

WEREHAM PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting

13th October 2015 at 7pm

Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	Chair
Cllr Gail Koopowitz	GK	Vice Chair (arrived 7.10pm)
Cllr Brian Bruce	BB	
Cllr Jacki Hitching	JH	
Cllr Jonathon Ratsey	JR	
Cllr Nicola Loake	NL	
Cllr Pamela Walker	PW	
Nicola Cooper	NC	Parish Clerk (Minutes)

Also in attendance:

Cllr Martin Storey	MS	Norfolk County Council
Victoria Gray	VG	Wereham Village Hall Management Committee
Helen Richardson	HR	Wereham Village Hall Management Committee

Members of the Public: 3

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. None were raised.

1.0 Apologies

Apologies were received and accepted for Cllr Colin Sampson. Notice of late arrival was accepted for Cllr Gail Koopowitz.

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 8th September 2015 were agreed as a true and accurate record of the meeting.

Prop. JB, 2nd JH, 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 visits the village on a 12/14 week schedule and the Borough Council is unable to add more visits. If specific problems are noted these can be reported to highways. **Clerk to request next date so that cars along Church Road can be moved.**

4.1.2 Clerk received a quote for unmetered streetlighting electricity from SSE Energy Supply Ltd. The monthly projected cost would be £45.75. Current payments are lower at between £41.98 and £43.38. It was agreed that further quotes would not be required and that supply would remain with EON for now.

4.1.3 Cllr Storey recommended that a meeting with Andy Wallace's manager on site would be a sound method to tackle all outstanding Highways issues. **Clerk to arrange. JB to attend.**

4.1.4 Thanks were given to Cllr Nicola Loake and her husband Chris Loake in the safe receipt, installation and management of the SAM2 signs.

4.1.5 Stoke Ferry IDB have only one place free on their board. It was agreed that Roger Lankfer should be asked to take this on with the previously requested programme of annual updates to the Parish Council.

4.1.6 PW has spoken to Tom Golden from the Neighbourhood Watch and he has agreed to liaise with the Parish Council should any issue arise which the PC should be aware of.

5.0 Correspondence Received

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

- 5.1.1 BCKLWN Threshold for Affordable Housing Requirements. NL explained that the threshold for affordable housing development was previously 10 houses. It is now any development over 5 houses. **Clerk to place letter on notice board.**

Upon agreement of the Chair the agenda was rearranged within the meeting to allow for the delayed arrival of the Community Heartbeat Trust representative and the need for the village hall representatives to leave for an additional meeting.

6.0 Village Hall Grant request.

6.1 VG and HR were in attendance to talk through a grant request from the Wereham Village Hall Management committee for the Parish Council to contribute £30,000 or 4% funding contribution for a new Community building to replace the current Village Hall which is no longer fit for purpose or able to meet our communities' needs.. The project team have undertaken two years of research to determine the needs of the community and how these can be translated into a sound project to create a new community hub. The majority of funding is being applied for through the Big Lottery Fund Demonstration of Parish Council support is essential is securing WREN project funding of potentially up to £50,000. A project decision on Stage 2 of the Lottery application is expected on 4th November. Subject to Lottery approval, community consultation sessions will be held by the Village Hall committee in December. If Stage 2 is refused then the application would be changed and resubmitted, which could result in a delay of around 4-6 months. The Committee highlighted that confirmation of whether the Parish Council would be able to assist would be needed by end of March 2016. 25% of match funding must be in place before Stage 3 approval. The Committee are applying to the Big Lottery Fund for £650,000. Total project cost is forecast to be £918,737 including a 10% contingency.

