

WIGGENHALL ST GERMANS PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 24th JULY 2023 at 7.30PM, 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: 3.

- 47/23 **Opening & apologies for absence:** Cllr Rust opened the meeting and asked for apologies to be submitted, none were received.
- 48/23 **Declarations of interest for items on the agenda:** None.
- 49/23 **To consider co-option:** the candidate gave his apologies as they were unable to attend the meeting.
- 50/23 **To hear reports from officers:** None received.
- 51/23 **To hear from the public:** The Fitton Road junction was discussed with the latest report from Highways relayed by the clerk along with the expected next steps.
A member of the public asked when the 'wig-wag' signs were due to be installed, the clerk quoted the latest from Highways, which was that the job is with the contractor and it is expected to be carried out in the next few weeks.
The padlocking of the Memorial Hall playing field gate to School Lane was raised to ask if it could be unlocked. The clerk explained that the PC was not empowered to forcibly remove the lock and that a request to the resident that put it on to remove it was refused. This is a boundary dispute and needs all parties to compare their deeds with the boundaries and access rights to School Lane demarked, and any covenants and rights of access defined. However, given the recent public confrontation at the MH during an event over access and parking that resulted in the Police being involved, the clerk was no longer willing to convene a meeting that risked unruly confrontational behaviour. The complainant will need to find another way of resolving their issue with the long-standing arrangements.
- 52/23 **Approval of Minutes of the meeting held on 10th May 2023:** Having been previously circulated, the minutes were proposed by Cllr Ash, seconded by Cllr Rawlings, and agreed as a true reflection of the meeting. The minutes were signed by the chairman.
- 53/23 **Finance:**
- a. Authorisation of payments: All agreed to authorise and ratify the payments at Annex A proposed by Cllr Ash and seconded by Cllr Johnson.
 - b. Accounts Reconciliation: Accounts reconciliation prepared by the clerk was presented and a sample audit carried out by Cllr Rust.
 - c. The clerk informed the council of recent notification of changes to the charges and tariffs for Tamar Telecom (26p/mth), Npower, streetlighting electricity rate, inc from 33.8p to 50.188p /Kwh (the impact of which will need to be assessed when the next bill arrives and then the budget for next year noted accordingly and Eon (LTPF electric) has reduced from 36.719p to 32.358p /Kwh.

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- 54/23 **General Power of Competence (GPC):** The Council considered resolving to adopt the power for the new term of office, after a brief summary of the benefits and risks were further explained by the clerk, the Council resolved:
- a. The Council agreed that they meet the criteria of greater than 2/3rd elected cllrs and a qualified clerk.
 - b. The Council resolved to adopt the General Power of Competence until the next relevant Annual Meeting of the Council in May 2027, having met the conditions of eligibility for the Electoral Mandate and Qualified Clerk as defined in the Localism Act 2011 S8 Secretary of State Statutory Instrument 965 Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012).
- 55/23 **Play Park Project:**
- a. The Clerk reported that installation is currently in progress and expected to be complete by early next week. The irrigation of the new turf will need to be assessed according to the weather and Cllrs will arrange watering accordingly.
 - b. The Steering Committee has not met since the last meeting due to other priorities.
- 56/23 **Planning.**
- a. Applications to consider: None at time of publishing.
 - b. Applications pending decision:
 - i. [23/00747/F](#) | Change of use of paddock for storage of two touring caravans, vegetable garden, retention of two sheds, and a container and erection of stable block | Green Gates Common Road Wiggshall St Mary The Virgin KINGS LYNN Norfolk PE34 3EW. No significant matters identified by consultees. PC submitted delegated neutral comment between meetings.
 - c. Decisions notified by Borough since last meeting:
 - 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. Permitted. Note future CIL liability of c£6k
 - 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 comment submitted). Refused.
 - iii. [23/00201/F](#) | Single storey rear extension | Level Banks 50 Common Road Wiggshall St Mary the Virgin Norfolk PE34 3EN – Permitted.
- 57/23 **Updates on actions from previous meetings:**
- a. AED training/familiarisation. Unable to identify a suitable day/date so far.
 - b. BC grass cutting performance. It was reported that the common areas cut by the BC contract were cut on 11 May and 24 June; as the only 2 cuts for the year to date the condition of the grass was deemed unacceptable and the performance of the BC contract was disappointing. The clerk was asked to write to the BC to express the disappointment of the contract and to ask for an explanation and undertaking to improve the service that is paid for.
 - c. Update on Church clock repair. Following unsuccessful results from commercial specialists the clerk asked his son (an engineer) to take a look. It was confirmed as a non-standard thread but he was able to set up a lathe to manufacture a screw. The material cost was negligible, and it took 3 hours to produce. Cllr Ash proposed a payment of £50 for the time and as small token of thanks given that it had saved £600 quoted by Smiths of Derby, Cllr were in agreement. The clerk said that his son would appreciate the gesture but that he had already stated that he would not accept any payment for the work and was pleased to have been able to help.
 - d. MH- School Lane boundary and access. As discussed during the public forum at 51/23 the issue is a boundary dispute that due to escalation in unacceptable behaviour that the clerk and PC are no longer willing to facilitate a meeting but has assisted the MH in how to locate their deeds and process for land registration.

