

**I hereby give you notice that an Ordinary Meeting of the Wereham Parish Council will be held at
Wereham Village Hall on Tuesday 14 March 2017 At 7.00 pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Members of the Public and Press Welcome to Attend

Agenda published: 9 March 2017 and Circulated to Borough and County Councilor

*Helen Richardson
Clerk to Wereham Parish Council and Financial Responsible Person*

Ordinary Meeting of Wereham Parish Council

AGENDA

**Tuesday 14 March 2017 at 7.00 PM
Wereham Village hall**

7.00 pm Public Comments / Questions on Parish Issues.

An opportunity for public comments and questions. Items relevant to the agenda will be incorporated into later discussions. All new items will be noted for the next meeting.

1.0 Openness and Transparency Notice

2.0 To consider **apologies for absence**

3.0 To receive Declarations of Interest on Agenda Items and Dispensation Requests.

4.0 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 10 January 2017. (pages 1 – 8)

5.0 Matters Arising

6.0 **Correspondence Received**

6.1 New Community Infrastructure Levy (CIL) – Guidance notes circulated by email (pages 8 – 12)

6.2 Parish Precept Communication (page 13)

6.3 Locality 'How to Keep it Local' Guide – previously emailed

6.4 'Call to Action' Plunkett Foundation – previously emailed

6.5 Police Parish Newsletter January 2017 – previously emailed

6.6 EON – Increase of Deemed Contract Rates – previously emailed

6.7 NALC Newsletters – previously emailed

7.0 **Wereham Village Hall**

7.1 Update from the Wereham Village Hall Charity including funding update – Verbal from VH

7.2 Site Safety and Contractor Use of Land for New Village Hall Build Project – Verbal from VH

7.3 Various Land Registry Issues to Resolve (previously circulated)

7.4 Approval of Wren Third Party Funding £5,375 – Verbal

7.5 Request to Use 'Bowling Green' for Events – Verbal from VH

8.0 **Village Management Issues**

8.1 Parochial Church Council Correspondence – Trees (page 14)

8.2 Playing Field Re-Licence with Heygates (previously circulated on 5 March 2017)

8.3 Approval of Country Grounds Maintenance - Grounds Maintenance Contract from 1 April 2017 until 31 October 2019 (to follow)

8.4 Grounds Maintenance Audit Process and Weed Spraying 2016 Update – verbal

8.5 Annual Playground inspection results and other quotation verbal (pages 15 – 21)

8.6 Cemetery Quotations - Boundary Establishment; Grass Establishment and Gate Latch (pages 22 - 23)

*Mrs H Richardson, Wereham Parish Clerk and Financial Responsible Person
Tel: 0779 500 6811, werehamPC@gmail.com*

- 8.7 Mole Control Verbal Update and Ongoing Mole Control Quotation (page 24 – 25)
- 8.8 Street Lighting Contract (pages 26 – 28)
- 8.9 Tyre Fly Tipping
- 8.10 Defibrillator Update (leaflets circulated separately)
- 8.11 Letter from Parishioner for response.:
 - 8.11.1 Manor House (resolved in matters arising);
 - 8.11.2 Cars for sale on verge of highway;
 - 8.11.3 State of path near the Manor House at the A134 crossing;
 - 8.11.4 Pond clearance of debris where flooding may occur can the parish council clear out instead of a volunteer;
 - 8.11.5 Number of Ducks on the pond;
- 8.12 Parish Partnership Funding Result – Wereham Pond – Verbal Update
- 8.13 To consider the results of the bi-monthly play area inspection reports and agree any action required
Standard item verbal from Cllr B Bruce
- 8.14 To consider the results of the bi-monthly Cemetery inspection reports and agree any action required.
Standard item verbal from Cllr B Bruce
- 8.15 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways.
- 8.16 Beacons of Light – WW1 Commemoration Participation (page 29 - 30)

9 Planning

9.1 Planning Applications Received for Comment since the last meeting:

- (A) 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.
- (B) Hollies Development – New document revision dated 10 March 2017. Verbal Update.

9.2 Planning Decisions Received since the last meeting:

- (A) 16/02156/RM Land Adj. Cromer Lodge, Flegg Green. Reserved matters application: Residential Property and garage. Application Permitted. 3 February 2017. Delegated Decision.
- (B) 16/02159F Park House, Stoke Road. Two storey extension to rear of dwelling. Application permitted 8 February 2017. Delegated Decision.

- 9.3 For the Parish Council to Note: 16/00219/NMA_1 | NON-MATERIAL AMENDMENT TO PLANNING CONSENT 16/00219/F: Construction of stand alone village hall with associated parking. On completion the existing village hall is to be demolished | Village Hall Church Road Wereham Norfolk PE33 9AP

- 9.4 Statement of Community Involvement (SCI) Consultation (page 31 – consultation doc emailed separately)

10 Finance

- 10.1 Accept accounts to 12 March 2017 and agree cheques to be signed and payments approved in accordance with list to be circulated to councillors at meeting
 - (A) Financial Summary to 12 March 2017 (to follow)
 - (B) Financial Statement (to follow)
- 10.2 Printing Costs – Verbal Chair
- 10.3 Appointment of the Internal Auditor – Verbal Chair
- 10.4 Clerk Salary Increase 1 April 2017 (pages 32 – 36)
- 10.5 Clerk Salary Tax Administration – Verbal Chair

11 Councillors concerns and agenda items for next meeting – information only

12 Forward Work Programme – For information only

Annual Parish Meeting – May 2017

Invitation to West Dereham re Parish Plan

Annual meeting of the PC - MAY 2017

Approval of Year End Accounts

Approval Media and Press Policy

Other Policy Reviews

Approval of External Audit

Annual St Margaret's Church Clock Service

Council Administration

JULY 2017

Friends of Wereham Pond group to be established after pond repair.

SEPT 2017

Play Area funding

Return of External Audit

2018/19 Budgeting Plans

NOV 2017

Commissioning of Annual Playground Inspection

Draft Parish Precept and Budget 2018/19

Jan 2018

Wickstead Annual Playground inspection results

ONGOING

Boundary Marking on Field of New Building Plot – once ready

Play Area and Cemetery Inspections; Cllr Loake May; Cllr Ratsy July, Cllr Walker Sept, Cllr Hitching Nov; Cllr

Koopwitz Jan; Rota - Cllr Bruce March

COUNCILLOR ACTIONS

- None currently.

13 Date of next meeting – Tuesday 10 May 2017. Annual Meeting of the Wereham Parish and Ordinary Parish Council Meeting.

14 EXCLUSION OF PRESS AND PUBLIC

The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing). Opportunity for Clerk to discuss any HR issues.

WEREHAM PARISH COUNCIL
Draft Minutes Subject to the Approval at the next Meeting
Ordinary Meeting of the Parish Council
Tuesday 10 January 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	
Helen Richardson	HR	Parish Clerk

Also in attendance:

Cllr Martin Storey MS Norfolk County Council

Members of the Public: 0

1/17 Public Comments / Questions

The following issues were raised by members of the public present:

- Victoria Gray (Chair) and John Eastgate (Treasurer) attended the meeting to provide an update from the Wereham Village Hall. Victoria shared that following the lottery funding it had left £250k needed towards the project, and since that time there was now £125k left to fund which would be covered by other funding and community funds. She added that the application to WREN would be submitted at the end of January and the project team would keep the Parish Council up to date on the outcome, particularly as the Parish Council grant was third party funding required for WREN. Victoria highlighted that even if this round of WREN was unsuccessful, there was a further round which could be applied for and wouldn't affect the timings of the project. Victoria shared that a pot of funding had changed the timescales for the start of the project to July 2017, and this had been by the approval of the lottery due to its amount being significant to the project, a response for this pot of funding was due May 2017. John shared that tenders for the project were due back February 2017, and it would enable the team to assess costs to actual rather than estimated. Following a query from the Chair John explained that to the project teams knowledge, at this point, there had been no impact from Brexit on the project costs but it would be clearer once tenders were received. Victoria shared that the release of funding from the Parish Council may not be requested until the May 2017 meeting, and she agreed to provide further updates to the Parish Council as the project progressed. The Chair queried the flexibility of the lottery fund in regard to the amounts needed, and John advised that the funding from the lottery had included a 10% contingency over and above the tender price. Following a further query John and Victoria confirmed that the project team were including funds from the sale of the current village hall site, as funds awarded had generally been lower than hoped for and the plot would be sold at market value. The Parish Council thanked John and Victoria for providing an update and congratulated them on the work so far.

Victoria left the meeting at this point.

- The Chair shared that there had been a query on social media in regard to the use of the playing field for football matches. The Parish Council agreed that this didn't need to be a specific agenda item and it could use the time to agree information to be shared with the parishioner that had made the enquiry, though they had not attended the meeting. John shared that the Wereham Village Hall had done some investigations as part of planning process and had received information from Sport England on the regulations for football pitch size. John shared the information with the Parish Council and advised that the field could be used for 'mini-pitch' or 5-a-side football for adults or under 10's but the regulations didn't allow for formal football of a larger size due to the need for run off space and spectator space. The Parish Council thanked John for the information and agreed for the Clerk to share with the parishioner and to advise them that the Parish Council were in full support of football being played on the field as it was a good use of the community space, but it wasn't possible to play anything formal.

