

WIGGENHALL ST GERMAN'S PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 28th NOVEMBER 2022 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

Present:

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

Parish Clerk: Mike Inder.

Borough Councillor: B. Cllr Long.

County Councillor: C. Cllr Long.

Apologies: Cllrs Margaret Bunkall, Robert Rawlings and B. Cllr Ayers.

Absences: Nil.

Public: 5.

80/22 **Opening & Apologies for absence:** Cllr opened the meeting and received apologies as above that were accepted.

81/22 **Declarations of interest for items on the agenda:** Cllr Blackburn declared an interest on item 85/22.c. All Cllrs were given a dispensation by the clerk to review the budget at 85/22.e.

82/22 **To hear reports from officers:** Cllr Long provided a summary of recent Borough and County Council business and his new roles.

83/22 **To hear from the public:** County Council Officers from Community and Environment Services were present and provided a brief on the "1 Million Trees for Norfolk" project. The Parish has been identified as a priority area in conjunction with Forestry England (FE) for the project. 3 plots, totalling 26 Hectares have been identified and are shown on the leaflet attached at Annex B. The project is aimed to provide multiple benefits; the obvious climate change benefits along with public amenity for health and wellbeing with access for walking and biodiversity on what is all currently arable land. The Project team stated that they would like local consultation and would arrange a drop-in day in January 23 to hear local knowledge, provide an update on progress and answer questions. If the project meets all the criteria for approval and funding is secured, then the planting is anticipated to be circa Jan-Mar 2024.

The floor was opened for questions:

Q1. What species of trees – mixed broadleaf with areas for planting to a specific design in sympathy with local features.

Q2. Management of the trees after planting – Yes, the trees would be managed under contract by the NCC and any trees that fail will be replaced. Protection from deer as the trees develop will likely be installed.

Q3. Parking at plots 2&3 to ensure accessibility for wide range of population – This will need to be explored as it had not been considered to date.

Date of the drop-in day will be announced in due course and the PC asked to assist in publicising it.

A resident raised an issue with regards the PC's perspective of the on-going issues at the Lynn/Fitton Rd junction as portrayed in the Newsletter Chairman's report (*The Chairman's reference to major road and bridge works being an historic feasibility reference and not a current plan as it may have been interpreted*). He continued to revisit a series of related issues regarding local businesses in the Parish that necessitate increased HGV traffic, lack of restrictions on HGVs, road conditions and signage. Borough Councillor Long restated the legal aspects that the PC had previously responded to the suggestions with regarding the rights of access that would still exist

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regardless of any restrictions imposed as the weight limit would not be an 'absolute' one, for example to protect a weak bridge. Only approved signage could be installed. The Chairman offered to discuss the matter outside of the meeting with the County Cllr and Highways to cover the issue brought to light of the camber on the corner exacerbating the lean of high-sided vehicles that had contributed to the latest collision with the property on the corner.

A resident was also present with an interest in a planning item.