6.2 After listening to an update on the project the following was resolved:

- 6.2.1 The grant application should be publicised on the website, G4 and on the noticeboard.
- 6.2.2 The process of Community Consultation as to whether the project should be part grant funded through the precept should be explored and started as soon as possible. 30 mins public sessions will be held at the start of two Parish Council meetings and Councillors will join the sessions to be set up by the Village Hall Management Committee.
- 6.2.3 The possibility of securing a public works loan and details about payments and interest should be researched.
- 6.2.4 A voting system needs to be researched to facilitate letter drops to every household.
- 6.2.5 Online voting would need to be set up.
- 6.2.6 There will be one vote per household.
- 6.2.7 Full details and figures need to be agreed for inclusion in a letter to go out to all households.
- 6.2.7.1 Clerk and Councillors to explore this before the November meeting for full discussion and agreement on how to move forward.**
- 6.2.7.2 It was stressed that this is not a decision for the Parish Councillors but for the Parishioners themselves.

Cllr Martin Storey had to leave the meeting and offered his assistance for any areas in his remit.

7.0 Presentation from Community Heartbeat Trust

- 7.1 Martin Render was present to discuss how the Community Heartbeat Trust (CHT) could help in the installation of a community defibrillator in the village. The Trust is a not for profit charity which progresses the selection, purchase, installation and training on defibrillators and works in partnership with BT in reusing redundant telephone boxes. The Trust can facilitate progression of the adoption of the telephone box and can secure agreement with BT to fund electricity supply to the box to keep it warm in the winter (essential to keep the gel warm for the pads). They can provide costs on various defibrillator units in both locked and unlocked cabinets and can also supply training. The trust can supply a copy of a successful grant request to the National Lottery Awards for All which could secure 100% funding. The estimated total cost varies between £
- 7.2 1,200 – £2,000. On adoption of the telephone box the phone would be removed. An emergency phone can be installed as part of the defibrillator project. For a locked unit to be accessed the code would be provided by the emergency services. Locking the unit reduces the risk of theft and vandalism and also inappropriate use. The defibrillator will only work on a person who is experiencing a cardiac arrest and therefore cannot be misused. Training sessions can be held to raise awareness of the defibrillator but untrained users can still use it. It was advised that after the unit is used the ambulance service would

often take it with them but the CHT would track it for return. A sign saying 'Please return to.....' should be placed on the cabinet.

7.3 After listening to an update on the project the following was resolved:

- 7.3.1 Full costs would be requested from CHT for comparison including a locked cabinet, emergency phone and ongoing costs. Clerk.
- 7.3.2 Clerk to request cost comparison for the British Heart Foundation from Hannah Wood-Handy. (It was noted this may not cover the cabinet and training.
- 7.3.3 Clerk to chase progression of consultation for adoption of the telephone box.
- 7.3.4 Clerk to check Public Liability cover for use of the defibrillator when it is removed from the cabinet.
- 7.3.5 Clerk to ask BT for a condition report on the phone box.
- 7.3.6 Put on November agenda.