John left the meeting at this point.

2/17 The Openess and Transparency Notice was read by the Chair.

3/17 Apologies and Welcome

Apologies were received and accepted for Cllr Pamela Walker. They were also received from Borough Councillor Cllr Colin Sampson.

4/17 Consider Declarations of Interest on Agenda Items and Dispensation Requests

There was none.

5/17 Minutes of the Meeting dated 8 November 2016

The minutes of the Ordinary Parish Council Meeting held on 8 November 2016 were agreed as a true and accurate record of the meeting. *Prop. GK, 2nd JH, Show of hands: All agreed.*

6/17 Matters Arising from the Minutes:

i) Highways (Norfolk County Council)

Completed Actions: (For information only)

- a) **Pond Boards:** BB had double checked that the pond boards had been removed and it was agreed that no further action was required.
- b) **Road Markings at Telephone Box** – BB and Mr Gotts had installed the 'No Parking Disabled Access' sign in the area of the dropped kerb inside the telephone box. The Chair asked the Clerk to send a thank you letter to Mr Gott. It was felt that this had an impact on people parking and was working. The Clerk handed notes to be displayed on windscreens for any other cars parked in the area to GK and JH. The Chair updated that when the Clerk had met with Andy Wallace of Norfolk County Council Highways he had advised that a white hatched area wouldn't be possible but he would include a 'H' marking in the area when the roads were due to be marked up in the next financial year. The Clerk agreed to monitor this in the next financial year.

Resolved: That the Clerk send a thank you letter to Mr Gott.

- c) **Grounds Maintenance at The Row, Verges** – At the previous meeting the Chair had advised that Norfolk Council Highways had confirmed their responsibility for the verges at the top of The Row and would include in their grounds maintenance plan going forward. The Clerk had contacted CGM who had removed The Row verges from the contract at that time, and the Chair advised that they had since advised that the change had been after the end of the contracted works for the year and therefore there was no money due back as a result.
- d) **Fly tipping, Cavenham Road after dog bin on the right towards Boughton** – The Chair shared that the Clerk had reported to County Council Highways and the fly tipping had been removed quickly. The Chair reminded the Parish Council that it would be worth sharing with Parishioners that it is possible to report themselves via the online login from their website.
- e) **Verges at College Road** – The Clerk had reported via the online Norfolk County Council website and they had acknowledged receipt to investigate. The Chair again shared that this was something that a Parishioner could report themselves via the online login. It was agreed after discussion that the Clerk would bring slips to the meeting containing details of how to report online and also place more information on the notice board, G4, Facebook and the website.

Resolved:

- 1) That the Clerk will create slips of online reporting and bring to each meeting.
- 2) That JH provide the Clerk with the Watlington example mentioned of information provided to parishioners for the purpose of reporting highways matters.
- 3) That the Clerk will place information on G4, Facebook, notice board and the website of how to log reports for Norfolk County Council Highways online.

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.

Resolved: JR and BB will create a map to share with Norfolk County Council Highways to enable them to establish ownership of the culvert,

- b) **Road Safety at School Lane** – The Chair shared that following a site visit with Andy Wallace of Norfolk County Council he had agreed with the Clerk to order and install free of charge a warning sign of pedestrians in the road, from the direction of Cavenham Road, as it was felt that traffic could gain speed from that direction only into the blind spot bend at School Lane where the Old School House was situated. The Clerk advised that the signage had been offered free of charge due to the problems that had been experienced with the order and installation of the HGV sign for The Row. He also advised that a further HGV sign at Flegg Green/The Row had been ordered free of charge in light of the problems again. The Chair added that it had also been confirmed by Andy that it would be possible to place the SAM2 Speed sign in the area on the same approach to School Lane. The Clerk shared that a 20 mph limit was confirmed as not possible by Andy due to the area and there were no options for pedestrian pathway lines due to the narrowness. The Clerk agreed to monitor and keep the Parish Council informed.

ii) General/Other

Completed Actions: (For information only)

- a) **Village Hall Land Registry and Charity Registration** – The Chair confirmed that the Clerk had acknowledged the change in land title registration from the Parish Council as custodian trustees to the Wereham Village Hall Charitable Incorporated Organisation (CIO), which relinquished its role as Custodian. The Chair added that the Clerk had also shared the minute of the November meeting relating to this with the Village Hall's Solicitor John Gudgeon of Hawkins Ryan as requested and this item was now resolved.
- b) **Grounds Maintenance at Queens Close on Freebridge Community Housing owned land** – The Chair shared that at the previous meeting the Chair had advised that Freebridge Community Housing had confirmed their responsibility for the verges at Queens Close and would include in their grounds maintenance plan going forward. The Clerk had contacted CGM who had removed the area from the contract at the time, and they had since advised that the change had been after the end of the contracted works for the year, and therefore there was no money due as a result.
- c) **Campaign for Rural England New Housing Targets support** – The Chair advised that the Clerk had returned the signed slip in support of their campaign.
- d) **Instance of Large Vehicular Use of Playing Field** - The Chair advised that the parishioner had been in touch with the Clerk and advised that they had noted to ensure that this didn't happen again, and it was unfortunate the contractor had carried out the work without prior approval.
- e) **Commission of Wickstead Annual Inspection of Play area** – The Chair advised that this would be taking place mid-January and the report received would be on the March agenda.
- f) **Bus Shelter Parish Partnership Funding** – The Clerk confirmed that this had been removed from future budgets.
- g) **Cutting of Hedge within Cemetery** – The Clerk shared following an enquiry at the last meeting that the hedge had been cut twice during the year on 5 August 2016 and 1 December 2016 and this had fulfilled the contract.
- h) **Dog Bins** – The Chair confirmed that the Clerk had reported to the Borough Council's team responsible.
- i) **Neighbourhood Watch Sign** – It was confirmed that this sign was now back in place on Cavenham Road.
- j) **Transparency Funding Application – IT Equipment** – The Clerk shared that this was due for delivery the following week and payment would be made by cheque approved in the meeting once received and used satisfactorily.

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

- a) **The Manor House** - The Chair advised that the Clerk had contacted the Conservation Officer twice at the Borough Council for an update but had received no response. The Clerk agreed to continue to chase as no response had been received.

- b) **Revised Grounds Maintenance Contract – Country Grounds Maintenance** – The Chair shared that CGM had responded to the Clerk confirming a fixed price for the next three years of £2441.71 per annum and they would be drawing up contracts for approval at the March meeting. The Clerk confirmed that they had suggested a clause to be included should the Parish Council over the course of each year be dissatisfied with the contract and wish to end it. The Clerk shared that this would be available for the Parish Council's comment and approval also at the March meeting.
- c) **Weed Spraying of Cemetery Path** - The Clerk shared that CGM had advised they had sprayed the cemetery path twice during the year, the Clerk agreed to check the contract and follow up with CGM including cross reference other spraying during the year.
- d) **Cemetery Clearance** – The Chair confirmed that the T&A Tree Services had confirmed they would carry out the work late February/early March. The Clerk advised that she had asked them to quote for establishment of a grass seed bed once the area was cleared and would be included on the March agenda for approval. She added that there would be sufficient budget within the 2017/18 budget for this work.
- e) **Oak Tree 13 Playing Field** – The Clerk shared that T&A Tree Services had confirmed that the work would be complete the following week.
- f) **Draft Cemetery Policy and Pricing Schedule** – The Chair shared that the policy had been updated with amendments requested at the November 2016 meeting and the Clerk would be making it available for public viewing. The Chair shared that the Clerk had raised the requirement to review the rules within the policy for parishioners moving into care or nursing homes, as currently they would be charged a non-parishioner with demonstrable tie rate, but this would be sensitive in the fact that a parishioner may of spent many years in the village with relatives within the cemetery or even possible a reserved plot. After discussion it was agreed that this was an unfair practice and creating some difficulty in administering fees, therefore it was agreed to include the wording that where a parishioner has moved to a care or nursing home up to a 5 year limit they would be eligible for 'parishioner' fees within the cemetery, and that this would be to the Clerks discretion.

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

Resolved:

- 1) That the Clerk will include the wording explaining of a five year limit on parishioners who moving into a nursing home to maintain eligibility to parishioner fees as opposed to non-parishioner fees at the discretion of the Clerk.

7/17 Correspondence Received

The following correspondence was noted by the Parish Council:

- a. BCKLWN Report on the Examination of the Draft KLWN Borough Council Community Infrastructure Levy Charging Schedule.
- b. LAIS1394 Neighbourhood Planning Bill Norfolk.
- c. Parishioner letter in regard to Ducks and the public footpath/road past the Manor House. It was agreed to place on the agenda for the March meeting as due to Governance items were needed prior to the publication of the agenda at the end of the previous month before a meeting.
- d. Norfolk Association of Local Council's (NALC) and Community Action Norfolk (CAN) newsletters

8/17 Defibrillator Update

The Parish Council had received information from the Clerk on membership options for the defibrillator once installed. The Chair advised that Clerk had found out that the Parish Council's insurance included anything of street furniture up to £30 k and therefore any membership covering damage or replacement wouldn't be required.

