

## WEREHAM PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting

8<sup>th</sup> September 2015 at 7pm

Wereham Village Hall

**Attendance:**

Cllr Jo Bruce	JB	Chair
Cllr Gail Koopowitz	GK	Vice Chair
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 (BCKLWN)

Members of the Public: 5

### Public Comments / Questions

Before the meeting was formally commenced the public present highlighted their concerns with regards to:

- Crown Gardens footpath closure. See 6.2.
- Footpath Crown Gardens to Flegg Green is still overgrown. See 6.11.1
- Road sweeping is needed, particularly along Flegg Green – Clerk to investigate how many times we have a road sweeper in the village and if there is an associated cost with additional visits.

**CLERK**

#### 1.0 Apologies

Apologies were received and accepted for Cllr Pamela Walker and Cllr Nicola Loake.

*Prop. JB, 2<sup>nd</sup> GK, All agreed.*

Cllr Martin Storey had also submitted his apologies and offered assistance where required outside of the meeting.

#### 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 14<sup>th</sup> July 2015 were agreed as a true and accurate record of the meeting.

*Prop. JB, 2<sup>nd</sup> JH, All agreed.*

#### 4.0 Matters Arising (for information only)

4.1 All actions were undertaken apart from the below which will be dealt with by the Clerk and reported to the next meeting:

4.1.1 **Change of electricity supplier – an unmetered supply certificate is needed.** **CLERK**

4.2 It was noted that Glazewing have not offered any assistance to litter picking along the A134 despite requests. The tree behind the football goal was cut back within the ceiling price agreed at the July meeting (see 8.1). It was noted that the CP Tree Services Insurance policy needs to be looked at before they can be hired again. The playing field hire did not go ahead.

4.3 The speeding issues along Queens Close and Flegg Green were reported to the PCSO and it was confirmed that these have been subsequently forwarded to the traffic section at Swaffham Police Station.

4.4 Thanks were formally noted for Cllr Nicola Loake and Chris Loake for repainting the pond railings and for Cllr Brian Bruce and Greg Baddock for refurbishing the Parish Council notice board.

#### 5.0 Correspondence Received

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

5.1.1 BCKLWN: Notification of recommencing the LDF hearings. The Wereham section will be discussed on Thursday 19<sup>th</sup> November 2015 starting at 9.30am at Lynnsport, King's Lynn. Two Councillors will attend. More details can be supplied by the Clerk upon request or from Claire Cobby, the Programme Officer at the Borough Council (01553 616811)/ on [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk). **Information to be placed in G4 and on the Facebook page.**

**6.0 Village Management Issues**

- 6.1 A letter from Mrs Roberts was discussed. The Council took on board the concerns highlighted and asked the Clerk to 1: contact NALC to request advice on how the Parish Council can best stop misuse of the pond area for camping and fishermen urinating in the pond and 2: to respond to Mrs Roberts letter. **CLERK**
- 6.2 The closure of Crown Gardens pathways was discussed. It was advised that the path has been informally closed by the residents either side and the concrete pathway replaced by mulch within the neighbouring gardens. One of the houses is up for sale. The pathway is the only alternative route out of the estate should the road exit be blocked. Clerk asked to 1: contact NALC for advice on whether we can advise the estate agents about the situation and 2: Contact BCKLWN to chase a response on the planning investigation. **CLERK**
- 6.3 Following the July meeting BT has confirmed that from 17/7/13 – 17/7/14 there were 2 freephone calls made from the pondside phone box. From 18/7/14 – 17/7/15 there were 11 freephone calls made. No chargeable calls and no emergency calls. They also confirmed that the consultation process itself would not bind the PC to adoption. The signing of the adoption contract would be the binding agreement. The consultation process has been commenced and takes 90 days. Additional information with regards to a Community Defibrillator was passed to the Clerk by JH – key points to be forwarded to Councillors by Clerk and put on the October agenda. **CLERK**
- 6.4 **Highways** – SAM2 signs and dropped kerb by post box have both been ordered following the awarding of the Parish Partnership grant. The Flegg Green signs are still being progressed, Highways are struggling with some delays, a post for a Giveway sign at the Queens Close / The Row junction has been installed and the provision of a sign here is awaited. The tree overhanging the streetlight outside 2 Spring Court was reported to Highways and a letter should have been sent to residents. The blocked drain along The Row has been cleared. It was noted that the clearance works along the Row are still outstanding – a job number was copied to the Parish Council in July for this work. Brian Bruce agreed to contact Andy Wallace to chase all of these issues. **BB**
- 6.5 CGM Play Area work is still outstanding. Clerk to continue to chase. **CLERK**
- 6.6 Wicksteed approved for unaccompanied Play Area Inspection. Clerk to place order. **CLERK**  
*Prop JB, 2<sup>nd</sup> GK All agreed.*
- 6.7 It was noted that CGM were asked to remove some poisonous plants found around the perimeter of the play area after the August inspection. This was undertaken. The grass on the field has been left very long. Clerk asked to contact CGM to ask when the last grass cut was undertaken and when the next was due. Advise that the PC is not happy with how long they have let it get, that the Cemetery path has still not need sprayed and that the long response time and regular need to chase them for agreed works has become a big issue. **CLERK**
- 6.8 John Eastgate, formerly from NCC Highways has advised the Clerk that Highways previously undertook works to the pond wall when it started to collapse. He estimated this to be around five years ago. At the time it was felt that the collapse could be due to a fault in the highways pipe, which runs under the green to drain the road into the pond and could be weakening the wall. The Clerk has spoken to Andy Wallace about this and he has looked at the wall but doesn't feel this is a highways issue as the pond water could have undermined the wall. Clerk to 1: discuss this with Andy Wallace further 2: contact the Environment Agency, Natural England and English Heritage to explore grants possibility 3: contact the Internal Drainage Board for quotes. **CLERK**  
JR suggested that RAF Marham could also be a good contact for possible funding. Cllr Sampson to also send over an email linking to possible funders.
- 6.9 After some discussion it was agreed that the Clerk would email the Grounds Maintenance Spec used for the previous tendering exercise to all Councillors prior to the October meeting. It was noted that quotes for 1,2, and 3 years would be useful. CGM, Holly Landscapes and Top Garden Services will be asked to quote. References will be requested. **CLERK**
- 6.10 The BCKLWN requires the start and end of St Margarets Hill to be marked on a pre supplied map. BB to investigate and pass the information back to the Clerk. **BB**
- 6.11 Items noted for next Rangers visit were:
- 6.11.1 Pathway from Crown Gardens to Flegg Green is still overgrown – Clerk to contact Cllr Storey to ask if he could assist with this. **CLERK**
- 6.11.2 Grassed area outside the Village Hall is becoming a safety issue and has been reported to highways.
- 6.11.3 Flytipping has been noticed along the A134 between the layby and Gibbet Lane. Clerk to report to Nathan Johnson at BCKLWN. **CLERK**

