

WEREHAM PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
8th December 2015 at 7pm
Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	Chairperson
Cllr Gail Koopowitz	GK	Vice Chairperson
Cllr Brian Bruce	BB	
Cllr Jacki Hitching	JH	
Cllr Jonathon Ratsey	JR	
Nicola Cooper	NC	Parish Clerk (Minutes)

Also in attendance:

Cllr Colin Sampson	CS	Borough Council of King's Lynn and West Norfolk
Cllr Martin Storey	MS	Norfolk County Council
Victoria Gray	VG	Wereham Village Hall Management Committee

Members of the Public: 3

Prior to the meeting a public consultation session was held to provide a forum for those interested in the plans for a new village hall.

**2 members of the public attended for this session.
Formal Parish Council Minutes were not taken.**

Public Comments / Questions

Before the meeting was formally commenced the public present were asked to highlight any areas of note or concern within the Parish. The following points were raised:

- Cllr Martin Storey highlighted the importance of the Parish Council's view on planning applications to guide Borough and County Councillors on planning decisions, particularly as an increased number of applications are now being submitted in light of the need to improve the 5 Year Land Supply. It was noted that for issues such as the LDF the Parish Council's view is equal to that of the individual.
- Cllr Storey was asked to feedback to the LDF team at the BCKLWN that the Parish Council was disappointed that it was unable to provide input to the LDF hearing despite indicating attendance ahead of time.

1.0 Apologies

Apologies were received and accepted for Cllr Nicola Loake and Cllr Pam Walker
Prop. JB, 2nd GK, All agreed.

2.0 Consider Declarations of Interest on Agenda Items and Dispensation Requests

There were none.

3.0 The Minutes of the Ordinary Parish Council Meeting held on 10th November 2015 were agreed as a true and accurate record of the meeting.

Prop. GK, 2nd JB, All agreed.

4.0 Matters Arising (for information only)

4.1 All actions were undertaken. Of particular note were:

- 4.1.1 Advice from BCKLWN ref road sweeping: The Road Sweepers have no particular map, the drivers have a set way of dealing with villages, most of the time will just keep turning left until they exit the village where they start. They do not sweep un-kerbed roads or footpaths. It was noted that Flegg Green and The Row were not swept **Clerk to advise BC.**
- 4.1.2 Actions noted for Highways have been scheduled in.
- 4.1.3 Defibrillator to be included on the January agenda.
- 4.1.4 The post office van is to be visiting Wereham on a Tuesday and Thursday from January.
- 4.1.5 Soil being dumped in the field gateway by the West Dereham turn off is still an issue. **Clerk to advise Highways again and copy in Colin Sampson.**

5.0 Correspondence Received

5.1 A full list was provided within the meeting. Of particular note was:

- 5.1.1 Letter from BCKLWN ref LEADER funding. Details passed to Wereham Village Hall Management Committee.

6.0 Grant Application from Wereham Village Hall

6.1 The consultation sessions are now complete. Clerk to post reminder for voting on the notice board, facebook and the Website.

6.2 The voting box will be made available at remaining December village events where possible if the Clerk or a Councillor is present.

The Chair resolved to adjust the order of the agenda to ensure that items that would inform discussions on the Precept Forecast spreadsheet discussion were resolved first before the Agenda Item Precept (formerly 7.0).

7.0 Village Management Issues

7.1 The Tree Management report and quotation from CGM was discussed. Clerk to obtain comparable quotes before the January meeting. CP Tree Services and Andy Campbell to be invited to quote. Insurances to be requested. JH to find out if tree no T13 is owned by Mrs Roberts.

7.2 The Grounds Maintenance contract for 2016 was discussed, quotes have been received:

7.2.1 CGM: Cost of Grounds maintenance for 2016: £1,765.32 inc VAT

7.2.2 NORSE: Cost of Grounds maintenance for 2016: £7,136.86 inc VAT

It was resolved that CGM should be appointed for 2016 Grounds Maintenance, the Council agreed that it did not wish to consider an extended contract period and that alternatives would again be invited to quote for 2017 onwards. Clerk to write to CGM and request a schedule of works and regular contact with BB who agreed to be the main contact for Grounds Maintenance issues.

Prop JB, 2nd GK, all agreed.

7.3 Rough quotations have been received from Highways with regards to the failing Pond Wall. Two repair options have been considered:

7.3.1 To repair and reinstate the pond wall using sheetpiles approx. £30,000

7.3.2 To create a graded banking in place of the concrete wall along the southern bank of the pond from Church Road towards Bens Lane. Including removal and disposal of concrete and soil / spoil and making good of the bank. Approx £1,500.

Highways have agreed that any adjustments or repairs required to the drainage pipe, which runs into the pond, would be dealt with under the responsibility of NCC Highways.

7.4 It was agreed that The Clerk would go back to Andy and ask for a firmed up quote for the regrading option and to request additional information with regards to permissions and changes to pond volume. Also any information on whether the Parish Partnership will be running in 2016 and if it could possibly part fund this. Quotes to also be requested from West Dereham Plant Hire and Middleton Aggregates. Mr Gott, present at the meeting, agreed to ask the Internal Drainage Board if they would also quote for works.

7.5 The Planning Enforcement Office at BCKLWN has set a time period for the fencing at Crown Gardens pathway to be removed and will proceed to enforcement action if this request is not acted upon.

7.6 The Crown Gardens Trees have been pruned by residents. It was agreed by the Parish Council that Land registry records will therefore not be required at present.

7.7 Guidance on memorial sizes has been received from Methwold Parish Council. Clerk to draft a simple policy for adoption at the January meeting. It was also agreed that The Clerk would seek a quote for an independent inspector to assess safety issues in the cemetery on an annual basis. Downham Market and Downham West Joint Burial Board recommended as a contact.

