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 12 September 2019 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 meetings** of the Council held

11 July and 8 August Draft minutes previously circulated

1. Accept **declarations of interest and dispensation requests** on agenda items
2. Agree meeting be adjourned to allow **members of the public** to speak
3. Resolve to accept application for **co-option** to Parish Council
4. **Matters arising** not covered elsewhere on the agenda (for information only)
5. **Correspondence** (for information only)
6. **Highways**

a Receive reports of highways issues including lighting and public footpaths

b Update on Trod

1. Receive **Reports** (for information only)
2. **Paddocks –**

aUpdate on topping and general report of condition of plots.

b Consider action re vacant plots

c Resolve who to contract for topping the plots and tracks in 2020

1. **War Memorial**  -

a Report on condition and whether cleaning is required

b Decide on donation to be sent when ordering Poppy wreath and who is to lay wreath

1. **Planning** **-** Consider applications received including

a 19/01448/F Extension to dwelling at Orchard Lea 3A Stow Road Wiggenhall St Mary Magdalen Norfolk PE34 3BT

1. **Finance**

a Resolve to accept monthly accounts and bank reconciliation to 31 August 2019

b Resolve to pay schedule of payments

c Receive External Auditors report and confirm publication of Notice of Conclusion of Audit

d Review supplier for street lighting electricity

1. **Defibrillator** – receive information regarding missing defibrillator and resolve what action to take
2. **Councillors’ concerns and agenda items** for next meeting –*information only*
3. Agree meeting be adjourned for **Public Speaking.**
4. Confirm date of next meeting – 10 October 2019

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**5 September 2019**