Wiggenhall St Mary Magdalen Parish Council

I hereby give you notice that an Ordinary Meeting of the above named Parish Council will be held at Wiggenhall St Mary Magdalen Village Hall on 13 September 2018 at 7.30 pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. The meeting will be open to the public unless the Council otherwise direct.

10 minutes will be allowed during the meeting for members of the public to raise points of concern on agenda items.

**Agenda**

1. Receive **apologies** for absence
2. Confirm as a correct record the **minutes of the meeting** of the Council held

12 July and 23 August Draft minutes previously circulated

1. Accept **declarations of interest and dispensation requests** on agenda items
2. Appointment of Vice - Chairman
3. Agree meeting be adjourned for **public speaking**
4. Consider applications for **co-option** to Parish Council and decide how to publicise vacancies
5. **Reports on previous matters** not covered elsewhere on this agenda (for information only)
6. **Correspondence** (for information only)
7. **Highways**

a Receive reports of highways issues including lighting and public footpaths

b Update of footpath resurfacing in village

c Update of SAM2 purchase and decide who is to store it and who is to move it to locations.

d Update on TROD

1. Receive **Reports** (for information only)
2. **Paddock land tracks**

a Update on installation of track

b Consider acceptance of amendments to licence agreements for grazing of livestock

c Consider acceptance of quotation for track gates

d Respond to complaint of fence damage and decide on tenancies to be offered for remainder of 2018 and for 2019

1. **War Memorial and Remembrance Wreath**

a Decide donation for wreath, agree for it to be ordered and agree who is to lay it

b Arrange cleaning of war memorial

1. **Cemetery** –

aConsider application for placement of tablet in interment area by private individual

b Decide on working party and date for installation of notice board and signs

c Agree fee relating to replacing kerbset with extended headstone base.

1. **Bus service –** Decide if PC should take any further action in this matter
2. **Planning** **-** Consider applications received
3. **Finance**

a Resolve to accept monthly accounts to 31 August

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

c Update on signatories/authorisees notified to Unity Trust

d Receive PKF Littlejohn LLP external audit report for 2017/2018

e Consider renewal of street lighting maintenance contract with Westcotec

1. **Councillors’ concerns and agenda items** for next meeting –*information only*
2. Agree meeting be adjourned for **Public Speaking.**
3. Confirm date of next meeting 11 October

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 **5 September 2018**