- e. Wighenhall Woodland Creation updates. The NCC had responded to Cllr Johnson's email querying fencing and given their rationale for the approach to protecting the 'whips'. A further letter was received shortly before the meeting that provided updates on the 3 areas and asked questions of the Council regarding area 1 with regards to the community orchard idea. The Cllrs had other questions relating to the perceived size, management and access to the area that the clerk was asked to respond to Mr Stuart Hall with and to include an article in the next newsletter to raise the idea of a Community Orchard group to gauge support and appetite for involvement. Cllr Johnson agreed to act as the PC's lead Cllr on the project.

58/23 Traffic and Highways Issues:

- a. Update on the installation of posts on the corner of School/Lynn Rd. Scheduled but low priority so subject to further delays.
- b. SAM2 report – report not available.
- c. Update on Fitton Rd/Lynn R junction. Road camber to be investigated alongside suitable signage and 'bell bollard'.
- d. Update on NCC PPS 2023/24 'Wig-Wag' signs installation. Scheduled for the summer holidays.
- e. Report of weeds growing through the new Fitton Rd trod path. The Highways engineer agreed with the report and that if it is a persistent weed like horseradish then remedial work to extract the roots may be required.
- f. General report on highways, longer trailers and speeding. The clerk wrote to the MP, CC and BC Cllrs to highlight concerns should longer semi-articulated lorries be able to transit through the village. The responses received give assurances without any real substance.
- g. Sluice Rd-St Mary the Virgin 'permitted path' and 'No Horses' signage now installed. It was noted by Cllr Ash that the grass was quite long, and she would make enquiries to see when it would be cut.

59/23 NCC Parish Partnership 2024/25 applications invitation:

- a. Village 'White' Gates proposal, following on from the recommendations of the Road Safety Steering Group, was presented by Cllr Rust. The benefits were reiterated along with an explanation of the cost benefits for using the approved supplier and not NCC Highways to do the installation. Cllr Ash seconded the motion and it was resolved that a PPS application should be submitted.
- b. No other suitable projects were identified for 2024/25.

60/23 Leonard Towler Playing Field matters:

- a. **Water supply to showers:** Cllr Rust reported that following the second inspection and quote for extensive repairs with costs in excess of £7k, that he was able to find another plumber who identified that the regulator drive had sheared, and he was able to replace it and replumb the referee shower to the pumped hot water supply to rectify that fault; the total cost was £100. Cllrs thanked Cllr Rust for his persistence in resolving the issue and saving a considerable sum of money.
- b. **Suspect mains water leak:** following a high bill the clerk, Cllr Rust and Bowls Club carried out checks and the main meter was seen to be clocking when there was no water in use at the pavilion or bowls club. Anglian Water insisted it was an underground leak. The Council's insurance provider was contacted, and they provided a 'find and fix' service (cost of the excess is expected to be invoiced). The contractor visited the site and reported no leaks. Coincidentally during further investigation, it was revealed that the irrigation system in the Bowls club could refill automatically and that it is thought that it was most likely the cause of the meter running when the bowls club was close and the irrigation system not operating at that time. The whole system and reading will be monitored on a monthly basis to provide reassurance.
- c. **Verge marker posts:** following comments that the overflow car park exit was difficult to see in the dark Cllr Rust ordered verge marker posts to place in front of the poles to reduce the likelihood of an accident. This was done as an urgent matter an expenditure ratified retrospectively.

