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

**Minutes of the Annual Meeting of the above named Parish Council held on 6 May 2021**

**The Link to the meeting was publicised on the website and the Parish Council noticeboard**

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

Clerk – S Goodwin

1. **Elect**

a Chairman Cllr Heyes volunteered and was proposed, seconded and agreed.

Declaration of Acceptance was signed

b Vice Chairman Cllr Koczerzat volunteered, and was proposed, seconded and agreed. Declaration of Acceptance was signed

1. **Apologies for absence**

**Cllr** B Dent, Cllr C Girdler,

1. **Minutes of Meeting**

Meeting held 8 April. 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 items

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

None

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

a Valuation Office Agency form regarding cemetery size completed and returned by clerk

b Village Hall Committee confirmed that hall will be available at 6.30pm on second Thursday of each month when face to face meetings resume.

c Community Engagement Officer is now PC Paula Gilluley

d Notification of deposit into Register of Deposits and Declarations Reference D21 16

1. **Representatives**

a Clean up Team – Cllrs Bone, Koczerzat and Morton

b Speedwatch Team Co-ordinator – Cllr Bone

c SAM2 co-ordinator – Cllr Morton and Ed Fisher.

d Defibrillator monitoring - Cllrs Bone and Morton

e Magdalen Village Hall Representative - Clarification as to the responsibilities this entails had been obtained by clerk from L Wilkinson and circulated to councillors before the meeting. Copy of booklet produced by Village Hall Committee ‘Booklet for Trustees’ had also been copied and circulated again, with the knowledge of L Wilkinson. Cllr Dent to be asked if she wishes to continue, if not, Cllr Heyes will be the representative at the AGM of the Village Hall Committee

f Parish Council website – Cllrs Heyes and Koczerzat

g Footpath monitoring – Cllr Heyes

1. **Highways**

a Notification that towards the end of June, surface dressing will start at speed limit to the South of the village and finish at Toll Bar/Fitton Road junction

b Pot-holes in Mill Road had been repaired and several other patchworks have taken place

c Clerk had contacted Watlington PC clerk to confirm that trod spraying will continue this year. It was agreed that invoicing should be per spray and split 50/50 between the two Parish Councils. Invoices for 20/21 are also due for payment but have not yet been received. Watlington clerk to arrange for invoices to be produced by contractor

1. **Reports**

a SAM2 has been relocated, readings have been sent to Councillors. Westcotec confirmed that there are no height restrictions for SAM2 units but chest height is advised, as this is comfortable for hooking onto the bracket.

b Speedwatch checks continue to be done weekly

c Borough Council are offering litter pick kits for teams of 6. PC to apply for one kit. Clerk confirmed that councillors are insured whilst litter picking but teams of parishioners would not be covered by PC insurance.

d SNAP meeting held no local issues raised

e Defibrillator checks continue to be done by Cllr Morton and Cllr Bone had sent monthly report. Defibrillator kit is in date for 18 months

f Cllr Heyes had spoken with Eau Brink Farms manager who confirmed that vandalized signage for FP9 to be reinstated and FP8 to be maintained as a flat grassed path. FP4 signage will also be improved around allotments to avoid need for walkers to cross the field.

1. **Woodland**

Report sent by Cllr Girdler, stating that NCC will keep him informed when application for funding can be made and that Woodland Trust application is being carried forward from 2020.

1. **Railway Abutments**

Demolition and landscaping completed on time. Letter of thanks sent to contractor

1. **Paddocks/Allotments**

a Reports of a pony loose on paddocks received. Tenants notified and asked to ensure fencing was secure.

b Some items had blown into dyke and tenant removed them.

c 6 softwood badger sett gates received. Clerk asked Natural England representative what sort of netting would be required, if any. No response received yet.

1. **Magdalen Village School**

Draft lease received and no objection was found. Permission to go ahead to be given to solicitor subject to Academy paying for clerk’s time spent on this matter. Magdalen Village Hall to reply on their own behalf.

1. **Planning**

21/00253/F Further amendments to removal or variation of Condition 1 of permission 19/01124/RM Reserved matters application, construction of 9 dwellings, plots 7, 8 and 9, Land south of 85 Stow Road, Magdalen No comment to be sent

1. **Finance**

a Resolved to accept monthly accounts to 30 April 2021

b 6 quotations for renewal of insurance had been obtained. Agreed that 5 year contract be taken with Zurich insurance

c Resolved to pay schedule of payments

d Received schedule of regular payees as required by Financial Regulations

e Confirmed signatories and online access for Parish Council banking – all councillors

f Received and accepted Annual Internal Auditors report for 2020/2021

g Completed, approved and signed Section 1, Annual Governance Statement 2020/2021

h Considered and resolved to approve, sign and date Section 2, Accounting Statement 2020/2021

i Approved Bank Reconciliation, Variances and supporting documents to be sent to external auditor

1. **Storage of Parish Council documents**

A collection of photographs of Magdalen was donated to the Parish Council by 2 parishioners. Letter of thanks to be sent to them and it was agreed that photos should be held by Cllr Morton and clerk to arrange that photos are copied onto USB and disc as backup arrangement

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

Woodland, school lease, village sign and repayment of PWLB loan to be on next agenda

1. **Public Speaking**

None

1. **Date of Next Meeting**

Due to uncertainty of Covid regulations for June, it was agreed that next meeting should be 10 June if possible at 6.30pm or if not, 8 July at Magdalen Village Hall.

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