The Parish Council discussed the 'rescue data download' service and asked the Clerk to find out if this was required as this the bronze option and it was felt that basic maybe enough.

The Parish Council also asked the Clerk to find out if there was fundraising information available from them for the upkeep of the system. The Clerk shared that they had mentioned the possibility of purchasing magnets or keyrings with information regarding the defibrillator that could be provided to parishioners as a way of using any funding underspend, though she would need to double check with the Lottery before placing order. The Councillors agreed that this would be a good idea.

The Clerk clarified that the defibrillator was user friendly and parishioners could use it trained or untrained, but it was part of good governance that the parish council offer it. She added that any person requiring assistance by the defibrillator would firstly contact the emergency services by dialling 999 who if appropriate would direct them and provide an access number to the unit and would talk them through its use whilst on the phone, as well as the unit providing voice guidance itself. The Clerk shared that if there was not good governance and sufficient service data provided to the ambulance service they would not agree to register it on their system and therefore it wouldn't be available for use.

The Parish Council also asked the Clerk to clarify with the Heartbeat Trust if an initial training session was part of the purchase of the unit or extra.

The Parish Council also requested that when the free red paint offered as part of adopting the phone box, that the Clerk seek volunteers to paint it.

Resolved:

- (1) That the Clerk will add to her action sheet to seek volunteers to paint the phone box once the red paint is received.
- (2) That the Clerk investigate fundraising assistance from the Community Heartbeat Trust.
- (3) That the Clerk get costs on fridge magnets or key rings for parishioners and lottery approval for an underspend of the grant.
- (4) That the Clerk clarifies if the initial training is received as part of the purchase of the unit.
- (5) That the Clerk investigate what 'Download Data Service is'
- (6) That once the Clerk has satisfied herself on items 1-5, that she confirms a final package with the Community Heartbeat Trust and resolves payment.

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

9/17 Playing Field Re-Licence with Heygates – Update from the Chair

The Chair shared that the Heygates solicitor was redrafting the licence following comments from Parish Council at its meeting on 8 November 2016, and their Land Agent Adrian had confirmed all requested were agreeable. She added that it was hoped the licence would be available for approval at the March meeting and the Clerk was currently looking at the plan required for the licence requested from Heygates to show the various amounts of ownership of land within the area. The Clerk advised that she had contacted the Village Hall architect Chris Parsons as possibly having a plan that would be appropriate. The Chair reminded the Councillors that the Parish Council had agreed at the November meeting to allow discussions outside a meeting to progress.

10/17 SAM2 Speed Sign

The Chair shared that the Clerk had contacted the Parish Council insurers and they had assured her that it would be reimbursed as a cost covered on the insurance and could be done so quickly when the paid invoice is received by them. The Chair updated that the sign was now ready for delivery and the Clerk had been arranging a briefing session with Roy Payne from Westotec. It was agreed that the Clerk would confirm the date and that GK, JB, BB, JH and the Clerk would attend and share with those unable to attend. The Chair added that the Speedwatch team had since disbanded and therefore would not be possible to include in training or a rota.

11/17 Mole Control in the Playing Field

The Chair shared that the Clerk had requested approval from the Parish Council to commission mole controls on the playing field and received a quote from CGM for £150 plus VAT. Cllr M Storey suggested John Rolfe in Feltwell as seeking alternative costings.

It was pointed out by GK that when she had undertaken a bi-monthly check at the cemetery there was moles present there also.

After discussion it was agreed that the Clerk would seek another quotation for both sites and compare costs. It was also requested that longer term checks and reporting be investigated for costs and reported to the Parish Council at the meeting in March. It was felt that in order for the mole controls to stay in better check the Clerk should be given powers to enlist quotations for such work. The Clerk pointed out that due to the location of the mole hills this would be covered within the policies of it being a health and safety matter for resolution up to the cost of £500. The Parish Councillors noted this information.

Resolved:

- 1) That the Clerk seek alternative quotations for both the playing field and the cemetery for the immediate work required. That the Clerk is given the power to choose the best quote and action as long as no more than £150 plus VAT. The Clerk to also try to contact John Rolfe as suggested by Cllr M Storey.
- 2) That the Clerk seeks longer term control quotations and provides to the Parish Council for further discussion at approval at the March meeting.

12/17 Bi Monthly Inspection of the Play Area

GK shared that as Wickstead were due to do an inspection mid-January it was not necessary.

13/17 Bi Monthly Inspection of the Cemetery

GK had inspected the area and advised that the mole hills as previously discussed in the meeting needed resolution. GK also shared that she had asked Bonnets to look at the gate opening as it was not easy or safe to use and to come up with a cost effective solution. GK agreed to share with the Clerk the quotation to be placed on the March agenda for discussion. GK also advised that a concrete post and wire was leaning and BB agreed to resolve to make it safe.

Resolved:

- (1) That GK provide the Clerk with the Quotation on improvement work to the Cemetery Gate.
- (2) That BB would attend to the concrete post and wire to make it safe. [Subsequently after the meeting this was resolved and it was put back in place].

14/17 Rangers / Highways Maintenance Tasks

- a) The drain near the old cattery on the other side of the roundabout is broken and needing repair on the A134.
- b) Weeds along the wall boundary to the Nags Head property and the A134 pedestrian crossing/path need removing/spraying.
- c) Gully needs clearing along The Row from the A134 to the bottom end.
- d) 40 mph flashing road sign on A134 towards Downham Market not working properly.
- d) Weight limit signs in wrong position at the factory bypass. JH agreed to investigate and let the Clerk know action required for reporting to Norfolk County Council Highways.

Resolved:

- (1) That the Clerk report the items within this item to Norfolk County Council from a-d.
- (2) That JH investigate the weight restriction signs along the factory bypass and report to the Clerk resolve required.

15/17 Planning

There had been no planning applications received for comment and the Parish Council noted applications received for comment since the last meeting listed on the agenda.

The Chair shared that the Borough Council had extended the decision deadline for the Hollies Development of 10 Dwellings to the 10 February 2017 and a result would be available at the March meeting though information was readily available on the Planning Portal of the Borough Council's website.

16/17 Council Tax Support Grant

The Chair advised as per information received from the Borough Council that the grant available to Wereham Parish Council for the financial year 2017/18 would be £360, and this was a decreased amount from the previous year and further still due to decrease over the next couple of years to zero. It was agreed that with small increases in precept it would cover this eventual loss.

17/17 Budget and Precept 2017/18 Setting

The Chair shared that the Clerk had provided the Parish Council with the following documents in order for it to approve the 2017/18 budget and set the precept:

- Budget 2017/18
- Payments 2017/18
- Receipts 2017/18

The Chair explained that the precept had been drafted at £15,000 which was increase of £500 from the previous year. The Parish Council discussed and it was generally felt that a small increase would be easier generally for parishioners to adjust to with costs always increasing and it would be unwise not to. The Clerk confirmed that the initial increase of £1100 per year to cover the cost of the Wereham Village Hall Grant of £5500 would continue over the next 4 years, and at the end would be removed. The Clerk confirmed this had been added in 2016/17 as the first £1100. The Chair confirmed that the Clerk had shared the payment for the Village Hall was in the account now and the £1100 recovered over the next four years would put this amount back into the accounts. A Parish Councillor queried the increase of £500 across each parishioner's bill based at Council Tax band level D, but it was felt this would be a very small percentage and with increase in properties in the village would level this out.

The budget for 2017/18 was accepted and the precept of £15,000 was approved for 2017/18.

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

Resolved: That the Clerk send the Parish Precept Requirement Form to the Borough Council with the Precept figure of £15,000 for 2017/18.

18/17 Accounts to 3 January 2017

The Accounts to 3 January 2017 had been provided to the Parish Council including the cheques to be signed and payments approved in accordance below:

WEREHAM PARISH COUNCIL

Summary of Expenditure to 03 January 2017

RECEIPTS FOR PERIOD 09/11/16 – 03/01/17

05-Dec-16	£2.76	Bank Interest
16-Dec-16	£510.00	Burial Fee and Plot Reservation
	£512.76	

DIRECT DEBIT EXPENDITURE FOR PERIOD 09/11/16 – 03/01/17

01.12.16	£236.80	H. Richardson Salary
11.11.16	£50.38	Street Lighting *
01.01.17	£236.80	H. Richardson Salary
11.12.16	£48.75	Street Lighting*
	£572.73	

FOR AUTHORISATION AND PAYMENT 10/01/17

Transfer needed for approval 10 January 2017 - £6000

CHEQUES:

£147.11	Country Grounds Maintenance - November 16*
£147.11	Country Grounds Maintenance - December 16 *
£3,873.60	Community Heartbeat Trust (Funding £3958)
£253.52	H.Richardson - Overtime and Expenses - Nov/Dec 2016
£908.99	Anglia Computers - Transparency Funding for Clerk Laptop, Printer and Software *
£35.00	Data Protection Registration
£45.00	Norfolk PTS - End of Year Finance Training
£5,410.33	

Balance as per cash book as at 03.01.17

Business Saver £23484.49

Community Account £2088.17

(* VAT Items)

After transfer and cheques balance in community account will be £2722.84

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

Resolved: (1) That the Accounts to 3 January 2017 were accepted and cheques signed and payments approved in accordance with that listed on the previous page.

