**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 12 May 2016 at 7.30 pm.**

**Present Cllrs.** E Fisher (Chairman ) R Chitty (Vice Chairman), R Bone, J Morton, P Smith,

B Blanks, P Heyes, J Anderson,

**Clerk:** Thelma Wadsley

2 members of the public

**25.16 Apologies for absence**

None

**26.16 Minutes of the Ordinary Meeting of the Council held on 14 April 2016**

The minutes were agreed following an amendment to 13.16 and 14.16 where the vote for outsourcing payroll (13.16) was noted as having 5 in favour and 2 abstentions and not the addition of bank signatories (14.16). The minute book was amended accordingly.

**27.16 Declarations of Interest on agenda items**

None

**28.16 Public speaking**

Thanks were given to the hard work of the outgoing chairman and vice chairman for their hard work and contribution to the Parish Council during their respective terms of office

**29.16 Co-option of candidates to the Parish Council**

Peter Koczerzat was co-opted to the PC. He signed the declaration of acceptance and took his place with the councilors.

It was noted that some documents required by standing orders appeared on the Borough Council Web site and it was agreed that the clerk request the Borough Council to redact councillor’s signatures from these.

**30.16 Matters arising**

It was noted that the large step at the entrance to the Pound did not enable hedgehogs to get out. An offer of the donation of a ramp was accepted to address this.

**31.16 Correspondence**

* Notification of additional main modifications to the SADMP consultation had been received from the Borough Council of King’s Lynn and West Norfolk.
* Information and invitation regarding a seminar on Parish Paths to be held Monday 13 June had been received from Norfolk Association of Local Councils
* Information and invitation regarding a course on Cemetery Management and Compliance to be held Tuesday 16 August had been received from Marham Parish Council.
* Minutes of the Downham Market Area SNAP meeting and additional information on security and safety in the summer months had been received from the police together with information on the powers of Parish Councils to issue fixed penalty notices. Clerk instructed to request that all councillors are put onto the police circulation list for these minutes in future.
* Two emails had been received from the Borough Council regarding difficulties their operative was experiencing in emptying the dog bin located at Stowe Rd embankment due to overgrown vegetation. Councillor Banks volunteered to trim this back.
* A letter had been received from the Borough Council informing of an amendment to planning application 16/00335/O.

**32.16 Highways**

An email had been received from Highways at Norfolk CC advising that the Highway and Community Ranger Gangs would be visiting the parish during the week commencing 20 June to carry out work to address reported issues and any other work identified during scheduled inspections. The clerk was instructed to respond by email and report

* + - * Several potholes at the junction of Church Rd/Stow Rd
			* Overgrown hedge on corner of Church Rd/Stow Rd
			* Pot holes at edge of road near 101 Stow Rd
			* Extensive damage to Foldgate Rd caused by agricultural vehicles still awaiting repair
			* Pot hole in middle of road between 61 and 62 Mill Rd

**33.16 SpeedWatch**

Cllr Smith is meeting with the County Co-ordinator to agree safe sites where checks can be undertaken. 3 forms have been given out to potential new volunteers.

**34.16 River Dredging**

No report or update available

**35.16 Footpath and TROD**

The last information received was through copies of emails between Watlington PC and Norfolk CC explaining that work is now due to start at the end of May/beginning of June 2016. It was noted that Magdalen PC paid £9000 as 25% contribution towards the cost of the new Trod in May 2015. Clerk instructed to request confirmation of start date and causes for the delay.

**36.16 Planning applications**

None received

**37.16 To receive update on use of Cambridgeshire Acre for Payroll services**

The Clerk reported that she had met with Cambridgeshire ACRE and that this was now arranged. Her backdated pay had been calculated to her start date of 10 March 2016 which together with the April salary was included in the accounts to be approved during this meeting. The Clerk also reported that the Parish Council might choose to provide the Clerk with a pension but will not be required to do so as her salary falls below the threshold. There are still requirements to complete statutory returns whether pensions are provided or not. Cambridgeshire Acre can assist with this as an extension to the payroll service.

