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

**Minutes of the Ordinary Meeting of the above named Parish Council held on 14 December 2017**

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

Clerk – S Goodwin Two members of the public were present

1. **Apologies for absence**

None

1. **Minutes of Meetings**

9 and 23 November. 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**

None

1. **Co-option**

Vacancies are still advertised on PC noticeboard and PC website

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

*121/17* Benches, bus shelter and Park Crescent speed sign added to insurance. No extra premium payable until renewal in June 2018

*123/17c* Noticeboard delivered. Councillors will arrange installation at a later date

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

a Notification of new property address, Riverside Barn, Stow Road

b Wiggenhall St Mary Magdalen School now part of KWEST Multi Academy Trust (MAT)

c Notification of proposed revised pay scales for Local Government employees. Matter to be on next agenda

1. **Highways**

a Burnt Lane pothole repaired. Pot-holes in Fen Road to be reported

b Norfolk County Council has finalised our account with them for 17/18 Parish Partnership and cheque and bank payment have been sent totalling £2591.40

c Application for SAM2 and footpath resurfacing has been submitted to 18/19 Parish Partnership

1. **Reports**

a Flooding and emergency plan group (Cllrs Fisher and Koczerzat, M Henstock and K Holland to meet on 18 January.

b Routine speedchecks carried out in November and report from Police was copied to councillors

c Cllr Fisher attended bi-monthly meeting with police and was the only attendee. Councillors were encouraged to attend next meeting

d Next cleanups to be done in the New Year

1. **Cemetery**

a Cllr. Heyes summarised possible use of EROB in future. Information to be circulated to councillors and decision concerning EROB and number of years to be granted to be on next agenda. Agreed to measure length of proposed lintel, which when installed will clarify grave spacing and headstone alignment. Consideration was given to registering PC with British Register of Accredited Memorial Masons (BRAMM). Matter to be on next agenda

Cllr Heyes and clerk to review cemetery regulations so that they can be presented to PC at the next meeting.

**Cemetery (Cont’d)**

b New benches are now in the cemetery and it was agreed that old benches are to be disposed of after clerk has contacted donor of the railway bench currently in the cemetery.

1. **Allotments/paddocks**

a Grazing agreements were signed and witnessed. Payment has been made for most tenancies. Discussion took place concerning payment by quarterly Direct Debit. Clerk to contact tenants for their views

1. **General Data Protection Regulations (GDPR)**

Webinar training arranged for councilors at a cost of £36. No decisions to be made until after training but clerk is preparing necessary forms.

1. **Draft Revised Electoral Arrangements**

Proposed change does not split village and will give representation of 2 Borough Councillors for Tilney and Wiggenhall Ward

1. **Planning**

None

1. **Finance**

a Resolved to accept monthly accounts to 30 November

b Resolved to agree cheques to be signed and online payments made



c Clerk presented report to enable consideration of membership of Norfolk Association of Local Councils and/or Norfolk Parish Training and Support (NPTS) 18/19. Clerk to investigate transfer of website information if membership of NPTS is applied for.

d Considered and agreed budget items for 18/19 expenditure as presented by clerk less expenditure on defibrillator and including expenditure on laptop security protection.

e Agree when quarterly staffing hours reviews to start so that any payment falls in relevant tax year.

f Information concerning external auditing arrangements for 2017/2018 to be circulated in folder. New auditor will be PKF Littlejohn LLP

g Borough Council update shows Council Tax Base of 224.6 and Government Grant Funding for 2018/2019 will be £373

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

Use of Kaspersky to be investigated and matter to be on next agenda

1. **Public Speaking**

Complaint that despite best attempts of councillors, public cannot hear what they say. Offer of railway memorabilia auction sites accepted by PC

1. **Date of Next Meeting**

11 January 2018

Meeting closed at 8.59pm

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