

**WEREHAM PARISH COUNCIL**  
**DRAFT Minutes Subject to the Approval at the next Meeting**  
**Ordinary Meeting of the Parish Council**  
**Tuesday 11 September 2018 at 7.00 pm**  
**Wereham Village Hall**

**Attendance:**

Cllr Jo Bruce	JB	
Cllr Pam Walker	PW	
Cllr Jacki Hitching	JH	
Cllr Jonathon Ratsy	JR	
Cllr John Millard	JM	
Cllr Brian Bruce	BB	
Cllr Gail Koopowitz	GK	
Helen Richardson	HR	Parish Clerk and Financial Responsible Person

**Also in Attendance:**

Cllr Colin Sampson	CS	Borough Councillor of King's Lynn and West Norfolk
Cllr Martin Storey	MS	Norfolk County Councillor
Rev Ken Waters	KW	St Margaret's Church, Wereham
David Frost	DF	Representative from Downham Angling Club

**Members of the Public: 21**

**102/18 Public Comments / Questions**

- A parishioner asked if the Parish Council could consider a couple of questions in relation to the planting of trees around Wereham Pond, being distance of proposed sites for trees to facilities & the footpath behind the pond and the costs of the trees over their life time to maintain.
- Following a query in relation to maintenance programmes for the Wereham Pond, the Clerk advised that one off arrangements were in place with a contractor for maintenance during the year. She added that they attended twice a year to tidy the pond and if anyone had suggestions to contact the Clerk.
- A parishioner requested an update on the footpath to the back of the Wereham pond and update on possible repairs.
- Following a query regarding an update on The Row drain pipe, Cllr Martin Storey agreed to apply further pressure on Highways to book a date for commencement of works. He advised that he had been liaising with Karl Rands, Senior Highway Manager. The Clerk advised that she had also been chasing for a start date.

**103/18 The Openness and Transparency Notice was read by the Chair.**

**104/18 Apologies**

There were no apologies.

**105/18 Consider Declarations of Interest on Agenda Items and Dispensation Requests**

There were no declarations made.

### **106/18 Minutes of the Meeting dated 2 July 2018**

The minutes of the Ordinary Parish Council Meeting held on 2 July 2018 were approved.  
*Prop. JH, 2<sup>nd</sup> JR; All agreed.*

The Clerk's report including matters arising was noted.

### **107/18 Wereham Village Hall Update**

JM advised that bookings were coming fast for the new village hall. Overall it was going well and the old hall was up for auction on Thursday 13 September. He advised that funding was coming through and financially was going well. The Chair advised that it was all good news.

### **108/18 Welfare of Wereham Pond Fish – Representative from Downham Angling Club Attending**

David Frost attended from the Downham Angling Club to discuss the welfare of the fish in the Wereham Pond and offer suggestions to the Parish Council of what could be done to improve this. It was noted that high temperatures during the summer months had been difficult for the fish, and David had contacted the Environment Agency who attended and confirmed all was okay but if needed would attend and provide an aerator. He shared that recent fish he had seen caught looked healthy and if there was a need to rehome some of the fish the Downham Angling Club could assist if needed in future when one of their lakes was repaired, as well as some arrangement in regard to costs involved. He added that in order to move fish the Environment agency required that 10 fish of species be killed for testing before any could be moved but perhaps this could be negotiated with them due to the low numbers of each type of fish making this unviable to action. It was acknowledged that movement of fish and de-silting of the pond was very costly running into thousands. David advised that this year had been very hot and was not good for the fish, and because of the algae there would have been plenty of oxygen in the day, and then a sharp drop in the evening making it difficult for the fish, he advised that aeration would help but the depth further complicated matters. He advised that conditions would improve for the fish if there was consideration to add extra water. The Chair suggested raising the water level by 3 inches and liaising with those who live around the pond to monitor it, BB agreed to action. The Clerk agreed to ask the Environment Agency what their views were on movement of fish with such small stocks.

