

**WIGGENHALL ST GERMANS PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL  
HELD ON MONDAY 25<sup>th</sup> SEPTEMBER 2023 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

**Present:**

Parish Councillors: Cllrs David Rust (Chairman), David Harrison, David Johnson, Tony Park, and Robert Ward.

Parish Clerk: Mike Inder.

Borough Councillor: None

County Councillor: None

Apologies: Cllrs Scilla Ash (Vice Chair) and Robert Rawlings.

Absences: Cllrs Margaret Bunkall and Rob Keal.

Public: 1.

- 66/23 **Opening & apologies for absence:** Cllr Rust opened the meeting and apologies as above were received and accepted.
- 67/23 **Declarations of interest for items on the agenda:** None.
- 68/23 **To consider co-option:** No candidates at this juncture.
- 69/23 **To hear reports from officers:** None received.
- 70/23 **To hear from the public:** Following the advertisement of the sale of the Crown and Anchor Public House there had been correspondence from a couple of residents who were concerned it might be bought by a developer seeking a change of use. The consideration of whether to apply for it to be registered as an asset of community value had been suggested. A member of the public attended the meeting, and the topic was discussed with the Council clarifying that it would not wish to block a prospective buyer that would continue to run it as a public house. However, if that is not the case then if there is serious potential for a community enterprise group to be formed to purchase it and run it as a community pub then the application for an ACV could be considered. There were reports of interest from another local publican and reports of a sale (checked on Rightmove the following morning and no comments as to being under offer or sold STC). The correspondent has asked for a 'save our pub' style campaign notice to be included in the Autumn newsletter and the editor has agreed. The latest information appears to be positive in retaining the Crown and Anchor as a public house and the PC will monitor the situation.
- 71/23 **Approval of Minutes of the meeting held on 24<sup>th</sup> Jul 2023:** Having been previously circulated, the minutes were proposed by Cllr Harrison, seconded by Cllr Johnson, and agreed as a true reflection of the meeting. The minutes were signed by the chairman.
- 72/23 **Finance:**
- a. Authorisation of payments: All agreed to authorise and ratify the payments at Annex A proposed by Cllr Park 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 that the AGAR process was complete with a minor observation regarding the order in which resolutions had been made when agreeing the AGAR, noted for future.
- 73/23 **Play Park Project:**
- a. The installation of the new swings was completed as planned and has been inspected and is satisfactory.

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- b. The Working Group has not met since the last PC meeting and the clerk suggested arranging a suitable date towards the end of Oct, agreed by Cllr Johnson.

#### 74/23 **Planning.**

- a. Applications to consider: None at time of publishing.
- b. Applications pending decision:
  - i. [23/00747/E](#) | 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 Wiggenhall St Mary the Virgin KINGS LYNN Norfolk PE34 3EW. No significant matters identified by consultees. PC submitted delegated neutral comment between meetings. EOT until 15 Sep 23.
- c. Decisions notified by Borough since last meeting:
  - i. [20/01300/LDE](#) | Certificate of Lawfulness: use of buildings for carpentry workshop/storage purposes | 159 Fitton Road Wiggenhall St Germans KINGS LYNN Norfolk PE34 3AY – Refused.

#### 75/23 **Updates on actions from previous meetings:**

- a. AED training/familiarisation. Still unable to identify a suitable day/date. It was suggested and agreed that an advert is included in the next newsletter.
- b. BC grass cutting performance. It was reported previously 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. No response from the BC, Cllrs asked the clerk to engage with Borough Cllr Long to contact officers to ask for a response.
- c. Wiggenhall Woodland Creation updates. Nothing further to report since the last meeting.
- d. Autumn newsletter, the clerk asked cllrs if they were content to deliver, the consensus agreed. Some suggestions on delivery routes were offered and will be considered by the clerk along with the suggestion that an additional 10 copies were ordered to place in the shop for anyone that does not receive one through the letterbox, this was agreed.
- e. NALC cllr logins had been applied for by some cllrs and they reported that it was a swift and easy process and all working well.
- f. Village Hall CCTV criminal damage; it was reported that the CCTV had recorded the perpetrators and that the images and details had been passed to the Police. Nothing further to report but it was noted the CCTV camera has not been re-installed yet.
- g. LTPF CCTV: Cllr Rust reported that he was having difficulty in contacting the installer who still has the administrator access, and that the playback was juddery with the time stamp 20 minutes ahead of actual time. He will continue to attempt to contact the installer and resolve these issues whilst asking for administrator access to be transferred to the PC clerk.

#### 76/23 **Traffic and Highways Issues:**

- a. Update on the installation of posts on the corner of School/Lynn Rd. Scheduled for during the next 10 weeks.
- 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’. Ongoing investigation by Highways with an interim report that reprofiling was more complex than first thought with damp course levels and protection of utilities a concern.
- d. Update on NCC PPS 2023/24 ‘Wig-Wag’ signs installation completed and operational. Cllr Rust asked that they be added to the asset register.
- 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. Weed control has proven unsuccessful and the matter will be referred to highways to request remedial work to resolve it.

