

WEREHAM PARISH COUNCIL
Minutes Subject to the Approval at the next Meeting
Annual Meeting of the Parish Council
Tuesday 9 May 2017 at 8.15 pm
Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	Chairperson
Cllr Brian Bruce	BB	
Cllr Jacki Hitching	JH	
Cllr Jonathon Ratsy	JR	
Cllr Pamela Walker	PW	
Cllr Gail Koopowitz	GK	
Helen Richardson	HR	Parish Clerk

Also in attendance:

Cllr Colin Sampson	CS	Borough Council of King's Lynn and West Norfolk
Cllr Martin Storey	MS	Norfolk County Council

Members of the Public: 2

53/17 Election of Chair Person and Vice Chairperson

The Chair advised the Councillors that again it was necessary to address the need to re-elect a Chair and Vice Chair. Following a short discussion all Councillors indicated there were no others other than the current Chair being JB and Vice Chair GK, who had both been doing a great job within their roles.

Prop : GK that JB remain as Chair, 2nd JH, All Agreed.

Prop : JR that GK remain as Vice Chair, 2nd PW, All agreed.

JB accepted the role of Chair and GK accepted the role of Vice-Chair.

54/17 Public Comments / Questions

There were no public comments or questions raised.

55/17 The Openess and Transparency Notice was read by the Chair.

56/17 Apologies and Welcome

There had been no apologies received for absence.

57/17 Consider Declarations of Interest on Agenda Items and Dispensation Requests

There were none.

58/17 Minutes of the Meeting dated 14 March 2017

BB had one minor amendment to the minutes in relation to Tree 13, the Clerk made a note of the amendment. The minutes of the Ordinary Parish Council Meeting held on 14 March 2017 were agreed following this amendment as a true and accurate record of the meeting. *Prop. GK, 2nd JH, All agreed.*

59/17 Clerks Report (Includes Matters Arising from March meeting) – May 2017

The following had been received as an update on matters arising from the previous minutes which included some other matters from the Clerk:

Antisocial Behaviour – Advice was added to the Facebook and Website to contact the Police and log information to aid their investigations.

Wereham Pond – Andy Wallace and Karl Rands at Norfolk County Council highways have confirmed the work will be complete by the summer.

Playing Field Licence – Heygate's Agent had asked the Clerk to ask the Village Hall's architect to amend a plan to go with the Licence. The licence amended is due to be circulated to Councillors for approval before signing. The Council has previously approved to discuss outside a meeting.

Land Registry Items– Andrew Carrier of Fraser Dawbarns has advised that it could take a few weeks for the Land Registry to resolve, but they have received all the information to proceed. This included Transfer of Land Registry (Current Village Hall Site) From Parish Council to Wereham Village Hall CIO NK393387; request to Land Registry to Amalgamate PC Retained Land NK408732 (bowling green) and NK393387 (three metre strip) in one single title and Application to Land Registry to Update Title NK408732 from Possessory to Absolute.

Village Hall Third Party Funding for WREN – WREN confirmed receipt and banked payment for £5375.

St Margaret's Church Tree Management – The Clerk wrote to the Parochial Church Council Secretary to advise that the Parish Council were going to seek quotes for tree management surveys to be done in the autumn and budgeted in each years' precept. They had been advised to notify the clerk should anything urgent needed to be brought to the Parish Council's attention as they were responsible for trees, boundaries and headstones for safety reasons as a public open space being a closed churchyard. The Clerk has received one quotation and awaiting another to be further discussed at the July meeting.

Ground Maintenance Contract – Monitoring sheet received, they have been able to accommodate the moving of contracted day for funerals twice in the last couple of months at short notice. Invoices now show works done for each month rather than split over 12 months.

Moles (playing field and cemetery) – Steven Ashdon been inspecting and one mole caught on playing field in past two months keeping on top of mass activity. He is in regular contact with the Clerk. Sand and paint mark areas where traps are set underground.

