

WEREHAM PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
10th November 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	
Cllr Pamela Walker	PW	
Nicola Cooper	NC	Parish Clerk (Minutes)

Also in attendance:

Cllr Colin Sampson	CS	Borough Council of King's Lynn and West Norfolk
Victoria Gray	VG	Wereham Village Hall Management Committee
John Eastgate	JE	Wereham Village Hall Management Committee

Members of the Public: 8

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:

- Crown Gardens Pathway – apologies were given as some residents did not receive the letter from the Parish Council advising residents to contact the Borough Council with any historic information about the path.
- The footpath along the A134 between Manor House and Back Lane – the Willow Tree is noted as being trimmed but there is litter along the pathway and saplings growing up through the tarmac. **Clerk to advise Rangers.**
- The 11am memorial service planned for Remembrance Day at the War Memorial was noted.

1.0 Apologies

Apologies were received and accepted for Cllr Nicola Loake. *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 13th October 2015 were agreed as a true and accurate record of the meeting.

Prop. GK, 2nd JR, All agreed.

4.0 Matters Arising (for information only)

4.1 All actions were undertaken. Of particular note were:

- 4.1.1 The road sweeper has visited the village. Church Road residents were notified. Agreed that in the future the field would be offered as an alternative parking area whilst the sweeper visits. Noted that some areas not yet swept. **Clerk to check on route.**
- 4.1.2 JB met with Karl Rands from BCKLWN. The Willow Tree has now been trimmed, the path between Crown Gardens and Flegg Green has been widened – resulting pot holes have been reported back to Highways and repair works are planned. Two signs notifying of weight restrictions at the A134 end of Flegg Green are still planned and an unsuitable for HGV's sign is agreed for the end of Wereham Row. Clearing of The Row verge is planned for 2016.
- 4.1.3 GK reported that she had contacted Paul Smith from DEFRA with regards to the pond but he was unable to offer assistance in this matter.

5.0 Correspondence Received

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

- 5.1.1 Letter from Mr Mears. Clerk asked to write to Mr Mears to invite him to the December meeting to meet the Councillors.

6.0 Wereham Village Hall Grant Request

- 6.1 Wereham Village Hall Management Committee has submitted a revised Grant request reducing the amount requested to a minimum of £5,500. Stage 2 has now been approved by the Lottery and a commitment from the Parish would give confidence to other funders. Funding would be required when the project is 'fork ready' approximately February 2017. Commitment in principle would be needed by end March / early April 2016 before the Stage 3 Lottery Application is submitted.
- 6.2 Councillors noted that a grant of £5,500 recouped via the precept over a period of 5 years would cost a current Council Tax Band D property just under £5 per year.
- 6.3 Other potential future costs to the village were discussed including repairs to the pond wall and replacement of the play area. It was noted that the decision on the precept increase to cover the grant does not preclude the Parish Council making separate decisions on other unrelated precept increases.
- 6.4 It was agreed that the following consultation sessions from the Wereham Village Hall Committee will also be attended by a Councillors and that the Parish Council session planned prior to the next meeting will be also attended by representatives of the Village Hall Management Committee:

Wereham Village Hall Management Committee led:

- Tuesday 1st December 2015 10.30am to 12pm (during the pop up cafe)
- Monday 7th December 7.30pm to 9pm.

Parish Council led:

- Tuesday 8th December 2015, 7pm to 7.30pm
- All will be held at Wereham Village Hall.

- 6.5 The content of a letter to each household in the village to request votes on whether to support the request was agreed and the Clerk asked to make updates, recirculate to Councillors for final response by Monday 16th November and posting 2nd Class by Friday 20th November.
- 6.6 Voting will be requested by post, drop in to consultation sessions or via email to voting.werehamparishcouncil@gmail.com

7.0 Village Management Issues

The order of S.7 of the agenda was agreed by the Chair to allow members of the public to attend another meeting.

- 7.1 Crown Gardens pathway: If it can be proved that the pathway has been in use for a minimum of 20years the County Council can adopt the pathway and enforce reopening of the path. If this cannot be proved the Borough Council may be able to enforce change of land use. Residents have been seeking information from the original architect and will take this back to the BCKLWN. Health and safety issues were highlighted as if there is an emergency at the main road opening there is no alternative escape route for residents. Clerk to reiterate this to the Planning Enforcement Officer and ask for timescales.
- 7.2 Crown Gardens Fruit Trees: there is an area of land within Crown Gardens which has some overgrown fruit trees. There is no clear responsibility for the land or trees and it is not adopted by NCC. A quote from CGM shows that it would cost £125 to prune them. There is not sufficient agreement from all residents to share the cost for this. After some discussion it was agreed that the Clerk would ask The Rangers if they can prune the trees as part of their programme and also seek land registry records for ownership. Residents were recommended to contact the electricity board due to the proximity of the trees to a sub station.
- 7.3 Quotes received for Grounds Maintenance contract for 2016+ were discussed. Four companies were invited to quote but only two have responded: CGM and NORSE. BB noted that Holly Landscapes owner had suffered a close bereavement in the last two weeks and it was agreed that he would contact him to find out if he was intending to quote before the final decision is made. Clerk to defer decision to December.
- 7.4 Investigations regarding the village pond and wall were discussed. The Clerk has spoken to Boughton Parish Council Chair and has been advised that a voluntary group manages their pond and keeps it tidy. The Chair has offered any additional advice as required and extended an invite for Councillors to visit Boughton to discuss processes if required. The Internal Drainage Board cannot quote on the works – they use a consulting engineer from Richard Jacksons and for him to look at the problem and advise would be a chargeable event. A link for Environment Agency funding has been given by DEFRA. Karl Rands has also supplied an Environmental contact at NCC. Clerk to look into both of these. Quotes are still awaited for repair of the pond wall from Andy Wallace. Clerk to continue to chase and put on the agenda for December.
- 7.5 In conjunction with the above investigations regarding camping on the village green was discussed. Contact with DEFRA about the above has advised that byelaws be investigated. Clerk to look into this.
- 7.6 A request for the Pond Green area to be used for this year's Carols by Candlelight was discussed. Mr Eldridge who sent the request was present and he was advised that there was no issue with the area

being used but it was noted that the area at the edge of the pond where the wall is failing should be cordoned off. As it is out of the grass cutting season for CGM the offer via Mr Eldridge for the area to be cut was gratefully accepted.

