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

**Minutes of the Ordinary Meeting of the above named Parish Council held on 8th December 2016**

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

Clerk – S Goodwin 1 member of the public,

1. **Apologies for absence**

Cllrs Anderson and Bone

1. **Minutes of Meetings**

 10 November 2016 Having been circulated previously, it was proposed and accepted that the minutes be agreed

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

None

1. **Public Speaking**

No comments were made

1. **Standing Orders**

Additional clauses were added to standing orders relating to co-option procedures.

1. **Co-option**

No applicants. Vacancies to be advertised on PC noticeboard

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

a Environment Agency have topped up gravel on steps behind Lodes Head

b 2015/2016 Vat refund application monies have been received

c Westcotec have refunded all street lighting maintenance paid in 2016 .

d Clerk had attended Planning Workshop and put a copy of presentations into correspondence folder

e Clerk confirmed that Borough Council had been responsible for lifebuoys and had withdrawn them in a cost cutting exercise in 2015. EA have been requested to investigate who is now responsible for supply of lifebuoys in the area.

f Confirmed by Planning officer that mobile home at 3 Lynn Rd does not need planning permission as it was being used during a new build. It can now remain within curtiledge of development for incidental use, without planning permission

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

a No paper plans will be supplies to Parish Council for planning applications as from 1 January 2017.

b Norfolk ALC offering councillors additional login details for its website

c Confirmation that SNAP meetings are usually held on Wednesday evenings.

d Request for reader at Magdalen Church Annual Carol Service. Cllr Chitty volunteered.

1. **Highways**

a A quote of £15000 to complete the Trod had been received. This cost will be part of the PP 2017/2018 application. Watlington PC confirmed its commitment to the project and has submitted an application to the 2017/2018 PP. In addition to the trod it was agreed that funding for traffic signs for Lynn Road and Park Crescent and a bus shelter for Stow Road be applied for in the 2017 Parish Partnership Scheme.

b A list of potholes, verge obstructions and their location on a map had been prepared by Cllr. Fisher and was entered onto Highways system by clerk. Clerk requested that repairs including width and depth of potholes be reported asap and not allowed to build up as this had taken several hours to complete. Updates were too numerous to list. Cllrs to inform clerk of urgent repair requests when noted and not wait until meetings. Footpath between Mill Road and Stow Road has been cleared. Road sign by 80 Stow Road has been relocated

c Clerk used previous Rangers list as a basis for requested items for planned w/c 19 December visit

d Councillors confirmed that grit bins are full

e Agreed that dog bins by cemetery and the bridge in Church Road are to be replaced with larger bins and current bins be relocated. Decision as to new locations to be made at a later date

1. **Speedwatch**

Whereabouts of equipment to be confirmed by Cllrs Bone and Chitty as Tilney All Saints PC are requesting it for their use

1. **Allotments**

a Quotes obtained from several solicitors but it was agreed to use agreements drawn up by clerk and

 N Hancox. New agreements to be sent to all tenants

1. **Emergency Plan**

 Matter to be on next agenda

1. **Cemetery and Playing Field Tenders**

 6 invites to tender had been sent out with one being returned on time. 2 other tenders received later were considered but it was agreed that contracts should remain with current contractor as he has always been efficient and helpful

1. **Church Close**

Clerk had obtained a map of Freebridge ownership of land in Church Close, which confirmed that they are responsible for parking area between chip shop and bungalows

1. **Planning**

None

1. **Finance**

a Accepted accounts to 30 November

b Signed Westcotec maintenance agreement for 3 year contract

c Agreed cheques to be signed and online payments made

d Cllrs Fisher, Heyes and Koczerzat to attend Wordpress training

e Budget – considered items to be included in expenditure for 2017/2018. Final decision to be made in January when Precept is set

f Appointed John Cross as internal auditor for 2016/2017

g Reviewed Financial Regulations with no amendments being made

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

None

1. **Public Speaking**

Condition of Watlington Station car park, blocked dykes, grazing on allotments,

1. **Date of Next Meeting**

12 January 2017

 Meeting closed at 9.25pm

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