

**WIGGENHALL ST GERMANS PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL  
HELD ON MONDAY 22nd JANUARY 2024 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 and Robert Ward.

Parish Clerk: Mike Inder.

Borough Councillor:

County Councillor:

Apologies: B/C Cllr Brian Long.

Absences: Cllr Robert Rawlings.

Public: 4.

- 1/24 **Opening & apologies for absence:** Cllr Rust opened the meeting and welcomed everyone.
- 2/24 **Declarations of interest for items on the agenda:** None. The Proper Officer granted a waiver for Cllrs to vote in setting the precept requirement.
- 3/24 **To hear reports from officers:** None received.
- 4/24 **To hear from the public:** There were no matters raised by the public present.
- 5/24 **Approval of Minutes of the meeting held on 27<sup>th</sup> Nov 2023:** 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.
- 6/24 **Finance:**
- a. The clerk summarised an issue with the LTPF Eon Electric account. An erroneous application by a person who is not known in the community had applied to take over the account/address and the process had started before the clerk was alerted and contacted Eon to correct it. He was assured that everything was resolved, and that billing would not be disrupted. This was not the case and a bill for a part month was not sent to the clerk and as such not paid, this subsequently sent to a debt collection agency and a late payment fee of £10 and Credit company charge of £20 raised. It was paid under dispute and after 3 hours over 2 calls Eon finally admitted the error was their fault and have credited the account with £30 on the Jan 24 invoice.
  - b. Authorisation of payments: All agreed to authorise and ratify the payments at Annex A proposed by Cllr Ash and seconded by Cllr Johnson.
  - c. Accounts Reconciliation: Accounts reconciliation prepared by the clerk was presented and a sample audit carried out by Cllr Rust.
  - d. The RFO had circulated an updated draft budget for 2024/25. Cllr Ash raised a new consideration for the budget, to request a contribution from the PC CIL balance toward the MH car park surfacing project, this would enhance the weighting applied to a CIL Community Infrastructure grant application. The RFO suggested that £500 could be reallocated from the play park EMR as the PC was due to received £1000 bequeathed to the PC for the play park maintenance and new equipment and that would restore the EMR to a position where the PC can meet the third-party contribution requirement if successful in an application for funding from the FCC. Cllr Johnson proposed that £500 was contributed from the CIL balance to the MH car park CIL project, seconded by Cllr Park and carried. The RFO will restate the budget lines accordingly and it has stated it had no effect on the overall budget and precept requirement. Cllr Harrison proposed that the budget was approved with a Precept requirement of £25,178, seconded by Cllr Ash and approved unanimously.

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7/24 **Play Park Project:**

- a. The clerk reported that the Steering Group met with Wicksteed rep on 16 Jan and have received a shopping list quote following discussions about types of suitable equipment to meet the aims. Following the meeting on 4 Dec 23 letters have been sent to local companies to request donations, £500 has already been received from Palm Paper. Further research on a pump track is required as the only supplier to respond so far has stated a £600 deposit to secure a quote would be required, this was deemed as undesirable. Further quotes from reps will follow the meetings scheduled for the 30 Jan and the next PPSG meeting is on 5<sup>th</sup> Feb.

8/24 **Planning.**

- a. Applications to consider: None at time of publishing.
- b. Applications pending decision:
  - i. 23/02168/F | Proposed double storey side and single storey rear extension following removal of former conservatory system, complete with internal alterations. | 62 Sluice Road Wiggshall St Germans King's Lynn Norfolk PE34 3EF. PC supports.
- c. Decisions notified by Borough since last meeting: None at time of publication.
  - i. 23/01614/F | Proposed access and installation of dropped kerbs. | The Vicarage 30 Lynn Road Wiggshall St Germans. PC supported 3, neutral 1. Permitted.
- d. Late Planning Appeal notice 22/01151/FM – BESS Saddlebow. The Council, having originally supported, with conditions that had been addressed in the application process, expressed that their original comments remain extant and that they have nothing further to add to the appeal process.

9/24 **Clerk and Cllr updates on actions from previous meetings:**

- a. **Wiggshall Woodland Creation updates.** Cllr Johnson provided a summary of an email received just prior to the meeting (attached at Annex B) and gave an account of ongoing co-operation with the NCC project team and his colleague who had experience in deer management.
- b. **Update on Memorial Hall car park/School Lane dispute.** Cllr Ash stated that she was progressing an application for CIL grant funding from the BC to install a tarmac carpark on half of the MH carpark in front of the hall. In addition to the CIL funding support from the PC she asked for the PC's support, which was given. The dispute with a School Lane resident is ongoing, and the MH has instructed a solicitor to assist on the matter.
- c. **Update on development of proposal for wildflower verges.** Cllr Harrison provided an update on areas that he had reviewed and made suggestions on those he thought worth further consideration. Cllr Johnson stated that Emorsgate Seeds had responded and were willing to advise on suitable species. It was suggested that perhaps the riverbank and footpath areas near the pub might also be considered. Ongoing.
- d. **Crown and Anchor public house** – The clerk notified the Council that the registration as an Asset of Community Value (ACV) had been successful. A member of the Save Our Pub Ctte provided an update, and the information is in the latest newsletter that had just been released.
- e. **Tree survey quotes.** The Clerk had only received one positive response and a quote for £250 to provide a basic survey along with recommendations. Cllr Ash stated that the quote seemed very fair and that in light of difficulty obtaining further quotes would be happy to proceed with just the one quote to a decision, Cllr Harrison seconded the motion, and it was agreed to contract Treeworks and Surveys.

