

**WEREHAM PARISH COUNCIL**  
**Minutes**  
**Ordinary Meeting of the Parish Council**  
**Tuesday 14 January 2020 at 7.00 pm**  
**Wereham Village Hall**

**Attendance:**

Cllr Jo Bruce	JB	Chair
Cllr Annie Bruce	AB	
Cllr Sandra Calvert	SC	
Cllr Cliff Knight	CK	
Cllr Jon Marsh	JMa	
Helen Richardson	HR	Parish Clerk and Financial Responsible Person

**Also in Attendance:**

Cllr Martin Storey	MS	Norfolk County Council
Cllr Colin Sampson	CS	Borough Council of Kings Lynn and West Norfolk

**Members of the Public: 3**

**01/20 Public Comments / Questions on Parish Issues**

A resident advised that they had now been elected back onto the Internal Drainage Board (IDB) as a representative of Wereham and West Dereham IDB. The Chair thanked him for letting the Council know and it would be good to have him present at the meetings as there were often various items on the agenda in regard to drainage.

Following a query from the public outside of the meeting, Cllr Annie Bruce queried whether the Council should consider arranging another awareness session for use of the defibrillator. The Clerk agreed to add to an agenda to discuss further but would communicate with the public on interest and bring the results to the March meeting.

The Speed Management Sign reportedly wasn't working and the Clerk agreed to contact the Handyman about changing the position and checking the battery.

**02/20 Openess and Transparency Notice** – Was read by the Chair.

**03/20 To consider apologies for absence** – Apologies were accepted for Cllr John Millard (personal reasons) and Cllr Jacki Hitching (personal reasons).

**04/20 To receive Declarations of Interest on Agenda Items and Dispensation Requests**

There were none.

**05/20 To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council held on 12 November 2019**

The minutes of the meeting were accepted as a true record.

**06/20 Matters Arising as the Clerks Report**

The Parish Council had received the following report in advance:

**Mole Service Report** – Control work for October, November and December 2019 had taken place and there was no activity at the Cemetery, but 6 moles were caught on the playing field during this period. The Chair commented that the playing field looked really good in terms of no mole hills.

**Planning Application Received (But no consultation requested):**

19/00215/TREECA Wereham Trees in a Conservation Area: Row of Leylandii- to crown raise to 3.5m to allow for improved visibility on the public highway. Crown House Church Road Wereham King's Lynn Norfolk PE33 9AP

**07/20 Tree Management Costs Identified in the 2019 Tree Report – Ambers Only** – It was agreed to accept the lowest quote with CP Tree Services at £680 for the work identified, all were in favour. It was agreed to ask them to review the hedge near the road that had previously been staked to see if they could save it in any way and increase visibility. It was agreed to add on the next agenda for further discussion.

The Clerk agreed to create a letter that could be sent to residents where hedges and trees were overgrowing path and roads for any Councillor to send.

**08/20 Parish Partnership Bid Submission 2020/21 – Flegg Green 30mph Road Signs (two at either end)** - The Parish Council had agreed in December by email to send a bid to the Norfolk County Council Parish Partnership Fund 2020/21 for two 30mph written signs on the road at £100 each, £200 in total. The Chair advised that the funding would provide half the funds and only cost £100 to the Parish Council if their bid was accepted. The deadline was 6 December so the decision had been made to send the application and ratify at the January meeting. The Parish Council agreed that it was correct to submit the bid for the signage at a spend of £100 should it be successful. The results would be known at the end of March.

**09/20 Pond Maintenance in General** - The Chair shared that just before Christmas with the heavy sudden rain the whole dyke drainage system including the pond was overwhelmed. The properties to the bottom of the Row experienced flooding on the road way and sought their own method of pumping out the water. They added that the pond was as high as it had ever been seen. The Chair shared that this raised questions around the responsibility that the Parish Council had assumed in the management of the pond. The Council agreed following discussion that they needed to seek advice on the ponds management.

Mr Gott of the Internal Drainage Board, (who agreed to be named in the minutes during the meeting), strongly advised that the Boards should be taken out immediately. He believed the Council should discuss with the Environment Agency a licence for amending sluice boards. The Chair advised that the Boards had not been added to and had been replaced like for like and there were no extra boards that had been added to what was there before. The Clerk agreed to contact the Environment Agency urgently to seek information on the need for a licence though the amount of boards in the sluice had not changed.

Following a query by the Chair around what other parishes may have as a comparison, Cllr Colin Sampson shared that other villages didn't have ponds that were part of a water course. He advised that the Parish Council needed to ask the Internal Drainage Board for their advice on how to manage it. A representative shared that the pond was not within the internal drainage board area.

As a matter of urgency it was agreed to investigate with previous councillors if any extra boards had been added to the pond in recent years and how it was previously handled over the winter. And agreed to only remove anything after advice had been sought from all the relevant authorities. The Clerk agreed to contact NCC highways, Internal Drainage Board and the Environment Agency and seek their advice on the issue urgently.

The Council also agreed that it should hold a meeting with NCC highways, Internal Drainage Board and the Environment Agency to discuss the future maintenance of the pond.

**10/20 Wereham (Cavenham Road) to Boughton (Mill Hill Lane) Maintenance of Right of Way (Boughton PC)** - The Clerk shared with the Chair at Boughton Parish Council to contact the Public Right of Way Officer at Norfolk County Council to seek action on the part of the path within Boughton, and Wereham would do the same and find out why it hasn't been cut.

**11/20 Pond Coir Rolls in the Wereham Pond (far side)** - The Chair proposed that further Coir Rolls were a lot of money to commit further funds to before it was known the impact of the section installed in 2019. It was agreed to budget for pond maintenance but not purchase in the next financial year.

