

Wiggenhall St Mary Magdalen Parish Council

Minutes of the Ordinary Meeting of the above named Parish Council held on 13 April 2017

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

Clerk – S Goodwin

1.17 Apologies for absence

Cllr Hopkins (BC)

2.17 Minutes of Meetings

9 March and 28 March 2017. Having been circulated previously, it was then agreed that the minutes were a true and accurate record of the meeting

3.17 Declarations of Interest and Requests for Dispensations

None

4.17 Public Speaking

2017 Rooster Raft Race details given, observation made about increasing size of farm machinery

5.17 Co-option

Vacancies are still advertised on PC noticeboard, PC website, in Village Voice and Eagle News

6.17 Matters arising (for information only)

243.16b Clerk met with manager of Eau Brink Farm met at the allotments and looked at dykes surrounding Parish Council (PC) land. Manager kindly offered to trim all 3 dykes at suitable times each year. Access may be required to trim top of dykes on PC land. Advance notice will be given so that licensees can be notified.

7.17 Correspondence (for information only)

- a Borough Council Core Strategy 2011 and Site Allocation & Development Management Policies Plan 2016. Schedule and mapping of sites put forward to be published shortly
- b Update on Better Broadband for Norfolk
- c Invitation to Norfolk ALC (Association of Local Councils) Spring Conference, Swaffham, 24 May, 9.45am
- d Invitation to Norfolk SLCC (Society of Local Council Clerks) Conference, Carrow Road, Norwich, 7 July, 9.30am
- e Invitation to a Rural Barnstorming Event, Tuesday 2nd May, Snettisham Park Visitor Centre,
- f Downham Market Crime Update figures for March 2017

8.17 Highways

- a No additional notifications to be sent to NCC regarding potholes.
- b Dog waste bin licence for railway abutments location still awaited. Clerk had not had time to action request for permission for additional bin by Relief Channel. Cllr Chitty confirmed that he had alternative means of supporting new bins. Cllr Chitty also offered to strengthen lid of bin by cemetery gates. After discussion it was proposed and agreed to request licence for additional bin at foot of Lodes Head steps.
- c Parish Partnership application resulted in permission being given for the bus shelter, 20 mph sign for Park Crescent and completion of the Trod. The Vehicle Activated Sign for Lynn Road was refused as emphasis is now being placed on portable Speed Awareness Monitoring signs showing speed of vehicles. Acceptance forms were signed and witnessed and approval proposed and agreed for cheques for TROD and Park Crescent sign to be sent to Norfolk County Council (NCC). PC to arrange bus shelter purchase and installation and pay in full. NCC will then send cheque for 50% of costs.

9.17 Emergency Plan

No firm arrangements for meeting made

10.17 Reports

- a Environmental – Information still being gathered by working party of Cllr Ed Fisher and M Henstock
- b Cleaning Group – Report by Cllr Bone had been sent to Great British Spring Clean 2017
- c Speedwatch Team - Cllr Bone reported 6 sites for speedchecks had been agreed with Janet Overton and all volunteers are to receive training
- d SNAP (Safer Neighbourhood Action Plan) meeting in April attended by Cllr Fisher

11.17 Cemetery

- a Meeting was held with P Jones (cemetery maintainer). Subsidence around several graves noted and one seriously leaning headstone. Agreed that working party of councillors meet on 19 April at 6pm and rectify situation. Requested that letter to be sent to stonemason concerning leaning headstone but clerk advised that maintenance of cemetery including leaning headstones was responsibility of PC.
Discussion took place concerning responsibilities and it was agreed that a pro-forma letter for responding to headstone applications should be agreed at the next meeting.
- b Location of new row of ashes interments where headstones may be used was agreed by maintainer (leaving enough room to access hedge for trimming). Location to be marked by cemetery work party
- c P Jones also showed Cllr Fisher fallen tree on playing field and chain link fencing which was causing problems during grass cutting. Cllr Fisher to pass matter to Village Hall Committee.
- d A request for kerbsets around a grave had been received and it was agreed that PC policy of no more kerbsets should be adhered to.
- e Request for permission to place tablet on grave is to be granted but tablet size will need to match headstone base size (if there is one) or to be 18” square maximum and must be laid flush with ground.
- f June agenda to include item to review regulations concerning cemetery as well as the annual review of fees.
- g Clerk confirmed that cemetery plans, both on paper and on computer were safely in her possession. There had been concern in the past that these were not amongst PC records.

12.17 Grazing and allotment land

Applicant agreed to take on 2 acres for sheep grazing. Site to be measured out for plots 49-52 leaving ground for Statutory allotment land on plots 53 and 54

13.17 CPRE Planning campaign – Housing Allocation Pledge will not be signed by Magdalen PC

14.17 Dyke Clearance

Report of broken drainage pipe in dyke causing problems near 30 Lynn Road to be reported to Highways

15.17 Planning

- a Agreed format for considering planning applications
- b 17/00126/F 2 storey rear extension to dwelling, 35 Stow Road, Magdalen
Approved by Planning Department
- c 17/00003/F Front and rear single storey extensions, 7 Church Road, Magdalen.
Approved by Planning Department

16.17 Finance

- a Resolved to accept monthly accounts to 31 March
- b Proposed and agreed that clerk to attend training day and for mileage and fees to be paid by PC
- c Agreed rental to be paid to Magdalen Village Hall for 2017/2018. Cllrs. Chitty and Fisher abstained as they are members of VH Committee

10.17 Finance (cont'd)

d Resolved that following payments be made

Ref 1/17	Village hall rental 2017/2018		<i>C 300137</i>	£230.00
Ref 2/17	Acre payroll management		<i>BP</i>	£36.00
Ref 3/17	Cemetery rates			£0.00
Ref 4/17	Dog bin emptying		<i>C 300138</i>	£324.48
Ref 5/17	E-on		<i>DD</i>	£30.18
Ref 6/17	King's Lynn Internal Drainage Board		<i>BP</i>	£109.65
Ref 7/17	S Goodwin Salary		<i>SO</i>	£299.63
Ref 8/17	HMRC		<i>BP</i>	£65.20
Ref 9/17	P & B Jones		<i>SO 1/12</i>	£404.30
Ref 10/17	Westcotec		<i>SO</i>	£40.50
Ref 11/17	Norfolk CC Parish Partnership TROD		<i>C300139</i>	£3,750.00
Ref 12/17	Norfolk CC Parish Part. Park Crescent 20 sign		<i>C300140</i>	£1,800.00

e Previously distributed to all councillors it was resolved to accept end of year accounts for 2016/2017
Thanks were proposed to Cllr Heyes and clerk for accounts work undertaken throughout the year

17.17 Councillors Concerns and Future Agenda Items

Support for Raft Race road closure to be on agenda and painting of phone boxes

18.17 Public Speaking

None

19.17 Date of Next Meeting

11 May

20.17 Resolved to **exclude public and press** in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted concerning staffing.

Clerk informed that probationary period now over and employment confirmed. Working hours to be monitored and reviewed in June

Meeting closed at 9.20 pm

Chairman Date