

**WIGGENHALL ST GERMANS PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD ON WEDNESDAY 10<sup>th</sup> MAY 2023 at 7.40PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

**Present:**

Parish Councillors: Cllrs David Rust (Chairman), Scilla Ash (Vice Chair), David Harrison, David Johnson, Tony Park, Robert Rawlings and Robert Ward.

Parish Clerk: Mike Inder.

Borough Councillor: None

County Councillor: None

Apologies:

Absences: Cllrs Margaret Bunkall and Rob Keal

Public: 5.

- 30/23 **Opening & Election of Chair and Vice Chair:** In the absence of the previous chairman, Cllr Keal, Cllr Rust opened the meeting and invited nominations for Chairman. Cllr Ash nominated Cllr Rust and Cllr Ward seconded the nomination. Cllr Rust informed the Council, for those unaware, that he suffers from a significant loss of vision that requires some mitigation when reading and that if the Council was accepting of that condition and limitations, then he would be honoured to accept the nomination. He was duly elected and signed the declaration of office, witnessed by the Proper Officer.
- Cllr Rust then asked for nomination for Vice Chair and proposed Cllr Ash, Cllr Harrison seconded the nomination and following acceptance of the nomination the vote was carried.

- 31/23 **Apologies for absence:** No apologies received.

32/23 **To confirm election of Councillors and completion of the documentation for:**

- a. Declaration of Acceptance of Office. The Proper Officer witnessed the signed declarations of those elected and named above as present. Absent Cllrs will need to sign their declaration prior to taking their seat.
- b. Registration of Disclosable Pecuniary Interests and Cllr election expenses. The clerk explained the responsibilities to complete these and submit within 28 days and offered to check and assist with completion after the meeting.
- c. Annual review of committees and steering/working groups requirement and TORs:
  - i. Road Safety Steering Group: It was discussed that the Steering Group had fulfilled its primary function of research and development of proposed initiatives and that full council could now progress those initiatives as normal business. Thanks were given to those members of the public that had participated.
  - ii. Play Park Steering Group: It was decided that the Steering Group should continue, and Cllr Johnson offered to join the group as the lead Cllr along with increased assistance from the clerk. The TORs remain extant.
- d. To confirm Councillors responsibilities and positions on committees. It was decided to defer this item pending confirmation that Cllrs Keal and Bunkall will be taking their seat. Cllrs were invited to review the list of roles with a view to their preferences.

- 33/23 **Declarations of interest for items on the agenda:** None.

- 34/23 **To hear reports from officers:** None received.

- 35/23 **To hear from the public:** The item regarding the locking of MH playing field gate onto School Lane and a boundary dispute was raised during the APM. It was already on the radar for the Council, who have no powers or responsibilities in this matter but have offered their services to facilitate

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a meeting of stakeholders with the hope an amicable, realistic and acceptable compromise can be reached. The MH are in the process of obtaining HMLR boundary information and the clerk will contact stakeholders to arrange a date for a meeting once all parties have the required documentation to bring to the meeting.

A resident expressed concerns at regarding the recently announced change in HGV length (increase of 2.05m) which can only exacerbate the issues experienced on tight bends in rural villages and the Fitton Road/Lynn Road junction cited as a prime example where there are frequent incidents with striking houses and walls as well as near misses with other vehicles, cyclists and pedestrians reported. Council agreed and undertook to write to the NCC Highways, County Councillor and MP to express the concerns and to request that the Wiggshall St Germans has restrictions put in place to retain the current limits.

