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

**Minutes of the Ordinary Meeting of the above named Parish Council held on 11 June 2020**

**This was a ‘virtual meeting’ in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.**

**Members of the public had been invited to request a link to the meeting if they wished to attend**

**Present - Cllrs:** R Bone (Chair), C Girdler, P Heyes, P Koczerzat, J Morton

Clerk – S Goodwin 2 members of the public present

1. **Apologies for absence**

Cllr Dent

1. **Minutes of Meeting**

 14 May 2020. 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**

 No comments

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

10.20 Dog bins have been delivered and to be installed by Cllr Heyes

36.20 Street lamp on pole opposite Church Road re-instated and invoice due. Clerk awaiting possible call out charge from Amey who attended the incident originally.

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

a Letter from Wiggenhall St Mary Magdalene churchwarden stating that they will purchase Condolence Book in readiness for any death in the Royal Family.

1. **Highways**

a Rangers due to attend Magdalen in July. Clearance of footpath between Stow Road and Mill Road to be requested, as well as clearance of weeds from gutters by village footpaths and brambles trimmed by railway abutments

b NCC still trying to enforce clearance of pavement at top of Mill Road and cutting down of Willow Tree in Burnt Lane. Low Road dip has now been levelled and stretch of Stow Road has been resurfaced. Mill Road and Fen Road to be resurfaced in June.

c Letters to be sent to householders with overhanging shrubs and brambles. NCC to be notified about blocked drains at top of Park Crescent.

d Environment Agency to improve Footpath 13 at the top of Prophets Alley. Path has already been strimmed and the initial plan is to place a handrail with toe board along this section to aid stability for users and undertake some minor levelling to encourage everyone to use the correct route

e Cllr Heyes was informed by Eau Brink manager that Footpath 9 has been cut and will be maintained in the future. Footpath 4 will be grass seeded after harvest to improve it for walkers. Footpath to Middle Level will also be seeded.

1. **Paddocks and Woodland Trust**

a Woodland Trust to send advisor to look at the site. Cllr Girdler will inform councillors when meeting is to take place

b Paddocks and tracks had been topped on 5 June, Track weeds can now be sprayed. Further weed killing to be done later in the year and possibly further topping

c Some quarterly payments had been received for 2021 rental of paddocks

1. **Cemetery Reviews and Inspection Report**

a Councillors had inspected the cemetery and found no outstanding issues. It was noted that a lot of flowers had appeared on one grave and that throughout the cemetery regulations regarding pots etc. were not being adhered to. Situation to be monitored.

b Reviewed cemetery fees with no amendments to be made this year

c Reviewed cemetery regulations with no amendments

d Reviewed cemetery risk assessment with no amendments

1. **Planning**

No applications received

1. **Finance**

a Resolved to accept monthly accounts to 31 May. Cllr Heyes had checked them against bank statements.

b Consideration was given to upgrading Zoom package but it was agreed to continue using the current version, which has no charge.

c As no required expenditure for using grant from Norfolk Community Foundation has arisen it was agreed to hold monies in case of future need. Money to be ringfenced from Parish Council monies.

d Resolved to pay schedule of payments



Cllr Morton had checked invoices against payment schedule before the meeting

e Received and accepted Annual Internal Auditors report for 2019/2020

f Completed, approved and signed Section 1, Annual Governance Statement 2029/2020

g Considered and resolved to approve and sign and date Section 2, Accounting Statement 2029/2020

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

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

Police speedchecks have been carried out in the village on 3 occasions this month

1. **Public Speaking**

 No comment

1. **Date of Next Meeting**

9 July 2020

Meeting closed at 8.20pm

Signature …………………………………………… Date …………………………………..