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

**Minutes of the Annual Meeting of the above named Parish Council held on 11 May 2017**

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

Clerk – S Goodwin 3 members of the public

1. **Elect Chair and Vice-Chair**

Cllr. Fisher was elected as Chair and Cllr. Chitty was elected as Vice-Chair

1. **Apologies for absence**

Cllr Heyes

1. **Minutes of Meetings**

13 April. Having been circulated previously, it was then agreed that the minutes were a true and accurate record of the meeting

1. **Declarations of Interest and Requests for Dispensations**

None

1. **Public Speaking**

Poor acoustics in village hall. Cllr. Fisher to enquire if loop is installed. Seating was re-arranged to enable public to hear councillors more clearly

1. **Co-option**

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

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

*12.17* Agreements were signed and witnessed for grazing plots 49 -52

*14.17* NCC Highways are to monitor broken drainage pipe in dyke causing problems near 30 Lynn Road

*16.17b* Clerk had attended Training Day which was very informative and copy of presentation to be put into correspondence folder

*17.17* Clerk had forgotten to put Raft Race road closure on the agenda. PC agreed in principle to support road closure and item will be on next agenda for formal resolution

*17.17*  Clerk had forgotten to put phone box painting on the agenda but Cllrs. Anderson and Bone confirmed that they will be painting them. Paint is at Cllr. Fisher’s home. Item will be on next agenda.

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

a Downham Market SNAP (Safer Neighbourhood Action Plan) minutes for April

b Invitation to Briefing on BC Boundary Review Procedure, 22 June, 6pm

1. **Appoint representatives** for

a Village Hall Committee – Cllr. Chitty

b Safer Neighbourhood Team meetings – Cllr. Fisher

c Speedwatch Team – Cllr. Bone – Co-ordinator

d Clean up Team – Cllrs. Bone, Chitty and Morton

e Flood Working Group – Cllr. Fisher and M. Henstock (parishioner)

1. **Highways**

a No additional notifications to be sent to NCC regarding potholes.

b Dog waste bin licence for railway abutments location received. Councillors to install new bin. Second new bin is to be installed by cemetery gates and old bin renovated by Cllr. Chitty for installation elsewhere at a later date. Cllr. Chitty will liaise with other councillors regarding installation as he has new posts for the bins.

ci Bus shelter licence applied for and A Wallace (NCC engineer) to meet with PC representative to discuss possible sitings. Clerk to confirm that other companies can be asked to supply bus shelter other than Westcotec

**30/17 Highways (cont’d)**

cii 20 mph advisory sign for Park Crescent. It was agreed that original choice of sign would be too big in relatively small road. Clerk to ascertain prices and measurements of possible alternative signs, confirming that LED signs can be solar powered.

ciii TROD is on highways list for completion this year.

d Agreed to send letter concerning removal of obstructions on verges. After discussion it was agreed that an open letter to all the village be placed in next edition of Eagre News

1. **Emergency Plan**

2 hour meeting to be arranged for one evening in September with speaker from Emergency planning office, demonstration of Cardiopulmonary resuscitation (**CPR**). Cllr Fisher to find out what dates Village Hall is available

1. **Reports**

a Flood Working Group will be visiting ‘Floodex’ exhibition and will present report at next meeting.

b Cleaning Group – Next cleanup to be done in May.

c Speedwatch Team – Team has received training, forms obtained and aim is for one speed check per week

d SNAP (Safer Neighbourhood Action Plan) next meeting in June to be attended by Cllr Fisher

1. **Cemetery**

a Pro-forma letter agreed to be sent to anyone requesting memorial/tablet installation or additional inscriptions.

b Parishioner had written with concerns about grave. Clerk to invite him to meet with Cllr. Fisher and herself

1. **Planning**

No items reported

1. **Finance**

a Resolved to accept monthly accounts to 30 April

b Internal Audit took place on 4 May, report was presented and accepted

c Annual Governance Statement 16/17 was completed and signed

d Annual Accounting Statement 16/17 was approved and signed

e 3 quotations received and agreed that recommendation of Came & Co. (insurance brokers) be accepted. Insurance to be renewed with Inspire. Discussion took place whether to further reduce premium by signing up with Inspire for 3 years but it was decided that 18/19 insurance quotations should be sought from Aon and Zurich as well as from Came & Co..

f Resolved that following payments be made 

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

Raft Race road closure to be on next agenda

1. **Public Speaking**

Thanks given for PC support of road closure, suggestion of sign on dog bins ‘For Dog Walkers only’. Clarification sought as to what monitoring would be done by NCC of item 14.17

1. **Date of Next Meeting**

8 June 2017 Meeting closed at 9.55pm

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