

WEREHAM PARISH COUNCIL
Minutes
Ordinary Meeting of the Parish Council
Tuesday 12 January 2021 at 7.00 pm
Virtually Via 'Zoom'

Attendance:

Cllr Joanne Bruce Chair
Cllr Jacki Hitching Vice Chair
Cllr Annie Bruce
Cllr Jonathan Marsh
Cllr John Millard
Cllr John Nicholls
Helen Richardson Parish Clerk and Financial Responsible Person

Also in attendance:

Public – 1
Treasurer of the PCC, Wereham St Margaret's Church
Cllr Martin Storey, Norfolk County Council
Cllr Colin Sampson, Borough Council of King's Lynn and West Norfolk

Public Participation

There was none.

01/21 Openness and Transparency Notice

Was read by the Chair.

02/21 To Consider and Accept apologies for absence

There were none.

03/21 To Receive Declarations of Interest on Agenda Items

There were none.

04/21 To confirm as a correct record the Ordinary Meeting of the Parish Council on 10 November 2020

RESOLVED: That the minutes of the Ordinary Meeting on 10 November 2020 of the Parish Council be approved as a true record of the meeting. (Cllr Annie Bruce proposed, Cllr John Nicholls seconded, all were in favour).

Matters Arising - Clerk Report

Churchyard - The Clerk asked the Handyman to remove the ivy in the churchyard wall as agreed.

Lifebuoy for Pond – Has arrived and the Clerk is meeting with the Handyman on Weds 15th Jan to discuss where to position it on its post. The item was paid for in advance as a health and safety matter.

School House Bins – The Clerk has contacted Sykes Holiday Cottages following a complaint that those who use it leave the bins overflowing and wildlife are most likely tearing into the bags. She is yet to receive a response though presumably they are shut due to covid 19.

Play Area Flooring Funding - BCKLWN confirmed the end of project report for the play area flooring funding of £750.

Pond – The Clerk continues to monitor the levels of the pond and instruct the Handyman when debris needs clearing from the sluice. The Clerk emailed NCC in regard to drainage into the pond and will update Councillors once a response is received. The Clerk contacted NCC in regard to pond matting and is yet to receive a response.

Play Area Project – The Clerk met with the approved contractor for the play area project on 5th January, the work is pending to be scheduled in March 2021 also dependant on any covid-19 restrictions.

NCC Reports – The Clerk has reported on 5th Jan a pot hole near the bridge on Wereham Row; the pathway along The Row section between the Queens Close Junction and A134; a utility cover

outside Crown Gardens entrance that was covered over by tarmac and tape; a pot hole in the road on the left as you go down The Row past Lamas Lane.

Planning Applications Received Between Meetings for Consultation

20/01967/F Proposed cart shed/store at Vicarage House Church Road Wereham King's Lynn Norfolk PE33 9AP – No comments returned.

05/21 To Approve Replacement of Streetlight Column in 2021/22

The Contractor confirmed that the concrete column could not be certified but they would advise that in their opinion needed to be replaced in the next 12 months.

RESOLVED: That the Church Road Streetlight Column be replaced in 2021/22 at a total cost of £500. (Cllr Jo Bruce proposed; Cllr Jacki Hitching seconded, all in favour).

06/21 To Approve Mole Services 2021/22

The price would continue to be held at £57 every other month by the contractor for 2021/22.

RESOLVED: That the mole services continued with the current contractor at £57 bi-monthly during 2021/22. (Cllr Jacki Hitching proposed; Cllr John Nicholls seconded, all were in favour).

07/21 To Consider and Approve a Grant Application from the Wereham Parochial Church Council

The Parish Council had received a grant funding request from the Wereham Parochial Church Council for £4k due to a deficit of funds created by the past financial year with Covid-19. The Church had a Just Giving Page which had received £1500 as a result of Christmas activities and showed that there had been interested in the village. The Parish Council discussed money in the budget that had been held for the Church Clock servicing for the past years and the coming year, and also that any grant funding should be decided upon based on Wereham resident consultation. It was agreed to consult with residents in the village on their views of granting funds to the PCC and discuss at a further meeting for £3k of the amount requested and to fund £1k from the funds held for Church Clock servicing. The Parish Council agreed to add the Just Giving Link to the Parish Council website and Facebook page.