### **109/18 Tree Planting Around the Pond**

The Parish Council had agreed placement of three trees around the pond in July and asked the Clerk to seek advice from its Arboriculturalist and the Borough Council's Tree Officer. Further to a public comment the Clerk agreed to check location of over ground and underground facilities and pipework in the areas to be planted. Arboriculture advised and that from the Borough Council on planting of trees would continue over the course of the project. The Chair shared that it was difficult to quantify the cost of trees over their lifetime but it was felt by the Parish Council that there was a duty to replace trees that are removed in a conservation area for future generations. The Arboriculture Officer who conducts all tree work in the village and agreement with the Borough Council's tree officer, sent information on recommended tree types that were all native species. The Chair proposed (after Parish Council viewing of examples) that the Parish Council order two Hornbeam trees, one to be planted on grass around the pond near the outlet drain and a second to go over the far side of the pond near the white railings on the side of the pond, and a third tree to be a Swamp Cypress to be planted on the pond grass area to the right of the village sign when looking at it, but on the basis that full checks were carried out with utilities by the Clerk. The Chair further proposed that the three trees to be purchased to be smaller sized to save costs and as the Arboriculture Officer advised that a tree would establish better this way, and to plant late autumn/ October as per advice to get them

established. The Clerk agreed to source different prices of sized trees from local nurseries and vote on email for cost. GK agreed to monitor and look after the trees when planted.

*Cllr Martin Storey left the meeting at this point.*

As per proposals made by the Chair in this minute, plus approval for the Clerk spend up £500, JH seconded, all agreed.

### **110/18 Maintenance of St Margaret's Church Clock – Rev Ken Waters attending**

Rev Ken Waters advised that some of the work to the church tower had been completed, and any person within the tower working or volunteering was covered under their insurance. He agreed to leave a copy of the insurance for files. It was agreed that no servicing would be commissioned until work to repair the floor was completed and inspected. The Clerk agreed to add on the November agenda.

### **111/18 Wildflower Planting in St Margaret's Churchyard**

PW agreed to progress a trial area in the Churchyard with the PCC. GK passed on information from Norfolk Wildlife Trust for sharing with the church, it was noted that a parishioner had advised that they would wish to help with purchasing of seeds if required. The Chair shared that we liaise with PW 12-18 months' time to see how the trial area went.

### **112/18 Multi Goal Equipment Movement / Purchase of Goals/Basketball Nets**

The Parish Council received quotes for goals and basketball hoops suitable for installation on the playing field and confirmed that they were costing as much as to move the multi-sports unit. The Parish Council noted that it needed to be aware of the costs involved and how it may not benefit spending what was required for the whole village and to not progress further.

### **113/18 Replacement of Street Light on Church Road**

JR agreed to liaise with the contractor on remaining two lights for replacement.

### **114/18 Parish Partnership Funding 2019/20**

The Chair shared that a request for dropped kerbs had been sent to the Clerk but there were no other identified applications for the funding currently. The Clerk and BB agreed to scan the route at Queens Close for accessibility and discuss again in November.

### **115/18 Cemetery Path Re-gravel**

The Clerk advised three quotes had been received. Cllr Colin Sampson advised that shingle can be hard to negotiate with wheel chairs and buggies. BB advised that spraying was due to be done. The Clerk agreed to go back to one of the quotes and ask what depth it was as only wanted a light covering and add to November meeting.

### **116/18 Cemetery Grounds Maintenance Quotes**

It was agreed for JH to inspect works quoted for that was identified at the previous meeting.

### **117/18 Cemetery Memorials**

Following a letter received by a memorial owner, the Clerk explained the steps taken by the Parish Council to resolve unsafe memorials identified following a qualified inspector visiting the cemetery. There were no next of kin details for most memorials effected, even with contacting funeral directors and stone masons. The Clerk advised that more families had come forward since laying them down. The Chair advised that it was good that contact details for some memorial owners were now on file, and if anyone else wished to come forward to share

responsibility of memorials in Wereham to come forward, as well as when changing addresses to contact the Clerk.

### **118/18 Playing Field and Play Area Work**

It was agreed to defer whilst JH inspected.

### **119/18 World War One Commemorations Update and Remembrance Day Wreath**

The Chair proposed to purchase a wreath, seconded GK, all agreed. A resident who usually purchased wreaths had agreed to arrange. There had been an invitation to the Parish Council to attend the commemoration event which the Chair agreed to attend and read the roll of honour.

### **120/18 Campaign to Protect Rural England Letter - Norfolk Alliance Update**

The Parish Council noted the correspondence.

### **121/18 Application for Goods Operating Licence – Sheeps Hill Farm, Flegg Green**

Following representations from residents to the Parish Council during the meeting, the Chair agreed to support the reassigning of the weight restriction of Flegg Green with Highways, and write to the traffic commissioner with this issue and convey concerns of residents though it was understood that it was unable to a representation, all were agreed.

