

WEREHAM PARISH COUNCIL
Minutes Subject to the Approval at the next Meeting
Ordinary Meeting of the Parish Council
Tuesday 14 March 2017 at 7.00 pm
Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	Chair
Cllr Gail Koopowitz	GK	Vice-Chair
Cllr Brian Bruce	BB	
Cllr Jacki Hitching	JH	
Cllr Jon Ratsey	JR	
Cllr Pam Walker	PW	
Helen Richardson	HR	Parish Clerk

Also in attendance:

Cllr Martin Storey	MS	Norfolk County Council
Cllr Colin Sampson	CS	King's Lynn and West Norfolk Borough Council
Adrian Smith	AD	Land Agent for Heygates
John Eastgate	JE	Project Team, Wereham Village Hall

Members of the Public: 5

22/17 Public Comments / Questions

There was no issues raised by the Public.

23/17 The Openess and Transparency Notice was read by the Chair.

24/17 Apologies and Welcome

There were no apologies received for absence.

25/17 Consider Declarations of Interest on Agenda Items and Dispensation Requests

There was none.

26/17 Minutes of the Meeting dated 10 January 2017

The minutes of the Ordinary Parish Council Meeting held on 10 January 2017 were agreed as a true and accurate record of the meeting. *Prop. JH, 2nd GK, Show of hands: All agreed.*

27/17 Matters Arising from the Minutes:

i) Highways (Norfolk County Council)

Completed Actions: (For information only)

- a) **Road Safety at School Lane** – A warning triangle had been installed by Norfolk County Council on the approach to School Lane at no cost and the speed sign would be placed in the same location on a rotation basis by the Parish Council.
- b) **Highways Reporting Slips** – The Clerk now had some available for during meetings printed.
- c) **Weeds along the wall boundary to the Nags Head/A134 crossing** – This had been cleared by Norfolk County Council Highways.
- d) **The Row Gully Clearance** - This had been cleared by Norfolk County Council Highways.
- e) **Faulty 40mph Speed Sign (owned by Norfolk County Council)** – This had been reported to Norfolk County Council who had forwarded to Westcotec for resolve.

Outstanding/Pending for Action:

- a) **Drainage at culvert (TF60414)** - JR and BB updated that they were continuing to create a map which Norfolk County Council Highways had requested, for them to establish ownership of the culvert. JR and BB will create a map to share with Norfolk County Council Highways to enable them to establish ownership of the culvert,
- b) **Weight Restriction Signs – Flegg Green** – JH to investigate signs along the factory bypass and report to the Clerk to resolve as required.

ii) General/Other

Completed Actions: (For information only)

- a) **The Manor House** – The Clerk had spoken to Pam Lynn, Conservation Officer at the Borough Council who had advised that a lot of work had taken place to the rear of the Manor House in consultation with the conservation team, building control and architectural professionals. The work would continue to other areas identified external and internal. The Chair commented that it was good to have a response from them and to have feedback that good progress is being made to the conservation of the building.
- b) **Weed Spraying of Cemetery Path** - A credit had been received from CGM for half of the weed spraying during the 2016/17 contract that they had missed. It was hoped that a new audit regime would mitigate it happening again in future.
- c) **Cemetery Clearance** - Clearance work to the cemetery had been completed by T&A Tree Services and a further quote was on the agenda for the establishment of grass.
- d) **Oak Tree 13 – Playing Field** – This tree had subsequently been felled and planning advised there was not an issue.
- e) **Cemetery Policy and Pricing Schedule** – The Clerk had updated the policy to include wording for where a parishioner moved directly into a care or nursing home from their Wereham residence with up to a 5-year limit, they would still be eligible for 'parishioner' fees within the cemetery, and that this would be at the Clerks discretion.
- f) **Speed Sign (SAM2)** – A new SAM2 system was now in place as the previous one had been stolen and costs had been recovered from the insurers. A new rota had been established and approved by Andy Wallace at Norfolk County Council Highways and was now in the locations of A134, School Lane and Flegg Green facing either way.
- g) **Precept 201718** – The Borough Council had confirmed receipt of the precept request for £15,000.

Outstanding/Pending for Action: (Clerk to Resolve All)

- There was none from matters arising.

