

WEREHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

12th May 2015 at 7.45pm

Wereham Village Hall

Attendance:

Cllr Gail Koopowitz	GK	Chair
Cllr Brian Bruce	BB	
Cllr Nikki Loake	NL	
Cllr Jacki Hitching	JH	
Nicola Cooper	NC	Parish Clerk (Minutes)

Members of the Public: 10

Please note Declarations of Acceptance of Office for all newly elected Councillors were signed and witnessed by the Proper Officer prior to commencement of the meeting.

1.0 Election of Chairperson and Vice Chairperson.

1.1 The outgoing Chairperson, Cllr Jo Bruce (JB) was unable to attend the meeting due to an emergency hospital admission. The meeting appointed Cllr Gail Koopowitz as temporary chairperson to start the meeting. Cllr Bruce was then nominated to continue as elected Chairperson from the next meeting and as she had previously indicated her willingness to stand this was agreed. Cllr Bruce will be asked to signing her Declaration of Acceptance of Office as Chairperson prior to the start of the next meeting.

Prop. NL, 2nd JH, All agree.

1.2 The Vice Chairperson was immediately nominated and agreed to be Cllr Gail Koopowitz who then continued to chair the meeting.

Prop. BB, 2nd NL, All agreed.

2.0 Apologies

It was resolved to accept apologies for absence from Cllr Jo Bruce, Cllr Martin Storey and Cllr Colin Sampson.

Prop GK, 2nd BB, All agreed.

3.0 To fill the two Casual Councillor Vacancies through Co-option.

There was one letter of interest but this was withdrawn before the meeting due to personal reasons. There are two remaining vacancies; the Chair urged those interested in joining the Council to contact the Clerk for further information.

4.0 New Councillor Jacki Hitching was formally welcomed to the Council.

5.0 Code of Conduct

All Councillors resolved to abide by the Code of Conduct and returned signed copies to the Clerk.

6.0 Declarations of Interest on Agenda Items and Dispensation Requests

None received.

7.0 New Council Administration

7.1 Councillors resolved to indicate in writing which of their details can be shared on the notice board and website (see item 13.2).

7.2 It was resolved to accept the updated Standing Orders.

Prop GK, 2nd BB, All agreed.

7.3 The Financial Regulations and Financial Risk Assessment were reviewed and agreed.

Prop GK, 2nd JH, All agreed.

7.4 GK was appointed as the Staffing Committee representative.

Prop BB, 2nd NL, All agreed.

7.5 The appointment of Internal Control Officer was discussed and JB was proposed. It was resolved that the appointment would be deferred to ask JB at the next meeting.

7.6 It was resolved that the Clerk should contact Norfolk ALC to request Introductory Councillor Training to be held in Wereham for all Councillors to attend. **Clerk to investigate.** A ceiling cost of £45 per person was agreed. Neighbouring Parish Councils will also be invited to attend.

Prop. GK, 2nd JH, All agreed.

7.7 The move to monthly meetings was discussed. It was agreed that this decision would be deferred until July as the availability of the village hall in June is limited. **Clerk to book the second Tuesday of August on a provisional basis.**

8.0 Minutes

The Minutes of the Meeting of the Council held on 10th March 2015 were agreed as a true and accurate record.

Prop. GK, 2nd BB, All agreed.

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

9.1 (6.2) NL spoke with Mrs Roberts. The only additional item requiring attention was that the pond is in need of cleaning. This will be included on the next agenda.

9.2 (6.10) With regards to litter picking; the **Clerk advises that there has been no response from Glazewing or the Rangers but that she will continue to chase this.** NL advises that there is no youth group currently but that she has spoken to her son and some of his friends and they are considering setting up a litter picking group and would be able to claim time credits for this. Safety equipment for a litter pick would need to be provided. **NL to report back on progress at next meeting.**

10.0 Correspondence received

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

10.1 Notes of SNAP Meeting 18th March.

10.2 Email from PCSO Jane Edwards – she has left her post as Parish Liaison Officer and our contact is now PC Maria Asker.

10.3 CPRE Light pollution Survey Results

11.0 Village Management Issues

11.1 The successful **Parish Partnership Grant Offers** from Norfolk County Council for 50% funding towards the purchase and installation of a SAM2 sign and also the installation of a dropped kerb in front of the post box were discussed. NL advises that she and her husband are willing to move the SAM2 sign around as required and that they have three additional volunteers to assist with this.

11.1.1 Votes were taken on whether to commit the other 50% funding required to progress the projects:

11.1.1.1 SAM2 Sign: 2 for, 2 against. A casting vote in support of the scheme was made by the Chair. *Motion was carried.*

11.1.1.2 Dropped Kerb: All in favour. *Motion was carried.*

Clerk to complete the necessary documentation to progress the schemes.

11.2 **Quotes received for Play Area maintenance works** were considered. Three quotes were received. The quote received from Country Grounds Maintenance was considerably lower than the other two on a like for like basis. After some discussion was resolved that CGM should be appointed to undertake the work:

Prop. GK, 2nd BB, 3 agreed.

Clerk to complete the necessary documentation to progress the schemes

11.3 A query has been received from BCKLWN with regards to a **street naming error for St Margarets Hill**; this address is not formally recognised by the Official Address Database LLPG. The Parish Council is asked to confirm if this address has always been known as this and advise the Borough Council. **Clerk to put a letter to all residences affected and ask for additional information.** To bring back to next meeting for agreement on a formal response.

11.4 The **LDF process** was discussed and it was noted that the Parish Council undertook their role correctly, that it is a complicated process which is largely out of the hands of the Parish Council but the PC has done everything it can to facilitate the process.