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- d. **Carpark resurfacing:** Cllr Ward's quotes for plannings, were on hold pending the suspect leak, it was agreed that the ordering of 20 tonnes of plannings for a split delivery between the PF and the MH car park could not proceed. Cllr Ward offered to follow up and arrange for the spreading and compacting of the plannings after delivery.
- 61/23 **Street light maintenance contract:** Having been notified by the current supplier that they were ceasing provision of the service, the clerk obtained 3 quotes from reputable suppliers. The quotes were not provided in a like for like format so a cost/benefits analysis of each was discussed and having reached general agreement Cllr Ash proposed the Cozens quote for a 3-year contract, seconded by Cllr Johnson and carried.
- 62/23 **Cllr roles and responsibilities:** following the elections the list of cllr roles and responsibilities was reviewed and volunteers/suggestions presented, the agreed list is included at Annex B.
- 63/23 **Clerk's report on the SLCC Conference:** the link to the slide pack for the event was circulated and the clerk reported that the main point of note was the forthcoming Martyn's Law relating to the introduction of measures post the Manchester bombing to improve contingency planning and resilience and that it is a proportional scale of measures and a risk assessment for event organisers and venue owners to put in place. However, advice was that as it is in draft form at Government level currently then it would be recommended that now immediate action is taken but that organisations start to consider how they need to prepare.
- 64/23 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:
- a. Email from a Fitton Rd resident with 3 concerns relating to speeding, condition of the roads and HGV restrictions. Email circulated to cllrs and discussed; it was decided that there was nothing new in the observations to change the Council's proactive approach and advice on the matters raised.
 - b. Complaint from resident of missed delivery of Newsletter (Sluice and School Rd addresses). The addresses were checked and are on the distribution list, cllrs reported that they had followed the list and not had a shortage of copies. Future issues will be monitored.
 - c. Invitation from the Church to the St Germans Day Service (30th July at 09.30am) with offer to participate with a Bible reading. Cllr Rust will be attending, there were no volunteers to do a reading on this occasion.
 - d. Notice from Westcotec of cessation of the Streetlight maintenance service. Covered by item 61/23.
 - e. BCKL&WN email proposing closer working relationship to convey energy funding streams. The clerk reported that he had attended a BC event held on the Green at Shouldham, it was a pop-up gazebo with 2 council representatives handing out leaflets and advice on a wide variety of topics related to helping residents with the cost-of-living crisis and energy saving. If the BC wished to conduct the same in the parish, then a suitable venue could be identified to optimise footfall and access.
 - f. NALC update on .Gov email and domain name trial scheme. The clerk explained that the scheme and it was agreed to monitor the results of the trial and assess joining it if appropriate in the future if the cost is proportionate to the risk.
- 65/23 **Items for the agenda of the next meeting of the Parish Council to be held on 25th Sep 2023:** Cllr Harrison asked that the issue with ASB/dangerous driving on the grassed area on the corner of Sluice Rd and School Rd is addressed.

The Chairman thanks those present for their contributions and closed the meeting at 9.35pm

Signature:

Chairman

Date

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

Annex A

Payments for Authorisation since last meeting.