19/17 Councillors concerns, agenda items for next meeting and any other business

There was none.

20/17 County Councillor Item

Cllr M Storey advised that there was a budgetary meeting in February and if there were any highways funds left for the financial year he could suggest projects within his wards but to let him know. He advised that the County Council were trying to save cuts across the board and agree a sensible policy for Norfolk. He shared that the Borough Council had stopped any further process in regard to Devolution in voting against the proposal which had mainly been in opposition to an elected Mayor, but it was believed the Government would come back with an offer for Norfolk.

Cllr M Storey also shared information about the structure of Norfolk County Council Highways where he was available to assist on any matters the Parish needed help with.

The Clerk agreed to email Cllr M Storey dates again for the Wereham Parish Council.

21/17 Dates of Next Meetings (All at 7.00 pm in the Village Hall)

14 March 2017

9 May 2017 (AGM and Annual Parish Meeting)

Further dates to be agreed at the May meeting.

Meeting closed at 8.30 pm

Community Infrastructure Levy Guidance Notes

Introduction

Borough Council of King's Lynn and West Norfolk's (BCKLWN) Community Infrastructure Levy (CIL) was adopted by Full Council on 19 January 2017 and will come into effect for planning permissions granted from 15 February 2017.

The CIL Monitoring and Compliance Officer for BCKLWN is Amanda Driver phone: 01553 616443 email: CIL@west-norfolk.gov.uk.

What is the CIL?

CIL is:

- a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area
- money raised from CIL can be used to support and manage the impacts of development by funding infrastructure that the Council and local communities want, for example: new road schemes, open space improvements or schools
- charges have been set by BCKLWN and are based on the location and type of development in the Borough
- levied in £ per square metre on net additional increase in floorspace for qualifying development in accordance with the CIL Regulations 2010 (as amended).

CIL *is not*:

- an additional charge on development. It effectively alters the previous approach to collecting infrastructure contributions from planning approvals using Section 106 (S106) agreements.
- payments are not subject to VAT.

When is a development liable for CIL?

Development will be liable to pay CIL if it is:

- of a type for which a rate has been set in the Charging Schedule. There are areas of the borough that are CIL liable but have a 0 rated charge.
- a building into which people normally go, and if upon completion of the development the increase in floorspace will be more than 100 square metres
- creating 1 or more new dwellings, even where the floorspace is less than 100 square metres
- involves the change of use of a building that has been unused for a period of time, it may be liable.

If a relief/exemption is granted, the Council will record details of the relief on the Land Changes Register. If a disqualifying event occurs within set periods, for example if a self build house is sold or let within 3 years, CIL will be due. After this period the relief/exemption will be removed from the Land Charge Register.

Where a relief has been granted and a disqualifying event occurs, the Council must be informed in writing, giving 14 days advance notice. Failure to do so will incur a penalty surcharge.

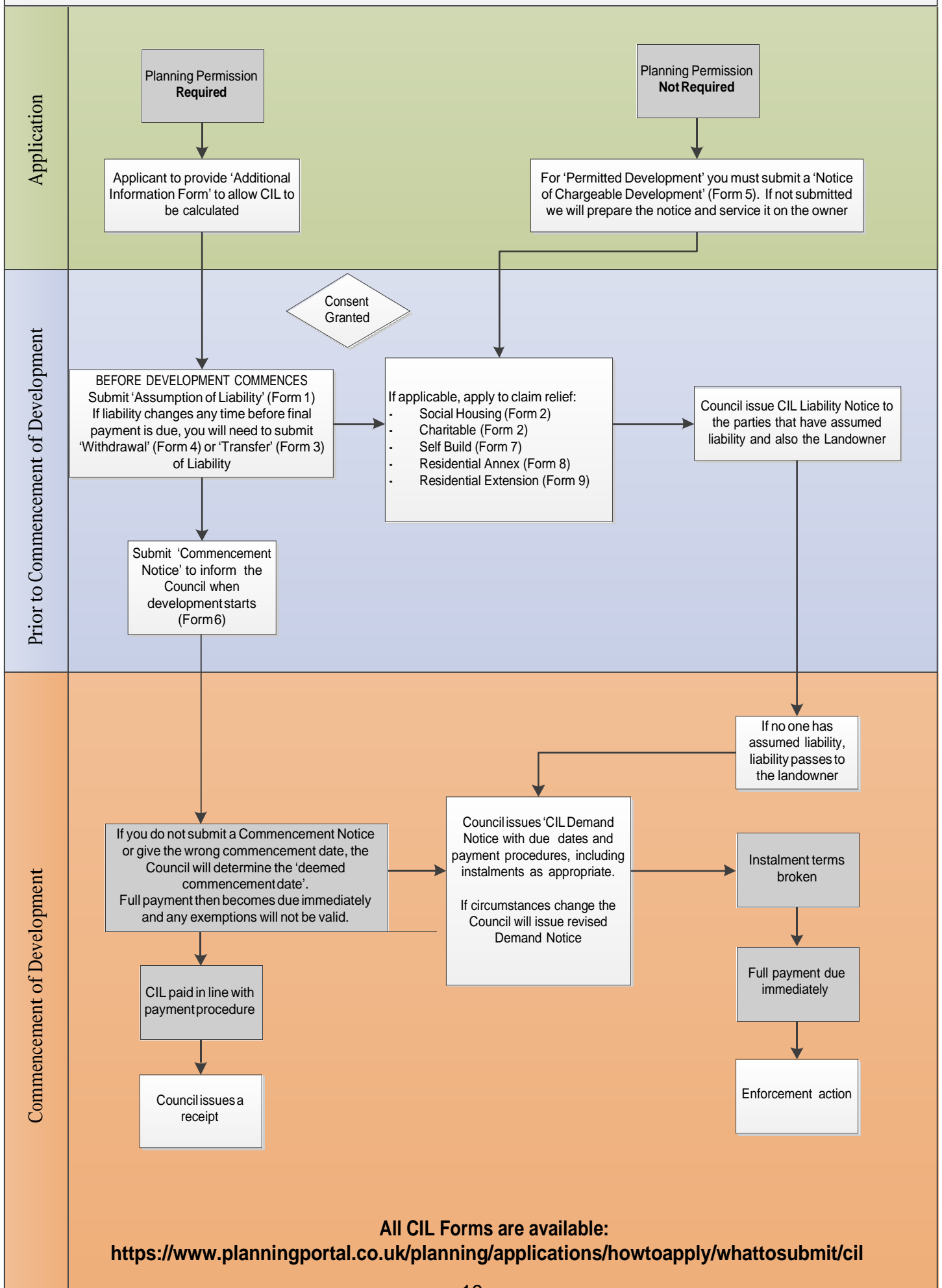
If the permission is not built, the CIL charge will be removed from the Land Charges Register once the planning permission has expired.

If CIL is not paid, a range of enforcement actions can be taken. These can be found on the CIL webpages.

The most important thing to remember, is to ensure that you notify us prior to commencing work on site otherwise you will lose any exemptions or reliefs and you may also receive a surcharge of up to £2,500.

Further details can be found on our webpages at: www.west-norfolk.gov.uk/CIL

CIL Process Summary Flowchart



GUIDANCE FOR PARISH AND TOWN COUNCILS ON RECEIVING AND THE USE OF COMMUNITY INFRASTRUCTURE LEVY FUNDS

The Community Infrastructure Levy (CIL)

Borough Council of King's Lynn and West Norfolk (BCKLWN) will introduce CIL on 15 February 2017.

CIL is a levy that is charged on most new development in the Borough. The money raised through this levy will be used to pay for strategic infrastructure required to support development in the District.

Implications for Parish/Town Councils.

The Borough Council is required to pass to the relevant Town/Parish Council 15% of CIL receipts that arise from development in their parish area.

Payments will be capped to £100 per council tax dwelling per year, for example, a Parish/Town with 500 dwellings cannot receive more than £50,000 of CIL receipts per year.

In areas with a Neighbourhood Development Plan the amount to be passed to the Parish/Town Council will be 25% with no cap.