- 36/23 **Approval of Minutes of the meeting held on 27<sup>th</sup> Mar 2023:** Having been previously circulated, the minutes were proposed by Cllr Ash, seconded by Cllr Harrison, and agreed as a true reflection of the meeting. The minutes were signed by the chairman.
- 37/23 **Finance:**
- a. Authorisation of payments:
    - i. Cllr Ash proposed that £50 be authorised for a flower arrangement to be provided by the PC for the Annual Flower Festival on 11 Jun. Seconded by Cllr Rawlings and agreed.
    - ii. All agreed to authorise and ratify the payments at Annex A proposed by Cllr Ash and seconded by Cllr Ward.
  - b. Accounts Reconciliation: Accounts reconciliation prepared by the clerk was presented and a sample audit carried out by Cllr Rust.
- 38/23 **Annual Governance and Accountability Report:**
- a. To receive the Internal Audit report and address any observations raised: The report was read out and there were no observations raised that required addressing.
  - b. Annual Accounting Statement for 2022/23. The AGAR documentation having been circulated with the agenda had no queries raised and was proposed by Cllr Harrison, seconded by Cllr Ash, agreed and signed by the Chairman.
  - c. Annual Governance Statement 2022/23. The statement was read out and agreed, proposed for acceptance by Cllr Harrison, seconded by Cllr Ash, agreed and signed by the Chairman.
- 39/23 **General Power of Competence (GPC):** To consider resolving to adopt the power for the new term of office: Deferred until the next meeting.
- 40/23 **Play Park Project:**
- a. The Clerk reported that the order has been placed and that an installation date prior to the school summer holidays is expected.
  - b. The Steering Committee were represented by 2 members who stated they are ready to start in earnest on the next phase. A meeting date and venue will be decided in due course.
- 41/23 **Planning.**
- a. Update on current applications:
    - i. [22/01549/RM](#) | Reserved Matters: Construction of 4 Detached Dwelling Houses | Land NW of Willow Farm 45 Mill Road Wiggshall St Germans Norfolk: PROW issues – solution from Access Officer recorded. BC Community Safety and Neighbourhood Nuisance Officer – Holding Objection for drainage (IDB and surface) concerns, new plan online since 25 Jan but no follow up comments.
    - ii. [23/00335/F](#) | Demolition of an existing building and construction of a new detached 2-bedroom replacement dwelling | 28 St Peters Road (Cllr comments 1 objection, 1 neutral – no

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comment submitted). Awaiting Decision, Planning Officer intending to refuse on same grounds as previously.

- iii [23/00201/F](#) | Single storey rear extension | Level Banks 50 Common Road Wiggenhall St Mary the Virgin Norfolk PE34 3EN – Nothing significant to report.
- b. Applications to consider: None at time of publishing.
- c. Decisions notified by Borough since last meeting:
  - i [22/01151/FM](#) | Installation of a Battery Energy Storage (BESS) | Land NW of High Road Saddlebow: **Refused** by Committee decision (PC supported).
  - ii [23/00259/F](#) | Bramble Cottage 46 Fitton Road PE34 3AX – Replacement of single storey kitchen with 2 storey extension to detached dwelling. Delegated Decision – **Permitted**.
  - iii 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 Wiggenhall St Mary. PC Supported – BC **Permitted** (CIL will be attributable on this development for the PC)

#### 42/23 **Updates on actions from previous meetings:**

- a. Streetlighting – the clerk reported that normal service has been resumed following a spares supply issue and repairs should take approx 2-3 weeks in future.
- b. Grass Cutting: It has not gone un-noticed that the commencement of the grass cutting season by the Borough Council has not started and some communal areas such as opposite the Memorial Hall. The Clerk advised that aside from the weather being great for growing and no so good for cutting in the last 2 weeks the BC should have started their 12 cuts at the start of April and residents should complain individually as this delay in starting each year seems to be common practice and if they are paying for 12 cuts on their precept then it is reasonable that the BC doesn't delay the start of the season to save money where the saving is not passed on to the taxpayers.  
The Memorial Hall Field has reportedly not been cut on the scheduled 2-week rota and there was a lot of arisings on the field for the Coronation event. Post meeting the clerk has spoken with the contractor and confirmed that due to the weather pushing the frequency to 3 weeks over the last couple of months and again the exceptionally good growing conditions, then the mulch left was unavoidably longer than normal or desirable.

#### 43/23 **Traffic and Highways Issues:**

- a. To receive update on the installation of posts on the corner of School/Lynn Rd. No further update available.
- b. To receive SAM2 report – not available.
- c. To receive update from the Road Safety Steering Group. Cllr Rust explained that we are awaiting NCC contractors to install the 20mph advisory signs and wig-wag lights purchased via the PPS. Other initiatives such as the white gates are on the plan for the next round of PPS in the autumn for installation in 2024 and faded white lines and signs are reported as a matter of routine.
- d. To receive update on Fitton Rd/Lynn R junction – It was explained by the resident whose house was struck that he had contacted B Cllr Ayers for assistance and that new signage was agreed. The issues of the camber and speeding remain, and it was suggested that the local farms and businesses are routinely reminded to ask their contractors and suppliers to take extra care at that junction.
- e. Update on Sluice Rd-St Mary The Virgin: The 'permitted path' and 'No Horses' signage was delivered to Cllr Ash for installation.
- f. Update on reports of motorbikes on the riverbanks/PRoW. It was reported that a group had been caught in the act by the authorities and that it has subsided. It was reiterated by the Chair that any incidents should be reported to the EA/Police/NCC as appropriate by anyone witnessing such incidents to build a proper picture of the problem and compel enforcement action.