28/17 Correspondence Received

The following correspondence was noted by the Parish Council:

- a) New Community Infrastructure Levy (CIL) – Guidance notes circulated by email
- b) Parish Precept Communication
- c) Locality 'How to Keep it Local' Guide – previously emailed
- d) 'Call to Action' Plunkett Foundation – previously emailed
- e) Police Parish Newsletter January 2017 – previously emailed
- f) EON – Increase of Deemed Contract Rates – previously emailed
- g) NALC Newsletters – previously emailed
- h) Queens Close – The Chair advised that the Clerk had been contacted earlier in the week regarding youths racing cars around Queens Close that had resulted in a cat being run over which reportedly had died. The Parish Council discussed the matter and agreed that the best course of action for any parishioner to take is to always contact the Police immediately should they have concerns. The Parish Council agreed that information of that effect should be placed on the parish council website and Facebook page, with further advice for those who do to log the date and time, take photos if safe to do so and any car registrations to assist the Police in their investigations.

RESOLVED: That the Clerk will add information on the Website and Facebook page to advise that any anti-social behaviour should be reported to the Police.

29/17 Playing Field Re-Licence with Heygates

The Chair welcomed Adrian Smith, Land Agent for Heygates to the meeting to discuss the draft Licence for the Playing Field. The Chair advised that in the licence it stated at 3.1.6 that a fence should be erected of 1.8m height along the boundary line of the plan attached with it from A-B within six months of signing the licence, and she shared with Adrian who was responsible for the different areas around the field being Heygates, the Parish Council and also the Wereham Village Hall, and that there was concern that a fence would narrow the entrance and block access to the children's play area.

Adrian shared that the markings of the various parcels of land within the area of the playing field had been unofficial for a number of years and his clients were trying to ensure that clarity of who owns what would be officially confirmed for years to come. He advised that there was still a conveyance from when the British Sugar sold the land to the Parish Council asking for there to be a fence erected along the boundary lines from 1948. He advised that as there had been no enforcement to date it was unlikely that his client Heygates would at this point. Adrian advised that he had measured the field and sought clarification that his markings were correct which both the Clerk, Cllr Bruce and John Eastgate of the Village Hall Committee affirmed were correct, and this was mirrored in the plan attached to the licence drawn from a recent plan made by the architects for the new village hall showing the building plot land and new village hall land.

The Chair advised that the Parish Council were satisfied of the lines on the plan attached to the licence but they requested for Adrian to go back to his client's solicitors to ask that reference of fencing along the boundary A-B be removed where it advised within six months of the licence being signed. She added that after this amendment is made and agreed by the Parish Council they would be happy to sign off and they had previously agreed to delegate authority outside the meeting to resolve. Adrian advised that through the 1948 British Sugar conveyance reference to fencing along the boundary line would still apply on the title register regardless of the licence. A Parishioner requested to address the Parish Council and advised that there used to be a fence along the boundary but after the Bowling Club packed up the fence was taken down.

Adrian further advised that his clients were aware of the encroaching play area onto their land, but it wasn't perceived to be an issue. The Chair asked that Adrian take the issue of the boundary fencing within the licence back to Heygate's solicitor and either change the licence or include a letter with the licence that advises what advise he had supplied on email that Heygates would not pursue.

RESOLVED: That Adrian of Heygates to take concern of boundary fencing included within the draft licence at 3.1.6 back to his clients and update the Clerk when a response is known.

Prop. GK 2nd JH, Show of hands: All agreed.

30/17 Hollies Development – Internal Drainage Board

Roger Lankfur attended the meeting and updated the Parish Council on matters relating to drainage in the local area close to the Hollies Development. He advised that the drainage board had covered the drain either side of the tunnel, and rechecked its flow all the way down.

31/17 Wereham Village Hall

John Eastgate, Project Team Member for the Wereham Village Hall attended regarding the following item:

a) General Update

- The new Village Hall project's start had been put back by three months to start in July 2017 because of timescales of one of the main funders for the project, who would be responding by the end of May.
- To date there was £44k left to fund for the project.
- Tenders had been received which were higher than hoped for, but the project team were working with the Quantity Surveyor and Architect on changing specifications and working with tenderers.
- The current village hall was being marketed as a building plot and neighbouring properties had been informed. This had been necessary as funding offers had generally been lower for each application.
- There were two restrictions on the planning for the building plot on the current village hall site, which were the licence and rehoming of bats within the site and the demolition of the current village hall which would not be permitted under planning restrictions until the new hall was built;
- It was hoped that during the continued use of the current village hall that it would continue to pass its structural inspections, which the next was due approximately August 2017 until the new hall was open.

