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

**Minutes of the Ordinary Meeting of the above named Parish Council held on 12th January 2017**

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

Clerk – S Goodwin 1 member of the public,

1. **Apologies for absence**

Cllr Koczerzat,

1. **Minutes of Meetings**

8th December 2016 Having been circulated previously, it was proposed and 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**

No comments were made

1. **Co-option**

No applicants. Vacancies are advertised on PC noticeboard

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

187.16d Wordpress training to take place 31 January, Village Hall, 9.30am. Cllrs Fisher, Heyes and Koczersat to attend. H Carrier to supply laptop and possibly projector and screen

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

a KLBC requesting Parish Councils who wish to be responsible for grass cutting to contact them

b Notes/Actions from SNAP meeting held 7 December

c Consultation on video-conferencing mailed to all councillors for individual responses

d Advice received that either councillors e-mail addresses or phone numbers be published. Agreed that phone numbers be used. Councillors informed clerk of preferred number to be published.

e Thank you letter received for PC contributions to Magdalene Church Christmas Celebrations

f Clerk had completed form for exhumation of ashes from cemetery for B Mahoney

g SNAP meeting poster for 1st February at Downham Market

h War Memorials Workshop in Norwich, 24th January

i Norfolk ALC sent information on Audit regime for 2017/18 – 2021/22 including name of new auditor (PKF Littlejohn LLP) and fees (£200) if PC does not declare itself an exempt authority with neither income nor expenditure exceeding £25000.

j Transparency Code Support Sessions being held. Councillors wishing to attend to make their own arrangements

1. **Highways**

a Application made by clerk to 2017 Parish Partnership Scheme.

b Rangers asked to be more specific about works carried out in December. Also asked to notify clerk of specific date for next visit not week commencing date.

c Councillors to use Fix my Street on website to notify authorities of pot-holes etc.

1. **Speedwatch**

Whereabouts of equipment confirmed by Cllrs Bone and Chitty. Membership and conditions of Speedwatch to be confirmed by Cllr Bone, who is liaising with Tilney All Saints Parish Council.

1. **Emergency Plan**

Discussion took place as to how best to protect vulnerable members of the community in an emergency and the possibility of storing sand bags, creating telephone tree. Clerk to ask Norfolk Prepared for copies of leaflet for distribution in the village. Copy to be put on website. Possibly a public meeting concerning Emergency Planning

1. **Dog Waste Bins**

2 dog bins ordered and received by clerk. Bins by Lodes Head and the bridge in Church Road are to be replaced with larger bins and current bins be relocated to EA gate near railway abutments in Stow Road and Moss’s Drove at junction of Lynn Road/High Road, subject to approval by King’s Lynn Borough Council

1. **Transparency Fund Grant**

Cllrs Anderson and Heyes to accompany clerk to purchase laptop, projector, printer, case and data backup unit.

1. **Annual Parish Meeting**

Agreed that APM will be held at 7pm on 13th April before PC meeting, which will start at 7.30pm. To be advertised in Eagre News, on PC noticeboard and website

1. **Grazing Land**

a Following a written request, it was agreed to grant permission for a fully insured horse trailer to be parked on tenant’s plot

b Licensees 2017 contracts for grazing land signed and witnessed

1. **Planning**

None

1. **Finance**

a Accepted accounts to 31 December

b Agreed cheques to be signed and online payments made

c Budget for 2017/2018 agreed and Precept for 2017/2018 agreed to remain the same as last year £14500

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

Flood Report and Cleaning Report to be on February agenda, safety concerns about Village hall to be reported to Village Hall Committee by E Fisher

1. **Public Speaking**

Comments made on emergency planning discussion and maintenance of PC laptop.

1. **Date of Next Meeting**

9th February 2017

1. 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’s salary agreed

Meeting closed at 9.25pm

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