8.0 Village Management Issues

- 8.1 NCC Highways have again stated that they have no responsibility for the maintenance of the pond wall. Clerk has requested a quote from Highways for the work together with an indication of urgency. Residents have also expressed, via facebook, an interest in establishing a pond working party to keep the pond clean. Clerk to continue to explore costs for repair and grants and include on Nov agenda. In particular ask Boughton how they manage their pond and contact Paul Smith for advice as a DEFRA representative.
- 8.2 Investigations regarding camping on the village green are not complete. Clerk to put on Nov agenda.
- 8.3 The BCKLWN Planning Enforcement Team have advised that they have written to the two property owners on Crown Gardens who have closed off the footpath and have asked them to reopen the path. They have indicated that NCC adopted the road in Crown Gardens in 1998. There is no evidence that the footpath was also adopted at this time. The only way NCC will take responsibility is if it can be proved that the footpath has been open and in use for 20 years or more. This will automatically transfer the responsibility for the footpath to NCC. Clerk to letter drop to residents on Crown Gardens and advise them to contact the Planning Enforcement Team if they have any evidence of the footpath being used on or before 1995.
- 8.4 A letter has been received from Mr Mears to advise that he is establishing a Community Speed Watch Team. The Councillors were asked to recommend sites to survey. It was agreed that the Council could not recommend sites as this is a police matter. It was however agreed that NL would speak to Andy Wallace about increasing the area covered by the SAM2 to look at key sites along Flegg Green, Cavenham Road and Queens Close. Clerk to reply to Mr Mears to advise on this outcome.
- 8.5 The CGM Play Area Works were noted as complete and paid.
- 8.6 The Play Area inspections have found no major problems. Some rubbish has been cleared up and also the leaving of grass on the play area tiles was reported to CGM.
- 8.7 The specification for the Grounds Maintenance was agreed as the same as sent out previously. Clerk to invite CGM, Holly Landscapes, Top Garden Services and Norse to tender. BB to put landscape gardener who is interested in tendering for the Cemetery works only in touch with the Clerk.
- 8.8 It was agreed to request CGM to undertake the Tree Management Plan on the same agreement in 2014. Clerk to instruct and include reference to the overhanging trees on the playing field.
Prop JB, 2nd GK All agreed.
- 8.9 There have been some complaints about the cemetery gate being difficult to open. It was agreed that JB would cable tie the gate open for now. Should any complaints be received the situation would be reviewed.
Prop JB, 2nd GK All agreed.
- 8.10 It was clarified that any connection to Wereham is suitable for avoiding the additional £1,000 charge for burial in Wereham cemetery.
- 8.11 Clerk to pass the information on St Margarets Hill to the BCKLWN
- 8.12 It was confirmed that the footpath from Crown Gardens to Flegg Green still needs attention. There is a pot hole near the pub and the Willow Tree overhanging is still causing an obstruction.

9.0 Finance

- 9.1 The accounts to October 13th 2015 and cheques to be signed were considered and payments were resolved to be approved in accordance with the below.
Prop JB, 2nd GK All agreed.

RECEIPTS FOR PERIOD 09/9/15 – 13/10/15

07-09-15	£2.09	Interest (Not shown on prev meetings statement)
	£2.09	

DIRECT DEBIT EXPENDITURE FOR PERIOD 09/9/15 – 13/10/15

28-09-15	£204.02	N Cooper Salary and Expenses Sept
01-09-15	£41.98	EON Streetlighting Oct
	£246.00	

TRANSFERS MADE DURING PERIOD 09/9/15 – 13/10/15

None

FOR AUTHORISATION AND PAYMENT 13/10/15

CHEQUES:

£218.92	N Cooper extra hours and expenses	
£13.09	B Bruce - Notice board update	
£29.38	Thomas Bonnetts Locks for SAM2	
£15.00	Norfolk Association of Local Councils	
£283.44	CGM Grounds Maintenance Jul / Aug	
£559.83		

Balance as per cash book at 13/10/15

Business Saver £10,027.44

Community Account £2,197.55

10.0 Parish Council Management Issues

10.1 Details of new website www.werehamparishcouncil.co.uk were noted.

10.2 The Clerk advised that there is a funding pot that can be applied to for covering the cost of complying with the transparency code. Clerk to pursue.

10.3 Review of Standing Orders to be agreed in November. Transparency code to be included.

10.4 It was agreed that the Clerk would provide an updated financial spreadsheet set to forecast 2016/17 expenditure for the Nov meeting. This will help discussions on the precept at the Nov meeting.

11.0 Planning

11.1 The policy for commenting on Planning Applications to be deferred to Nov meeting.

11.2 Planning Applications for consideration:

11.2.1 15/00116/TREECA T1 Lime Tree - Re-Pollard to original height which is approx 4m within Conservation Area, Church of St Margaret, Church Road, Wereham.

11.2.2 15/00119/TREECAT1 Silver Birch - Remove within Conservation Area, Tean 1 Church Road

11.2.3 The Council had no objections to either.

11.3 No decisions received.

12.0 Councillors concerns and agenda items for next meeting There were none.

13.0 Date of next meeting – Tuesday November 10th, 7pm, Wereham Village Hall.

The meeting closed at 9.50pm.

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