- 77/23 **NCC Parish Partnership 2024/25 applications invitation:**
- a. Village 'White' Gates project ready to submit to the Parish Partnership Scheme and Highways agreement to signage wording and utilities search agreed with the Highways Engineer.
- 78/23 **Play Equipment Inspection Report:** The annual inspection report was received and circulated to cllrs in August.
- a. The report was reviewed and there were no significant issues, it was suggested that a working party was organised, and volunteers could address the minor items such as loose fixings, cleaning and painting.
  - b. The stock valuation has been updated to reflect the new swings.
- 79/23 **Leonard Towler Playing Field matters:**
- a. **Carpark resurfacing:** Cllr Ward's ordered the agreed 20 tonnes of plannings for a split delivery between the PF and the MH car park. The LTPF load has been spread and the MH pile is waiting for the spreading and compacting of the plannings to be arranged.
- 80/23 **Street light maintenance contract:** the new contract with Cozens has started and reporting and repairs has proven efficient to date.
- 81/23 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:
- a. Contact from the BC Licensing Officer for information regarding alleged sale of alcohol at the MH, directed to the MH ctte.
  - b. Internal Drainage Board Vacancies – Cllr Harrison volunteered and selected.
  - c. Safer Street Survey – Police and Crime Commissioner. Cllrs responding individually.
  - d. Resident complaint regarding lack of parking at Surrey Street. This is a repeat of previous complaints, and the PC has reiterated that there are no parking restrictions and that there are no parking enforcement actions that are appropriate. No further action.
  - e. Intro email from Icen Tree Care offering a range of grounds maintenance services. The clerk reported that he had met with the owner/operator and that he offered some interesting additional services such as using the waste for ecological projects such as wildlife shelters etc. His details would be recorded for contacting for future quotes on tree and grounds maintenance works.
  - f. NALC invitation to the Autumn Conference and AGM – 4<sup>th</sup> Oct at the Nest, Norwich. The clerk has booked to attend and will report in due course.
- 82/23 **Items for the agenda of the next meeting of the Parish Council to be held on 27<sup>th</sup> Nov 2023:** Cllr Harrison asked if tree planting on the grassed area on the corner of Sluice Rd and School Rd could be considered. Cllr Johnson reported that during his recent Cllr training that there was an idea to develop appropriate highways verge areas to low growing wildflowers and that might be worth looking into. Cllrs agreed and the clerk invited the cllrs to carry out the research and produce a developed proposal for inclusion on a future agenda.

The Chairman thanks those present for their contributions and closed the meeting at 8.35pm

Signature: .....

Chairman .....

Date .....

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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
26/07/2023	Mrs M Coleman	Flower festival arrangement	37	BACS	50.00
26/07/2023	Middleton Aggregate Ltd	Screened Planings 20T LTPF	38	BACS	608.58
01/08/2023	PKF Littlejohn	External Audit SB20230397	39	BACS	252.00
24/07/2023	E-On	Pavilion Electricity 124260941	40		0.00
05/08/2023	Wave - Anglian Water	LTPF Water inv 12379324	41	BACS	74.61
08/08/2023	PJ&B Jones	Grounds Maintenance SI-799	42	BACS	258.00
24/07/2023	EE Limited	CCTV SIM V02127347105	43	DD	12.49
09/08/2023	Tamar Telecommunications	Virtual Phone Line 3851135	44	DD	6.60
18/08/2023	HMRC	PAYE mth 5	45	BACS	119.00
31/08/2023	M Inder - Clerk	Salary & Allowance Aug	46	BACS	495.30
24/08/2023	Kompan Ltd	Swings 248045	47	BACS	20,380.39
24/08/2023	Play Inspection Co Ltd	Annual Play Equpt inspection	48	BACS	89.94
15/08/2023	EE Limited	CCTV SIM V02136869094	49	DD	12.49
18/09/2023	HMRC	PAYE mth 6	50	BACS	119.00
30/09/2023	M Inder - Clerk	Salary & Allowance Sep	51	BACS	486.30
10/09/2023	Tamar Telecommunications	Virtual Phone Line 3851135	52	DD	6.60
03/09/2023	PJ&B Jones	Grounds Maintenance SI-817	53	BACS	240.00
24/08/2023	E-On	Pavilion Electricity 129520368	54	BACS	37.76

**Income Since the last meeting**

11/07/2023	Shouldham PC	SLCC Conference share	6	BACS	30.33
12/07/2023	Boughton PC	SLCC Conference share	7	BACS	30.33
24/08/2023	BCKLWN	CIL Community Grant - Swings	8	BACS	15,000.00
04/09/2023	Barclays	Interest	3	Direct	114.75

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