**Wiggenhall St Mary MagdalenParish Council**

**Minutes of the OrdinaryMeeting of the above named Parish Council held on 8 June 2017**

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

Clerk – S Goodwin 1 member of the public

1. **Apologies for absence**

Cllr Bone

1. **Minutes of Meetings**

11 May 2017.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**

Report given on visit to Floodex exhibition and information circulated concerning modern sandbags (Floodsax)

1. **Co-option**

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

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

*33.17b* Clerk and Cllr. Fisher had met with concerned parishioner and it was agreed that grave spacing was correct

*35.17c* End of year documents including Annual statement published on website

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

a Explanatory letter of West Norfolk Green Points Scheme

b Invitation to attend The Noted Liars project in which children from Magdalen school are appearing was accepted by clerk and Cllr. Morton

c Cllrs Chitty and Morton to enter flower arrangement on behalf of the PC at Magdalen Church Flower Festival

d Invitation from Downham Market police for contact number to receive SMS concerning persons and vehicles that are of interest in the Downham Market area and which can then be forwarded to parishioners who have requested to join the scheme. Clerk to register and invitation to be put in next edition of Eagre News

1. **Highways**

a No additional notifications to be sent to NCC regarding potholes but letters to be sent to several owners of village property concerning overgrown vegetation

b Dog waste bins to be installed w/c 12 June.

ci Cllr. Fisher met A Wallace (NCC engineer) to discuss bus shelter. Confirmed that other companies can be asked to supply bus shelter other than Westcotec. Discussion took place and it was agreed that clerk negotiate best price up to £5000 for 3 bay cantilever shelter without end panels, no more than 1.1m width, with 3m perch seat and 6mm polycarbonate glazing. Priority is to be given to 6mm polycarbonate glazing over perch seat but is no 6mm polycarbonate glazing available then 6mm toughened safety glass. If price cannot be agreed for this then 2 bay shelter to be purchased with same specifications if possible.

**46.17** Highways (Cont’d)

cii 20 mph advisory sign for Park Crescent. It was proposed and agreed that original choice of sign be purchased as other signs were considerably more expensive. This sign also clearly has ‘20’ on it and it is hoped this will remind drivers to monitor their speed. Parish Partnership to be notified of change of price and grant adjustments to be agreed

ciii No further news on Trod

d Closure of Church Road for Raft Race event in August supported by PC

1. **Emergency Plan**

2 hour meeting date not confirmed. Suggestion that Magdalen School pupils be involved will be investigated by Cllr. Fisher. Floodsax will be advertised at meeting with invitation for parishioners to purchase them through PC and hopefully enough will be ordered to obtain bulk discount.

1. **Reports**

a Flood Working Groupvisited ‘Floodex’ exhibition and report given in 42.17

b Cleaning Group – Next cleanup to be done in June

c SpeedwatchTeam –3 checks done in May, one check per week to be carried out

d SNAP (Safer Neighbourhood Action Plan) meeting attended by Cllr Fisher who raised concerns about obstructions on verges. Cllr Brian Long to write to NCC Highways to urge that they give more attention to these reports

1. **Cemetery**

a Additional conditions to application to install headstone/tablets were accepted.

b Ray Thornalley offered to talk to PC and advise on possible regulations for cemetery concerning wreaths, unauthorised items, additional pots, etc. Offer was accepted and clerk to contact him

c Annual review of fees done with minor amendments, risk assessment document agreed. Clerk to investigate regulations for cemetery with possibility of notice board at entrance with outline of regs. Cemetery training organised by Norfolk ALC to be attended when dates and venue published. Hopefully this will include training on headstone toppling testing so that regular testing can take place. Thought needs to be given on how frequently inspections of cemetery take place but this will be done at a later meeting. Last inspection took place in May.

1. **Maintenance of Village Assets**

a Phone boxes **-**  confirmed phone boxes to be painted and defibrillator strips attached by Cllrs Bone and Anderson

b War memorial – agreed that cleaning not required at the moment

1. **Grazing Land**

Roadway alongside plots 1 – 15 is badly rutted. Tenant using this roadway to be contacted about deep ruts created by their vehicles and told that PC accept no responsibility for any damage to underside of vehicle caused by ruts. Norfolk ALC to be asked for advice concerning rubbish dumped alongside Plot 1. Clerk to find contractor to ‘top’ vacant plots on an annual basis.

1. **Magdalen Flower Festival**

Cllrs Chitty and Morton to enter flower arrangement on behalf of the PC at Magdalen Church Flower Festival. Theme is ‘Children’s Books’

1. **Planning**

17/00441/F Remove existing shop front and replace with new house frontage at 40 Church Road Approved by Planning Department

1. **Finance**

a Resolved to accept monthly accounts to 31 May. Cllr Heyes had checked them

b Resolve that clerk’s holiday pay for 16/17 be included in July 2017 salary payment

c Resolvedthat following payments be made



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

Concerns about overgrown verges and hedges put under Highways 46.17

1. **Public Speaking**

None

1. **Date of Next Meeting**

13 July 2017

Meeting closed at 9.45pm

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