How the funds must be spent

The Regulations state that this proportion of funds must be used to support the development of the local area by funding:

- the provision, improvement, replacement, operation or maintenance of infrastructure or
- anything else that is concerned with addressing the demands that development places on an area

The Regulations have provided the local Town/Parish Council with a much more flexible approach for spending their CIL receipts in comparison to the powers conferred to the Borough Council to spend CIL income. These wider spending powers for the Town/Parish Council allow the local community to decide what they need to help mitigate the impacts of development in their area. This may be for a local project, or the Parish may decide to contribute their proportion of the funding to the strategic projects which are being supported by the Borough Council.

Decisions on the expenditure of the funds are at the Parish Council's discretion, provided that is in accordance with the CIL regulations.

If a Town/Parish Council has failed to spend CIL funds transferred to them within a period of 5 years, from the date of initial receipt, or has not applied the funds in accordance with the Regulations then the Borough Council can serve a notice on the Town/Parish Council requiring it to repay some or all of the receipts that had been transferred to them. The Borough Council will then be required to spend any recovered funds in the Town/Parish Council's area.

Payment Periods

The Borough Council will make payment in respect of CIL it receives from 1 April to 30 September to the Town/Parish Council by 28 October of that financial year, and pay the CIL received from 1 October to 31 March in any financial year by 28 April of the following financial year.

Reporting

To ensure transparency, Town/Parish Councils must publish each year:

- their total CIL receipts
- total expenditure
- a summary of what the CIL was spent on
- the total amount of receipts retained at the end of the reported year from that year and previous years.

Reports can be combined with other reports already produced by Town/Parish Councils and should be placed on their website and a copy of the report should be sent to the Borough Council CIL Officer.

Where a Parish/Town does not have a website the Borough Council can publish this information on its website on the Town/Parish Council's behalf.

Further Details

More information about CIL and the Council's Regulation 123 List can be found on the BCKLWN Website: <http://www.west-norfolk.gov.uk/cil>

Please contact Amanda Driver, CIL Monitoring and Compliance Officer, if there are any queries CIL@west-norfolk.gov.uk or 01553 616443

WerehamPC <werehampc@gmail.com>

3 Feb (3 days ago)

to Gemma

Hi gemma

As this is a decrease I can confirm that the detailed precept of £15k is set by the parish council as per their meeting on 10 january.

Thanks helen

Wereham parish clerk

On 3 Feb 2017 08:38, "Gemma Coady" <gemma.coady@west-norfolk.gov.uk> wrote:
Dear Parish Clerk

It was agreed at a Council meeting on 19th January 2017 that discounts relating to empty, unfurnished and uninhabitable properties be reduced, to encourage owners of empty properties to bring them back into use.

As a result your taxbase has changed from 229.9 to 230.6. Under this calculation the band D charge reduces from £65.25 to £65.05.

Parish Precept £15,000	÷	New taxbase 230.6	=	£65.05
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Still receive the requested Parish Precept of £15,000

Please confirm by return (at the latest by 5pm on Monday 6th February) that the Parish Precept as detailed above is set for Wereham Parish Council for 2017/18. Many thanks.

Kind Regards

*Gemma Coady
Financial Services
Borough Council of King's Lynn & West Norfolk
01553 616527*

St. Margarets Parochial Church Council
Wereham

Treasurer:
Telephone no: 01366 500504

(Mrs.) J. Cowieson
Casa Mia
Lynn Road
Wereham
King's Lynn
PE33 9BD.
01 March 2017

Mrs Helen Richardson
Clerk to the Parish Council
11 Queens Close
Wereham
King's Lynn

Dear Mrs Richardson

At the last meeting of St. Margaret's Parochial Church Council, the Rev Ken Waters, who was chairing the meeting, commented that the maintenance of trees etc: in a Closed Churchyard was the responsibility of the Borough Council, although that usually was passed on to the local Parish Council.

It would be very much appreciated if you could clarify this for us. So that when any of the churchyard trees require maintenance (for safety reasons) in the future, we can discuss possible solutions with you first.


All previous work to the churchyard trees has been paid for using P.C.C. funds and donations. However it is not our intention to ask the Parish Council for any money retrospectively, but simply to clarify the situation for the future. Because of this we feel that the financial details, dates and contractors etc: are probably irrelevant to your requirements at this stage.


Please understand that this matter arose through the recommendations made by Rev. Waters and we hope you will appreciate that we have been required to follow this up.




We look forward to a reply from you.

Yours sincerely


F.J. Cowieson (Mrs.)

Certified Inspection Report for: Wereham Parish Council 11 Crown Gardens, Wereham Kings Lynn, Norfolk, PE33 9BC			CONTACT : - Helen Richardson Tel: 07795 006 811 E-mail: werehampc@gmail.com		ORDER NO :- 330637		SITE ADDRESS :- Church Road Playing Field (Adjacent to village hall) Wereham, Norfolk, PE33 9AP		SHEET 1 of 3
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED		UNIT PRICE	TOTAL
<u>Area 1 (enclosed area)</u> Tom Thumb Multi-play Unit on Tiles	Wicksteed 2002	VL	Generally satisfactory condition but fails BS EN 1176 design recommendations at the following areas:- Fails finger probe test at the gap between the roof ridge plates and frame apex (ref BS EN 1176-1:2008, clause 4.2.7.6), no action recommended at present.						
		M	Monitor the wear / condition of the bridge logs, recommend these are replaced within 12 months (<i>note: softwood slats can be affected by climatic variation and could result in loose fixings</i>)	2	3721F064	End 1/2 rd Log For Humpty Bridge C/W Fixings	£24.00	£48.00	
				2	3721F062	End 1/2 rd Log For Dumpty Bridge C/W Fixings	£24.00	£48.00	
				26	3721F061	Wooden 1/2 rd log Humpty/Dumpty Bridge c/w Fixings	£24.00	£624.00	
		M	Recommend the impact surface is cleaned to remove algal residue and reduce potential slip hazards						
1.8m Double Arch Swing 2 x Cradle Seat on Tiles	Wicksteed 2002	L	Monitor the timber condition at the surface edging						
			Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- L 1.5m minimum free space is recommended between the edge of seat and surrounding fencing (ref BS EN 1176-2:2008 annex 'A'), no remedial action possible with site layout.						
		L	Monitor rubber cladding condition at the swing seats (<i>perished or flaking rubber could cause choking if swallowed</i>), recommend one seat is replaced within 12 months	1	5901-048	Single Tier Rubber Cradle Seat (2007)	£125.00	£125.00	
2.3m Double Arch Swing 2 x Flat Seat on Tiles	Wicksteed 2002	M	Recommend the impact surface is cleaned (<i>see note above</i>)						
			Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- L 1.5m minimum free space is recommended between the edge of seat and surrounding fencing (ref BS EN 1176-2:2008 annex 'A'), no remedial action possible with site layout.						
		L	Monitor wear at the chain links						
		M	Monitor wear at the seats, rubber coating at the seats is cracking and peeling, recommend both seats replaced as soon as possible	1	5901F113	Flat Rubber Safety Seat	£40.00	£40.00	
		L	Monitor gaps at tile joints, large gaps or raised edges could create trip hazards or encourage vandalism (surface edging has been replaced but raised edges could create trip hazards)			Labour cost to fit the above parts*		£320.00	
<div>Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028</div>			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY : - C. Newell DATE : - 16.1.2017		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS * Based on all works ordered		£885.00 £0.00 £885.00 See sheet 3

Certified Inspection Report for: Wereham Parish Council 11 Crown Gardens, Wereham Kings Lynn, Norfolk, PE33 9BC			CONTACT : - Helen Richardson 07795 006 811 Tel: E-mail: werehampc@gmail.com		ORDER NO :- 330637		SITE ADDRESS :- Church Road Playing Field (Adjacent to village hall) Wereham, Norfolk, PE33 9AP		SHEET 2 of 3
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL	
Storm Multi-play Unit on Tiles	Wicksteed 2002		Satisfactory condition <i>It should be noted that previous filling of tile gaps should be considered as a short term option, the work carried out could not be guaranteed and ultimately new surfacing should be considered</i>						
Cransley Metal Seat (set on concrete plinths) on Grass	Wicksteed 2002	L	Generally satisfactory but seat is installed close to the perimeter fence (100mm) which could encourage climbing and unauthorised egress resulting in fall or entrapment hazards.						
		L	Monitor the paint condition						
Fence		VL	Generally satisfactory but monitor minor deformation at the infill rails						
Single Gate		L	Generally satisfactory but recommend regular grounds maintenance at the entrance to combat erosion and mole activity to reduce slip and trip hazards.						
Signage			Satisfactory condition						
<u>Area 2 (open area)</u>									
Multi-sports Goal on Grass	Wicksteed 2002	L	Satisfactory condition, inspected to BS 15312:2007 relating to free access multi-sports equipment Recommend regular grounds maintenance to combat erosion and reduce potential slip hazards						
Cycle Rack			Satisfactory condition						
Teen Shelter on Grass	Wicksteed 2002		Satisfactory condition.						
2 x Park Seat on Grass			Satisfactory condition.						
2 x Football Goal on Grass	Unknown	L	Generally satisfactory but monitor the foundation integrity						
<div><div><div>Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028</div></div></div>			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY : - C. Newell DATE : - 16.1.2017		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS * Based on all works ordered		£0.00 £885.00 £885.00 See sheet 3