- 03.04.17 – 12 mole hills on playing field and none in cemetery
- 06.04.17 – traps set
- 11.04.17 – mole caught northeast side of playing field, traps reset
- 20.04.17 – new activity found on playing field and traps set
- 22.04.17 – mole caught on playing field and no new activity – traps removed

Cemetery Grass Establishment – 12 April email from Alex Laver of T&A Tree Services advised that they had weed sprayed that week in preparation for seeding. Clerk to chase up for an update mid-May.

Telephone Box Refurbishment – Lee who kindly volunteered to refurb the paint on the telephone box has the materials and will be carrying out painting required over the next few weeks, he has started prepping it. New Defibrillator signs will replace where it previously said telephone. The Clerk will be arranging a change of lightbulb.

Defibrillator Check– The Clerk is weekly checklist the system using the online portal provided by the Community Heartbeat Trust.

Query re Cars for Sale on Highway Verge – The Clerk will report as and when to Norfolk County Council Highways.

Path at Manor House – Andy Wallace has confirmed the pathway is Norfolk County Council Highways responsibility, he has added to their routine inspection schedule and if there are repairs due they will be ordered. He advised it will depend on severity.

Road Grips, The Row – The Clerk reported to Norfolk County Council Highways for resolve, they have inspected and are going to resolve.

The Hollies Development – As of 9 May there was no result of the application, they were currently negotiating a S106 payment.

SAM2 – Refund from Insurers received. Stats from the device will be received on the agenda every other meeting from July.

60/17 Council Administration

The following documents were circulated to Parish Councillors for comments and amendments. The Clerk advised that there had been no amendments to the documents as the processes during the year from the procedures had been sufficient.

- a) Standing Orders
- b) Financial Regulations Standing Orders
- c) Financial Risk Assessment
- d) Working Party Terms of Reference
- e) Complaints Policy
- f) Planning Application Comments Procedure

The Parish Councillors noted their Data Protection and Code of Conduct obligations.

Proposed: JB, Seconder GK. All Agreed

The Parish Council discussed the Staffing Committee representatives for the benefit of the Clerk, and it was agreed for GK to continue and that PW would also be involved. *All agreed.*

The Clerk shared that the Internal Auditor had previously advised that it would be best practice for a small Finance Committee of a couple of Councillors to internally control the financial paperwork approved after each meeting. JR and PW agreed to continue with the role.

The Chair shared that should any Councillor have any training needs within the next 12 months to raise it with the Clerk for booking. It was noted that there was currently none.

The dates of meetings up until May 2018 were approved as presented in the agenda.

RESOLVED:

- (i) That the documents listed above from a) to f) be approved and signed by the Chair.
- (ii) That GK and PW will be the Staffing Committee representatives for the Clerk.
- (iii) That JR and PW will be the Finance Committee.
- (iv) That any training in the next 12 months be raised and booked by the Clerk.
- (v) That the timetable of dates for next meetings be approved as 11 July 2017; 12 September 2017; 14 November 2017; 9 January 2018; 13 March 2018 and 8 May 2018 (Annual Parish Meeting and Annual Meeting of the Council).

61/17 Correspondence Received

The Parish Council noted the following correspondence received:

- a) Community Police Newsletter – April 2017.
- b) BCKLWN - Notification of Property Address change formerly Shop and 1 Vine House to: The Post House, Church Road, Wereham.
- c) Application to Erect a Headstone in Cemetery.
- d) Norfolk Association of Local Council's Newsletters.

The Clerk advised that the Parish Council had received an email from the Borough Council of Kings Lynn and West Norfolk regarding their scheme called West Norfolk Recycling Rewards, where it was possible for the Parish Council to nominate a good cause to receive funding from it. The Parish Council unanimously agreed after discussion to put forward the Wereham Village Hall and the Clerk agreed to contact them with the nomination.

RESOLVED: That the Clerk nominate Wereham Village Hall for the West Norfolk Recycling Rewards Fund.

