

WEREHAM PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting

10th March 2015 at 7.30pm

Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	Chair
Cllr Dave Deighton	DD	Vice Chair
Cllr Karin Newell	KN	(arrived 7.35pm)
Cllr Brian Bruce	BB	
Cllr Roger Lankfer	RL	
Nicola Cooper	NC	Parish Clerk (Minutes)

Also in attendance:

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

Members of the Public: 30

1.0 Apologies

It was resolved to accept apologies from Cllr Nicola Loake, Victoria Gray (Wereham Village Hall Management Committee), Hannah Wood-Handy (Friends of Wereham Village Hall) and PCSO Jane Edwards.

2.0 Declarations of Interest on Agenda Items and Dispensation Requests

KN declared a disclosable pecuniary interest in the BCKLWN Site Allocations and Development Management Policies Document (6.1) as she is an interested landholder.

3.0 Minutes

The minutes of the meeting held on 13th January 2015: RL requested an amendment to 11.2 to include 'need to reiterate to Planners about the concerns regarding surface water removal and drainage issues at the preferred site'. The minutes were amended by hand, agreed to be correct and were signed by JB as Chair of the Parish Council.

Prop. RL, 2nd DD, All agreed.

4.0 Matters Arising From Last Meeting (Information Only)

4.1 All action items were undertaken. Information noted on the below:

4.1.1 (4.3) There was insufficient interest from Electoral Candidates to hold a 'meet the candidates' session.

5.0 Correspondence Received

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

5.1 Consultation request from BCKLWN regarding a Community Infrastructure Levy. *Circulated to Councillors prior to the meeting for comments; this was then forwarded by the Clerk to meet the between meeting deadline of 27th Feb.*

5.2 Next SNAP meeting Wed 18th March 7pm, St Martin Primary School, Shouldham. Minutes from January meeting (forwarded to Cllrs).

5.3 Request from West Norfolk Mind, Norfolk CAB and Magpas for charitable donation. It was agreed that donations would not be made as is the usual policy and that the adoption of a formal policy would be discussed under item 9.3.

5.4 Email from NRCC and WNVCA advising of their merger; the merged organisation shall be known as Community Action Norfolk from April 2015.

6.0 Village Management Issues

6.1 An e-mail received from Mr Brian Howard regarding the response of Wereham Parish Council (WPC) to the Site Allocations and Development Management Policies Pre-Submission Document by the Borough Council of King's Lynn and West Norfolk (BCKLWN) had been circulated to all Councillors prior to the meeting. The e-mail questions the consultation process undertaken, comments sent by the

PC to BCKLWN, and asks them to change their comments. Norfolk Association of Local Councils has been sent a copy of the email and an explanation of the processes that WPC has followed in responding to consultation requests from the BCKLWN; engaging the Wereham community, encouraging them to have their say; and commenting on content and recommendations of the document. Norfolk Association of Local Councils has advised that they are satisfied with the process followed. An account of the process followed was provided by the Chair and other Councillors at the meeting and it was explained that WPC has held two well attended public meetings when the document was in its initial draft and at a later consultation stage (for the purpose of the minutes the date of these meetings were confirmed after the meeting as 6/12/11 and 10/9/13); Peter Jermany from the Local Development Framework Team at BCKLWN attended the second meeting to answer public questions. All requests for comments from WPC and public meetings / public notices to make comment have been advertised on the Parish Council notice board, within Group 4 where time allowed and on the WPC Facebook page (since it has been established). WPC stands by its original comments and supports the qualified advice from the Planning Officers but advised that comments from individuals still hold significant weight against all planning proposal; the document will now go to an independent Planning Inspector and all villagers were urged to make a representation at this stage to make any concerns known. It was noted that concerns over drainage and surface water issues at The Springs site *have* been highlighted by the Parish Council in their response to the Borough Council consultation.

7.50pm the meeting was adjourned to allow public comment.

- 6.1.1 The public queried a number of issues including when was the initial meeting held, where were meetings publicised, why the Parish Council will not alter its opinion. Some discussion ensued.

8.10pm the meeting was reopened.

- 6.1.2 It was agreed that the **Clerk** would draft a formal response providing the specific information requested regarding dates of meetings and minutes.

Prop. JB, 2nd GK, 6 agreed (1 interested party).

- 6.2 A letter has been received from Mrs Barbara Roberts with concerns regarding anti-social behaviour at the pond and some general maintenance queries. The letter was slightly difficult to read. It was agreed that neighbouring residents should be made aware by the Parish Council about any tree maintenance work which is to be carried out and that the instance of the tree works around the pond occurred at an unexpected date without prior notice being given to the Clerk. It was also agreed that **Cllr Nicola Loake**, who knows Mrs Roberts, would be asked to chat the letter through with Mrs Roberts, to let the Clerk know of the maintenance issues and bring any additional concerns to the May meeting to be dealt with.