RESOLVED: That a grant of £1k to Wereham Parochial Church Council be approved from funds held for Clock Servicing to date and for 2021/22 and that following village consultation the Parish Council will consider the further £3k grant funding requested at a future meeting. (Cllr Jo Bruce proposed; Cllr Jacki Hitching seconded, all were in favour)

08/21 To Approve Village Sign Refurbishment

The Chair thanked Cllr John Nicholls for obtaining three quotes for village sign refurbishment. Cllr John Nicholls shared that HH Signs Ltd come in at £450 to refurbish and create village signs as their main occupation as well as being a member of the British Sign Society. The fee would include collection of the sign, repair, re-prime, varnish, repaint and deliver. The higher price received expected that we would remove. It was agreed that the wording needed to be painted in black and the picture like for like. The Clerk and Cllr John Nicholls would work together with the contractor to oversee the work.

RESOLVED: That a quote be approved for £450 to refurbish the village sign. (Cllr John Nicholls proposed, Cllr John Millard seconded, all were in favour).

09/21 To Discuss /Approve Re-Wilding of Open Space Areas of the Village

A quote had been received to rewild parts of the churchyard at the rear and boundary edges. The Clerk agreed to check costs to do the common land opposite where the old village hall stood on the A134 and to check if this could be done with Highways for further discussion in March. It was agreed to budget for £600 for the project for 2021/22.

RESOLVED: That the budget for rewilding an area of the village be approved at £600 in 2021/22. (Cllr John Nicholls proposed; Cllr Jacki Hitching seconded, all were in favour).

10/21 To Receive Bi-Monthly Village Inspection Report from the Clerk and Any Associated Costs of Work Needed

There were no issues for resolution at this time but the Clerk would continue to monitor. It had not been necessary to close the play area on the latest lockdown. A Councillor suggested that a Village Water Bailiff should be considered for appointment by the Parish Council to be responsible for the pond and clearing debris. It was agreed to raise the sluice to let the water level down and to find out if appointing a person in this way would have any insurance implications.

11/21 To Discuss Wereham Parish Council Action Plan 2020/21 and Amend where appropriate
The Council noted progress.

12/21 To Approve CIL Funding Application to Play Area Flooring Budget

RESOLVED: That the £3018 CIL money received be allocated to the Play Area Flooring project budget and a return be made to the Borough Council when money is spent. (Cllr Jo Bruce proposed, Cllr Jacki Hitching seconded, all were in favour).

13/21 To Approve Commission of Play Area Annual Inspection

RESOLVED: That a play area inspection be raised after the play area project is resolved for total of £60. (Cllr Jo Bruce proposed, Cllr John Nicholls seconded, all were in favour).

14/21 To Approve Use of Scribe Accounting Online System

The software had the ability to be viewed by all Councillors, was available in the cloud, created reports at a click of a button and hoped to save the Clerk time as well as improving systems of the Council costing £288 plus VAT per annum.

RESOLVED: That subscription to the Scribe Accounting System be approved at £288 plus VAT per annum. (Cllr Jo Bruce proposed, Cllr Jacki Hitching seconded, all were in favour).

15/21 To Approve Use of Scribe Cemetery Online System

The cost of the system as £29 per month moving records entirely to electronic system in the cloud, with templates, invoicing, link to the accounts software and mapping that can be available to the public on the website. It also means that hard copy records can be deposited at the Norfolk Record Office when the project is complete.

RESOLVED: That subscription to the Scribe Cemetery Online system be approved at £29 per month plus VAT plus £50 set up fee. (Cllr Jo Bruce proposed, Cllr Jacki Hitching seconded, all were in favour).