- The Chair sought assurance from John Eastgate about what was in place to ensure that the current village hall once sold to a developer would not be left derelict and that the plot was built upon appropriately. The Chair continued to advise that for the sake of the village the Village Hall Committee should seek advice from their solicitor on anything that could be put in place to mitigate the site being left derelict or unsafe. The Chair added that whilst it was not the Parish Council's responsibility it did have one to the village to ensure that it is not left derelict.
- John advised following a query that the hall could be purchased now but planning restrictions meant that the hall could continue to be used.
- Following a query John confirmed that due to planning conditions which was replicated in sale agreements, a person could not use the hall as a hall, and the hall would be demolished once the new hall was built.

b) Site Safety and Contractor Use of Land for New Village Hall Project

John advised that this would need to slip to July once the tendering process has been finalised, and that the contractor would appoint a principal supervisor and designer.

c) Various Land Registry Issues to Resolve

The Clerk advised that the Parish Council had received a briefing report as agreed with Andrew Carrier of Fraser Dawbarns, who was also the Village Hall Committee's solicitor. It advised of background information and decisions required to move forward as follows:

(i) Transfer of Land Registry (Current Village Hall Site) From Parish Council to Wereham Village Hall CIO NK393387

The Clerk advised that the transfer document from Wereham Parish Council to Wereham Village Hall CIO was circulated for information. The Clerk advised that the Council needed to sign off during the meeting, as it had been previously agreed that the Parish Council would take this action as custodian trustee it needed to follow the wishes of the Village Hall Management Committee in the Parish Council's role as holding the titles on their behalf.

RESOLVED: The Parish Council approved this action to sign the transfer.

(ii) Application to Land Registry to Update Title NK408732 from Possessory to Absolute

The Chair advised that Andrew agreed to ask the Land Registry to consider an application (when he registers the CIO transfer - in which case there may be no fee), for the application to register the land from 'possessory' to 'title absolute' as so no one can contest ownership.

RESOLVED: That the Parish Council approve for Andrew to progress with registering NK408732 from Possessory to Absolute together with CIO transfer with no fee to pay.

(iii) Request to Land Registry to Amalgamate PC Retained Land NK408732 (bowling green) and NK393387 (three metre strip) in one single title

The Clerk shared that Andrew had advised the Parish Council that he hoped the Land Registry would agree to amalgamate the titles, for completeness, and as it was a request from a Parish Council should be agreeable for them, and he would deal with this at the same time as the other applications made for the CIO to register land transfer.

RESOLVED: That the Parish Council approve for Andrew to progress amalgamation of retained land in NK408732 (bowling green) and NK393387 (three metre strips) into a single title with the work of 1 and 2 above.

(iv) Costs

The Clerk advised that in order to resolve the three issues Andrew suggested in terms of fees if the process is straightforward, he will charge a total of £125 (including VAT and disbursements) i.e. the amount of the contribution the CIO is able to make towards fees from the funding excess left from the grant of £5500. If the job turns out not to be simple he has advised that the Parish Council could look at fees again, but he is fairly confident this will not be a difficult process.

RESOLVED: That the remainder of the funding to the village hall of £125 is used to pay for Andrew Carriers fees for resolving 1-3 on this item as part of his work with the village hall.

Prop. GK 2nd JH, Show of hands: All agreed.

d) Approval to Release Wren Third Party Funding

The Chair advised that the Parish Council and the village had voted to confirm the support as Third Party Funder for £5,375 to Wren for the Village Hall Project. The Chair advised that the Parish Council needed to approve the release of the funds. The Parish Councillors had no further queries and agreed to release funding.

RESOLVED: That the Chair sign the cheque to WREN for £5,375 as Third Party Funding for the Village Hall.

Prop. JH 2nd GK, Show of hands: All agreed.

e) Request to Use 'Bowling Green' for Events

John Eastgate addressed the Parish Council to request on behalf of the Village Hall Committee to use the old 'bowling green' area for events, after discussion the Chair advised that the bowling green could only be used for events and no vehicles would be allowed in the area.