- 7.7 It was noted that BT had, in their error, not started the consultation process with the Borough Council about the PC adoption of the telephone box. This was therefore commenced on 20th October. The 90 day consultation period will end mid-January. A quote of £1,750 has been received from the Community Heartbeat Trust. Clerk to request a comparative quote for the British Heart Foundation route from Hannah Wood-Handy. Decision deferred until BT confirms about adoption of the phone box.
- 7.8 A Post Office Consultation regarding changes to Mobile Post Office times was discussed. The visits to Wereham would be reduced from Mon to Fri 12.45-13.15 and become Tues and Wed 12.40-13.10. Clerk asked to respond to say that the reduction is too drastic and that two days together is not acceptable; they should be spread out. Mon. Weds and Fri would be preferred.
- 7.9 The monthly play area inspection report shows that there is a sign missing from the gate. Clerk to check what it is and order a replacement. Cable ties above the swings need to be removed. Greg Baddock offered to do this. Car tracks were noted on the field. Clerk to email Village Hall to make them aware of this issue. It was noted that grants for the Play Area should be looked at by the Clerk Spring 2016.
- 7.10 It was noted that the BCKLWN has decided the extent of St Margarets Hill and that Chile House and The Old Chapel to become Bens Lane. Clerk to make the owners aware of this and to advise the BCKLWN that 1 & 2 St Margarets Hill is now one property.
- 7.11 Representatives to take over the Church Clock responsibilities were noted as JR and BB.
- 7.12 Memorial size and material restrictions for the Garden of Remembrance were discussed. It was agreed that the Clerk should ask neighbouring parishes for their advice on this. Cllr Sampson suggested Paul Farrow at Mapus, Smith and Lemmon. For December agenda.
- 7.13 Items noted to be requested of the Rangers / Highways. Clerk to report:
- 7.13.1 Fruit Trees – Crown Gardens.
 - 7.13.2 Pavement trip hazards between Crown Gardens and The Row.
 - 7.13.3 Hedges overhanging pavement, west side of A134, just south of The Row entrance.
 - 7.13.4 Tree overhanging streetlight along Flegg Green – lamp no.18.
 - 7.13.5 Pot hole outside George and Dragon.
 - 7.13.6 There is a gateway where soil has been dumped. BB to provide more details and a map to Clerk.

8.0 Finance

- 8.1 Accept accounts to November 10th 2015 and agree cheques to be signed and payments approved in accordance with the below. Prop GK, 2nd JB, All agreed.

RECEIPTS FOR PERIOD 14/10/15 – 10/11/15

09-11-15 £1,605.00 Parish Partnership 50% SAM2 Project net costs before VAT
£1,605.00

DIRECT DEBIT EXPENDITURE FOR PERIOD 14/10/15 – 10/11/15

28-09-15 £223.54 N Cooper Salary Oct
01-09-15 £43.38 EON Streetlighting Oct
£266.92

TRANSFERS MADE DURING PERIOD 14/10/15 – 10/11/15

None

FOR AUTHORISATION AND PAYMENT 10/11/15

CHEQUES:

£233.18 N Cooper extra hours and expenses
£283.44 CGM Grounds Maintenance Sep/Oct
£372.00 Anglia Computer Solutions Website
£20.00 Royal British Legion Donation
£908.62

Balance as per cash book at 10/11/15 Business Saver £11,632.44 Community Account £1,022.01

9.0 Parish Council Management Issues

- 9.1 Update to the Standing Orders section 3. Meetings generally, points f&g regarding time limits for public participation was agreed. *Prop. JB, 2nd GK, All agreed.*
- 9.2 Forecasted figures for setting the 2016/17 precept were explained by the Clerk. All Councillors to study the spreadsheet in detail for discussion at the December meeting.

10.0 Planning

- 10.1 The updated policy for commenting on Planning Applications was agreed. **JB to sign**. It was noted that the monthly meetings would be reviewed in January to possibly go back to bi-monthly meetings with extraordinary planning meetings where necessary.
- 10.2 No planning applications received for comment since the last meeting. Application for adoption of telephone box to the BCKLWN was noted.
- 10.3 Planning decisions since the last meeting.
- 10.3.1 15/00116/TREECA T1 Lime Tree, Church of St Margaret. No objections, delegated decision.
- 10.3.2 15/00119/TREECAT1 Silver Birch, Tean 1 Church Road. No objections, delegated decision.

11.0 Councillors concerns and agenda items for next meeting

- 11.1 Vandalism of the SAM2 was noted. The incident has been reported to the police and the unit will be sent back to Westcotec for repair. Clerk to also inform Highways to ask if a higher position can be located. PW to let Neighbourhood Watch know.
- 11.2 Clerk to chase highways for a date for the dropped kerb at the post box.

12.0 Dates of remaining meetings for 2015 / early 2016 –

Tuesday 8th December 2015 7pm
Tuesday 12th January 2016 7pm

Meeting closed at 9.15pm