### **122/18 Bi-Monthly Risk Assessment Inspection**

Cllr Pam Walker advised

- Play area looked fine no problem with tiles and all paint work done.
- Grass was fine.
- Lots of mole activity near fence of play area though the contractor was working on them ongoing.
- A lot of litter from fayre that needed tidying up on the edge.
- Village hall gravel area near wall had lots of weeds.
- It was noted following a comment by a member of the public, the Parish Council confirmed that Norfolk County Council had confirmed that they were not going to adopt the footpath around the pond and upon inspection it was agreed that the path was not in a condition which would warrant costs to repair.
- BB had repaired the small gate at the church, which now looked great and thanked him.
- The church wall had been repaired and had done a magnificent job and was now finished.

### **123/18 Highways Rangers and Handyman Jobs**

The Clerk agreed to ask the rangers when they email to clean the paths. The Clerk agreed to report the blocked drain again on The Row. GK thanked the Clerk for keeping on top of getting highways in to cut the grass around the village.

### **124/18 To Nominate from the PC to the Wereham Fuel Allotment Charity**

It was resolved that BB would represent the Parish Council on the above charity.

### **125/18 Cemetery Fees (annual)**

It was agreed to amend fees as follows:

Purchase of Grave/Plot amend from £100 to £175 (Parishioner)

Purchase of Grave/Plot amend from £200 to £350 (non-parishioner with a demonstrable tie)

Interment /Burial Fee Over 18 years old amend from £150 to £200 (parishioner)

Interment /Burial Fee Over 18 years old amend from £300 to £400 (non-parishioner with a demonstrable tie)

Memorial Approval fee Additional Inscription amend from £45 to £60 (parishioner)

Memorial Approval fee Additional Inscription amend from £90 to £120 (non-parishioner with a demonstrable tie)

Proposed by Chair, seconded by GK, all agreed.

**126/18 Speed Management Sign (SAM2) Bluetooth Upgrade**

It was agreed not to spend money on upgrading to Bluetooth we would simply stop downloading the data. The Clerk agreed to find out how much new brackets are and if they come in at less than £80 each to buy and if not add to the next agenda due to it being a health and safety issue.

*Cllr Gail Koopowitz left the meeting.*

**127/18 Adoption of Anti-Harassment and Bullying Policy (2018-21)**

It was agreed to approve as presented, prosed by Chair, seconded by JH, all agreed

**128/18 Adoption of Working Party Terms of Reference (2018-21)**

It was agreed to approve as presented, prosed by Chair, seconded by JH, all agreed. The Clerk agreed to ensure that wording was consistent throughout.

**129/18 Review of Grant Policy (2018-21)**

It was agreed to approve as presented, prosed by Chair, seconded by JH, all agreed

**130/18 Decisions to Note only:**

**18/00129/TREECA** Wereham Back Lane Wereham Norfolk - Conifer hedge – Reduce to 3m in height and push back sides away from footpath and road approx 2m within Conservation Area Tree Application - No objection. 1 August 2018. Delegated Decision

**18/00782/F** Wereham Row Cottage The Row Wereham King's Lynn Norfolk PE33 9AY Two storey and single storey extensions and alterations to dwelling. Application Permitted. 20 July 2018. Delegated Decision

**131/18 Finance**

The Accounts to month ending July 2018 and August 2018 had been provided to the Parish Council including the cheques to be signed and payments approved in accordance with what is shown below:

Clerk Wages - July	SO	204.68
CGM	100923	468.27
Wereham VH Hire	100926	98.00
HM - Weeds around pond	100927	27.00
Clerk Wages - August	SO	204.68
HMRC - July and Aug	100929	95.80
Clerk Wages and Exp - Aug.Setp	100928	10.73
EON - Streetlights	DirectDebit	62.62
EON - Streetlights	DirectDebit	62.62
Streetlight LED Upgrade and Annual Maintenance Fee	100924	1668.00
CHT - Annual Def Support	100925	151.20

Laying of Memorials	100927	36.00
Dog Bin Installation	100930	18.00
SJA Pest Control - Moles - Aug	100931	37.50
<b>TOTAL</b>		<b>3145.10</b>

*Proposed JB, seconded JR, All Agreed.*

**RESOLVED:** That the Accounts for month ending July 2018 and August 2018 were accepted and cheques signed and payments approved in accordance with the above.

**132/18 Councillors concerns and agenda items for next meeting**

- Borough now has tree planting policy in place and ask them if they have any of the trees chosen for planting, the Clerk agreed to ask Richard.

**133/18 Forward Work Programme**

There were no queries and the forward programme was noted.

**134/18 Date of Next Meeting (All at 7.00 pm in the Village Hall)**

Tuesday 13 November 2018

**Meeting closed at 9.44 pm**