

**WEREHAM PARISH COUNCIL**  
**Minutes of the Ordinary Meeting of the Parish Council**  
**Tuesday 17 March 2020 at 7.00 pm**  
**Wereham Village Hall**

**Attendance:**

Cllr Jacki Hitching	JH	Vice Chair
Cllr Annie Bruce	AB	
Cllr Cliff Knight	CK	
Cllr John Millard	JM	
Helen Richardson	HR	Parish Clerk and Financial Responsible Person

**Also in Attendance:**

None.

**Members of the Public: 0**

**22/20 Public Comments / Questions on Parish Issues**

There was none present.

**23/20 Openness and Transparency Notice** – Was read by the Chair.

**24/20 To consider apologies for absence** – Apologies were accepted for Cllr Jo Bruce (ill health), Cllr Sandra Calvert (ill health) and Cllr Jon Marsh (personal reasons). Cllr Colin Sampson, BCKLWN (personal reasons) and Cllr Martin Storey, NCC (away) had also provided apologies.

**25/20 To receive Declarations of Interest on Agenda Items and Dispensation Requests**

There were none.

**26/20 To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council held on 14 January 2020** The minutes of the meeting were accepted as a true record.

**27/20 Matters Arising as the Clerks Report**

The Parish Council had received the following report in advance:

**Bench on Pond** – Handyman removed bolt in concrete following bi-monthly inspection. The other bench had a reported rotting leg which the Clerk reported to the owner's family which they acknowledged for resolve.

**Bens Lane** – The Clerk reported the mole hills to the owner of the land at Bens Lane. There had been a vehicle staying at a nearby property who had hit the Bens Lane Bridge, the Clerk was notified by a resident and has reported to Highways for repair. Notices have been added to the bridge.

**Play Area Equipment** – Handyman tightened bolts loose on smaller play equipment on play area on instruction from the Clerk.

**Pot Hole** – Reported to Highways on 29 January along the Row before the Queens Close junction.

**Pension Auto Enrolment** – The payroll contractor has confirmed they will cover this during the year when they are able to after the 1<sup>st</sup> May as part of the Parish Council's responsibility to consider every three years.

**Electronic Records** – The Heritage Group representative advised that their application for the Norfolk Record Archive project had been successful and the Heritage Lottery Fund was pending. So they will be keeping the Clerk updated as soon as more information is known on next steps. It is hoped they will be able to scan minutes for the public to view on the Parish Council website, and for other records including burial records to be scanned for safe keeping as electronic copies. All documents will then be deposited at the Norfolk Record Office.

**Cemetery** – The Clerk renewed notices on 29 January 2020 again to the memorials in the cemetery that were deemed unsafe in an inspection in 2018 by a qualified contractor. Notices had been replaced routinely since that time. Of the 20 inspected and deemed unsafe and laid down:

- 9 have since been reinstated;
- 2 contact has been possible with next of kin, but not reinstated and contact made again Jan 2020;
- 2 cross memorials continue to be laid down and still no next of kin details;
- 6 continue to be laid down, 3 of which we still have no next of kin details received and 3 which contact details have been found and the Clerk is progressing.
- 1 memorial is believed to have been removed

Stone masons are able to provide payment plans and this is being offered to residents to explore with them where contact is made.

**Trees on A134** – Highways attended to trees on the A134 opposite Crown Gardens turning on instruction from the Clerk.

**Village Hall Committee** – The Clerk notified the Chair of the Village Hall that Cllr Annie Bruce had agreed to be a representative for the Parish Council as a representative group on their trust deed. The Village Hall took forward the membership details they needed to complete for her to join.

**Website Compliant Accessibility Regulations** with Government's Website Content Accessibility Guidelines (WCAG 2.1) as confirmed by the website hosting company. Due to come into force autumn 2020.