62/16 Wereham Village Hall Update

John Eastgate, Treasurer and Project Team Member of the Charity attended to provide an update from the Wereham Village Hall charity.

John advised that the charity had put a bid in at the end of April for funding called LEADER via the Norfolk County Council, and a response was expected by the end of June. He added that if the application was successful it would leave a £30k to fund, though it was felt through fundraising over the next two years together with other smaller funds it would be possible. He shared that it was hoped the build would start in July 2017.

Following a query from the Parish Council, John advised that the £30k figure of funding left after LEADER funding, was after including the sale of the current hall plot and to date there had been no feedback on the site. He also confirmed following a further query that not selling the plot didn't jeopardise the project.

GK shared that previously the issue of bats had been shared with the Parish Council, as their rehousing had been placed within the conditions of the sale of the current hall's plot. GK shared that she thought perhaps there may be

an opportunity with what the Parish Council were hoping to do with the Pond area, to help with the rehousing of the bats too if there were funding available. JR felt that any costs of rehousing bats could potentially be high and advised the Parish Council to take care when getting involved with them. John shared that whoever buys the plot has to apply for a licence with Natural England, who have advised that because it is included in the planning permission, and if it went ahead now for instance as part of mitigation, whoever buys the land and uses it as a method of mitigation can cut down the timescales for demolition of the hall, and if not done by September they would have to wait another year which would delay the release of funding. JE advised that there may be some advantage to placing the bat boxes on the green area of the pond, as in the proposed place they would have to be moved again eventually. JE shared that the position they are moved to only has to be kept for five years as it is the period of the licence.

JR advised that the boxes can cost between £500-600 including surveys which cost a lot of money. GK shared that if it was possible to include in some funding for establishing the pond area it may work. The Clerk agreed to investigate possible funding and report back at the next meeting.

RESOLVED: That the Clerk investigate pond area funding to include bats.

63/17 Tyre Fly Tipping Update

The Chair advised that the Clerk had circulated an email from CS in regard to a response he had received from the Principal Officer in Environmental Health. The Chair highlighted that the communication advised that evidence found in the location would not be sufficient enough to prosecute, though as a number of tyres were being dumped in the area it did give cause to believe that a local business was using it to escape disposal costs but they would continue to monitor reports in the meantime. The Chair advised that they also shared that anyone in the local community should report any suspicious behaviour to the Borough Council Environmental Health team or the Clerk so that they can follow up on other leads where necessary. The website was www.west-norfolk.gov.uk/info/20013/street_care_and_cleaning/160/fly-tipping_illegal_dumping

RESOLVED: That the clerk will include reporting information on the Parish Council Facebook Page and Website.

64/17 Defibrillator Signage

Following discussion, the Parish Council agreed for the Clerk to display signage for the Defibrillator in and outside of the Village Hall; inside the pub; church noticeboard; Flegg Green; Queens Close and Cavenham Road.

RESOLVED: That the Clerk arrange for the display of signage.

65/17 Drainage at Culvert (TF60414)

JR and BB advised that there was no update currently and would provide an update at the next meeting.

66/17 Tree on Field (Ivy and Litter)

PW advised that she had been previously to look at removing ivy that had grown around a tree on the far side of the playing field, however on inspection there was a lot of ivy to be removed but also a lot of dumped litter and garden waste. She had sought a quote for the cutting of the ivy and removal of the litter which the Parish Council had been provided with details of. After discussion it was agreed to include within the tree survey to be carried out later in the year as it would be absorbed in any costs of the project. BB advised that if the ivy was dying we could remove from the tree, but if not dying we would have to leave due to birds nesting. BB agreed to survey the ivy and if a small job he would tend to it and if larger advise the Clerk to add to the tree survey. PW agreed to advise the person who provided the quote that we wouldn't be pursuing currently but ask regarding their insurance and qualifications just in case needed.