Certified Inspection Report for: Wereham Parish Council 11 Crown Gardens, Wereham Kings Lynn, Norfolk, PE33 9BC			CONTACT : - Helen Richardson Tel: 07795 006 811 E-mail: werehampc@gmail.com		ORDER NO :- 330637 SITE ADDRESS :- Church Road Playing Field (Adjacent to village hall) Wereham, Norfolk, PE33 9AP			SHEET 3 of 3
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Dog Litter Bin Post Mounted Signage General General (area 2)	Unknown		Satisfactory condition Satisfactory condition The provision of litter facilities is recommended M Recommend regular grounds maintenance at all grass areas to combat erosion and mole activity to reduce potential slip or trip hazards, M The facility is located within an enclosed area but fencing and gates would not physically prohibit access by animals, recommend routine inspections include monitoring for and removal of animal faeces. <i>(Litter (animal droppings) order 1991 of The Environment Protection Act 1990 requires public walks and pleasure grounds to be free of animal faeces)</i>					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028 www.wicksteed.co.uk			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY : - C. Newell DATE : - 16.1.2017			
					PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS * Based on all works ordered TOTAL COST OF WORKS, EXC VAT			£0.00 £885.00 £885.00 £320.00 £1,205.00

Introduction to Inspections

Our Safety Inspectors are registered with the RPII (Register of Play Inspectors International) to their annual level and qualified to BTEC Level 3 advanced Playground Operation & Inspection. In addition to this they are also CRB checked and will carry their RPII identification with them. Authentic Inspection reports will show the inspector's personal RPII seal.

Unless otherwise instructed the playground equipment will have been assessed in accordance with BS EN 1176:2008 Playground Equipment.

The European standard was originally published on 1st January 1999 when the existing standards, BS5696, were withdrawn, and was revised in 2008. Equipment installed prior to 1 June 2009 may fail to meet BS EN 1176 in a number of areas. This does not mean that the equipment has become dangerous or that remedial action is required, provided that the equipment met the requirements of previous standards, i.e. BS EN 1176:1998, BS 5696/DIN. As an example, the majority of chains which were installed prior to the advent of EN 1176 will fail in relation to the gap in the links being in excess of 8.6mm. These chains need only be replaced when they are broken or worn, with new chains that meet the new standard requirements, however it would not be an issue requiring immediate action.

The risk criteria we apply in our inspection reports are as follows:-

Very Low – No remedial action is required

Low - Items are considered safe for use and require monitoring only as part of your regular inspection procedures.

Medium – Items require appropriate action within resources and individual site assessment. The equipment should be safe for use, but you must consider this in relation to your detailed knowledge of the site.

Medium High – Safe for continued use but remedial action should be planned or implemented within three months but again to be considered in respect to your detailed knowledge of the site.

High – Items require urgent action. The equipment should be immobilised or removed until repairs are carried out.

Where any compliance failures occur, these are briefly noted and a risk assessment made of the failure. Where we believe action is required, this is indicated in more detail and identified as a medium or high risk. In rare cases where an item is likely to result in major injury or death, the operator or appropriate representative will be notified from the site by telephone.

Where present, multi sports facilities and wheeled sports facilities and outdoor gym equipment will also be inspected and each area will be charged as a separate area.

Multi-Sports facilities will be inspected to BS EN 15312:2007.



Wheeled Sports facilities will be inspected to BS EN 14974:2006+A1: 210 (design recommendations relating to roller-sports equipment for use of in-line skates, roller skates, skateboards or similar sports, as well as BMX cycles, the standard refers to manufactured structures and does not include specific requirements for BMX tracks; inspections of such facilities will be based on observation and risk assessment). Note EN14974:2006+A1:2010 has been published and fully supersedes EN14974:2006 from 1st February 2011. In both cases items installed prior to the publish date of the appropriate standard will be assessed accordingly, as with BS EN 1176 the standards are neither mandatory nor retrospective.

Outdoor Gym Equipment will be inspected to EN16630. It should be noted that outdoor gym equipment is not play equipment and should not be regarded as such. EN16630 recommends user restriction to youths and adults over 1.4m tall. Scaled down versions of outdoor gym equipment intended for use by children does not conform to and therefore cannot be inspected to this standard.

Where there are items on site that are not covered by any specific BS EN standard then common sense approach will be taken.

The standards stated are neither mandatory nor retrospective.

Wicksteed inspections cover:

- Site safety
- Suitability and conditions of ancillary items including fencing
- Standard compliance, suitability and condition of equipment
- Dimensional compliance, suitability and condition of surfacing

Wicksteed inspections are visual non-dismantling inspections carried out from surface level to a maximum of 3.0m. Inspection of structural parts and fixings above this height will require specialist access equipment (scaffolding, cherry picker, etc) and this is not included within the Wicksteed Inspection. As with vehicle M.O.T. tests, they are only an indication of the state of the equipment at the time of the inspection. Where removal of parts is felt to be necessary for assessment, this will be indicated, but not undertaken unless specifically arranged prior to the inspection.

Wearing of shackle pins and bushes on swings is difficult to detect with non-dismantling inspections. Checks to identify dry bearings and excessive movement in the 'D' shackle can often identify serious defects. But it does not preclude the possibility of shackle pin failure in rare circumstances. It is recommended that random inspections by removal of the 'D' shackle and pin is carried out as a regular part of your routine maintenance (note:- some types of shackles cannot be re-fitted once removed, typically those where the shackle pin is secured with a security pin through both shackle & pin, once removed, this type of shackle should be replaced with new).



Surfacing has been assessed in terms of the area covered and its condition or security. For items with no protective surfacing and with a fall height in excess of 600mm, you should consider the installation of an impact attenuating surface. It should also be noted that EN 1176 UK national standard allows well-maintained grass for fall heights of up to 1.5m. However, bear in mind that the impact absorbency of such a surface is dependent upon the condition of the grass and the soil and root structure beneath. If it becomes worn it is likely that its performance will be significantly reduced. Wear pads should be considered in areas of high usage i.e. slide run-out, fireman's poles, central arc of swings. Where wet pour repairs are quoted it must be noted that the colour will differ in shades to the existing surface.

Continuous rubber surfaces (wet pour) and rubber tiles can be affected by climatic variation; hot weather can cause materials to shrink which could result in gaps at joints or around the edges, excessive gaps (20mm+) or raised edges could create trip hazards; during cold or wet weather the materials may expand. Wet pour edges can be cut back by approximately 100mm and infilled with new material. The gaps at tile joints can be filled using a rubber crumb mixture, however, this should be considered as a short-term solution and ultimately a full surface upgrade may be required. It should be noted that where gaps between tiles are in-filled the material may become loose as the tiles continue to shrink and expand with climatic change – these areas may be prone to vandalism. We can therefore offer no guarantees on the longevity of any infilling that may be carried out.

Surface materials are normally bordered by timber or concrete edging, these need to be maintained in good condition to prevent tile migration and to protect surfacing edges. In addition, where set into a grass surface, regular grounds maintenance is essential to combat erosion and reduce potential trip hazards and reduce impact attenuation (protection from head injuries) that may be created by exposed or raised surface edges.

Loose fill impact surfaces (bark, wood chip, sand, etc) and their retention edges need to be maintained to ensure that adequate impact protection is provided within the equipment falling spaces. Regular raking of loose fill materials is recommended to maintain even distribution and to remove hazardous objects that may be concealed within the loose fill material (loose fill impact surfaces are not recommended around or below moving equipment such as swings or roundabouts).

Tarmac and concrete are not recommended for use under any playground equipment from which falls are possible, irrespective of the fall height. A risk assessment will be given in the report where necessary.

There can be problems with assessing ground decay of supports where synthetic surface has been installed. Wicksteed takes care to check ground decay and corrosion in supports in so far as they are able, but this cannot be done conclusively without removal or destruction of the surface, which is not something we would undertake.



Where a maintenance inspection has been ordered this comprises of the visual non-dismantling inspection and also the tightening, where possible, of any fixings and greasing of bearings as necessary. In some instances it may not be possible to tighten fixings or grease inaccessible bearings – in these cases it will be noted on the report and any necessary further action advised.

In order to provide economic reports, standard wording is used for most common standards failures. Wicksteed inspectors also work using previous year's reports. Please note that where there have been very few changes to the site, the current report may be similar to the previous years report.

When we are quoting for repainting the specification is to rub down metalwork as required, apply one coat of undercoat and one coat of gloss.

Natural Play is becoming a more important part of play provision. By its very nature natural play is non-prescriptive and therefore there are no written standards applicable so in quantifying the safety of the items you have to rely upon risk assessment. The means by which we will assess the elements of natural play on site will be by means of a risk assessment as required under the Health and Safety at Work Act. This will inevitably be subjective and it is therefore necessary for the end user/operator to satisfy themselves that the criteria used fit within the play operators play strategy. To this end the risk assessment being carried out by Wicksteed will be an indicative assessment which can form part of the overall risk assessment for the site. All natural play elements will be assessed visually however BS EN1176 will be applied where appropriate i.e. head & neck entrapments, dimensions of ends of tunnels.

