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

**Minutes of the Ordinary Meeting of the above named Parish Council held on 13 September 2018**

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

Clerk – S Goodwin 1 member of the public present

1. **Apologies for absence**

None

1. **Minutes of Meetings**

 12 July and 23 August 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. **Appointment of Vice-Chairman**

Position be left vacant for time being

1. **Public Speaking**

 No comments made

1. **Co-option**

 No election has been called for latest vacancy created by resignation of J Anderson, so there are now 4 vacancies, which are advertised on PC noticeboard and PC website. It was agreed that more colourful posters be used to advertise vacancy

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

*43/18a* Footpath 4 from village to allotment/paddock land has been widened by Eau Brink Farm and footpath 4 alongside allotment/paddock land will be improved so that it will be of a width more suitable for walkers and horse and also that it can be maintained more easily all year round by Eau Brink Farms. Footpath 9 is clear except for access by small coppice which will be cleared in annual cut by IDB. Eau Brink Farm will also cut as much of the dyke around allotment land as can be reached from Eau Brink land to save tenants from having to move fencing to enable machinery to work from paddock land side. Clerk had thanked Manager personally for all his help in these matters.

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

a Unity Trust Bank increasing interest

b Thank you letter from A Sherfield received for PC contribution to Scarecrow Festival

1. **Highways**

a Pothole repair list given to clerk and details of repairs required to Lodes Head steps

b Resurfacing of footpaths – no commencement date known. Clerk had written to say that weeds must be cleared before work commences.

c SAM2 posts installed. SAM2 delivered and training given to councillors. Agreed that no further brackets be purchased at the moment. 2 more keys to be ordered from Westcotec. 2 padlocks to be purchased by clerk. Cllr. Fisher to donate old laptop to download SAM2 reports on. Clerk to obtain confirmation as to how long unit can be left in one position. Cllrs Fisher, Koczersat and Morton to initially install SAM2 unit and rotate unit to designated locations in village.

d Watlington PC contacted to chase annual maintenance of installed TROD by jointly appointed contractor. Completion of TROD to commence as soon as Network Rail paperwork agreed.

1. **Reports**

a Speedchecks 5 carried out with as many as 9 vehicles reported in one check.

b Cleanup carried out from Church Road to Toll Bar Corner

c SNAP meeting held on 15 August. Cllr Koczerzat attended. Main concerns were increased anti-social behaviour due to hot weather and speed of farm vehicles. As long as these vehicles are within speed limits no action can be taken.

1. **Paddock land and allotments**

a Installation of track is now complete with soil left at side of track alongside plots 16 onwards. Small pile of planings and hardcore is also there for maintenance of track. Some weeds appearing. Clerk to find out cost of knapsack sprayer.

b Amendments to licence agreements for grazing of livestock were considered and agreed

c Quotation for installation of track gates and filling of ruts with soil beyond plot 16 had been obtained. 7 companies were approached but only one responded with a quote. Contractor had agreed that PC could buy gates and posts and he would install them. Agreed that quotation be accepted

d Apology to be sent to tenant regarding complaint of fence damage during topping and it was agreed that new tenancy can now be offered for plots 40 to 48 for 2018 and further tenancies to be offered to all tenants for 2019

1. **War Memorial and Remembrance Wreath**

a Arrangements for ordering wreaths has been changed by Royal Legion who now want donation to be made at time of ordering. Donation of £100 agreed. Clerk will now order wreath. P Smith to be asked to lay wreath

b Notification received from Historic England that memorial is now listed at Grade II in List of Buildings of Special Architectural or Historic Interest. As this is now a listed memorial, clerk to ascertain cost of professional cleaning. Cllrs cannot now undertake this work as has been done in the past until professional advice has been obtained.

1. **Cemetery**

aConsideration was given to application for placement of tablet in interment area. Tablet was not of standard size of 18 inches square but it was agreed that it could be laid as long as it was inline with existing headstones and was laid flush to the ground. Agreed that only a professional with Public Liability can install it and it was further agreed that regulations be amended to reflect this. Grave area also needs to be levelled and it was agreed that amendment should be made in the regulations to state that if, after 6 months, the PC was not happy with level of grave, Funeral Director responsible should be responsible for correcting it.

b Agreed that contractor be found to install noticeboard. Clerk given permission to consent for works to proceed up to £150. Contractor working on allotments to be asked first as he will have relevant equipment to hand. Councillors agreed that more tasks should be paid for rather than relying on goodwill of councillors who have done so much unpaid work in the village already.

c Joint 3 grave kerbset to be replaced by one headstone with wings extending to breadth of 3 graves to be installed. No additional fee to be charged

1. **Bus Service**

 Cllr Long had advised PC to contact Lynx. No further action to be taken

1. **Planning**

a 18/01047/F High Oaks 7 Lynn Road Wiggenhall St Mary Magdalen Norfolk PE34 3AZ

Approved by Planning Department

 18/00955/F Proposed stables at Orton Field, 146 Stow Road, Magdalen

Approved by Planning Department

 18/00980/F Proposed menage at Orton Field, 146 Stow Road, Magdalen

Approved by Planning Department

b Discussion took place as to whether or not extra meetings should be called for planning applications requiring a response before next planned meeting. Informally agreed that for now extra meetings be called as they are currently. Formal decision to be on next agenda

1. **Finance**

a Resolved to accept monthly accounts to 31 August

b Resolved to agree cheques be signed and online payments made

c New signatories/authorisees have been notified by Unity Trust of log-in procedures except Cllr. Fisher. Clerk to make enquiries

d Received and accepted PKF Littlejohn LLP external audit report for 2017/2018, which had no additional observations other than audit being in accordance with Proper Practices

e Street lighting maintenance contract with Westcotec to be renewed.

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

Cllr Heyes resigned as councillor.

1. **Public Speaking**

 None

1. **Date of Next Meeting**

10 October 2018

Meeting closed at 9.35pm

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