- 6.3 The monthly play area inspection reports have highlighted continued dog fouling in the play area, a sheared off bolt on the climbing wall and a missing bolt at the bottom of the small slide. The sheared bolt has been covered and a notice put up to make people aware. The Clerk advised that Bonnetts have been out to look at it and will action a repair as soon as possible.

Prop JB, 2nd GK, All agreed.

- 6.3.1 It was agreed that the **Clerk** would seek two other quotes for the maintenance works recommended by Wicksteed; one from CGM and one from another Playground equipment company. This will be discussed at the May meeting.

- 6.3.2 The cracked rubber on the cradle swing seat was discussed; its 12 month warranty period has expired. **Clerk** requested to make a sign to make parents aware and request that they let the Clerk know if the crack worsens. **Clerk** also requested to send out play area inspection fortnightly over the next two months.

- 6.4 It was noted that there is no legislation to stop people from walking their dogs on playing fields. The Dog Warden at the BCKLWN has advised that if signage is put up to ask people to keep their dogs on leads they do not have the capacity to enforce it. It was agreed that the **Clerk** should keep advising parishioners through Group 4 and Facebook to be vigilant in picking up any dog mess and encouraging others to do the same. Signs to encourage dog walkers to pick up dog waste were distributed to Councillors to put up around the village.

- 6.5 The Clerk has contacted Highways about the paint for the pond railings and is awaiting a response. **Clerk** to ask Bonnetts for advice. To be agreed at May meeting.

- 6.6 Andy Wallace was sent a list of the outstanding actions remaining regarding The Row; he has confirmed his acceptance of the list and advised that he has applied for funding for the lengthening of the island. This will next be added to the July agenda.

- 6.7 Quotes for the management of moles have been received. This was not seen to be a big issue at the present time and will be monitored for health and safety reasons.

- 6.8 Cemetery gates have been fixed. They are still in a safe and usable condition but may need some further maintenance work in the future.

6.9 There has been no progression on a meeting between the BCKLWN Conservation Officer and the Manor House owner regarding its deteriorating condition. GK proposed that Mrs Hannah Wood-Handy is approached for advice as she is the Head of Planning for the South Borough and lives within the village. **Clerk to speak to Mrs Wood-Handy and send a formal letter if required.**

Prop GK, 2nd JB All agreed.

6.10 Litter picking around the village is required. **Clerk to send a letter to Glazewing regarding litter along the A134, also to the Rangers and to ask Cllr Nicola Loake whether she could involve her youth group in a litter picking exercise.**

6.11 The Rangers to be asked to sweep all footpaths around the village and to remove litter where possible.

7.0 Village Hall Update

7.1 Meeting date for the Village Hall Management Committee to provide an update to Councillors confirmed for 9th June at 7.30pm at Wereham Village Hall. This is to be a closed meeting led by the Wereham Village Hall Management Committee. All Councillors are requested to attend where possible.

7.2 An update from Wereham Village Hall Management Committee was provided by GK. Stage 1 of the Lottery Application has now been submitted; 'We're Wereham, We're Together!' is the project name. A response is expected within 10 weeks which will then advised if a Stage 2 Application can be submitted. Five new mini projects have also been started / are in development; Youth Group; Older Persons Social Group; Village Cinema, Learning New Skills and Physical Activities for All Ages

7.3 Friends of Wereham Village Hall have requested a financial contribution towards the purchase of a defibrillator for use of the whole village. They are also going to approach The Church, the manager of The George and Dragon and Wereham Village Hall Management Committee. It was agreed that the project is very worthwhile and that once the other two sources have been approached for a contribution that the Parish Council would fill the balance. It was noted that the Parish Council would not be responsible for any ongoing maintenance costs.

Prop. JB, 2nd KN, All Agreed.

8.0 Finance

8.1 The accounts to March 10th 2015 and cheques to be signed were considered and payments were approved in accordance with the below except the payment to Harwood Horological which was not approved; this was presented as unpaid from 2012 but it was noted that this was disputed at the time; Clerk to check minutes and go back to Harwood Horological.

Prop JB, 2nd DD, All Agreed.