32/17 Parochial Church Council Correspondence

The Chair shared a recent communication had been received from the Parochial Church Council and after discussion it was agreed that the Clerk would write a letter to them to advise that the Parish Council would be instigating an annual tree survey with a supplier each autumn from this year onwards as part of its responsibility under the rules pertaining for it being a closed churchyard and therefore a public open space. It was also agreed that within the communication the Clerk should include a request that should the PCC notice any issues that are of a Health and Safety matter to alert the clerk immediately. The Clerk agreed to seek two quotes for consideration at the next meeting for a tree survey to be undertaken early Autumn.

It was also agreed to add the Closed Churchyard to the bi-monthly checks carried out by Councillors.

RESOLVED:

- 1) That the Clerk responds to the PCC advising of plans to resolve as per this minute.
- 2) That the Clerk arranges for the Churchyard to be included in a Tree Survey later in the year.
- 3) That the Clerk adds the Churchyard into the bi-monthly check list.

Prop. JR 2nd JH, Show of hands: All agreed.

33/17 Approval of Country Grounds Maintenance Contract – 1 April 17 – 31 Oct 19

The Chair advised that the contract had been received from CGM for the next three years. The Clerk advised that schedules had been received from them which would enable the Parish Council to audit against the contract, especially as they had not completed certain works over the previous year. The Clerk added that she had checked the contract and it was the same as the previous year. BB had previously agreed to monitor the schedule and alert the Clerk if there were any items missed during the year. The Clerk advised that CGM would be invoicing for all items as they were carried out, instead of an amount divisible by twelve months, which would enable the Parish Council greater control when querying payments of individual work. The Parish Councillors had no further questions and agreed to sign the contract and for the Clerk to return.

RESOLVED:

- 1) That the Contract with Country Grounds Maintenance for Grounds Maintenance is approved for the contract – 1 April 17 – 31 Oct 19.
- 2) That the Clerk supply Cllr B Bruce with the contract audit schedule for the year.

Prop. JH 2nd JR, Show of hands: All agreed.

34/17 Annual Playground Inspection Results and Quotations

The Chair advised that Wickstead had completed a survey at the end of January 2017 and the same items had appeared as in previous years. She reminded the Parish Councillors that they had agreed to keep the playground going in its current state whilst items such as in the report received from January 2017, where either low or medium risk, as it was hoped that money together with grant funding could be spent on a replacement play area equipment.

The Parish Councillors noted the cracked flat swing seat included in the report and noted as it was not high risk, that they would monitor the crack within the bi-monthly checklist.

The Chair thanked Gerald, Tom and Brian for the recent pressure washing of the play area.

RESOLVED: 1) That no works will take place to the play area whilst not high risk.
2) That the Clerk will add the flat cracked swing seat to the checklist for specific monitoring.

Prop. GK 2nd JH, Show of hands: All agreed.

35/17 Cemetery Quotations

The Clerk advised that various quotations had been included in the agenda for the cemetery and recent clearance work had come in at a much lower price and there was £460 left from this years' budget and £950 in next year's budget.

a) Boundary Establishment

It was agreed not to pursue on spending on a boundary establishment.

b) Grass Establishment within Cleared Area

The quote received from T&A Tree Services for establishing a grass area on the cleared area within the cemetery for £220 was approved by the Parish Council. It was agreed that the supplier would contact the clerk should watering be required and actioned if necessary.

c) Gate Latch Repair

After discussion it was agreed as a matter of safety that the latch on the gate should be resolved and following a quotation and options from Bonnets, it was agreed to approve the action to 'Remove the top latch and middle sliding bolt and replace with a longer sliding bolt which will negate the need for a drop bolt' which was £320 plus VAT.

RESOLVED: 1) That the Clerk will contact T&A Tree Services to advise that the quote for establishing a grass area is approved, with further approvals for water as agreed with the Clerk at £95.
2) That Bonnetts are appointed to repair the gate as per minute for £320 plus VAT.

Prop. GK 2nd JH, Show of hands: Four: Agreed and Two: Against.

36/17 Mole Control of Playing Field and Cemetery – Update and Ongoing Control

The Parish Council noted the good work that Steven Ashton of SJA Pest Control Services had carried out within the Cemetery and Playing Field for the recent spate of moles. The Clerk advised that Steven had quoted for ongoing mole control in both areas at £34 for a set price. The Parish Council agreed as the work had been carried out to a good standard that they would like to approve his contract to visit every other month from April to the cemetery and playing field for £34 and would review each year.