- 84/22 **Approval of Minutes of the meeting held on 26th Sept 2022:** Having been previously circulated, the minutes were proposed by Cllr Ash, seconded by Cllr Rust, and agreed as a true reflection of the meeting. The minutes were signed by the chairman.
- 85/22 **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.
 - c. The RFO had presented a report on the first annual water bill re-charge to the Bowls club. The charge had been higher than anticipated, due primarily to the 225 m³ used for irrigation of the green during the summer drought conditions as a proportion of the total Bowls potable usage of 245 m³, by comparison the LTPF pavilion used 15 m³ over the same period. Cllr Blackburn asked if consideration might be given to a rebate based on the saving in sewage charge that the installation of the irrigation meter had enabled the PC to make. The RFO explained that the saving is not a real term saving, it is just that additional charges have not been levied for unmetered sewage element where we can prove water consumption rate for irrigation. Cllrs agreed that given the many preceding years that the re-charge of water to the Bowls club had been overlooked then it was not something that they wanted to consider at this juncture.
 - d. The Council were notified of the NJC pay settlement for Local Council employees and the clerk's salary and back pay have been calculated in line with the contract.
 - e. The RFO presented a draft budget to cllrs ahead of the meeting and had responded to queries in turn. There were no other comments and the RFO invited cllrs to notify him of any items or considerations for the budget ahead of the meeting in January when the budget and precept will be decided.
- 86/22 **Play Park Project:**
- a. The establishment and the organisation of the Play Park Working Group was deferred until the volunteers were able to attend the meeting.
 - b. Terms of Reference – Draft TORs for Play Park Working Group were circulated in advance and proposed for adoption by Cllr Ash, seconded by Cllr Rust and duly adopted.
 - c. No reports from the Working group available yet.
- 87/22 **Play Equipment replacement swings:** The clerk had refined quote specifications as requested and circulated the revised quotes for consideration. Cllr Rust proposed that the metal rather than timber specification as it would be more enduring and that the resurfacing of the entire patch in the fenced area under the infant swings would have less edges for deterioration and vandalism. Cllr Ash seconded the proposal for Kompan Option 1 and the vote was carried unanimously. The Clerk will submit a CIL Infrastructure Community Grant application in January 23 to cover the shortfall in funds available for the project.
- 88/22 **Memorial Hall CCTV extension proposal:** The clerk had obtained the additional information requested by Cllrs and Cllr Rust had provided a report to clarify the technical details in comparison to the system recently installed at the LTPF. The cost/benefit was discussed and cllrs agreed that there was insufficient confidence that the investment in another camera would

prevent vandalism, nor lead to effective prosecution to recover costs of damage. It was decided not to proceed with the proposal.

89/22 **Members' Allowance:** The allowance was initially reported on in May and was suspended for consideration pending further information on the allowance and the impact on the budget and administration of the allowance. Whilst accepting the merits of the allowance for improved recognition and to potentially attract a more diverse membership the council decided not to introduce it. The Clerk reported that he was made aware at another Council meeting that the BC monitoring officer had stated that there was no 'right' for individual cllrs to claim it and it was at the discretion of councils and that she would notify councils of that guidance (not received to date).

90/22 **Planning.**

- a. Update on current applications:
 - i. [22/01151/FM](#) | Installation of a Battery Energy Storage (BESS) | Land NW of High Road Saddlebow: EOT query. To note Borough Cllr Kemp's correspondence to the Planning Officer expressing concerns regarding the Fire Services' policy on intervention and the unknown content and toxicity of fumes in the event of fire being permitted to burn out. No further action deemed necessary but being followed with interest.
 - ii. [22/01549/RM](#) | Reserved Matters: Construction of 4 Detached Dwelling Houses | Land NW of Willow Farm 45 Mill Road Wiggshall St Germans Norfolk: PC PROW location and footbridge queries addressed (ongoing research to PROW location and change to piped crossing instead of bridge), EOT requested for PC consultation response pending PROW determination. NCC Access Officer letter dated 24 Nov, with a holding objection to ensure the PROW is properly reinstated and maintained was deemed satisfactory to withdraw the PC objection.
- b. Applications to consider:
 - i. [22/01590/F](#) | Detached dwelling with garage and landscaping works incidental to the development area. (Revised design to planning consent 18/01288/RM) | 48 Common Road Wiggshall St Mary The Virgin KINGS LYNN Norfolk PE34 3EN. Cllr Harrison queried the footings for the garage becoming 2-storey, the clerk stated that whilst a valid concern that it was a building control matter and not a planning consideration. No other comments and Council voted to support the application.
 - ii. [22/02012/F](#) | 3 High Road Saddlebow King's Lynn Norfolk PE34 3AW. No comments and application supported.
 - iii. [22/01971/F](#) | VARIATION OF CONDITION 2 OF PLANNING PERMISSION 14/01228/F: Proposed extension to existing dwelling with an associated garage block | Two Acres 12 Mill Road Wiggshall St Germans King's Lynn Norfolk PE34 3HL. Council had no comments and were neutral on the variation.
- c. Decisions notified by Borough since last meeting:
 - 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. PC Supported - Permitted.