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- g. There were reports of cars driving across the grass between School Road and Sluice Road in a reckless manner (skidding in circles) and there was near miss with a resident emerging from his property with a mower. There were reports of another similar incident in a different vehicle. It was also reported that photographic and video footage was available and that after initial reports to the Police were not followed up that the Beat Officer has been in contact and that the evidence will be provided. Again, it was reiterated that reporting by anyone witnessing such reckless and anti-social behaviour should report it with any evidence to the Police.

44/23 **LTPF**

- a. **Water supply to showers:** Cllr Rust reported that he had struggled to obtain plumbers willing to provide a quote but thanks to ex-Cllr Blackburn he had managed to get a second inspection and quote. The work required is extensive and the cost in excess of £7k, as a result it is hoped that in conjunction with the Football Club that a Football Foundation Grant might be obtained to replace the old system that is beyond repair.
- b. **Carpark resurfacing:** Cllr Ward had obtained and circulated quotes for plannings, crushed Carstone and limestone, prices were fairly evenly matched, and it was proposed by Cllr Harrison and agreed that plannings would provide a better surface. 20 tonnes of plannings to be ordered for a split delivery between the PF and the MH car park, Cllr Ward offered to follow up and arrange for the spreading and compacting of the plannings after delivery.

45/23 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. The Memorial Hall AED was used at an incident recently and has been reset by the Circuit Guardian, who was also the First Responder in attendance, replacement pads and starter kit supplies have been restocked. The gentleman, who sadly passed, was a member of the Bowls Club and the incident has prompted a call for training by their members and coincidentally Mr Pover offered to attempt to gain support from the public to run an AED familiarisation session. It was agreed to take up that offer and the clerk will make the necessary arrangements.
- b. An email was received highlighting the number of occasions in rural settings where vulnerable people fall in the home or villages and their carer is unable to safely assist them back to their feet, resulting in a reliance of the emergency services and County Council agencies such as SWIFT and Night Owls, who are over-stretched and more often than not unable to attend for several hours, if at all. This often results in the person's condition deteriorating and complications. The correspondent was promoting the purchase and training to use an inflatable lift assistance device. The clerk consulted with Mr Pover, who advised that there were other ways to address this with no equipment and he would be willing to provide training along with the AED training to show people how to safely assist people that have fallen. It was agreed to ask him to deliver that training concurrently.

46/23 **Items for the agenda of the next meeting of the Parish Council to be held on 24<sup>th</sup> July 2023:**

- a. To decide on adoption of the General Power of Competence.
- b. Church clock repair – to assess the self-help repair option as an alternative to quote from Smiths of Derby.

The Chairman thanks those present for their contributions and closed the meeting at 9.25pm

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
01/04/2023	PJ&B Jones	Grounds Maintenance SI-745	1	BACS	120.00
05/04/2023	Npower	Streetlighting	2	BACS	286.35
10/04/2023	Tamar Telecommunications	Virtual Phone Line 3791549	3	BACS	6.29
18/04/2023	HMRC	PAYE mth 1	4	BACS	119.00
28/04/2023	M Inder - Clerk	Salary & Allowance	5	BACS	486.30
01/04/2023	E-On	Pavilion Electricity 1035233187	6		0.00
15/04/2023	EE Limited	CCTV SIM V02097947304	7	BACS	12.49

**Income Since the last meeting**

06/04/2023	Caley Farms	Allotment Land Rent	1		420.00
12/04/2023	BCKLWN	PRECEPT	2		25,095.00

**Annual Approval of Regular payments, Direct Debits and Standing Orders**

BACS	PJ&B Jones	Grounds Maintenance
BACS	Npower	Streetlighting
DD	Tamar Telecommunications	Virtual Phone Line
BACS	HMRC	PAYE
BACS	M Inder - Clerk	Salary & Allowance
BACS	E-On	Pavilion Electricity
DD	EE Limited	CCTV SIM V02097947304
BACS	Wave (Anglian Water)	Pavilion & Bowls Water
BACS	BC KL&WN	Waste Collection
BACS	Westcotec	Street light maintenance contract
DD	Information Commissioner Office	Annual Subscription
BACS	Play Inspection Co Ltd	Annual Play Inspection
BACS	Internal Drainage Board	Drainage Rates (Annual)
BACS	Norfolk ALC	Annual Subscription
BACS	BHIB	Annual Insurance (2nd of 3 Yr LTA)
BACS	Smiths Of Derby	Clock Servicing plan

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