RESOLVED: 1) That bi-monthly visits to the Cemetery and Playing Field in 2017/18 be approved with Steven Aston of SJA Pest Control Services for £34 per visit as a set price.

Prop. GK 2nd JH, Show of hands: All agreed.

37/17 Street Lighting Contract

The Chair advised that Pearce and Kemp had requested the Parish Council to sign a contract of £1166.04 in three annual payments of £388.68 per plus VAT for the next three years which outlined the work that would be covered within it for the repair and maintenance of any faulty street lamps. The Clerk advised that they were always quick to respond and repairs were always carried out well. The Parish Council approved the contract and agreed to sign it for return

RESOLVED: That the Contract for 1st March 2017-31st March 2020 is approved at £388.68 plus VAT per year

Prop. JR 2nd JH, Show of hands: All agreed.

38/17 Fly Tipping of Tyres

The Chair advised that the Clerk had contacted the Borough Council and Norfolk County Council with evidence of fly tipping of tyres along Cavenham Road and enquired about them investigating the various occasions it had occurred. She added that the Clerk had been advised that she would need to collect dates and times that reports had occurred with names and there had been no logs on either of their systems. The Chair expressed concern of ownership from the Borough Council as it was their budget and responsibility that was affected by the criminal act and it was not ideal for the Clerk to spend time collating information when it should be on their records. The Parish Council asked Cllr Sampson if he had any advice and he advised that if the Clerk forwarded the email he would investigate further. The Parish Council thanked Cllr Sampson.

RESOLVED: Clerk to forward fly tipping email to Cllr Sampson for follow up.

39/17 Defibrillator Update

The Chair advised that the Defibrillator in the phone box was now live and linked to the Ambulance Service. After discussion the Parish Council suggested that the Clerk book the awareness session that came free within the unit for the Annual Meeting of the Parish if possible. The Parish Council had also considered cost for fridge magnets and keyfobs available from the Community Heartbeat Trust, as the Clerk had checked with the lottery and it was possible to use excess funding in this way. The Parish Council agreed together with the free leaflets received it would be a good way to launch it and share an awareness session with the community and agreed to purchase 350. The Parish Council agreed after discussion that the leaflet, key fob, magnet and awareness session could be included in a pack and delivered with the next G4 news.

The Chair also advised that Lee Gardner of LG Paving and Groundworks in the village, who had also worked on the village sign last year had volunteered to paint the phone box and the Parish Council had received a voucher for free paint to be collected from Wisbech. They commented that this was very generous offer from him and they were happy to accept. JH shared that she would be happy to collect the paint on the voucher.

The Chair updated that the Clerk had purchased the basic membership at £126 per year and the invoice had been paid.

The Parish Council discussed other ways that any excess funds from the lottery funding could be spent, and the Clerk advised that it needed to be within 12 months of receiving the funding and should be on items that are about the setup of the defibrillator rather than ongoing costs. The Parish Council decided to review at the next meeting, but agreed it may be good to arrange a further awareness session in the autumn with any funds left or look at arranging a joint session with other local users of defibrillators. They added that further flyers could be printed if required. The Clerk advised that the cost would be around £50 if required.

The Clerk also advised that the Defibrillator came under the powers of the parish council of S137 which the project had been under the maximum threshold for Wereham.

- RESOLVED:**
- 1) That the Clerk purchase 350 key fobs and magnets.
 - 2) That JH will collect the paint and pass to the Clerk.
 - 3) That the Clerk will try and book an awareness session for the Parish meeting.
 - 4) Clerk to arrange a circulation with G4 delivery's to the village for April's edition.
 - 5) Clerk to add to action list to arrange a further training awareness session early autumn depending after reviewing funding left.
 - 6) Clerk to add item on May agenda to discuss any further excess funds with options to spend.

Prop. JH 2nd PM, Show of hands: All agreed.