91/22 **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 had been spread courtesy of the Bowls club, for which a vote of thanks was recorded. The recent addition of the extension of fencing to try and prevent vehicles accessing the car park from the adjacent farm track had proven ineffective with the driver driving further in to access the car park. Cllr Rust had discussed the issue with the contractor who installed the fence and he suggested that rather than extending the fence which may obstruct farm machinery access on the adjacent land, that a ditch/trench could be dug along the boundary to prevent vehicular access without creating an above ground obstruction. This solution will be discussed with the stakeholders and reported back to council.

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- b. The installation of the Pandemic Plaque in the Memorial Hall entrance lobby to was completed by Cllr Ward.
- c. Report on the progress of research into a Memorial Hall Warm Spaces initiative. Cllr Blackburn provided an update that the matter was going to be further discussed at the next Ctte meeting on 1st Dec. In the meantime, Cllr Ash in her Memorial Hall Ctte capacity had applied for the Warm Spaces grant of £2000 and had received the grant which can be used in a variety of ways to be decided to support the initiative.
- d. Overgrown hedge on Mill Road on the boundary of the vacant plot between 62 and 72. The hedge and brambles are to be reported to the NCC as the owner has not been identified.
- e. The clerk reported that the MH AED had, after 3 attempts, been collected and the software updated as per the recall advice. The AED has been returned to service and a vote of thanks to Mr Polver given for his determination in resolving the issue.
- f. Remembrance Service – Cllr Harrison stepped in at short notice to represent the PC and lay the wreath at the Remembrance service. Vote of thanks to Cllr Harrison.

92/22 **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. Wiggenhall St Germans FP5 (from Fitton Rd to the river) has had the bridge repaired and the FP is now open. However, in the intervening period the land has been cultivated and the FP needs to be re-instated to a condition where it is suitable to pass along as a PROW. Clerk to report to NCC Access Officer.
- c. Cllr Keal summarised the report from School Road and will forward the data to the clerk for further analysis and uploading to the website.
- d. Cllr Rust provided a report on the work of the Road Safety Steering Group; and the Parish Partnership Scheme application has been completed, Westcotec have given an undertaking to hold the quoted price and the PPS application has been submitted. Cost has been budgeted for in the precept planning for 2023/4 of £1529 (50%).
- e. Fitton Road HGV collision with residential property since the last meeting was reported in the local press. The ongoing issues were raised in the public forum and Cllr Keal gave an undertaking to further explore options with NCC to alleviate this persistent and unacceptable problem.

93/22 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. Borough Council notice: MVV Medworth Combined Heat and Power Facility – Development Consent Order (DCO) accepted for Examination and dates for period for Relevant Representations to be submitted.
- b. Norfolk ALC Help in a Crisis Information. Published on the website and newsletter.
- c. Borough Council notice: Examination of King’s Lynn & West Norfolk Local Plan Review: Publication of Main Inspector’s Questions and announcement of examination hearing dates 6-8 December 2022; 10-12 January 2023; 25-26 January 2023.
- d. Transport East - Rural Mobility in Parishes Survey. Survey completed by Cllrs Harrison and Rust.
- e. NALC Bullying and Harassment - Flowcharts and Guidance Notes. Council considered whether to sign up to the [Civility and Respect Pledge](#). The vote was unanimous, and the pledge taken as below and recorded with Norfolk ALC:
By signing the Pledge, the council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:
 - Has put in place a training programme for councillors and staff.
 - Has signed up to the Code of Conduct for councillors.
 - Has good governance arrangements in place including staff contracts and a dignity at work policy (*Dignity at work policy to be adopted at earliest opportunity*)
 - Will seek professional help at the early stages should civility and respect issues arise
 - Will commit to calling out bullying and harassment if and when it happens.

- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Council Award Scheme.
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

- f. NCC Community and Environmental Services notice of “1 Million Trees” initiative within the Parish. Presentation and Q&A during the public forum and info leaflet at Annex B.
- g. Invitation to meeting - Liz Truss MP: Council declined the opportunity.

94/22 Trod to Wiggshall St Marys proposal – Cllr Ash reported that the Middle Level Commission are yet to submit the application for the permissive path. However, the installation of the path has pressed ahead apace following a site meeting with the ML Commission rep. The Council acknowledged the determination of Cllr Ash in seeing this long-running goal through to fruition. The access and route are being improved for accessibility and will be highlighted by the PC through social media and the website in due course.

95/22 Newsletter distribution – carried out over the last week with a shortfall of IDB leaflets of approximately 100. More leaflets will be requested for future distribution. Some anomalies on the distribution identified and resolved. Left over newsletters will be left in the G&B store.

96/22 LTPF – To receive AFC Lynn updates: The clerk had met with the AFC Chairman and reported that 2 new youth teams had been formed, re-installation of guttering had taken place paid for by the club, a request to install additional semi-permanent training floodlights (energy consumption measured at a little over 1kWh with additional lighting, update that the club were ready to install the agreed spectator barrier/advertising soon and a request to install a spectator shelter on the front of the pavilion. Cllrs agreed permission for a temporary structure shelter on the front of the pavilion. B Cllr Long offered to support the new youth teams using his members’ community grant allowance of up to £500, the clerk will provide the club with contact details to apply directly. The installation of temp floodlighting was agreed. The continuing investment in infrastructure by the club was acknowledged alongside the clear community benefits with a marked reduction in anti-social behaviour through youth engagement.

97/22 **Items for the agenda of the next meeting of the Parish Council to be held on 23 Jan 2024:**

- a. Budget and precept to be agreed.
- b. Dignity at Work policy to be adopted.

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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Annex A


Payments for Authorisation since last meeting.

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
21/09/2022	ICO	Annual Subs	60	DD	35.00
23/09/2022	EE	CCTV Sim V02029479872	61	DD	10.92
01/10/2022	PJ&B Jones Ltd	Grass cutting SI-672	62	BACS	240.00
24/09/2022	E-On Next	Pavilion Electricity 71596138	63	BACS	28.08
06/10/2022	NPower	Streetlighting Electric - IN04837622	64	BACS	344.64
18/10/2022	HMRC	PAYE Mth 7	65	BACS	107.80
28/10/2022	M Inder	Salary & Expenses Mth Oct	66	BACS	441.65
23/10/2022	EE	CCTV Sim V02039370082	67	DD	10.92
24/10/2022	Tamar Telecommunications	Virtual Phone Inv 3703918	68	DD	6.29
14/10/2022	RBL Downham Market	Poppy Wreath	69	BACS	20.00
03/11/2022	PJ&B Jones Ltd	Grass cutting SI-691	70	BACS	240.00
07/11/2022	Minuteman Press	Newsletter printing 37149	71	BACS	315.00
18/11/2022	HMRC	PAYE Mth 8	72	BACS	689.61
28/11/2022	M Inder	Salary, Arrears & Expenses Mth Nov	73	BACS	166.40
24/11/2022	Tamar Telecommunications	Virtual Phone Inv 3718542	74	DD	6.29
05/11/2022	Wave	LTPF Water inv 11232788	75	BACS	408.24

Income Since the last meeting


27/09/2022	M Flowerdew	Allotment annual rent	18	Chq	50.00
11/10/2022	Caley Farms Ltd	Allotment 6 months rent	19	BACS	420.00
06/10/2022	Kevin Smith	Newsletter Advertising inv 19	20	BACS	10.00
27/10/2022	Crown & Anchor	Newsletter Advertising inv 14	21	BACS	40.00
14/10/2022	Central Stores	Newsletter Advertising inv 13	22	Chq	10.00
17/10/2022	Memmi Cowan MCG Footcare	Newsletter advertising - 2023	23	BACS	40.00