10/24 **Traffic and Highways Issues:**

- a. SAM2 report. The SAM2 was reported by Cllr Ward as not working, the clerk has contacted the operator and is awaiting a reply.
- b. To receive an update on the protection of the grassed area at School/Sluice Rd. Cllr Harrison reported that the Area West Highways Engineer was due to have a site meeting to scope the project and that it should be started in March.

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- c. To report on the school road safety initiatives progress. Cllr Rust reported that the PPS funding application had missed the closing date and that it would be submitted in next round.
- d. To received report on Street Lighting maintenance. The clerk reported that the Lynn Rd, High Rd & School Rd had been repaired with new lamps. Cllr Rust mentioned that the light on the corner of Mill Rd was not working, the clerk had noticed it on the way to the meeting and will report it.

11/24 **St Germans Bridge charity – Trustee nomination:** the clerk informed the Council that the PC was due to nominate 3 trustees. One of the trustees was no longer able to continue and it was suggested that Cllr Ash, a co-opted trustee, was nominated along with the existing nominated trustees of Mr Burt and Cllr Rawlings, this would create a vacancy that the Trustees could then fill through co-option when a suitable volunteer was identified. Cllr Rust proposed the suggested nominations, seconded by Cllr Harrison and agreed.

12/24 **Review of Orders, Regulations and Policies.** The Clerk had made amendments to the Staff Appraisal Policy in conjunction with Cllr Rust and Cllrs had been invited to review the governance documentation on the PC website link. A couple of suggestions and comments had been made and the Asset register updated along with the Business Continuity Management Plan. It was proposed to approve the amendments and that the other documents remain extant by Cllr Ash, seconded by Cllr Harrison and agreed. The clerk will update the review dates and upload to the website.

13/24 **Leonard Towler Playing Field matters:**

- a. Update on the proposal to upgrade the water meter inspection cover. Cllr Rust reported that only one response for quotes had been received. Further to that in light of the report by the Bowls Club of a leak at the Bowls club stop cock and a difficult to read meter, in need of replacement, the scope of the quote was revised to include replacing them as well as the cover. The plumber suggested installation of a new meter and stop cock of the same type as the roadside main meter and stop cock, that would be in a smaller chamber with smaller access lid, the larger chamber area could then be infilled with concrete and that would negate the need for a new heavier duty cover. The quote was from NJC Utilities for £520 +VAT and would have a 2-year guarantee. Cllr Ash proposed that the council proceed with that quote, Cllr Johnson seconded the motion, and it was agreed.
- b. Report on pavilion shower fault and to ratify repair payment as an urgent requirement. Cllr Rust reported that MDB had been asked to quote to replace the valve as the current repairs will no longer last, also to make good the wall and tiles after the valve replacement as well as replacing from our stock broken tiles in the showers. He is awaiting a quote.
- c. Update on quotes for a Fire Risk Assessment for the Pavilion. The clerk reported he has contact 3 local companies for quotes and not had any response after 6 weeks. He has also contacted Norfolk Fire and Rescue to request advice but not had a reply. He will widen the area for enquiries.

14/24 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. Request from the Save our Pub campaign group for the PC to hold funds until a new account is opened by them. No longer required.
- b. Request from Memorial Hall Ctte for temporary holding of Warm Spot Grant whilst their banking issues are resolved. Agreed and NCF warm spot grant received and held for the MH. MH Sec reported that although the Barclays account was now reopened, they were applying to open an account with Unity and asked that the PC continued to hold the £2k for the time being, the RFO agreed but with a back stop prior to the end of the FY for clarity in the accounts process.
- c. Report of leaking water near the Bowls Club stop cock. Covered by item 13/24.a.
- d. Concerns raised regarding water management and the fullness of the Great Ouse, Relief Channel and Nar tributary. Cllr Ward was concerned that the Relief Channel seemed to be constantly full

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and how could it relieve possible Great Ouse flooding if it had no capacity? Cllr Harrison reported that at a recent IDB meeting the issues of pumps and equipment being worked at full capacity was causing breakdowns. A member of the public stated that he had observed the Relief Channel having been lowered in recent days and that he has a contact that works in the industry, and he gave assurances that the levels across the Fens is managed with computerised systems and there are several factors that need to be controlled but go unseen by the general public. It was agreed that no action by the PC was required.

- e. BCKLWN – Expression of interest for cycle storage. After discussion it was proposed by Cllr Ward that an expression of interest in 2 of the Sheffield type with 100% BC funding should be submitted, for installation by the PC at the MH and Pub, seconded by Cllr Johnson and agreed.

