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

**Minutes of the Ordinary Meeting of the above named Parish Council held on 8 February 2018**

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

Clerk – S Goodwin One member of the public was present

1. **Apologies for absence**

None

1. **Minutes of Meetings**

 11 January 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**

As members of Magdalen Village Hall Committee,Cllrs Chitty and Fisher declared a non-pecuniary interest in item 187/17

1. **Public Speaking**

 None

1. **Co-option**

 Vacancies are still advertised on PC noticeboard and PC website

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

*218/16* Railway abutments continue to be monitored. Vegetation to be cleared from wall

*170/17* Enforcement Officer from Environment Agency looking into rubbish left by river bank at back of property on Stow Road

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

a NCC letter requesting comments on Norwich Western Link. Letter to be circulated and to be put on March agenda if any councillor requests it

b January crime figures for Downham Market area from Police

c Invitation for 2 representatives to attend meeting with Elizabeth Truss MP and Matt Hancock MP on 23 February. Councillors to contact clerk if they wish to attend

d Cambridgeshire ACRE (Action with Communities in Rural England) monthly charges to increase to £12 per month

e E-mail from Martin Hickey, Chairman of Castle Acre PC concerning changes in procedure adopted by KL Planning Dept and plans to be put before Planning Committee. No response to be sent.

1. **Highways**

a Burnt Lane pothole repaired. Further pot-holes in Fen Road beyond Burnt Lane turning to be reported. Fitton Road pot-holes to be reported. Update on TROD shows delays being caused by Network Rail. Cllr. Fisher to put update in Eagre News

1. **Reports**

a Flooding working group reported that exhibition to be held in September highlighting Flood prevention. Cllr. Fisher hopes to attend

b Speedchecks done in January and February with police following up in some instances. Number of speeding vehicles during checks appears to be diminishing since regular checks have been carried out

c SNAP meeting held this month highlighted vandalism. After April meeting, meetings will be held tri-monthly with no minutes being distributed. There is a lack of support for these meetings and councilors were urged to attend.

**Reports (Cont’d)**

d Cleanup done from Mill Road to Toll Bar Corner resulted in 4 bags of rubbish Cllr. Fisher took photos of rubbish collected for article in Eagre News

e Allotment inspection revealed access roads are badly churned up but fencing appears to be in good order

1. **Cemetery and Pound area**

a Advert to be placed in Eagre News inviting offers to purchase benches. An offer has been received for long railway type bench but figure offered not revealed until all offers received. Closing date to be 31 March with offers to be sent to clerk

b Purchase of spray white paint to mark out future grave plots for gravedigger agreed. Markings to be made shortly before each interment

c Stonemason has offered to advise on installation of memorial stand/lintel. Clerk awaiting dates and councillors will then be invited to attend meeting in cemetery

1. **Membership of Norfolk ALC/Norfolk Parishes Training and Support**

Agreed that membership of Norfolk ALC will be renewed and problems with website will be addressed by seeking advice from IT support at Norfolk ALC

1. **General Data Protection Regulations**

a Information was given on steps taken so far with reports of training attended

b Resolved Clerk and Chairman to attend Norfolk ALC training on 26th February

c Decision on purchase of documentation pack (£30) from Local Council Public Advisory Service (LCPAS) to be postponed until after training attended on 26 February

d Consideration of setting up working party to go through necessary steps in preparation for GDPR to be on March Agenda

1. **Community Emergency Plan**

 Draft plan distributed to councillors. Appeal to be placed in Eagre News for volunteers with skills and ability to assist in an emergency to give their details to the clerk. Questionnaire to be distributed in Eagre News with responses to be sent to the clerk.

1. **Annual Parish Meeting 2018**

To be held on April 12th at 7pm. Agenda to be same as 2017.

1. **Asset Register**

Clarification had been sought from insurers as to how assets were grouped in the policy. This resulted in reduction in insured totals using itemised asset list. Insurance company until now have had no itemised list. New quotations to be sought using these figures.

1. **Magdalen Village School Academy Conversion**

Nicholas Hancox has agreed to act on behalf of PC concerning transfer of lease from Norfolk County Council to KWEST Academy Trust. Meeting to be held with Chairman of Magdalen Village Hall Committee, Chairman of Parish Council and clerk to confirm views, documentation held and how to proceed with proposed changes. Concern expressed by councillors that ownership of land and control of any future development on land occupied by school should be with PC and VH Management Committee. Councillors to be kept in close touch of any developments.

1. **Planning**

a 17/01796/F Change of use of part of outbuilding to form access with formation of first floor bedrooms in roof space at Bright’s Barn, Stow Road. Supported as visually there will be no change and proposals appear to be in keeping with surrounding accommodations.

1. **Finance**

a Resolved to accept monthly accounts to 31 January

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



c Review of internal audit procedures agreed after some date amendments

d Review effectiveness of system of internal control agreed

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

GDPR and Lease of land for school to be on next agenda

1. **Public Speaking**

 No item on agenda commented on

1. **Date of Next Meeting**

8 March 2018

1. Resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press

 and public due to the confidential nature of the business to be discussed

1. Clerk’s working hours reported including hours spent on GDPR. Agreed that payment for work undertaken on GDPR to be paid in stages. First payment to be on next agenda

Meeting closed at 9.16pm

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