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Norfolk
County Council

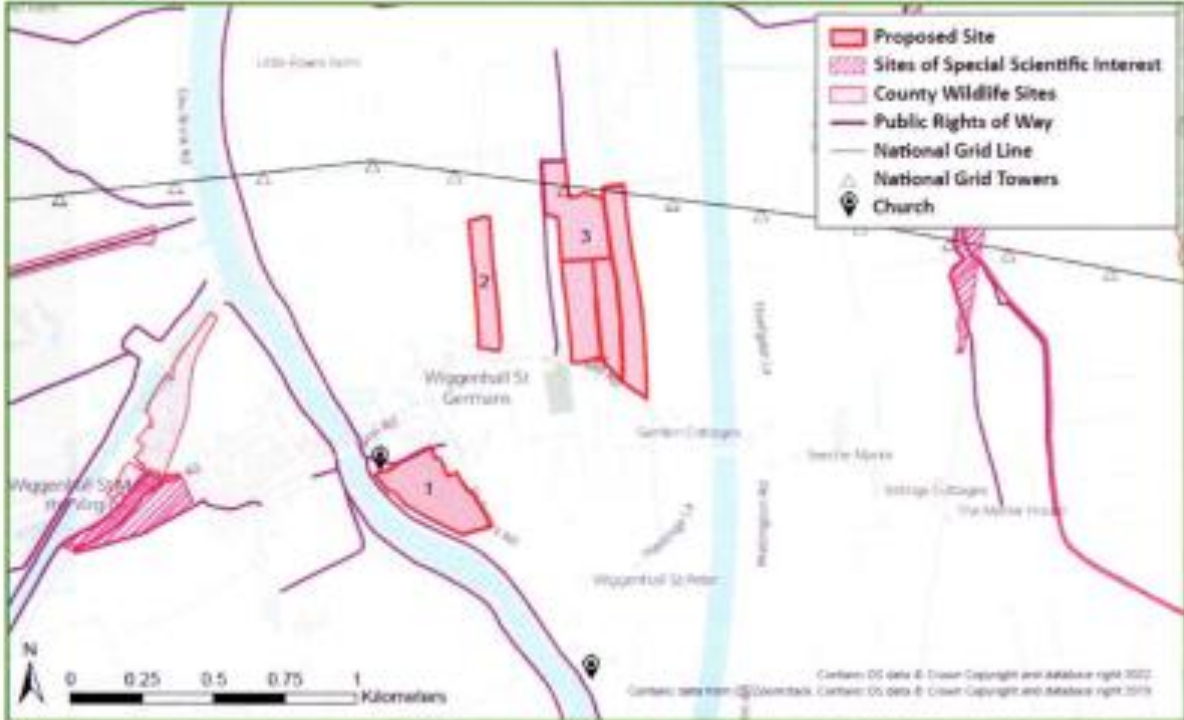
**Wiggenhall St. Germans
Woodland Creation**




Project outline


Norfolk County Council are proposing that our own County Farm land at Wiggenhall St. Germans is used to create new woodland. The proposed woodland will cover approx. 26 hectares. Initial estimates suggest there may be space for around 30,000 trees. This is an area where there is no woodland at all – and it offers little by way of biodiversity.


Initial feasibility checks have passed Stage 1 of the planning grant process. Stage 2 will be The Woodland Creation Design Plan stage involving the creation of a more detailed design for the woodland. The public, landowners and other interested parties in the area will have the opportunity to feed back about the design when it has been drafted, in early 2023.



Next steps

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Creation of initial woodland design plans (using an experienced consultant)
- 

Community engagement with residents, landowners and other stakeholders for feedback about the initial woodland design
- 

Finalise woodland design and apply for funding ahead of planting in winter 2023

Feedback

We welcome your initial feedback and suggestions for the new woodland.

You can contact us to provide feedback at:
tree.planting@norfolk.gov.uk

Or you can submit anonymous feedback via our online survey by following this link:
<https://bit.ly/3EDyy4F>