15/24 **Items for the agenda of the next meeting of the Parish Council to be held on 25<sup>th</sup> March 2024:** It was noted that work was proceeding at the corner of Fallowpipe Road and that there was no planning permission apparent. The clerk stated that until such a time as there is evidence of development requiring further planning permission to that already in place then there was no action required.

The Chairman announced that the Church had sent an invite to cllrs to attend their history weekend where the Duke of Norfolk would be giving a presentation on 18/19th Feb. He also mentioned that he would be attending a meeting of Chairs with the Leader of the BC on 21<sup>st</sup> Feb and report in due course. He thanked those present for their contributions and closed the meeting at 8.50pm

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
15/11/2023	EE Limited	LTPF CCTV Sim V02167191964	79	DD	12.49
01/12/2023	E-On	Pavilion Electricity 139624528	80	BACS	144.76
05/12/2023	Cozens	Streetlight maintenance inv 7917	81	BACS	120.00
10/12/2023	Tamar Telecommunications	Virtual Phone 3911015	82	DD	6.60
18/12/2023	HMRC	PAYE mth 9	83	BACS	139.00
31/12/2023	M Inder - Clerk	Salary & Home Allowance Dec	84	BACS	575.38
18/12/2023	E-On	Pavilion Electricity 150437589	85	BACS	123.58
04/01/2024	Npower	Street lighting Electric IN09357043	86	BACS	639.90
09/01/2024	Cozens	Streetlight maintenance inv 8022	87	BACS	120.00
10/01/2024	Tamar Telecommunications	Virtual Phone 3925843	88	BACS	6.60
15/12/2023	EE Limited	LTPF CCTV Sim V02177282559	89	DD	12.49
18/01/2024	HMRC	PAYE mth 10	90	BACS	139.00
31/01/2024	M Inder - Clerk	Salary & Home Allowance Jan	91	BACS	566.38

**Income Since the last meeting**

16/11/2023	Newsletter advertising inv 26	Slimming World - Newsletter	11	BACS	40.00
16/11/2023	Advertising inv 26	Slimming World - LTPF Banner	12	BACS	40.00
22/11/2023	Newsletter advertising inv27	LBR Landscaping	13	Chq	40.00
22/11/2023	Newsletter advertising inv 28	SHAUN HAGEN MOTOR SERVICES	14	BACS	40.00
22/11/2023	Newsletter advertising inv 29	Cater	15	BACS	10.00
22/11/2023	Newsletter advertising inv 30	Thornalley	16	BACS	20.00
22/11/2023	Newsletter advertising inv 31	Build Right & Claire's Cleaning	17	Chq	40.00
22/11/2023	Newsletter advertising inv 33	Action it electric	18	BACS	20.00
30/11/2023	Mr Flowerdew	Allotment Land Rent	19	Chq	50.00
30/11/2023	Newsletter advertising inv 32	Jon Poole	20	BACS	40.00
15/12/2023	Norfolk Community Foundation	Memorial Hall Warm Hub Grant	21	BACS	2,000.00
05/01/2024	Newsletter advertising inv 34	St Marys BB advertising	22	BACS	20.00
08/01/2024	Palm Paper	Play Park Project Grant	23	BACS	500.00

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**Annex B****Subject: RE: Wednesday's Meeting and Deer Environmental Impact**

Just a quick update on the meeting notes to add that the Broads Authority are carrying out a flown drone survey over the Broads Area. We touched on this at the meeting. The BA have now finalised the land that is being surveyed and will (subject to none of the NCC tenant farmers opting out) include NCC County Farmland in the study area. Hopefully there will be some really useful data from this that can then inform a landscape scale action plan for deer management.

Towards the end of the meeting David and Michael outlined a proposal to use a combination of rabbit fencing and monitoring at the Wigenhall woodland creation site to reduce the negative impacts that deer fencing can cause. The view from David and Michael was that deer pressure in that area is low with the adjacent river forming a natural barrier. If a lower specification fencing approach was adopted any browsing damage could be identified through routine monitoring and if found to be an issue, then additional protection (such as tree tubes) or some targeted culling used before any significant impact is felt on the new planting. David kindly offered to carry out a monitoring role at the site as part of this proposal, thank you very much for the offer, David!

I may have oversimplified this proposal, could David and Michael amend as needed? It would be good to have a bit more detail (such as height of fence, anticipated length of time before fence is removed and the frequency of monitoring required) so that a comparison can be made with less imaginative 'standard' deer fencing. I am not sure what has been fixed in terms of the EWCO application - modifying the deer management plans at this stage may not be possible. But it is well worth exploring (especially with such a generous offer to carry out the monitoring role).

Giles also came up with the idea of a site visit (or possibly some photos) of woodlands where Michael is successfully managing deer. This would demonstrate the negative impact of deer on woodland structure and wildlife and the improvements that can be made (nature recovery) through active deer management. This could be a very useful way to show decision makers in Norfolk the importance of assessing deer impacts and carrying out an appropriate management to improve outcomes for wildlife, forestry, agriculture and reduce road traffic collisions etc. This would help overcome negative perceptions on managing deer populations (culling).

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