40/17 Letter from Parishioner for Response

The Chair advised that the Parish Council had received a letter in regard to the following various issues and agreed to resolve as follows:

- a) **Manor House** (resolved in matters arising) – a response which would be included to that effect.
- b) **Cars for sale on verge of highway** – That this was a highways issue and asked the Clerk to report it to them as a frequent dealer was using the verge to sell cars.
- c) **State of path near the Manor House at the A134 crossing** – Clerk to report to the rangers.
- d) **Storm Drain Clearance of Debris** – A volunteer had been clearing the debris from the storm drain but the Parish Council agreed that it was their responsibility to do and health and safety wise was not a straight

forward job and a potential flooding risk. The Parish Council agreed for the Clerk to seek a quote for a supplier to be on call in an emergency to clear and take debris away, and for it to be added to the bi-monthly checklist. The Parish Council asked the Clerk to call Ivan Voutt to advise if he could monitor it and if there were any issues to contact the Clerk and if he could advise how often he had found himself clearing it.

- e) **Number of Ducks on the pond** - The Parish Council agreed from previous investigations that it was not allowed to catch them as against the law.

RESOLVED: 1) That the Clerk resolve items a-e.
2) That the Clerk write to the parishioner advising of these resolutions in response to their letter.

41/17 Parish Partnership Result – Wereham Pond

The Chair advised that the result was due the following week. The Chair asked the Clerk to confirm start dates with Andrew Wallace of Highways as previously agreed for April/May 2017 in order for the ground to recover. It was agreed to put the item on the May agenda and as soon as the result was known for the Clerk to let the Councillors know.

RESOLVED: 1) That the Clerk confirm start dates for work.
2) That the Clerk place on the May agenda.
2) That the Clerk advise Councillors of the result once known.

42/17 Bi Monthly Inspection of the Play Area and Playing Field

BB had carried out this bi-monthly inspection and advised the following:

- o Cradle seat had a crack;
- o Flat seat had a crack as per report but agreed to monitor;
- o Grass needed a trim
- o Park seat – paint peeling.
- o Ivy on north side tree – Pam agreed to resolve.
- o Grass outside village hall was weedy.

It was agreed that no action was necessary as the ground maintenance had started to begin again and the Council would continue to monitor on bi-monthly checks.

43/17 Bi Monthly Inspection of the Cemetery

BB had carried out this bi-monthly inspection and advised the following:

- o Hedge to the right of the cemetery/field side needed trimming – Mr Carter agreed to do and the Parish Council thanked him.
- o Pathway was very weedy.

It was agreed that no action was necessary as the ground maintenance had started to begin again and the Council would continue to monitor on a bi-monthly basis.

44/17 Rangers / Highways Maintenance Tasks

JR reported that the road grips needed doing down The Row.

RESOLVED: That the Clerk agreed to report to NCC Highways.

45/17 Planning

Planning Applications Received for Comment since the last meeting:

Planning Application – 16/02156/RM - Reserved Matters Application: Residential property and garage. Land Adj. Cromer Lodge Flegg Green Wereham King's Lynn. No Objections to two amendment documents sent for the Parish Council attention. Comments on the first provided regarding ensuring that the drainage is fully considered.

Hollies Development – Mrs and Mrs Carter advised that the application was in the hand of Bennetts homes and the Clerk agreed to follow up and report to the Councillors.

Planning Decisions Received since the last meeting:

16/02156/RM Land Adj. Cromer Lodge, Flegg Green. Reserved matters application: Residential Property and garage. Application Permitted. 3 February 2017. Delegated Decision.

16/02159F Park House, Stoke Road. Two storey extension to rear of dwelling. Application permitted 8 February 2017. Delegated Decision.

For the Parish Council to Note: 16/00219/NMA_1 | NON-MATERIAL AMENDMENT TO PLANNING CONSENT 16/00219/F: Construction of standalone village hall with associated parking. On completion the existing village hall is to be demolished | Village Hall Church Road Wereham Norfolk PE33 9AP. John Eastgate, Project Team of the Wereham Village Hall advised that he thought this amendment had been in regard to alternation for old hall to be demolished.

The Parish Council had received a consultation on the Statement of Community Involvement (SCI), and after discussion it was felt that it was unlikely Wereham would be affected and therefore the Parish Council had no comments.