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
01/05/2023	PJ&B Jones	Grounds Maintenance SI-753	8	BACS	120.00
26/04/2023	Minuteman Press	Newsletter printing 38237	9	BACS	315.00
28/04/2023	Norfolk ALC	Annual Subs 872	10	BACS	344.08
24/04/2023	E-On	Pavilion Electricity 108828815	11		0.00
10/05/2023	John Cross	Internal Audit	12	BACS	35.00
10/05/2023	Tamar Telecommunications	Virtual Phone Line 3806306	13	BACS	6.29
18/05/2023	HMRC	PAYE mth 2	14	BACS	119.00
31/05/2023	M Inder - Clerk	Salary & Allowance May	15	BACS	486.30
10/05/2023	M Inder - Clerk	SLCC Share of Subs MEM243706-1	16	BACS	110.62
10/05/2023	WEL Medical	AED pads inv I267182	17	BACS	98.28
22/05/2023	BHIB	Council Insurance inv LCO02114	18	BACS	826.90
05/05/2023	Wave - Anglian Water	LTPF Water inv 11983340	19	BACS	214.68
31/05/2023	mdbservices	LT Pavilion Showers repair #162	20	BACS	100.00
02/06/2023	E-On	Pavilion Electricity 113963380	21		0.00
02/06/2023	PJ&B Jones	Grounds Maintenance SI-766	22	BACS	378.00
24/05/2023	EE Limited	CCTV SIM V02107740485	23	DD	12.49
18/06/2023	HMRC	PAYE mth 3	24	BACS	119.00
30/06/2023	M Inder - Clerk	Salary & Allowance Jun	25	BACS	495.30
10/06/2023	Tamar Telecommunications	Virtual Phone Line 3821117	26	DD	6.29
01/07/2023	PJ&B Jones	Grounds Maintenance SI-783	27	BACS	240.00
08/06/2023	Norfolk County Council	PPS 23/24 Scheme	28	BACS	2,034.50
16/06/2023	EE Limited	CCTV SIM V02117648889	29	DD	12.49
26/06/2023	SLCC Norfolk Branch	Conference	30	BACS	55.00
05/07/2023	NPower	Streetlighting IN07620376	31	BACS	370.44
10/07/2023	Tamar Telecommunications	Virtual Phone Line 3836112	32	DD	6.29
18/07/2023	HMRC	PAYE mth 4	33	BACS	119.00
31/07/2023	M Inder - Clerk	Salary & Allowance Jul	34	BACS	522.30
05/07/2023	Start Traffic Ltd	Verge Posts SO235052	35	BACS	59.17
13/07/2023	East of Ouse IDB	Annual Agricultural Drainage Rates	36	BACS	88.92

Income Since the last meeting

04/07/2023	Bowls Club	Water Recharge	3	Chq	93.89
13/06/2023	Norfolk ALC	Overpayment refund	4		10.00
22/06/2023	Npower	Credit Balance Refund	5	BACS	72.65
05/05/2023	HMRC	VAT Reclaim	1	BACS	905.96
05/06/2023	Barclays	Interest	2	Direct	82.60

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COMMITTEES, STEERING GROUPS and COUNCILLOR AREAS OF RESPONSIBILITY

Committees & Steering Groups	
Play Park Project Steering Group	Cllr Johnson + clerk and volunteers
HR	Chairman, Cllr Ash, Cllr Rawlings
Finance	
Signatories (Online Banking)	RFO, Cllr Ash +1 TBD
Independent Internal Auditor	Cllr Rust
Budget Steering Group	RFO, Cllr Keal, Cllr Park
Facilities	
LT Playing Field	Cllr Rust
Allotments	Cllr Rust
Playpark Inspections	Cllr Keal, Cllr Johnson
Memorial Village Hall Representative	Cllr Ash
Functions	
Highways & PRow	Cllr Ward
Environment & Open Spaces	Cllr Harrison
Water Courses & Flooding	Cllr Bunkall, Cllr Harrison
Crime and Security	Cllr Keal
Planning	Cllr Rust, Cllr Johnson, Cllr Harrison, Cllr Parks
Parish Magazine Editor	Clerk
Clubs & Organisations Representatives	
Bridge Charity - Nominated Trustees Co-opted	Cllrs Bunkall & Rawlings & Mr Burt Cllr Ash (Chair)
Clubs and Community Groups	N/A
IDB & Middle Level Commission	Cllr Bunkall, Cllr Harrison

Reviewed Annually in May and after Resignation, Co-option or Election of Councillors.

To ensure no cllr is burden with an arduous responsibility and that fresh perspectives are brought to the role then posts should be rotated as far as practicable.

Reviewed July 2023