For more information of Natural Play and managing the associated risk please refer to the publication "Managing Risk in Play Provision:Implementation Guide". This has been published by the Department for Children, Schools and Families and free copies are available from www.teachernet.gov.uk/publications The search reference for this is 00942-2008. There is also a publication called "Nature Play :Maintenance Guide" ISBN:978-1-905818-53-2. This is published by NCB on behalf of Play England. Their website is www.ncb.org.uk.

If you have ordered a detailed analysis of risk please be advised that it is the responsibility of the operator of the site to complete sheets 1 to 3 inclusive. We are unable to complete this for you as the information required is from your own knowledge of the site.

T&A Tree & Garden Services

Professional Arboricultural & Horticultural Services

Alexander Laver ISA Cert Arb RFS

4 Hill Farm Cottages, Castle Acre Road, Great Dunham, PE32 2LP

07901807338 or 07782131258

info@TandAnorfolk.co.uk

Council Clerk

Wereham Parish Council

Wereham

Norfolk

5werehampc@gmail.com

30/01/17

FAO Helen Richardson

Wereham Parish Council Clerk and Responsible Finance Officer

Dear Helen

Thank you for your enquiry regarding in Wereham Norfolk

We would be happy to quote for the following work:

£240 To supply and attended site to plant 20m of mix hedge screening along the boundary with the bungalows adjacent to the recently clear area in the village Cemetery. Hedge to include a mix of species to give some year round interest and one small standard tree. Price to include any guards ties or supports required, depend on species and size supplied.

- **£120** To carry out two establishment visits in the first year for the above hedge, to clear any weed growth, water and feed. Adjust and guards and ties as required.

- **£65** To Carry out additional watering of the new hedge, if draught conditions require. These will be agreed or requested by client by email or phone call before undertaken.

£220 To carry out three establishment visits in the first year for the new lawn seeded cemetery bed area, to clear any weed growth, water and feed. Roll / level and repair any rodent damage.

- **£95** To Carry out additional watering of the new lawn, if draught conditions require. These will be agreed or requested by client by email or phone call before undertaken.

If you would like to go ahead with the work please sign and date one copy of this letter and return it in the envelope provided.

Thank you and we look forward to hearing from you soon.

Alexander Laver ISA Cert Arb RFS

T&A Tree and Garden Services

THOMAS B. BONNETT

(Janet, Christopher and Paul Stocking)

HARDWARE AND BESPOKE IRONWORK

Tel: (01366) 500295 Fax: (01366) 500053

Email: thomasbbonnett@aol.com www.thomasbbonnett.co.uk

LYNN ROAD, STOKE FERRY, KING'S LYNN PE33 9SW

QUOTE

Wereham Parish Council

07 March 2017

Dear Councillors,

Re: Cemetery gates

In my opinion, you have two options and the costs are as follows;

Remove the top latch, leaving the middle sliding bolt and replace the drop bolt on the left gate with a longer bolt. We would concrete in a steel tube housing, leaving it approximately 25mm proud of the ground to stop dirt from filling the hole. This would cost £290.00 including VAT.

Or, Remove the top latch and middle sliding bolt and replace with a longer sliding bolt which will negate the need for a drop bolt. This would cost £320.00 including VAT.

Additionally, if required, we could remove the gates, clean, repaint and refit them for £375.00 including VAT. If you were to go ahead with the removal and refurbishment of the gates, the price of the bolt work would reduce slightly as there would be less work on-site.

Our terms and conditions:

If you wish to place an order, we request a payment of 50% of the total material cost in advance, the remaining amount on completion. There will be a 2% charge for credit cards, but no charge for using debit cards or payment direct to our bank, details of which are: Sort Code 20 46 65 Account No 30041440.

This price is valid for 60 days from the date of this letter. All goods remain our property until paid for in full. **Please sign and return one copy of this letter to confirm any aspects of your order and accept our terms.**

If you need to discuss this at all, I am not always in the office so please call me or arrange an appointment to ensure I am available to answer your questions.

Regards,

Chris Stocking

Signed:

Please tick to indicate your preference

<i>New drop bolt</i>	
<i>New sliding bolt</i>	
<i>Clean & repaint</i>	

On behalf of the Councillors

STEVEN ASHTON (Registered Pest Controller)
T / A S J A PEST CONTROL
5, SOUTH STREET, KING'S LYNN,
NORFOLK. PE30 5ER.
(01553) 768535 / 07918 130507
steven17a@gmail.com
www.sjapestcontrol.co.uk

Helen Richardson,
Wereham Parish Council

14.01.2017.

Quote WPC 1/0117 Page 1 of 2

Dear Helen,

Thank you for inviting me to quote for your mole control at Wereham cemetery and Wereham playing field.

It is with pleasure that I am now able to provide you with a quote for this work.

GENERAL OUTLINE

1. Initial work :- To clear both sites of current mole activity.
2. Method :- Probe for the mole travel tunnels and then place " below surface " spring traps which would then be covered over and discreetly marked, this work would continue until all current mole activity has ceased (the sites would be considered clear of the current mole activity when there is a period of seven days with no signs of new activity), all traps would be regularly checked during the work and completely removed upon completion of the work.
3. Ongoing work (if required) :- To inspect for mole activity at set intervals to be decided on by your council and then if activity is found proceed as per 2.

YOUR QUOTATION

I can offer the following prices for the proposed work.

Initial work as per 1£132.00 set price, which would be payable upon completion of the work.

Ongoing work as per 3£11.00 per inspection plus £25.00 per mole caught or a set monthly fee of £34.00 per calendar month for ongoing inspections and mole trapping.

If you would like to discuss this or have any questions please do not hesitate to contact me.

General Terms and Conditions.

In most cases external work will need to take place during daylight hours (*Saturday and Sunday appointments can be arranged subject to availability at no extra cost*)

The initial survey (and periodically thereafter) may require photographs of the site being taken, however your permission will always be sought before this is done.

Reports will be issued with each visit, ideally these would be signed by a site employee along with the pest controller (*a pdf summary of each visit can also be issued if required*)

Except in the case of fixed term contracts there are no tie in periods (*however in the event of anticoagulant rodenticides being used the treatment programme has to be completed with any unused baits being removed once the treatment programme is complete*).

Prices are reviewed in January each year with notification of any new prices issued during February each year, new prices are active from 1st April each year (*unless you take a set term contract in which case the price quoted will remain the same until the end of the term*).

One off or occasional jobs are invoiced at the time with payment due within 30 days of the invoice date.

Contract work (*and any extra works, subject to an upper limit*) are invoiced quarterly with payment due within 30 days of the invoice date. (

Please note late payment of contract work may result in suspension of service).

A postal address where reports / invoices can be sent and a phone contact will be required before work can commence.

Payment can be made by Cash, Cheque or B. A. C. S.

I am not V. A. T. registered.

If you require alternative terms to these please ask and this can be discussed.

If you have any further questions please do not hesitate to contact me.

Regards Steven Ashton.

PEARCE & KEMP

LIMITED

ELECTRICAL & LIGHTING CONTRACTORS

Unit 20, Halesworth Business Centre, Norwich Road,
Halesworth, Suffolk IP19 8QJ

Tel: 01986 872130 Fax: 01986 875045

E-mail: enquiries@pearce-kemp.co.uk



Wereham Parish Council
11 Crown Gardens
Wereham
Norfolk
PE33 9BG

18th January 2017

FAO Helen Richardson

Dear Madam

Re: Street Lighting Maintenance – Wereham Parish Lights.

Your street lighting maintenance contract is due for renewal 31.3.17, I have taken this opportunity to enclose an agreement for you to consider, should you wish to continue with us for your street lighting maintenance.

Please find enclosed the contract agreement, if it is acceptable to you, please sign, once this is returned we will sign it ourselves and return a copy to you for your records.

I would like to thank your council for your business over the last few years and look forward to continuing a good working relationship.

Yours Sincerely

Louise Sewell
On behalf of Pearce and Kemp Ltd.

PEARCE & KEMP

LIMITED

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Unit 20, Halesworth Business Centre, Norwich Road,

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E-mail: enquiries@pearce-kemp.co.uk



All Inclusive Maintenance Agreement

Contract Terms

The following items are included in our maintenance charge:

- All outages will be attended within 10 working days.
- Annual Clean and Visual inspection of all lighting units
- Change all lamps at the end of manufacturers recommended lamp life
- Repair and replacement of: Lamps, Chokes, Capacitors, Ignitors, Photocells, Fuses, and Lamp Holders, Wiring (excluding mains electricity service faults)
- Reporting of mains faults to UK Power Networks. (Once reported we can not be held responsible for any delays in UKPN's response.)
- The Parish Council will report all outages by phone or e-mail (outages@pearce-kemp.co.uk)

Exclusions from the contract will be:

- Vandalism or Impact Damage, Columns, Lanterns, Upgrading, Age Related Deterioration, Doors, Pole or Wall Brackets, Refitting Doors, upright and Reconsolidation of Columns, Timeclocks (these will be reported directly to EDF Energy), All others items not specified in the 'Inclusions' list above.