**38.16 Change of Bank signatories**

Further to the decision made at the Parish Council meeting held on 14 April 2016 (14.16) to add Cllr Bone as a third signatory to electronic payments and Cllr Morton as a third signatory to Cheque payments, the following resolutions as required by Unity bank were agreed:

1. The amendments to the operation of the bank accounts, payments instructions and banking services be approved and be provided to the bank by the person authorised to do so in accordance with the Bank’s procedures and the mandate
2. The bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to rely on the instructions given by any person named in Section 3 and may disclose any information relating to the account to any such person
3. The Bank is under no duty to make enquiries before acting on the instruction of any person named in section 3
4. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account

**39.16 Update on Training for Councillors**

The Clerk reported that training for councillors by Norfolk Association of Local Councils had been arranged for the evening of Wednesday 15th June and would be held in the village hall. Neighbouring parish councils will be invited to attend.

**40.16** **Update on** **Defibrillator training**

Details of the training had been received and this had been arranged to take place during the coffee morning at the village hall on 17 June. The clerk had prepared publicity materials for this and would update this information to include the date. This had been sent for inclusion in the Eagre News.

**41.16 Arrangements for litter picking**

Council resolved to purchase two litter picking extending grabs at quoted price of £19.99 each to enable volunteers to undertake litter picking in the parish. Clerk to arrange purchase.

**42.16 Village ‘Cock Up!’ event**

Councillors have been actively involved in this in the past. No letters had yet been sent out to local residents regarding the road closure and it was understood that the organisers were committed to working with local residents affected where the closure would cause problems. Although entry has been limited to 16 carts this involves 51 races and therefore takes several hours to complete. It is expected that Church Road will be closed from 10.30am to 5.00pm. Council resolved to approve the event and road closure in principle.

**43.16 Update on allotments**

The clerk reported that:

Plots 1-14 let and payment had been received in two instalments, the latest payment not yet banked

Plots 15 – 30 let but no payment yet received despite reminders being sent

Plots 31 – 39 vacant

Plots 40 – 46 vacant

Plots 47-53 registered as occupied but tenant claims to have given notice

Plot 54 vacant

Plots 55 – 60 let and full payment received

 Total income from let plots should be £2029.91

 Amounts received to date £1118.87

 Amount outstanding £911.04 (plots 15 – 30)

Clerk instructed to explore ways of marketing vacant plots and that should a further reminded be needed for plots 15-30 this should be sent recorded delivery. Also to review previous minutes to see if notice to vacate plots 47 – 53 has been recorded.

**44.16 Hedge Church Rd/Stow Rd**

This item was covered under Highways (32.16)

**45.16 To approve appointment of internal auditor**

Council resolved to acceptHelen Key as the internal auditor for the end of year accounts

**46.16 Finance**

 **a. Audited end of year accounts to 31 March 2016**

Council resolved to accept these accounts

**b. Accounts to 30th April 2016.**

The clerk had been unable to provide these due to IT problems. These will be provided at the next meeting (9 June)

**c. Cheques to be signed and online payments.**

Council resolved to approve these:

* + - * + Eon (street lighting) Direct Debit £25.15
				+ Helen Key ( audit fee) cheque £45.00
				+ King’s Lynn IDB (rates) cheque £108.25
				+ Came and Company (insurance) cheque £537.94
				+ T Wadsley (reimbursement/allowances) cheque £415.68
				+ T Wadsley (salary March & April) cheque £384.37
				+ HMRC (clerk’s income tax) cheque £96.00
				+ J Anderson (transport filing cabinet) cheque £15.00

**d. Application to transparency fund for office equipment and training**

Council resolved that the clerk should make an application to the transparency fund for a lap top, programmes, scanner, and other items if eligible such as training and costs for the web site.

 Cllr Heyes reported that the budget for 2016/17 on the web site appeared to show incorrect figures for 2015-16 actual and deficit. The clerk was instructed to request that this document be removed and investigated.

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

 Review of Asset Register

 Review and update of Emergency Plan

 Speedwatch

Highways

 Cemetery

Allotments

 Dredging

Trod

**48.16 Meeting adjourned for Public Speaking.**

Councillors were thanked for their support of the ‘Cock Up!’ event.

A former parish councillor informed that the padlock to the Pound is a combination lock and that perhaps the previous parish clerk might know what the combination is so that access could be gained to install the donated ramp.

**49.16 Date of next meeting**

 Date of next meeting is June 9th at 7.30pm

The meeting closed at 9.32pm

Chairman………………………………………. Date………………………………