16/21 To Approve Costs Tree Management Survey

The current contractor was proposed for the 18-month tree managements survey due in the village April/May 2021 for continuity reasons.

RESOLVED: That T&A Tree Services provide the Tree Management Survey due April/May 2021 at a cost of £535. (Cllr Jacki Hitching proposed, Cllr John Millard seconded, all were in favour).

17/21 To Approve the Budget and Precept 2021/22

The Council had received the final draft Budget, Payments and Receipts schedules in order to approve the budget and agree the precept for 2021/22. The Council agreed that the precept should be the same again for 2021/22 £17,316 due to the financial reasons arising from the covid-19 pandemic.

RESOLVED: That the budget for 2021/22 be approved and the amount of £17,316 be precepted for 2021/22. (Cllr Jo Bruce proposed, Cllr Jonathan Marsh seconded, all were in favour).

18/21 To Approve Norfolk ALC Representative Councillor

RESOLVED: That Cllr Jacki Hitching represent at Norfolk ALC on behalf of the Wereham Parish Council and feedback after each one to Council and review 12 months later.

19/21 To Approve Payments to date and Quarter 3 Bank Reconciliation

January Payments for Approval				
	Cheque No.	NET	VAT	TOTAL
Clerk Wages - November and December 2020 with back pay to 1st April 2020 of govt cost of living increase	Online Payment	564.34	0.00	564.34
HMRC Nov and Dec - PAYE	Online Payment	134.60	0.00	134.60
CGM - Grounds Maintenance	Online Payment	420.31	84.06	504.37
Handyman - SAM2; Dog Bin install and pond debris clear	Online Payment	27.00	0.00	27.00
Thomas B Bonnett - Postmix for Dog Bin	Online Payment	6.92	1.38	8.30
Glasdon - Dog Bin	Online Payment	133.02	26.60	159.62
EOn - Streetlights - December 2020	Direct Debit	22.76	1.14	23.90
TOTAL TO BE PAID		1308.95	113.18	1422.13

Reconciliation Sept to Dec 2020				
Cash Book Balance Carried Forward				43221.67
As at 1 April 2020				
Community Account			1757.67	
Business Account			18697.46	
Unity Trust Bank			0	
Less unrepresented Cheques			911.79	
			19543.34	
less payments			5311.79	
less payments			6823.43	
Plus receipts			35813.55	
Plus Unrepresented Cheques				
			43221.67	
Total Carried Forward				43221.67
Bank Statements				
Unity Trust Bank	As at 30.11.20		16955.87	
Barclays Bank	As at 12.11.20		26377.60	
Minus Unrepresented payments			111.80	
			43221.67	

RESOLVED: That payments for November and December and Quarter 3 Reconciliation be approved as presented. (Cllr Jo Bruce proposed, Cllr Jonathan Marsh seconded, all were in favour).

20/21 To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme

The Clerk agreed to report damaged signs in the middle of Flegg Green at the A134 end to NCC.

21/21 To Receive Councillors Concerns and Agenda Items for next meeting

Cllr Martin Storey

- Staff had been redeployed to help with Covid 19 and therefore services maybe slower. Thanks to the residents for their patience.
- Street lighting was being upgraded over the County by NCC.
- Gritting continued by Norfolk County Council across the county.
- Any queries by the Council or residents to contact him direct.

Cllr Colin Sampson

- Everything at BCKLWN is taking longer to work through due to Covid as staff are either doing an additional job or different one to their usual job, the biggest job they have at this time was ensuring that grant funding reached businesses and individuals.
- There had been postponement of some BCKLWN Committee and Panel meetings for the next couple of months as the staff were being redeployed to do other roles, and only full Council were going to convene.
- The Covid figures were a lot better down the south of the borough than in Kings Lynn. There were two other potential vaccination hubs being considered.

22/21 To Approve Date of Next Meeting – Tuesday 9 March 2021 at 7 pm

It was approved and noted.

Close 9.10 pm