7.8 A memorial for Mr and Mrs Wilby was approved.

7.9 The SAM2 has now been repaired and is back in use. Clerk to request written approval from Andy Wallace for agreement for new position.

7.10 It has been noted between meetings that construction vehicles have been driving across the field to access the adjacent property. Car tracks also noted on a regular basis on field. Clerk to write letter to owners to remind them that vehicular access across the field must be cleared in advance with the PC. Clerk to write to Village Hall Management Committee to ask them to remind hall users not to park on grass. All agreed that two bollards and some red tape should be provided to the Village Hall Management Committee to be placed at the entrance to the field, unless access for drivers or passengers with disabilities is required. Mr Gott to supply two bollards. Clerk to source tape, *Prop JB, 2nd JH, All agreed.*

8.0 Finance

8.1 Accounts to 8th December 2015 were accepted and Councillors resolved for cheques to be signed and payments approved in accordance with the below. *Prop JB, 2nd JH, All agreed.*

RECEIPTS FOR PERIOD 10/11/15 – 08/12/15

17-11-15	£105.00	Grave Reservation non parishioner
08-12-15	£225.00	Burial Fee Non parishioner (to be banked)
08-12-15	£95.00	Memorial Fee Non Parishioner (to be banked)
08-12-15	£55.00	Memorial Fee Parishioner (to be banked)
	£480.00	

DIRECT DEBIT EXPENDITURE FOR PERIOD 10/11/15 – 08/12/15

28-11-15	223.54	Cooper Salary Nov
01-11-15	41.98	EON Streetlighting Dec
	265.52	

TRANSFERS MADE DURING PERIOD 10/11/15 – 08/12/15

£3,000 from Business Saver to Community Account

FOR AUTHORISATION AND PAYMENT 08/12/15

CHEQUES:

£192.12	N Cooper extra hours and expenses	
£178.47	N Cooper Stamps and Envelopes for Community Consultation	
£200.00	Haward Horological Church Clock Maintenance	
£77.00	Society of Local Council Clerks Membership 1 year	
£60.00	Village Hall Room Hire	
£707.59		

Balance as per cash book at 08/12/15

Business Saver £9,112.44
Community Account £3,048.90

9.0 Parish Council Management Issues

9.1 The Council discussed whether to be under the Sector Led Body for Auditing Procurement. The Council resolved to remain within this body and to not opt out.

Prop JB, 2nd JR, All agreed

9.2 It was agreed that as the change to monthly meetings has neither shortened meeting length, nor improved efficiency, that bi-monthly meetings would be reinstated. It was agreed that Planning Meetings would be held as and when required. **Clerk to seek advice from NorfolkALC on whether those applications which Councillors have no comment on, such as pruning a tree, can be dealt with between meetings, Clerk to rewrite Planning Policy following advice. To be included on January agenda.**

10.0 Planning

10.1 JB reported that the Parish Council was unable to speak at the LDF inspectors hearing and that it was disappointing that important issues which were raised at the hearing, such as lack of access to the site near to The Springs, had not been highlighted before and that not all the information had been passed on to the inspector. Councillor Storey to feed this back to the LDF Team.

10.2 Planning applications since the last meeting.

10.2.1 15/01854/F, Construction of one bungalow, Corner House, Queens Close, Wereham: No objections

10.2.2 15/01889/F, Construction of agricultural storage building, New College Farm, College Road, Wereham: No objections

10.2.3 15/01944/F, Construction of two cottages following removal of existing agricultural buildings, land opposite the bungalow, Bens Lane, Wereham: No objections. Wereham

Parish Council has supported this application at all previous stages and continues to support it.

Clerk to send comments to the Planning Authority.

Prop JB, 2nd GK, All agreed.

10.3 Planning decisions since the last meeting: None received.

10.4 The Council discussed, at length, the Application under section 19 of the Commons Act 2006 for the correction of the common land register for Wereham (CL437) at Cromer Lodge, Flegg Green, Wereham. **The Clerk was asked to submit a response of No Objections to the correction, to check that they have contacted all neighbouring properties and to ask who has responsibility for the newly registered common land.**

11.0 Precept

11.1 The Council Tax Support Grant 2016/17 for Wereham Parish Council was noted as £550. It was acknowledged that this will continue to reduce in future years and may be stopped in totality therefore it should not be relied upon.

11.2 The spending forecast for 2016/17 was looked at in detail and discussed. **Clerk to firm up the pond repair quotes and get a price for one new streetlamp to inform discussion and setting of the precept in January.** The Council also needs to consider the cost of a defibrillator should a lottery application not be successful. The vote on the village hall will determine the impact on the final precept. **Councillors to make the Clerk aware of any additions / adjustments required to the spreadsheet to inform precept discussions in January.**

Councillors agreed to cross check the spreadsheet for any errors to ensure accuracy in forecasting.

12.0 Councillors concerns and agenda items for next meeting

12.1 **The Church Clock is noted as not chiming. JR to look into this. Clerk to hold back cheque until further notice.**

13.0 Dates of planned meetings for 2016:

Tuesday 12th January	7:00pm Ordinary meeting (Precept setting)
Tuesday 8th March	7:00pm Ordinary Meeting
Tuesday 10th May	7:00pm Annual Parish Meeting followed by the Annual Parish Council Meeting (Approx 7.30pm)
Tuesday 12th July	7:00pm Ordinary Meeting
Tuesday 13th September	7:00pm Ordinary Meeting
Tuesday 8th November	7:00pm Ordinary Meeting

Meeting closed at 9.30pm