

Wiggenhall St Mary Magdalen Parish Council

Minutes of the Ordinary Meeting of the above named Parish Council held on 8 June 2023

Present - Cllrs: R Bone, R Chitty, C Girdler, P Heyes (Chairman), J Morton,

Clerk – S Goodwin

No members of the public

35.23 Apologies for absence

None

36.23 Minutes of Meeting

Meeting held 11 May. Having been circulated previously, it was then agreed that the minutes were a true and accurate record of the meeting

37.23 Declarations of Interest and Requests for Dispensations

As Trustees of the Village Hall, Cllrs Girdler and Morton declared an interest in 50.23f and took no part in the item.

38.23 Public Speaking

None

39.23 Matters arising (for information only)

32.23b 5 Copies of Good Councillor's Guide to Finance received

10.22 Cllr Girdler reported that Magdalen Wildwood survival check will be carried out in the autumn

40.23 Correspondence (for information only)

a Cil Funding Applications open in July 2023

b Invitation from Borough Council to comment on Watlington Neighbourhood Plan. PC had no comment to make when this was requested by Watlington PC, so matter not placed on the agenda as nothing in the Plan had changed since then

41.23 Highways

a Mill Road/Stow Rd footpath requires weed clearance

b Eau Brink Farms have trimmed footpaths and been thanked by Cllr Heyes

c At previous meeting it was noted that Park Crescent grass verges overgrown. Clerk had reported that trimming required. Grass by PC notice board was cut but not Park Crescent

d Councillor had noted that a waterboard cover was broken on the Trod about 100 yds from 2nd bridge. He had spoken to someone who was to report it to Watlington PC

e Noted and reported that despite other roads requiring maintenance, Mill Rd had been resurfaced.

42.23 Reports

a SAM2 moved by Cllr Morton, who reported that a police speed check had taken place recently

b 4 speedwatch team checks done with 13 vehicles reported out of 485

c Defibrillator pads have been replaced after defibrillator was used

d Clean up had taken place with nearly the whole of Lynn Road and Stow Road being cleared of rubbish but unfortunately by the following day, drinks cans and bottles once more littered the area

e Cllr Girdler reported that Village Hall woodland project is progressing well

43.23 Phone Boxes

a Hedge by Church Road phone box has been trimmed back and invoice received

b As agreed by the PC the clerk had asked the painter who submitted the 2nd quote if he could undertake the work at the price quoted. This was agreed but the painter later wrote to say that he could no longer carry out the work due to a broken leg. Clerk had contacted another painter for quotation, which had been received but cannot formally be agreed until next meeting. Matter to be on the next agenda

44.23 Paddocks

- a 2nd quarterly rentals for paddocks 1-14, 40 – 52 and 55-60 were paid directly into the bank
- b Badgers Licence for relocation has been granted. No action can be taken until after 1 July. Cllrs Chitty and Heyes had inspected the problem area with tenant and it was agreed that no badger activity was present and that matter be considered as resolved for the time being.
- c Consideration was given to what actions PC could take to prevent badger relocation being needed again. Suggestions included clause in agreement for any badger incursion to paddock plots to be responsibility of the tenant, reducing paddock rental area to exclude badger diggings, leave matters as they are and see what happens in future years.
- d Noted that topping is required. Clerk to contact maintainer

45.23 Cemetery

- a Fees Reviewed and remain unchanged
- b Risk Assessment was reviewed and accepted with amendment to replace 'handyman' with 'Councillors'
- c Regulations were reviewed and accepted with no amendments
- d Annual Inspection had taken place before the meeting. Noted that although some memorials are leaning they are solid and unlikely to be easily toppled. An area with more than usual uneven surface to be shown to clerk so that maintainer can level it. It was also obvious that irresponsible owners are walking dogs in the cemetery and not cleaning up after their pets. The 'no dogs' sign had been removed from the gate last year after it was agreed that it was unenforceable, but it was hoped that people would act responsibly, unfortunately this is not the case.

46.23 Asset Inspection

Agreed that assets be inspected by councillors whilst out and about in the village and any problems reported to clerk for necessary action to be taken.

47.23 Insurance

PC has agreement to remain with Zurich until June 2026. Copy of insurance policy had been sent to all councillors.

48.23 Policy Reviews

Copies of the following policies had been given to councillors at May meeting with request that any queries or amendments be sent to clerk before the June meeting. All policies were accepted and agreed

- a Complaints Procedure
- b Child Protection Policy Statement
- ci E-mail, internet and computer system policy
- cii Acceptance slips for the above were signed by all councillors
- d Communication and Social Media Policy
- e Equal Opportunity Policy
- f Disciplinary and Grievance Arrangements
- g Habitual or Vexatious Complainants Policy – Name of PC to be amended, otherwise agreed
- h Media Relations Policy
- i Scheme of Delegation

49.23 Planning

None received

50.23 Finance

- a Resolved to accept monthly accounts to 31 May 2023
- b Resolved to pay for purchase new set of pads for defibrillator
- c Resolved to pay schedule of payments

Ref 18/23	P Jones	May			SO	£652.00	
Ref 19/23	HMRC				BP	£145.40	
Ref 20/23	Salary				SO	£594.99	
Ref 21/23	N Power	May			DDM	£62.79	
Ref 22/23	Westcotec street lighting maintenance				DDM	£40.50	
Ref 23/23	Red Shoes Accounting				SO	£46.80	
Ref 24/23	Clerk Expenses				BP	£92.40	
Ref 25/23	P Jones Phone box hedgecutting				BP	£120.00	
Ref 26/23	P Heyes expenses (Chairman)				BP	£57.36	
Ref 27/23	Unity Bank				BP	£18.00	no invoice
Ref 28/23	Norfolk alc Councillor Guides				BP	£20.99	
Ref 29/23	Community Heartbeat pads				BP	£68.34	

- d Clerk presented figures showing expenditure to 31 May against 23/24 budget. Also record of total hours worked.
- e The completed, approved and signed Section 1, Annual Governance Statement, Section 2, Accounting Statement 2022/2023, Notice of Public Rights all displayed on website and PC noticeboard and sent to external auditor PKF Johnson along with Bank Reconciliation, Variances and supporting documents. In addition, expenditure over £100 and summary of receipts and payments had been placed on website.
- f Letter received from Village Hall Committee requesting that PC pay for additional maintenance in the playing field area.
Resolved that spraying of weeds around village hall and dyke edging by car park be added to playing field maintainers contract for an additional £200 plus VAT per annum subject to official quote being received from maintainer
- g CIL return showing Nil expenditure had been completed by clerk and sent to BC.

51.23 Councillors Concerns and Future Agenda Items

None

52.23 Public Speaking

None

53.23 Date of Next Meeting

13 July, 6.30pm at Magdalen Village Hall

Meeting closed at 19.50

Signature

Date