11.5 A leaflet has been sent to the Clerk highlighting the possibility for the Parish Council to **adopt the telephone kiosk for £1**. This could provide a possible base for the defibrillator (decision pending). It was agreed to defer this until the next meeting to allow further research to be undertaken along with a request for an update on the funding for a defibrillator. **GK to inform Village Hall Management Committee and Friends of Wereham Village Hall.**

- 11.6 It was agreed that parking would be allowed on the playing field for future large village hall events but not for general use. **Clerk to send a letter to the Village Hall Management Committee to this effect** and advise that cars will be left at the owners risk, that organisers are responsible for organising parking appropriately and that should the weather be particularly wet then parking on the field should be avoided to limit damage to the grass.

Prop. NL, 2nd GK, All agreed.

- 11.7 Maintenance items noted include the missing sign on School Road (discussed under point 11.3) and also that the pavement between Crown Gardens and Flegg Green has still not been cleared. Additionally the grass verge at the top of The Row is overgrown. **Clerk to investigate further and remedy where possible.**

12.0 Village Hall Update

- 12.1 GK advised that Stage 1 of the Village Hall Lottery Application has been successful and the Management Committee are now commencing completion of Stage 2; a very lengthy stage.

13.0 Parish Council Management Issues

- 13.1 The AON Insurance Renewal Quote (effective 1/06/15) was considered and the level of cover was agreed to be adequate. The renewal was agreed on the basis of the lower premium than last years.

Prop. GK, 2nd NL, all agreed.

- 13.2 The Clerk provided an overview of the new Transparency Code and advised that a website must be developed to meet new requirements for publishing official documents on a publicly accessible website. The Clerk is unable to attend the upcoming Norfolk ALC led training dates for a word press website. JB has sought a quote to get a basic website established by a professional company; this came in at £310; this includes an annual hosting fee of £70. NL advised that she might be able to attend one of the Norfolk ALC word press training courses, **Clerk to advise NL of dates and NL to confirm availability. It was agreed that if NL can attend then she would do so, if she cannot then the Clerk would get a second quote, using the first as a ceiling price and progress the website to ensure that we are adhering to statutory requirements. Clerk to also investigate who the Village Hall Management Committee used to build their website.**

Prop. GK, 2nd BB, All agreed.

- 13.2 The review of cemetery fees was deferred to the next meeting as JB had some additional information to add to this item. BB was nominated and agreed to become the Councillor Cemetery representative, training at this point was not considered necessary.

Prop. GK, 2nd JH, All agreed.

- 13.3 The successful change of address on Parish Council Land Registry Documents was noted.

- 13.4 The potential for a future Norfolk Framework Agreement was noted.

14.0 Finance

- 14.1 It was resolved to accept the Year End Accounts to 31st March 2015.

Prop. GK, 2nd NL, All agreed.

- 14.2 The supporting information for the External Audit was considered and agreed including the updated asset register. The Annual Governance Statement was read through and all yes responses were agreed.

Prop. GK, 2nd NL, All agreed.

- 14.3 It was resolved that the Clerk should complete and submit the VAT Refund Claim for 2014/15 before the next meeting.**

Prop. GK, 2nd BB, All agreed.

- 14.4 The accounts to May 12th 2015 and cheques to be signed were considered and approved in accordance with the list below.

Prop NL, 2nd JH, All agreed.

RECEIPTS FOR PERIOD 11/3/15 – 12/5/15

13/04/2015	£11,960.00	Precept
13/04/2015	£670.00	Council Tax Support Grant

£12,630.00

DIRECT DEBIT EXPENDITURE FOR PERIOD 11/3/15 – 12/5/15

30/03/2015 £204.02 N Cooper Salary and Expenses March
13/04/2015 £32.18 EON Streetlighting
28/04/2015 £204.02 N Cooper Salary and Expenses April
£440.22

TRANSFERS MADE DURING PERIOD 11/3/15 – 12/5/15
13/03/15 £2,000 transferred from Business Saver to Community Account
FOR AUTHORISATION AND PAYMENT 12/5/15
CHEQUES:

£309.14 N Cooper Additional Hrs, CiLCA Hrs, Office Supplies, Mileage.
£18.00 Bonnets - Playground repair
£283.44 CGM Grounds Maintenance March and April
£466.42 Pearce and Kemp Streetlight Maintenance
£143.97 Norfolk ALC Membership
£20.00 John Cross Internal Audit
£456.41 AON Insurance

£1,697.38

Balance as per cash book at 12/05/15
Business Saver £18,982.50
Community Account £1,205.38

15.0 Planning

- 15.1 The policy regarding commenting on Planning Applications was deferred until the next meeting along with the decision on meeting frequency.
- 15.2 Planning Application noted:
- 15.2.1 15/00035/TREECA: T1 Silver Birch - Crown Raise to 4m above ground level and thin remaining canopy by 25% removing selected branches throughout canopy within Conservation Area. Comments Submitted by Parish Council to deadline - No Objections.
- 15.2.2 15/00569/F Proposed piggery building at Laurel Farm Stoke Road, Wereham. Comments submitted by Parish Council to deadline –summarised at meeting.
- 15.2.3 15/00656/F Extension to bungalow following removal of existing outbuildings, 30 Queens Close. Comments Submitted by Parish Council to deadline - No objections.

16.0 Councillors concerns and agenda items for next meeting

- 16.1 No additional items were raised; NL reiterated the need to consider cleaning the pond.

17.0 The meeting was adjourned for Public comments / questions: 9.25pm

- 17.1 Mr Ratsey mentioned the ongoing issues with outstanding maintenance issues along bottom end of The Row. This had been chased by the Clerk but no response from Highways received. To be put on the agenda for July.

18.0 The date of next Ordinary Parish Council meeting was confirmed as Tuesday 14th July at 7.30pm.

The meeting closed at 9.30pm.

Signed..... Date.....
(Chairperson)