- 6.11.4 There is a badly sunken drain on the A134 near the pathway to Back Lane. Dudley to email a photo to the **Clerk to send to Highways.** **CLERK**

## 7.0 Village Hall Update

- 7.1 A general update was provided by GK. The Stage 2 Lottery application is being progressed. At the AGM it was agreed by the Management Committee and those public present to become a Charitable Incorporated Organisation. It was noted that the Village Hall is a maternity roost, home to more than 600 bats. **Clerk to contact Victoria Gray to ask for specific details about the CIO, timeframes and how it affects the Parish Council going forward so that NALC can be asked for advice.** **CLERK**

## 8.0 Finance

- 8.1 The accounts to September 8<sup>th</sup> 2015 and cheques to be signed were considered and payments were resolved to be approved in accordance with the below. **Clerk to contact Westcotec to check timescales for the SAM2 before the cheque is posted.** **CLERK**  
*Prop JB, 2<sup>nd</sup> GK All agreed.*

### Summary of Expenditure 8<sup>th</sup> September 2015

#### RECEIPTS FOR PERIOD 14/7/15 – 8/9/15

14/07/2015	£651.04	VAT Refund
21/08/2015	£360.00	Beachamwell, Methwold & Stoke Ferry PC for training session
To be banked	£30.00	Marshland St James PC Payment for training
	<b>£1,041.04</b>	

#### DIRECT DEBIT EXPENDITURE FOR PERIOD 14/7/15 – 8/9/15

28/07/2015	£204.02	N Cooper Salary and Expenses July
01/08/2015	£43.38	EON Streetlighting Aug
28/08/2015	£204.02	N Cooper Salary and Expenses Aug
01/09/2015	£43.38	EON Streetlighting Sept
	<b>£494.80</b>	

#### TRANSFERS MADE DURING PERIOD 14/7/15 – 8/9/15

£6,000 to be transferred from Business Saver to Community Account

#### FOR AUTHORISATION AND PAYMENT 8/9/15

#### CHEQUES:

£100.00	CP Tree Services - cut back tree behind football goal	
£83.80	Wereham Village Hall Hire and Compliments Slips print	
£350.00	Norfolk Parishes Training Partnership - Training session	
£141.72	N Cooper extra hours and expenses	
£120.00	Mazars External Audit	
£3,852.00	Westcotec (SAM2 - 50% to be reclaimed from Parish Partnership)	
<b>£4,647.52</b>		

#### Balance as per cash book at 08/09/15

Business Saver £10,025.35

Community Account £3,003.38

## 9.0 Parish Council Management Issues

- 9.1 Website nearly ready but delayed by web designers annual leave. **Clerk to send examples of profiles for website to JR, JH and NL.** **CLERK**
- 9.2 It was agreed that Steven Bruce and Roger Lankfer would be asked to stay on the Internal Drainage Board to represent the PC.  
*Prop JB, 2<sup>nd</sup> GK All agreed.*

- Clerk to contact both and see if they are happy to do this and provide a yearly verbal or written update to the PC unless something urgent arises. Clerk to then contact the BCKLWN to arrange. **CLERK**
- 9.3 Clerk to contact Tom Golden to see if a link can be established between the Parish Council and the Neighbourhood Watch Team and the SNAP meetings. **CLERK**
- 9.4 It was noted that Group 4 is seeking to reduce repeat and free advertising to make the newsletter more economically viable to keep it going into the future. The Parish Council fully supports the production of Group 4 and would be willing to consider any charges for news should it become necessary in the future.
- 9.5 The successful completion of the 2015 external audit was noted.

**10.0 Planning**

- 10.1 JB provided an update on the 5 Year Land Supply Parish Briefing. This is separate to the LDF. The BCKLWN has been advised that their 5 Year Land Supply is not up to levels expected and therefore previously non-preferred sites will be contacted again to be given an option to reapply for their land to be considered for future housing development approval.
- 10.2 No Planning Applications received.
- 10.3 Planning decisions received:
  - 10.3.1 15/00728/F Single storey porch, April Cottage. Application permitted.

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

- 11.1 There are two Oak Trees overhanging the playing field along the A134 side. Clerk to contact CGM to ask when the next tree survey will be undertaken and to ask them to look at these. **CLERK**

**12.0 Date of next meeting – Tuesday October 13<sup>th</sup>, 7pm, Wereham Village Hall.**

The meeting closed at 9.10pm.

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