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

**Minutes of the Annual Meeting of the above named Parish Council held on 10 May 2018**

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

Clerk – S Goodwin 2 members of the public were present

Cllr Chitty verbally resigned just before this item and took no part in the meeting as a councillor.

A vote of thanks was given to him by all present for his years of work for the Parish Council, who wished him well in his retirement

1. **Elect Chairman and Vice-Chairman**

a Cllr. Fisher was proposed, seconded and voted Chairman after he had accepted the nomination

b Cllr. Heyes was proposed, seconded and voted as Vice-Chair after accepting the nomination

Acceptance of Office forms were signed and witnessed

1. **Apologies for absence**

Cllr Anderson

1. **Minutes of Meetings**

12 and 19 April Having been circulated previously, it was then agreed that the minutes were a true and accurate record of the meetings

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

No councillor had any pecuniary or non-pecuniary interest in any contractor requested to quote on 28.18b

1. **Public Speaking**

Advance warning of request from NCC for planned road closure for Annual Raft Race given. Matter to be on agenda when formal notice from NCC received. Concern expressed about personal information in councillors e-mails.

1. **Co-option**

Vacancies are still advertised on PC noticeboard and PC website

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

*106/17* Dog signs and noticeboard for cemetery ready to be installed

*109/17* Holly House Farm motor x track. 2 parishioners advised to contact Enforcement officer who is still looking into the matter

*11/18* Purchaser to be given assistance with freeing benches from concrete standing by Cllrs Koczerzat, Heyes and Bone with offer of assistance from R Chitty. Clerk to arrange date

*14/18* Environment Agency Estates Dept. to investigate property left on bank at rear of properties.

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

a Cadent supplied map of gas pipeline crossing village hall playing field. Copy supplied to Village Hall Committee

b NJC 2018 and 2019 payscales received with effect from April 2018. Matter to be on next agenda

c NCC advance notice of School Road, Watlington, closure on 29th and 30th May

1. **Highways**

a Urgent pot-hole information to be sent to clerk who will report them. Request to be sent for Park Crescent verges to be trimmed

b Resurfacing of footpaths can be in patches or continuous at the request of the PC. Suggested that logical place to start would be top of Mill Road, continuing as far as possible along Stow Road with a view that further monies be spent next year if possible.

c 6 locations were agreed for SAM2 to be used, some already have posts, some will need posts installing. Quotation from Westcotec included costing for 3 posts and this will be adequate. SAM2 and posts to be ordered

1. **Appoint Representatives and Working Parties**

a Village Hall Committee – Cllr. Fisher

b Safer Neighbourhood Team meetings – Cllr. Koczerzat

c Speedwatch Team – Cllr. Bone – Co-ordinator

d Clean up Team – Cllrs. Bone, Koczerzat and Morton

e Emergency Plan and Flood Working Group – Cllr. Fisher, Cllr Koczerzat, K Holland (parishioner) and M. Henstock (parishioner)

f Allotments/Paddocks inspection – Cllr Heyes

g Defibrillator inspection – Cllr Bone

1. **Reports**

a Flooding/emergency community plan Cllr Fisher still awaiting response from K Kent regarding implications of GDPR and information held in Emergency plan

b Speedchecks carried out with 9 vehicles reported.

d Cleanup not done due to weather. 2 grippers, 2 Hi-Vis vests and heavy duty bags to be purchased by clerk

1. **Allotments/Paddocks**

a Agreed that fees for 2019 to be increased by 5%

b 1 quotation and 1 estimate received to construct hard surfaced track alongside plots 1-16. Lengthy and deep discussion took place as to how to proceed with this matter. Cllr Heyes requested that it be minuted that if PC goes ahead with road repairs costing several £1000 then tenants should in future accept responsibility for appropriate use of the tracks. This to be made clear by amending terms of contract to include what vehicles can use the tracks, speed of vehicles and under what circumstances. Some of the options were to have nothing done to track, construct track whatever the cost as it will be a problem solved, request that estimate be made into a quotation, apply for a loan to cover costs or use reserves. A business plan was presented to the PC by Cllr Heyes

bi It was proposed, seconded and agreed that clerk should ascertain if estimate can be reduced and made into a firm quotation

bii It was proposed, seconded and agreed that clerk should apply to DCLG for borrowing approval to apply to Public Works Loan Board for loan of £6000

biii It was proposed, seconded and agreed that subject to estimate being turned into a firm quotation and loan being obtained with remainder of cost being obtained from PC reserves that quotation from Contractor C be accepted

c Tenancy agreement for plots 31-39 signed and witnessed

1. **Cemetery**

In April a meeting was held with Richard King who gave advice given about memorial lintel installation and said he would send pricing and pictures of lintels installed elsewhere. Despite requests from clerk no information received.

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

a Agreed to accept Policies, forms and notices for administration of GDPR

i Data Audit Schedule,

ii Social Media, Removable Media, Information Data Protection and Document Retention and Disposal Policies

iii General Privacy, New Councillor Privacy, E-mail Contact Privacy and Tenant Privacy Notices

iv Purchase of Exclusive Right of Burial Notice Consent Form and Consent to Hold Contact Information Form

b Agreed to appoint Data Protection Officer through Norfolk ALC

1. **Planning**

a 18/00731/F Extension and balcony at Parsonage Farm House, 96 Stow Road, Magdalen

Supported

b18/00806/O Outline application for construction of 1 residential dwelling at Church Meadow Farm 9 Lynn Road Wiggenhall St Mary Magdalen Norfolk PE34 3AZ

Supported subject to roof height being in keeping with adjacent building to aid visual aspect

c 18/00842/F Extension to dwelling at Riverside, 77 Stow Road, Magdalen

Supported

1. **Finance**

a Resolved to accept monthly accounts to 30 April

b 5 Insurance quotations received for 2018-2019. Clerk had requested that existing Insurance company match lower quotation received. No reply received yet.

Proposed, seconded and agreed that insurance be renewed with current insurer for 3 year term

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



d Received Annual Internal Auditors report for 2017/2018 which found Magdalen PC to be well organised

e Completed, approved and signed Section 1, Annual Governance Statement 2017/2018

f Considered and resolved to approve, sign and date Section 2, Accounting Statement 2017/2018

g Approved Bank Reconciliation and Variances documents to be sent to external auditor

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

None

1. **Public Speaking**

Responsibility of repayment of loan and contracts for track repairs mentioned

1. **Date of Next Meeting**

14 June 2018

Meeting closed at 9.40pm

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