46/17 Accounts to 12 March 2017

The Accounts to 12 March 2017 had been provided to the Parish Council including the cheques to be signed and

WEREHAM PARISH COUNCIL

Revised Summary of Expenditure to 10 March 2017

As of Bank Statement

Business Account: £17974.90 (2 February 2017)

Community Account: £2601.28 (2 March 2017)

RECEIPTS FOR PERIOD 04/01/17 – 10/03/17

03.01.17	£340.41	VAT Reclaim
30.01.17	£150.00	Burial Fee
23.02.17	£50.00	Barclays Apology Refund (in community account)
TOTAL	£540.41	

DIRECT DEBIT AND TRANSFER EXPENDITURE FOR PERIOD 04/01/17 – 02/03/17

12.01.17	£50.38	Street Lighting *
01.02.17	£236.80	H.Richardson Salary and expenses
11.02.17	£50.38	Street Lighting *
01.03.17	£236.80	H.Richardson Salary and expenses
TOTAL	£574.36	

AUTHORISATION TRANSFER 10 January 2017

Transfer from Business Account to Community Account £6000 – 12 January 2017

FOR AUTHORISATION AND PAYMENT 04/01/17 – 10/03/17

Transfer from Business Account to Community Account £9000 – 3 March 2017

CHEQUES PREVIOUSLY APPROVED AND PAID

BT Telephone Kiosk Adoption Fee (PAID 16.02.17)	£1.00
Community Heartbeat Trust: Defibrillator Project (PAID 15.02.17)	£3,424.80
TOTAL	£3,425.80

CHEQUES:

Wickstead Playground Inspection	*£54.00
Westotec: SAM2 (to be refunded)	*£3,432.00
Thomas B Bonnett: SAM2 Padlocks (to be refunded)	*£22.03
Wereham Village Hall Hire	£50.00
T&A Tree and Garden Service Tree Logic: Oak Tree 13	£280.00
T&A Tree and Garden Service Tree Logic: Cemetery Clearance	£460.00
FCC Environment: Wereham Village Hall Grant	£5,375.00
CGM Group: Final Contract 2016/17 Payment	*£262.99
S J A Pest Control: Moles playing field and cemetery	£132.00
Anglia Computer Solutions: Website Hosting	£84.00
Wereham Village Hall: Land transfer fee paid from grant	£125.00
H.Richardson Overtime and Expenses	£178.57
TOTAL	£10,455.59

Balance as per cash book as at 10.03.17

Business Saver	£8974.90	
Community Account	£1195.58	Total = £10,170.48
(* VAT Items for reclaim)		

payments approved in accordance below:

Prop. GK, 2nd JH. Show of hands: All agreed.

Resolved: (1) That the Accounts to 12 March 2017 were accepted and cheques signed and payments approved in accordance with that listed on the previous page.

47/17 Printing Costs

The Parish Council approved that any invoices for printing should the Clerk need to provide printing to West Dereham Parish Council during her Locum role, would be at 10p for black and white copies per side and 15p colour per side which includes paper.

Prop. JH, 2nd JB. Show of hands: All agreed.

48/17 Appointment of Internal Auditor

The Clerk had advised that John Cross had previously audited the Parish Council's accounts and was available again this year for a fee of £20. The Parish Council agreed to appoint John Cross again this year for the internal audit of their accounts.

Resolved: The Clerk to appoint and use John Cross for the purpose of Internal Audit.

Prop. JR, 2nd JH. Show of hands: All agreed.

49/17 Clerk Salary Administration

The Chair advised that the Clerk had recently used an accountancy firm to manage her tax in another job and it had worked well and had requested for Wereham to pay quoted costs of £130 plus VAT to use Stevenson Smart to administration her PAYE. The Chair added that a different quote had been received but was £10 higher but Stevenson Smart had been used successfully. The Parish Council agreed that it was important for the Clerk to be supported and it was agreed to pay for Stevenson Smart to carry out the PAYE work.

RESOLVED: That the Clerk hire Stevenson Smart to manage her PAYE at £130 plus VAT per year.

Prop. GK, 2nd PW. Show of hands: All agreed.

50/17 Councillors concerns, agenda items for next meeting and any other business

There was no items raised.

51/17 Forward Work Programme

The work programme was noted.

52/17 Dates of Next Meetings (All at 7.00 pm in the Village Hall)

Tuesday 9 May 2017 (AGM and Annual Parish Meeting)
Further dates to be agreed at the May meeting.

Meeting closed at 9.00 pm