RECEIPTS FOR PERIOD 14/1/15 – 10/3/15

02/03/2015 £250.00 Burial and Plot Purchase

£250.00

DIRECT DEBIT EXPENDITURE FOR PERIOD 14/1/15 – 10/3/15

01/02/2015 £32.18 EON Streetlighting

02/03/2015 £189.60 N Cooper Feb Salary

02/03/2015 £29.06 EON Streetlighting

£250.84

TRANSFERS MADE DURING PERIOD 14/1/15 – 10/3/15

None actioned.

FOR AUTHORISATION AND PAYMENT 10/3/15

CHEQUES:

N Cooper Additional Hrs, CiLCA Hrs, Office Supplies, Mileage. Also missed salary for Jan and missed £689.63 increment for Feb due to bank error.

£40.00 Village Hall Hire

£210.00 Haward Horological Church Clock Maintenance, Invoice overdue from 2013

£5.00 Clerks Elections Training

£234.00 Dog Waste Bin Emptying

£1,178.63

Balance as per cash book at 10/03/15

Business Saver £8,351.55

Community Account £1,937.04

8.2 The Five Year plan developed by the Working Party since January's meeting was discussed and it was agreed that this will provide good guidance for the next administration.

Prop JB, 2nd DD, All agreed.

9.0 Parish Council Management Issues

9.1 The Clerk provided an update on the process of the upcoming Parish Council Elections.

9.2 The updated Freedom of Information model publication scheme was considered and agreed.

Prop KN, 2nd DD, All agreed.

9.3 Discussion regarding the development of a Charities and Grants Policy was deferred until May.

9.4 The possibility of match funding a PCSO was deferred until any further news is known.

9.5 The appointment of Mr J Cross as Internal Auditor for the Annual Return was agreed.

Prop JB, 2nd KN, All agreed.

10.0 Planning

10.1 No Planning Applications received before agenda was set. One since: 15/00035/TREECA, The Old Dairy School Lane, T1 Silver Birch - Crown Raise to 4m above ground level and thin remaining canopy by 25% removing selected branches throughout canopy within Conservation Area. Details have been sent to Councillors and comments requested to be sent to the Clerk.

10.2 Decisions Noted:

10.2.1 15/00001/TREECA. Chile House, Bens Lane Wereham Norfolk PE33 9AN - **3 x Sycamore trees - Crown reduce three small trees. Also to raise walnuts in rear garden within Conservation Area.** No objection

10.2.2 15/00016/TREECA. Flintstones, School Lane Wereham Norfolk PE33 9AW - **Beech Hedge - Yearly maintenance trim top and sides. Willow Tree - Yearly maintenance - Reduce crown by 1m within Conservation Area.** No objection.

10.2.3 15/00034/F. Ralmir, Flegg Green Wereham King's Lynn Norfolk PE33 9BA - **VARIATION OF CONDITION 2 ATTACHED TO PLANNING PERMISSION 14/01263/F: Construction of three dwellings with garages.** Application Permitted.

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

11.1 RL noted that the article in the EDP regarding Parish Partnership funding suggested that Wereham PC had applied for two SAM2 signs. Clerk to be aware of this and check when more information is received.

12.0 The meeting was adjourned to allow Public comments / questions (9.05pm)

12.1 There was some discussion from residents with regards to the objections of 30 people to the soundness of the Site Allocations and Development Management Policies Pre-Submission Document. Concerns included flooding risks and the impact on insurance premiums for nearby housing and the difference between the Parish Council's view and that of the objections. Cllr Colin Sampson discussed the issues from a BCKLWN viewpoint and agreed to speak to the LDF team on behalf of the residents to answer queries about the initial site inspection visits. He advised that there was a long, well-advertised consultation period undertaken by the Borough Council. He also advised residents to discuss concerns with the Planning Inspector (details are on the BCKLWN website west-norfolk.gov.uk). Cllr Martin Storey advised the residents to also contact Alan Gomm at the BCKLWN who is heading the work on the document. Cllr Storey will speak to Mr Gomm in advance.

12.2 There was representation from concerned neighbours of Gravel Pit Cottage where a pig farm has been developed; they advise that there is a severe toxic smell coming from the area. They have spoken to Environmental Health and Elizabeth Truss MP. Cllr Colin Sampson is aware of the issue and will seek to assist further in the matter.

12.3 It was queried why the full minutes do not now go in the Village Pump. **Clerk to make enquiries.**

12.4 Mr Ratsey asked how the items outstanding for The Row would be managed. It was advised that a list has been sent to Andy Wallace and that this would be monitored. **Clerk to forward a copy of the email to Mr Ratsey.**

13.0 Date of Next Meeting – Tuesday May 12th 2015 7:00pm Annual Parish Meeting and 7:30pm Annual Parish Council Meeting.

The meeting closed at 9.40pm.

Signed..... Date.....
(Chairman)