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

**Draft minutes an Ordinary Meeting** of the above named Parish Council held at **Magdalen Village Hall on Thursday 9 June 2016 at 7.30 pm.**

**Present** Cllrs: P Koczerzat, P Hughes, P Smith, E Fisher (Chair) J Morton, J Anderson

 R Chitty

 Clerk: T Wadsley

 Members of the public: None present

**50.16 Apologies for absence**

Apologies received from Cllrs. B Blanks and R Bone

**51.16 Minutes of the ordinary Meeting of the Council held on 12 May 2016**

The minutes were agreed as a true record

**52.16 Declarations of Interest on agenda items**

None

**53.16 Agree meeting be adjourned for public speaking**

No Public present

**54.16 Matters arising**

Clerk advised that the Chair and Clerk from South Wootton Parish council had accepted an invitation to speak before the next meeting at 7.00pm on July 14th about their Parish Council’s experiences of creating a Neighbourhood Plan

**55.16 Correspondence**

* + - Invitation received to attend West Norfolk Older Person’s Forum Wednesday June 15th
		- ALC Newsletter dated 3rd June
		- Invitation from NALC to devolution meetings 16 June or 22nd June
		- Letter from Parish Church of Wiggenhall St Mary Magdalen regarding traditional Market and Fayre to be held Saturday 23rd July 12.00 to 16.00 and invitation to Parish Council to take part and provide a scarecrow with the theme of ‘Market Traders’.

**56.16 Highways**

Clerk requested to report to Norfolk County Council the following road flooding during recent heavy rain:

 Left hand side of exit from Park Crescent on to Stow Rd

 Church Rd near Dolphin House

 Near 67 Stow Rd

 Near 101 Stow Rd

Clerk also requested to ask again for a progress report on planned action relating to damage to the surface of Foldgate Lane and highlight that although this is not a through road it is used regularly by residents, allotment tenants and farm vehicles

**57.16 SpeedWatch**

Safe sites have been risk assessed and 2 new volunteers have been accepted for training. Training planned for Wednesday 15th June on roadside by 105 Stow Rd

**58.16 River Dredging**

Nothing to report

**59.16 Footpath and TROD**

Last Communication received from Norfolk County Council on the Trod advised of start date end of May/beginning of June. As there were no signs of this having started the Clerk was requested to check with Watlington Parish Clerk if an update has been received and if not to contact NCC to request an update and reasons for further delays.

Clerk to write to farming company responsible for the footpath between Burnt Lane and Foldgate Lane and also the footpath at the end of Foldgate Lane as these are both overgrown.

**60.16 Cemetery**

Councillors will arrange donation of topsoil to level off low areas

**61.16 Planning applications received**

No applications received

**62.16 Training for Councillors**

NALC will be providing training on Wednesday 15th June at 6.30pm in the Village Hall to include:

* + Councils and the law
	+ Managing and monitoring the budget
	+ Neighbourhood Planning

Places on this course have been offered to neighbouring councils and 3 Councillors from Watlington will also be attending.

**63.16** **Defibrillator training**

In addition to Councillors, 4 residents have expressed an interest so far in attending this training. Clerk to contact the Village Hall and Community Heartbeat to see if the training can be organised for the evening of Wednesday 3rd August.

**64.16 Litter picking**

2 litter pickers have been purchased. Dykes were identified as the areas with most litter. First litter pick arranged for Thursday 16th at 3.00pm to start from 105 Stow Rd

**65.16 Allotments**

Any outstanding fees to be reviewed at the next Parish Council meeting on 14thJuly

 Clerk to place lineage adverts in local papers to advertise vacant plots for grazing.

**66.16 Highways issues**

As 59.16 above

**67.16 Asset Register**

Clerk to provide information on last year’s Asset Register at the July meeting for consideration and review, with a view to any recommendations being made at the September meeting.

**68.16 Review and update of the emergency plan**

Clerk to provide information on last year’s Emergency Plan at the July meeting for consideration and review, with a view to any recommendations being made at the September meeting

 **Finance**

**69.16 a.** Accounts to 30th April 2016 accepted

**70.16** **b.** Accounts to 31 May 2016 accepted (note the clerk’s salary payment was in respect of May 2016)

**71.16 c.** Cheques to be signed and online payments were agreed

**72.16** **d.** It was resolved to apply the NJC pay scale award from 1 April 2016 to Clerk’s salary

**73.16** **e.** Paying for training to support the new Clerk was deferred to the next meeting on 14th July

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

Highways

 Speedwatch

 River Dredging

 Footpath and Trod

 Cemetery

 Planning Applications

 Councillor training

 Defibrillator training

 Litter Picking

 Allotments

 Asset Register

Emergency Plan

 Cock Up! Event

 Neighbourhood Planning

**75.16 Public Speaking**

Councillors were invited to participate in the Village Hall Cracker event to be held later in the year.

**76.16 Date of next meeting** – 14 July 2016. Noted that there will be a talk at 7.00pm on Neighbourhood Planning before the ordinary meeting starts at 7.30pm

**Signed: Chairman Date:**