**12/20 Boughton Lilies** - The Clerk agreed to contact Boughton Parish Council as an initial enquiry on plants that they may be able to provide free to Wereham for the pond and feedback to the next meeting.

### **13/20 Community Payback Team Projects**

The Chair shared that if there were projects in the year such as painting or grounds maintenance the Community Payback Team managed by the Probationary Service would be able to do free from charge

of labour via a bid to them for a project. The Chair shared that painting of the goal posts, play area and benches were areas they could cover. The Clerk agreed to contact them.

The Clerk agreed to do a far ranging consultation for the funding identified that could be used on the playing field. The Clerk agreed to check with the planning authority for any issues around installation of new equipment.

**14/20 Parish Council Representation on the Wereham Village Hall Management Committee**

The Clerk agreed to contact Cllr Jacki Hitching to confirm if she would be interested and then confirm to the Committee.

**15/20 To Consider the results of the bi-monthly Risk Assessment inspection and agree any action required *Standard item verbal* (Play area; Playing Field; Pond Area/A134; St Margaret’s Churchyard; Cemetery) - Verbal from Cllr Annie Bruce**

- The baby swing had been replaced the day before.
- The Clerk agreed to contact the Handyman to grind down a bolt near the bench on the pond.
- The Clerk agreed to contact the bench owner about a rotten leg on the Pond. The Clerk agreed to contact the owner of the bench.
- There were no moles on the field, but there were many down Bens Lane. The Clerk agreed to advise the land owner.
- The piece of chipboard over the light in the churchyard was there to stop light extending to a nearby property.

**16/20 To Approve the Precept and Budget 2020/2021**

The Chair proposed that the Budget be approved as presented and the precept involve a 1% increase to be £17.317 for 2020/21, seconded by Cllr Sandra Calvert, all were in favour.

**17/20 Bank Accounts – Reduction from two to one**

The Parish Council agreed to move to one bank account instead of two in setting up online banking.

**18/20 To Accept accounts to 1 January 2020 and Approve payments.** The Parish Council all were in favour of approving the payments and accounts were accepted as follows:

**January Payments for Approval**

	Cheque No.	NET	VAT	TOTAL
	SO and			
Clerk Wages - November	101016	255.66	0.00	255.66
	SO and			
Clerk Wages - December	101016	242.90	0.00	242.90
HMRC Nov and Dec - PAYE	101017	112.00	0.00	112.00
CGM - Grounds Maintenance	101018	72.26	14.46	86.72
NALC - Course Registration - Clerk	101019	58.34	0.00	58.34
Handyman - SAM2 and Pond Wire	101020	78.00	0.00	78.00
SJA Pest Control - Moles- Oct - Dec	101021	57.93	0.00	57.93
EOn - Streetlights - December 19	Direct Debit	22.76	1.14	23.90
EOn - Streetlights - Jan 20	Direct Debit	23.52	1.18	24.70
<b>TOTAL TO BE PAID</b>		<b>923.37</b>	<b>16.78</b>	<b>940.15</b>

<b>Cash Book Balance Carried Forward</b>	21975.03
As At 1 April 2019	
Community Account	7024.72

Business Account	8810.05
Less unrepresented Cheques	4423.38
<b>Total Carried Forward</b>	<b>11411.39</b>
less payments	7807.38
less payments	1744.86
Plus receipts	20115.88
<b>Total Carried Forward</b>	<b>21975.03</b>

<b>As at 31 December 2019</b>	<b>Bank Account Reconciliation</b>
Community Account - Current	3417.10
Business Account	18725.93
Less Payments Pending	168.00
<b>Total Carried Forward</b>	<b>21975.03</b>

### **19/20 To Receive Councillors Concerns and Agenda Items for next meeting**

**Mayor Design Awards 2020** – The Clerk agreed to forward to the Village Hall and encouragement their application.

#### **Cllr Colin Sampson**

**VE Day** – Some parishes were doing something to mark it on the Friday 8 May Bank Holiday. The Chair shared that the heritage group may be doing something.

#### **Cllr Martin Storey**

- A public consultation was open from 7<sup>th</sup> January until 4<sup>th</sup> February on the creation of 142 new learning places at main stream schools on the NCC Website and Citizen Space website.
- The Police and Crime Commissioner was not standing again, but was consulting on his budget proposals until 17<sup>th</sup> January, available from their website.
- NCC budget was to be decided by full Council on 17<sup>th</sup> February. The Cabinet report was on the website for the public to view. Adult Social Care and Children’s Care was the main source of budgetary proposal. NCC had held a special meeting held at County Hall with around 150 parent and adults with disabilities in attendance to provide their views.
- There were new regulations coming into force in January around buses needing to be accessible for disabled people, which meant a lot of buses were not fit for purpose. There had been difficulties around bus companies being able fund buses that were accessible. Coachserviceslimited.com and Lynxbus.co.uk were still able to provide transport for people on market day to the nearest town. Cllr Colin Sampson advised that it was unfortunate as it would affect services in West Norfolk. It was noted that in these steps of regulation it had make it inaccessible to all instead of the few and issues regarding climate change meant that more public transport was needed not less. These bus companies were providing additional services to other routes they didn’t manage. Coach Services were present through Wereham.
- There was further information on the NCC website.

**20/20 To Note Forward Work Programme** – This was noted.

**21/20 To Approve Date of Next Meeting** – It was agreed to hold the meeting on the Tuesday 17 March, the Clerk agreed to let the public know that the date was one week later. The Clerk agreed to ask the Village Hall to accommodate the second Tuesday bi-monthly booking indefinitely.

Closed meeting: 8.53 pm.