RESOLVED: 1) That BB survey the ivy and if a small job remove, if larger report to the Clerk for inclusion in the Tree Survey.
2) PW to advise the person who provided a quotation that it would be on hold currently, but the Parish Council would like to ascertain if they have insurance and qualifications to do.

67/17 Playground, Cemetery, Pond Area, Playing Field and Churchyard Bi-Monthly Inspection

The Clerk inspected the areas and reported the following:

1) Playground – There were no items of concern.

2) Cemetery

- a. Edges of the cemetery needed cutting, it was agreed for the Clerk to contact CGM and ask them to go to the edge.
- b. Gate needed painting black all over to match the new latch. It was agreed for the Clerk to put a shout out on Facebook for a volunteer to paint.

3) Pond and Surrounding Area

- a. BB felt that as with the A134 verge, other verges in the village needed tidying. GK and PW shared that the County Council wouldn't probably cut until the wild flowers had finished seeding. MS shared that they will cut on a bend for safety of vehicles viewing on roads.
- b. The Chair queried orange mesh in the storm drain and BB agreed to investigate.
- c. Railings paint along the pond was starting to flake. The Parish Council felt that there was no requirement at this time to do, but the Clerk to place on a list of things to do when works to the pond is complete and locate a volunteer to do.

4) Playing Field

- a. Leaning Metal Bench – The Parish Council noted but was not currently a concern.

5) St Margaret's Churchyard

- a. Coffin to the right of the Church as you go in, in ruins. The Chair shared that she felt that it may be the right time to enlist a professional to inspect the headstones in the churchyard and cemetery for safety as discussed previously. It was felt that the Parish Council should advise the Church that this will be actioned, however if there are any within the Churchyard that are unsafe the Parochial Church Council will have to ensure that they action and pay for anything identified before the Parish Council take forward any form of responsibility. It was also suggested that the Parish Council provide the Clerk authority to spend up to £1000 for a one off report to be considered at the meeting in July. The Clerk agreed to write a letter to the Parochial Church Council to seek acknowledgement that they are happy to comply with the proposal.

Prop: GK, 2nd JH. All Agreed.

- b. Cobbles of the wall on the left side as you enter the church yard, on the part running alongside the side road to the farm slightly crumbled. PW advised that it had been so for some time and repairs had been made in the past. The Parish Council agreed after discussion for the Clerk to seek a quote for the work required and include in the letter to the Parochial Church Council that they will need to pay for anything identified before the Parish Council take forward any form of responsibility.
- c. Corrugated metal leaning against the wall in the churchyard with no apparent purpose. PW agreed to find out what it was and asked that it be removed.

JR was on the rota to do July inspections and the Clerk agreed to email him an updated inspection form.

- RESOLVED:**
- (1) Clerk to email JR next inspection report template for Julys meeting.
 - (2) Clerk has authority to spend up to a maximum of £1000 on a one-off report on the safety of the headstones and memorials present in St Margaret's Churchyard and the Cemetery to be presented at the July meeting for discussion.
 - (3) That the Clerk seeks quotations on the repair required to the St Margaret's Church wall for discussion at the July meeting.
 - (4) That the Clerk writes to the Parochial Church Council to advise them of the inspection report on the memorials in the Churchyard, and ask for acknowledgement that if any are found to be unsafe they are put right by them.
 - (5) That the Clerk advice the Parochial Church Council in the same letter that quotes on work to the wall will be sort and they will be expected to action and pay anything identified.
 - (6) That PW ask for the corrugated metal to be removed from the Churchyard.

68/17 Rangers / Highways Maintenance Tasks

The Clerk agreed to report pot holes at Cavenham Road/Gibbet Lane junction and also just before the Crimplasham turn off towards Downham Market online.

RESOLVED: That the Clerk report potholes to Norfolk County Council highways.

