on the corner of Lynn Rd/School Rd.
 - b. Cllr Keal was not available to report.
 - c. Reported drainage issue near 2 Fitton Road. The clerk reported that he had received photos from the resident and forwarded them to the Highways Engineer. The Highways Engineer has assessed the issue and determined that the long-term solution would be reprofiling during a resurfacing of the road, this is on the plan but is a low priority and not likely to be carried out in this or the next FY. However, he would order a drain clearance to try and reduce the standing water that does reach the drains. The wider area damage to roads and verges as a result of the drought period has been significant and NCC Highways have been surveying and are now reviewing priorities for works with Watlington Road and Eaubrink Road already known to be in need of more urgent repair.
 - d. Cllr Rust provided a report on the work of the Road Safety Steering Group; and the Parish Partnership Scheme application has been completed and is ready to submit. Council agreed to proceed with the PPS application for a 50% grant to ward the cost of the temporary advisory speed limit 'wig-wag' signs at a cost to budgeted for in the precept planning for 2023/4 of £1529 (50%).
- 73/22 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:
- a. The St Germans Bridge Charity plan to submit a survey in the next newsletter for additional assistance with energy costs for most vulnerable and needy residents.
 - b. Email from resident requesting assistance in re-instatement of WSG FP6. Cllr Rust had already reported path and subsequently the finger post that had been removed/knocked over.

- c. Live Music Licence renewal reminder – cancelled as not required in the foreseeable future.
- d. Notice from BHF re the MH AED software and how to check if update required. Mr Polver has identified that the MH AED requires the update and is making arrangements for the end of Sep. The LTPF AED is ok.
- e. External Audit – option to opt out of the external auditor arrangements, agreed to remain opted in due to the cost and complexities of opting out.
- f. Updates on Offshore Power Network and East Anglia power lines. Template email sent to MP on 25 Aug, no response.
- g. Fly Tipping Hasting Lane reported x 3. The 2 on Borough Council areas have been cleared and the one on the EA land has yet to be cleared (1 week since reported).
- h. Request from member of the public for update on the closed bridge on WSG FP5. The Bridge is anticipated to be repaired and re-opened by the end of 2022.
- i. Notice of BC Planning Parish update sessions (12 & 18 Oct). Clerk is booked on a session.
- j. Further correspondence regarding poor public transport – member of the public referred to Borough/County Councillor to make their point directly.
- k. Email from resident offering assistance with a Play Equipment project. Representation present and item discussed at 78/22.
- l. Complaint by telephone from resident of Eaubrink Road regarding subsidence and poor state of the road following re-opening. Update from clerk provided to the resident following correspondence with NCC Highways Area West Engineer.
- m. Notice of rescheduled Norwich Western Link consultation.

74/22 Cllr Blackburn was due to propose that the PC consider a contribution under S.137 toward the Warm Spaces initiative discussed at the recent MH ctte meeting. She reported in her absence that the MH Ctte wanted to find out more about the scheme before committing, the PC will await an update.

75/22 Trod to Wiggshall St Marys proposal – Cllr Ash reported that the Middle Level Commission are yet to submit the application for the permissive path, but work is progressing towards doing so.

76/22 Newsletter distribution – expected to be published in late Oct for distribution in Nov. Cllr Bunkall asked if the annual IDB Flood information leaflet could be distributed at the same time, the clerk agreed if she could arrange for them to be delivered to her by mid Nov at the latest.

77/22 **Planning:** the following applications were circulated by email for review online, there were no further comments:

a. **Update on current applications:**

- i. [22/01151/FM](#) | *Installation of a Battery Energy Storage (BESS) comprising; self-contained battery modules on skids; transformers; Power Conversion Systems Modules; Control Building; electrical connection compound including substation; control and storage containers; underground cables and conduits; access track; security fence; acoustic fence; temporary construction compound and associated infrastructure; bund and planting scheme | Land NW of High Road Saddlebow Norfolk*

The clerk reported that the Fire Service consultation had been submitted without objection and that the Highways access was being re-visited as the current plans don't meet the splay criteria. No update on the request for a noise survey at the OASC.

b. **Applications to consider:**

- i. [22/01549/RM](#) | *Reserved Matters: Construction of 4 Detached Dwelling Houses | Land NW of Willow Farm 45 Mill Road Wiggshall St Germans Norfolk*

Cllrs considered the application and ahead of the meeting the clerk has sent an email to the BC planning officer and agent asking for clarification on the amendment to the farm access track location and the corresponding impact on PROW FP6 where it appeared to be conflicting with boundaries. Revised drawing and a response to the comments by the agent have subsequently been uploaded. The BC Access Officer has also been consulted but their response has not been seen yet. The Council decided that the response and drawing regarding

_____ (Initial)

FP6 were still unclear, and that the agent's drawing shows the FP going through the dense tree and hedgerow along the Willow Farm Boundary. The plans seem to correspond with the NCC Interactive Map but that does not show the trees and hedges. A further query to the BC and NCC Access officer is to be submitted to query whether FP6 has over time meandered wider than its original path shown to navigate around the dense hedgerow and that has brought it into conflict with the property that is being proposed for development? Furthermore the assumption that the IDB will build a footbridge for FP6 to cross the new drainage ditch to the North of the site needs to be further explored as the NCC Access officer has stated in the past that the maintenance of FP6 in that area is the responsibility of the landowner, so any new bridge on the land would need maintenance in the future this needs to have the responsibility clarified and agreed to prevent future issues that might lead to the prolonged closure of the FP while responsibility is resolved. The materials and colour specifications do not appear to be available yet to comment on, the clerk will request that information be made available, and a comment submitted accordingly.