Contd...

Agreement April 2017 to March 2020

We **Wereham Parish Council** as the client authorise Pearce & Kemp Limited as the contractor to carry out 'all-inclusive Maintenance works to the Street Lighting Installations under our ownership.

We agree to pay £1166.04 in three annual payments (£388.68 per year) plus VAT at the current rating for our 22 lighting units for the period 1st April 2017 to 31st March 2020.

We agree with the conditions listed on this document and confirm this agreement will commence 1st April 2017 and terminate 31st March 2020

Either party can cancel this contract by giving 30 days written notice. Should you decide to cancel during the three year period we reserve the right to make a full charge for the clean and change operation if this has been carried out at the date of cancellation.

Signed:

Position:

Date:

For and on behalf **Wereham Parish Council**

Signed:



Position: **Director**

Date: 18/1/17.

For and on behalf of: **Pearce & Kemp Limited**



Battle's Over – A Nation's Tribute
11th November 2018

On the 3rd August 1914, Britain's Foreign Minister, Sir Edward Grey, was looking out of his office window. It was dusk, and gas lights were being lit along London's Mall, leading to Buckingham Palace, when he remarked to a friend, "The lamps are going out all over Europe; we shall not see them lit again in our lifetime". Our country was about to be plunged into the darkness of the First World War, and it would be four long years before Britain and Europe would again experience the light of peace

In commemoration and remembrance of the end of the war and the many millions who were killed or came home dreadfully wounded, a chain of 1,000 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 7pm on the 11th November 2018 – a century after the guns fell silent.

You will be pleased to know therefore, that more than 320 town and parish councils have already confirmed their involvement, and will be lighting a beacon at 7pm on 11th November 2018, as part of their plans for this important anniversary that day.

The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning, bringing the harvests home and ensuring the nation did not starve.

The beacons will symbolise the 'light of hope' that emerged from the darkness of war, and we hope that your council and local community will join us in this important national commemoration on Sunday 11th November 2018, especially as the majority of you would have had a previous member of your family involved in this four year conflict, so will become a personal tribute in their memory.

Detailed co-ordination begins in April 2017, when we will publish a special *Guide to Taking Part*, similar to that produced for Her Majesty The Queen's Birthday Beacons on 21st April this year. If you can confirm your involvement before the end of March 2017 we will be able to include your organisation in the guide's acknowledgements pages before it is distributed to others encouraging their involvement too.

The reason for sending this information so far in advance, is because we understand from those already participating, they have started to plan their events for this commemoration.

Participating councils, organisations and community groups will receive a special certificate as a permanent reminder of their involvement in this special tribute.

There are a number of cost-effective ways of participating in the chain of beacons.

(1) Use existing beacon braziers on tall wooden poles erected in 1988 and for other recent anniversaries.

(2) Use gas-fueled beacons lit for The Queen's Diamond Jubilee in 2012.

(3) Use the gas-fueled VE beacons lit to commemorate the 70th Anniversary of VE Day in 2015.

(4) Use the gas-fueled beacons lit for The Queen's 90th birthday in April this year.

(5) Build a traditional bonfire beacon.

I would be grateful if you would confirm your involvement by providing me with the following details as soon as possible to ensure that you are included in the guide when published, and put on the events website at the end of April 2018.

Name of organisation:

Name of beacon co-ordinator:

Address of beacon co-ordinator:

Telephone number:

Mobile number:

Email:

County:

Country:

Beacon location:

Please confirm if your beacon will be open to the public or will be lit at a private event for family and friends. This is important because private beacons will not be included in the acknowledgements pages of the guide but will be included in the list kept in memory of this unique occasion.

When planning your beacon, your local newspaper could help you in contacting a relative of someone who served their country in WWI so you can invite them to light your beacon. This will also help you to gain media coverage for your event while providing a personal and touching aspect to the occasion, so do hope your council will join us in this special tribute and look forward to hearing from you soon.

Yours sincerely,



Bruno Peek LVO OBE OPR

Pageantmaster

Battle's Over - A Nation's Tribute 11th November 2018

From Borough Council of Kings Lynn and West Norfolk Planning Dept.

Dear Sir /Madam,

Statement of Community Involvement Consultation - 6th February 2017 – 20th March 2017

The Statement of Community Involvement (SCI) is a 'code of practice' describing how and when we intend to involve local communities in planning for the future of the borough through:

- The preparation of the Local Plan and other planning policy documents; and
- The determination of planning applications.

Planning legislation sets out a number of legal requirements with respect to consultation on planning policy documents and planning applications. The SCI sets out how the Council will meet these requirements along with the additional activities we will undertake to involve people in the planning system.

The Localism Act 2011 also sets out a 'duty to co-operate'. This is a requirement that we engage with neighbouring councils and other statutory bodies to consider joint approaches to plan-making. We are committed to meeting this duty and intend to work closely with neighbouring authorities, other partner organisations and stakeholders.

Current Consultation

This review of our SCI takes account of the changes in legislation and policy since we adopted the current SCI in 2006.

The draft revised SCI will now be subject to a period of six weeks consultation.

The consultation will run from 6th February 2017 – 20th March (5pm) 2017

The comments received will be taken into consideration by the Borough Council and inform the adopted version of the new SCI.

A copy of the document is attached to this email.

Mr A. Gomm
Planning Policy Manager

E02-16

May 2016

2016 - 2018 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017

Annex 1 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2016**.

Annex 2 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2017**.

The recommendations in Annex 1 & 2 are made jointly by NALC and SLCC.

ANNEX 1

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part- time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

Pay scales from 1 April 2016

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range		
LC1					
	(15-17)	(18-22)	(23-25)		
15	£16,772	18	£17,891	23	£21,057
16	£17,169	19	£18,560	24	£21,745
17	£17,547	20	£19,238	25	£22,434
		21	£19,939		
		22	£20,456		
LC2					
	(26-29)	(30-34)	(35-38)		
26	£23,166	30	£26,556	35	£30,480
27	£23,935	31	£27,394	36	£31,288
28	£24,717	32	£28,203	37	£32,164
29	£25,694	33	£29,033	38	£33,106
		34	£29,854		
LC3					
	(39-42)	(43-47)	(48-51)		
39	£34,196	43	£37,858	48	£42,474
40	£35,093	44	£38,789	49	£43,387
41	£36,019	45	£39,660	50	£44,473
42	£36,937	46	£40,619	51	£45,580
		47	£41,551		
LC4					
	(52-55)	(56-60)	(61-68)		
52	£46,727	56	£51,573	61	£59,923
53	£47,885	57	£52,858	62	£61,678
54	£48,943	58	£54,623	63	£63,455
55	£50,313	59	£56,379	64	£65,198
		60	£58,145	65	£66,850
				66	£68,538
				67	£70,265
				68	£72,042

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£8.717
SCP	16	£8.924
SCP	17	£9.120
SCP	18	£9.299
SCP	19	£9.647
SCP	20	£9.999
SCP	21	£10.363
SCP	22	£10.632
SCP	23	£10.944
SCP	24	£11.302
SCP	25	£11.660
SCP	26	£12.041
SCP	27	£12.440

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

ANNEX 2

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part- time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

Pay scales from 1 April 2017

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range
LC1			
	(15-17)	(18-22)	(23-25)
15	£17,072	18 £18,070	23 £21,268
16	£17,419	19 £18,746	24 £21,962
17	£17,772	20 £19,430	25 £22,658
		21 £20,138	
		22 £20,661	
LC2			
	(26-29)	(30-34)	(35-38)
26	£23,398	30 £26,822	35 £30,785
27	£24,174	31 £27,668	36 £31,601
28	£24,964	32 £28,485	37 £32,486
29	£25,951	33 £29,323	38 £33,437
		34 £30,153	
LC3			
	(39-42)	(43-47)	(48-51)
39	£34,538	43 £38,237	48 £42,899
40	£35,444	44 £39,177	49 £43,821
41	£36,379	45 £40,057	50 £44,918
42	£37,306	46 £41,025	51 £46,036
		47 £41,967	
LC4			
	(52-55)	(56-60)	(61-68)
52	£47,194	56 £52,089	61 £60,522
53	£48,364	57 £53,387	62 £62,295
54	£49,432	58 £55,169	63 £64,090
55	£50,816	59 £56,943	64 £65,850
		60 £58,726	65 £67,519
			66 £69,223
			67 £70,968
			68 £72,762

ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£8.873
SCP	16	£9.054
SCP	17	£9.237
SCP	18	£9.392
SCP	19	£9.743
SCP	20	£10.099
SCP	21	£10.467
SCP	22	£10.739
SCP	23	£11.054
SCP	24	£11.415
SCP	25	£11.777
SCP	26	£12.161
SCP	27	£12.564

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			