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

**Minutes of the Ordinary Meeting of the above named Parish Council held on 10th November 2016**

**Present - Cllrs:** J Anderson, R Bone, R Chitty, E Fisher (Chairman), P Heyes, P Koczerzat, J Morton,

Clerk – S Goodwin 1 member of the public

1. **Apologies for absence**

None

1. **Minutes of Meetings**

a 7 and 13 October 2016 Having been circulated previously, it was proposed and accepted that the minutes be agreed

1. **Declarations of Interest**

None

1. **Public Speaking**

Request for update on temporary building adjacent to 3 Lynn Road and planning permission

1. **Co-option**

As there has been no request for an election, there are now two vacancies for councilors. No official advertising to be done but prospective candidates to be sought by word of mouth

1. **Matters arising (for information only)**

a Sunset Meadow, 3 Lynn Road, planning enforcement officer confirmed that he will be visiting the site.

b 2015/2016 Vat refund application has been made

c Westcotec are to refund all street lighting maintenance paid in 2016 and correct invoice has been received

d £96 HMRC uncleared cheque can be cancelled as PC is in credit with HMRC and so this payment is not required.

e Clerk had attended Norfolk ALC conference and put a copy of presentations into correspondence folder

1. **Correspondence (for information only)**

a Mayor’s Civic Award – request for nominations

b Special Expenses on KLBC tax bills will be shown on separate line to Precept on 2017/2018 bills

c Heritage Lottery Fund meeting, 15 November at Town Hall, March, at 1am – 3.30pm

d Norfolk ALC AGM, 21st November, East Tuddenham Village Hall, 10am – 1pm

e Local Government Finance Settlement Consultation – copy of response sent by Norfolk ALC

f Letter from Alan Sherfield detailing Church Christmas events. Cllr. Chitty has made a Christmas tree on behalf of the PC for the church tree display. He was thanked for his time and thoughtfulness

1. **Highways**

a Prices had been received in preparation for bids for Parish Partnership (PP) 2017. Items included pavement improvements, completion of the Trod, Vehicle Activated Sign, warning signs. Prices were requested for bus stops. Final decision to be made in December. It was also noted that new dog bins are required. This will be on next agenda but not as part of the Parish Partnership bid.

b A list of potholes, verge obstruction and their location on a map had been prepared by Cllr. Fisher. This will be sent to clerk to be forwarded to Highways after latest repair requests have been added.

c A quote of £15000 to complete the Trod has been received. This cost will be part of the PP 2017/2018 application

d Clerk still trying to ascertain what the Rangers did on their September visit but meanwhile NCC have requested items to be included for Rangers visit in December. Clerk to use previous list as a basis and councillors to send further items.

e Matters raised at last meeting update included – overgrown trees on High Road and Stow Road, no problem found by NCC, clerk to write again. Footpath between Mill Road and Stow Road to be cleared. Road sign by 80 Stow Road to be given a new pole.

f Councillors to check grit bins and let clerk know if they need to be topped up

1. **Speedwatch**

 Cllr Bone to be co-ordinator. There are sufficient volunteers for speedchecks to be carried out.

1. **Allotments**

a Tenants of plots 15-20 have requested that they retain these plots despite notice due to expire at the end of November. Agreed that this be granted. Applicant who had expressed interest in only plot 15 to be offered the plot reserved for those wishing to rent a statutory allotment plot ie plot 54

b Agreed that rental to be increased to £57.86 per ½ acre plot.

c Quotation from solicitor received for new agreements. It was explained that correct agreements are required to ensure the continued possession of the land by PC and avoiding possibility of land being acquired by an Agricultural Tenancy or similar being created. Clerk to research previous agreements used and also to obtain quote from another solicitor for grazing agreements and statutory allotment agreements.

d Considered future of allotment land and it was agreed that it should continue as grazing land for now. Applicant for grazing land to be told that no plots available at the moment due to lack of access. Topping to be arranged by Cllr. Anderson

e Installation of a borehole was considered to be impractical and will not take place.

1. **Asset Register**

Councillors had inspected assets and found them to be present and in good order.

1. **Emergency Plan**

 Cllr Fisher had circulated possible templates of plans. Matter to be on next agenda

1. **Parish Plan**

 Parishioners responses to the questionnaire to be destroyed.

1. **Planning**

a 16/01817/F Replacement Coach house to provide holiday let associated with Crabbs Abbey and new access road Supported particularly as it is utilising existing building

b Update on 16/00335/O Land S of Sustead, Stow Road, New dwelling Refused by BC

1. **Finance**

a Accepted accounts to 31 October

b Resolved that £100 donation to be made to Royal British Legion

c Agreed Westcotec standing order to be quarterly

d Agreed cheques to be signed, standing orders created and online payments made

e Budget – considered items to be included in expenditure for 2017/2018 eg replacement defibrillator

f Received Mazars Audit report for 2015/2016, which reported that assets needed adjustment but otherwise accounts were found to be in good order. It was also noted that a major change for 2016/2017 is that a reasonable approach to asset valuation should be applied which is consistent from year to year. Insurance valuation figures to be used to ensure consistency

g Signatory forms for Unity Trust Bank were completed and signed

1. **Councillors Concerns and Future Agenda Items**

Tenders for playing field and cemetery, maintenance of trees on School property, replacement of dog bins, whereabouts of riverside lifebelts

1. **Public Speaking**

Concern about condition of Road between Magdalen and Stowbridge

1. **Date of Next Meeting**

8th December Meeting closed at 9.15pm

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