- c. **Decisions notified by Borough since last meeting: None at time of publishing.** None.

78/22 To receive the annual play equipment inspection report and report of vandalism to the safety surface in the enclosed park and determine actions.

- a. To hear immediate actions taken on report findings: mostly low risk observations of ongoing matters such as cleaning and painting. However, the timbers of both swing sets were identified as rotten beyond safe continued use and the clerk was called and attended during the inspection. The clerk then removed the swings to remove the high risk identified.
- b. To consider quotes for replacement of unsafe swings. The Clerk obtained 3 quotes and they were presented to council. He noted that the quotes all had different proposals for the repair of the wetpour safety surface which needed to be quoted for on a like for like basis for a fair comparison of quotes to be made; he has requested each company provides quotes for the 3 suggested repair options and will forward to cllrs once received. This replacement of swings is seen as a priority and council will need to consider funding source and grant timetables to expedite in an acceptable timeframe.
- c. To consider a second phase of play park development to satisfy the needs of older children. This is the main area of focus for the members of the public in their representation to Council. The clerk had met one of the residents when removing the swings and was aware of their concerns and invited them to attend. The clerk also took the opportunity to obtain a quote to replace the 2 flat junior swings with a basket/nest swing, this is a popular item and has the benefit of being suitable for all ages, is suitable for inclusive needs and collaborative play. The clerk had also obtained ideas and quotes for a variety of 'Phase 2' play equipment. Cllr Rust proposed that a Working Group could be formed with the council steering the volunteers in carrying out the work needed to engage and consult with the community for what they would like to see, engage with the MH ctte for permission to increase the footprint of equipment and install it and to research fund raising and grant opportunities. The proposal was seconded by Cllr Ward, who also said he was content to be part of the working group (Cllrs not present and any future cllrs will be invited to join the group too). The clerk stated that he would draft Terms of Reference for the Project Play Park Working Group and took contact details for the 4 volunteers who were keen to be involved.
- d. The clerk had contacted the MH and after discussion it was ascertained that the CCTV system does not cover the play park. The MH ctte offered to install an additional camera on the Memorial Hall CCTV system to cover the play equipment providing the PC met the costs. (Quote provided by MH £515 net, £865 inc VAT). Cllr Rust queried the spec of the camera quoted as it would be preferred if it was night vision capable similar to the LTPF cameras. Clerk to check and report.

79/22 **Items for the agenda of the next meeting of the Parish Council to be held on 28 Nov 2022:**

- a. Members' Allowance, the clerk withheld it from this agenda due to the time constraints to do justice to the proposal.
- b. Cllr Rust raised the issue of the overgrown hedgerow on Mill Rd where a resident complained that in avoiding oncoming traffic the hedges had damaged their car. Cllr has advised to report the hedge via the NCC Report a problem website, to be monitored for action and reported on for hastening at next meeting if required.

The Chairman thanks those present for their contributions and closed the meeting at 9.15pm

Signature:

Chairman

Date

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

_____ (Initial)

Annex A

Payments for Authorisation since last meeting.

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
19/07/2022	M Coleman	Flowers - Festival	38	BACS	50.00
22/07/2022	Kings Lyn Signs	Roads Safety Signs 21993	39	BACS	203.10
25/07/2022	EE	CCTV Sim V02010169022	40	DD	10.92
28/07/2022	E-On Next	Pavilion Electricity 61585029	41	BACS	32.07
28/07/2022	Start Traffic Ltd	Traffic verge Posts SO208741	42	BACS	58.58
02/08/2022	PJ&B Jones Ltd	Grass cutting SI-653	43	BACS	120.00
10/08/2022	Tamar Telecommunications	Virtual Phone Inv 3674056	44	DD	6.29
18/08/2022	HMRC	PAYE Mth 5	45	BACS	107.80
31/08/2022	M Inder	Salary & Expenses Mth 5	46	BACS	454.36
05/08/2022	WAVE	Water Bill LTPF 10858640	47	BACS	121.25
15/08/2022	The Play Inspection Co Ltd	Annual Inspection 55620	48	BACS	83.94
25/08/2022	David Rust	LTPF gate keys and warning tape	49	BACS	18.99
24/08/2022	E-On Next	Pavilion Electricity 66492706	50	BACS	44.23
04/09/2022	Steve Winter Fencing & Landscapes	LTPF fence re-alignment	51	BACS	850.00
15/08/2022	EE	CCTV Sim V02019651385	52	DD	10.92
18/09/2022	HMRC	PAYE Mth 6	53	BACS	107.80
30/09/2022	M Inder	Salary & Expenses Mth 6	54	BACS	481.93
08/09/2022	PJ&B Jones Ltd	Grass cutting SI-662	55	BACS	240.00
10/09/2022	Tamar Telecommunications	Virtual Phone Inv 3689251	56	DD	6.29
15/09/2022	Caley Forestry	LTPF Bowls Car Park Trees inv 76	57	BACS	300.00

Income Since the last meeting

21/07/2022	Three Counties Reflexology	Newsletter Advertising inv16	12	BACS	40.00
25/07/2022	Cater	Newsletter Advertising inv5	13	BACS	10.00
05/09/2022	Shaun Hagen	Newsletter Advertising inv 4	14	BACS	40.00
05/09/2022	Lisa Emerson - Tin Can Potteries	Newsletter Advertising inv 20	15	BACS	20.00
09/09/2022	St Mary's B&B	Newsletter Advertising inv 11	16	BACS	20.00
09/09/2022	Jon Poole Landscaping	Newsletter Advertising inv 9	17	BACS	20.00

_____ (Initial)