69/17 Planning Application Matters

- a) 17/00694/F | Demolition of existing dilapidated detached garage and replacement with new timber framed unit. Widening of vehicular access and installation of new gates, and repair/replacement to boundary fencing and walls | Tudor Lodge Church Road Wereham King's Lynn Norfolk PE33 9AP. The Parish Council considered the application and plans, they noted that there had been two applications of support from neighbouring properties and agreed they had no issues or objections.
- b) Hollies Development – The Borough Council Planning department had advised the Clerk again on 9 May 2017 that they were currently negotiating the S106 payment and therefore the determination deadline had been extended.
- c) The following application had previously been received for comment, 17/00037/TPO (Tree Management). Land at the Row Wereham King's Lynn Norfolk PE33 9A – Comments were returned on 19 April 2017 in regard to Tree Conservation.
- d) There had been no Planning Decisions made since the last meeting.
- e) **BCKLWN – Call for Sites – Local Plan Review 2016-2036 Update** - The Chair shared that the Clerk had circulated a communication from the Borough Council which purpose was to advise the Parish Council in advance that they would once again be reviewing their Local Plan and a call for sites around Autumn 2017. It was agreed that the Clerk would monitor the situation, but in the meantime anyone wishing to view information can visit the Borough Council website which had dedicated pages to the topic. The Parish Council agreed that it would keep the public informed on any further communications received, but for now information was also available within the agenda pack on the Parish Council website for May's meeting.

70/17 Finance and Audit 201617

Audit

The Clerk also advised that the Parish Council had received copies of the External Audit paperwork for 2016/17 in their agenda pack. The Clerk shared highlighted that an Internal Audit had taken place and there had been no issues raised and which a letter from them had also been shared. The Clerk advised that she had to 'restate' the figures for 2015/16 within the return to the External Auditors, which had arisen from accounts not being within the financial year precisely, this has now been rectified. The Clerk read the Governance Statement on the External Audit and the Parish Council answered in turn 'yes' to all questions posed. The Chair acknowledged the answers by signing the statement. The Clerk explained that a statement of the external audit would be made available to the public on the notice board and website on 5 June 2017. Following review of the paperwork the Parish Council had no comments and were satisfied with the final paperwork produced for submission.

Proposed JH, seconded GK. All Agreed.

Finance

The Clerk advised that the Parish Council had also received cashflow information for the year 201617 for approval, as well as the year to date cashflow for 201718

The Accounts to month ending April 2017 had been provided to the Parish Council including the cheques to be signed and payments approved for April 2017in accordance with what is shown overpage:

Month ending April 2017

Balance per bank statement as at 30 April 2017:

Current account		£ 4,813.01
Reserve account		£ 23,652.81
		£ 28,465.82

Direct Debit Payments	E.On	£ 50.38
Standing Order	Clerk	£ 236.80
		£ 287.18

Less: unrepresented cheques at 9 May 2017:

Cheque number	100834	£ 243.36
	100835	£ 213.60
	100836	£ 27.60
	100837	£ 5.84
	100838	£ 14.29
	100839	£ 154.84
	100840	£ 184.18
	100841	£ 27.92
	100842	£ 90.00
	100843	£ 466.42
	100844	£ 16.00
	100845	£ 1,038.00
	100846	£ 20.00
	100847	£ 34.00
	100848	£ 146.02
	100849	£ 59.40
		£ 2,741.47

Add: unbanked cash	None	
Net balances as at 30 April 2017		£ 25,724.35

CASH BOOK

Opening Balance 1 April 2017	£ 13,028.45
Add: Receipts in the month	£ 15,724.55
Less: Payments in the month	£ 3,028.65
Closing balance per cash book as at 9 May 2017	<u>£ 25,724.35</u>

Proposed JB, seconded GK. All Agreed.

- Resolved:**
- (1) That the Accounts for month ending April 2017 were accepted and cheques signed and payments approved in accordance with the above.
 - (2) That the External Audit is approved for submission as presented.

71/17 Councillors concerns and agenda items for next meeting

There were none raised.

72/17 Date of Next Meeting (All at 7.00 pm in the Village Hall)

Tuesday 11 July 2017

Meeting closed at 9.05 pm