**Wiggenhall St Mary Magdalen** **Parish Council**

**Draft minutes of an Ordinary Meeting of the above named Parish Council held at**

**Magdalen Village Hall on Thursday 14 April 2016 at 7.30 pm.**

**Present**

Cllrs: J Anderson, R Chitty, R Bone, J Morton, E fisher, P Smith (Chairman), B Blanks

County Councillor - Cllr Brian Long

Clerk - Thelma Wadsley

4 members of the public

**1.16 Accept Apologies for absence**

Cllr P Heyes

**2.16 Minutes of the Ordinary Meeting of the Council held on 10 March 2016**

Having been circulated previously, the minutes were duly signed without amendment by the Chairman as a correct record

**3.16 Declarations of Interest on agenda items**

No declarations

**4.16 Public speaking**

A member of the public suggested that it would be more professional for any candidate being considered for co-option to be asked to leave the room while their application was being considered, rather than remain in the room.

A member of the public involved in the organisation of the annual ‘Cock Up’ event advised that plans were well underway for this years’ event and that it was hoped that the parish council would be in favour when permission is sought to close Church road on the day of the event, 27 August 2016, from 10.30hrs to 17.30hrs

A member of the public expressed disappointment that environmental concerns raised regarding a planning application at the last meeting were not given more weight.

**5.16 Co-option of candidates to the PC**

No candidates

**6.16 Matters arising**

None

**7.16 Correspondence**

a.Email received from the Borough Council to confirm hard copies of plans in support of planning applications would be replaced by electronic copies and that should Parish Councils require hard copies after June 1st 2016 there would be a charge. Clerk instructed to respond that Magdalen PC would still require hard copies.

b. Email received from the Borough Council to explain the Expenses line in the Council Tax Bills which had recently been sent out.

c. Email from the Borough Council and copy of letter dent to occupant of 7 Lynn Rd confirming house name

d. Email from Norfolk ALC reminder of Spring Conference 28 April at Yarmouth

Email from Borough council requesting display of notices re the Crime and Police Commissioner elections to be held on 5 May 2016

e. Letter received raising concerns from a parishioner that the information provided by the applicant in a planning application considered at the last meeting was incorrect. Clerk instructed to write to the Borough Council stating that new information had come to light since this applications had been considered by the Parish Council and that there were now further concerns regarding the environment and wildlife.

f. Email from Borough Council re consultation on Proposed Main Modifications to the Site Allocations and Development Policies Document (SADMP)

g. Email from Norfolk ALC re broadband consultation

h. Email from Norfolk ALC with their response to implementation of planning changes for consultation

i. Email from North Norfolk District Council re consultation on Norfolk Housing and Economic land Availability (HELAA)

**8.16 Highways**

a. Pot holes on road edge opposite 101 Sow Road. Clerk to write to the County Council

b. Pot holes at junction of Church Rd/Stow Rd. Clerk to write to the County Council

c. Noted that repairs still not undertaken in Foldgate Lane, but a residents meeting is planned with the County Council

**9.16 Speed Watch**

Potentially two new recruits so it is hoped to recommence checks soon

**10.16 River Dredging**

The Environment Agency has stated that the bed levels are satisfactory. Agitation trials are taking place elsewhere in the area to determine if this is an effective process to help clear the buildup of silt.

**11.16 Footpath and TROD**

An email had been sent to the Clerk at Watlington from Andrew Wallace from NCC Highways to say that work had not yet started but was planned to start May/June 2016.

**12.16 Planning**

No applications

**13.16 Payroll**

It was agreed to outsource the Clerks payroll to Cambridgeshire ACRE for the next 12 months. Clerk to contact Cambridgeshire ACRE and make the necessary arrangements.

**14.16 Bank signatories**

It was agreed to add a third authorised signature to cheques and electronic bank transfers.

Cllr Bone to be added to electronic signatures and Cllr Morton to be added to cheque signatories.

Proposed Cllr Morton, Seconded Cllr Blanks. 5 in favour, 2 abstentions.

Clerk to prepare necessary paperwork for the next meeting.

**15.16 Web site**

It was agreed to subcontract the uploading of information to the web site to Norfolk ALC for 12 months. Clerk to arrange this.

**16.16 Reference books**

It was agreed to purchase the two recommended reference books for the new Clerk and Councillors – The Parish Councillor’s Guide – paperback and Arnold Baker on Local Council Administration paperback. Clerk to arrange purchase of these.

**17.16 Training for Councillors**

It was agreed to organise training for the Parish Council through Norfolk ALC to be held on the evening of 15 June 2016, but to invite neighbouring Parish Councils to join in to share the cost if possible. Clerk to make the necessary arrangements.

**18.16 Queen’s Coin**

It was agreed not to purchase the Queens Commemorative Birthday coin for children at the village school.

**19.16** **Defibrillator training**

It was agreed to provide this training for volunteers but that this should be marketed well through Eagre News (cut-off date for copy is 20 May) and also through school book bags and at the coffee morning. Clerk to prepare marketing materials and liaise with Community Heartbeat regarding potential course in June 2016.

**20.16 Auditor**

Clerk is trying to identify a suitable person to undertake an internal audit

**21.16 Finance**

a. Accepted accounts to 31 March 2016.

b. Agree cheques to be signed and online payments to be made.

**22.16** **Councillors concerns and agenda items** **for next meeting**

Election of Chairman and Vice Chairman

Speed watch

River Dredging

Highways

Allotments

Trod

‘Cock Up’ event

Litter picking

Hedge Church Rd/ Stow Rd

**23.16 Public Speaking**

The purchase of reference books for the clerk and councillors was endorsed as essential to ensure compliance with required procedures

There are known to be new Councillors in Watlington who require training and would likely join in with any training organised in Magdalen

**24.16 Confirm date of next meeting** – Annual Parish Meeting - Thursday 12 May 2016 at 7.30pm

Meeting closed at 9.05pm

**Signed:………………………………………………….. Date: ………………………………………….**

**Chairman**