**Data Protection ICO Fee** – Confirmed receipt in January for annual renewal.

**Footpath 3** – Cavenham Road to Mill Lane Boughton – NCC inspected end of January and advised that *No action has been taken at this time but we will continue to monitor the problem. We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections. Any additional comments the countryside access officer has made relating to this defect will be displayed here: Path inspected and in acceptable condition. Mainly short grass headland. One area across field which has been harvested and while muddy is not overgrown.*

**Large 40mph Sign A134** – reported mid- February by Clerk for Repair it appears to continue to be outstanding.

**Tree Branches on Path A134 Opposite Village Hall** – Clerk reported to NCC for resolve mid-February.

NCC Rangers emailed on 12 February to confirm the following works completed on their last visit:

- Rangers have completed sign cleaning in the following areas:
- From A134 roundabout to West Dereham Road, Collage Road – 17 signs cleaned.
- A134 through village – 31 signs cleaned.
- Cleaning of the blue directional signs on islands and 2 posts. – 14 signs cleaned

Rangers had also cleaned the path on the opposite side of the A134 to the Village Hall from tree debris that had fallen.

**Streetlight Cleaning** – Contractor confirmed they were cleaned last summer and due again in July as part of their contract.

**Online Banking** – Online banking was now set up.

**Play Area Matting and Additional Play Area Equipment Funding** – The Clerk provided means of consultation with the public on the website; G4 news magazine; Facebook and within the village hall. The Clerk will seek costs from the contractors previously contacted for play equipment – a next swing; trim trail, flooring, extra fencing and movement of fencing and movement of the goal post and apply for funding.

#### **Planning Application Received Between Meetings (But no comments returned)**

19/01965/F Demolition of an existing outbuilding and construction of new porch extension and side extension and construction of detached garage at Two Cottages St Margaret's Hill Wereham Norfolk PE33 9FN – no comments returned on 30.01.20

#### **Planning Application Received Between Meetings (But no consultation required)**

20/00033/TREECA WerehamT1 Pear Tree - Remove old tree that is not producing pears within a conservation area Pitt Farm House Church Road Wereham Norfolk PE33 9AP

#### **Planning Decisions Received**

19/00111/TPO Wereham Field West of Fairmead Nowhere Lane Wereham Norfolk PE33 9FG - 2/TPO/00186 - (T14) - Oak: Crown raise to 2m TPO Work Approved 15 January 2020 Delegated Decision Borough Council of King's Lynn & West Norfolk – Decisions Issued 8

Application Number Parish Location & Proposal Decision, Decision Date & Decision Type

19/00114/TPO Wereham Holme Oak Stoke Road Wereham King's Lynn Norfolk PE33 9AT - 2/TPO/00538: T1 Sycamore T1 - 3m crown reduction. This tree has been identified as causing an obstruction between the transmission equipment (microwave dishes) between 2 Airwave telecoms sites. This request is to perform a crown reduction on the tree, however, it should be noted that the tree has a large cavity and the council may decide on inspection, that felling the tree would be the preferred option TPO Work Approved 15 January 2020 Delegated Decision

19/00215/TREECA Wereham Crown House Church Road Wereham King's Lynn Norfolk PE33 9AP - Trees in a Conservation Area: Row of Leylandii- to crown raise to 3.5m to allow for improved visibility on the public highway. Tree Application - No objection 15 January 2020 Delegated Decision 19/01965/F Wereham Two Cottages St Margaret's Hill Wereham Norfolk PE33 9FN - Demolition of an existing outbuilding and construction of new porch extension and side extension and construction of detached garage Application Permitted 19 February 2020 Delegated Decision

### **28/20 To Approve the Mole Contract 2020/21**

No mole hills spotted on the last inspection and the work the contractor did seemed to be sufficient to manage them and therefore no change was required. All were in favour of approving the £238.64 from 1<sup>st</sup> April 2020 until 31 March 2021.

### **29/20 To Approve Application for Grant Funding: Village Hall Tree Management Costs**

It was agreed to defer the decision of the grant funding application to the next meeting but as it was a potential health and safety issue that the tree work identified on the Oak tree near the entrance to the field to go ahead. The Village Hall Treasurer had indicated to the Clerk on email that the charity would be happy to accept the work of the proposed contractor as the Parish Council had sort three costs, whether or not the grant application was accepted.

### **30/20 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 Jacki Hitching**

Play area and field had not needed to be inspected as the annual report had been carried out by Wickstead.

**Churchyard** – Ivy removal from wall when possible, it was agreed for a spend up to £30 via the Handyman for up to 3 hours to remove ivy from the churchyard wall and if time from some headstones.  
**Cemetery** – The rope on the hedge needed tightening, the Clerk agreed to ask the Handyman. The Clerk agreed to look into new hedging for the cemetery to plant on the other side for years to come should the hedge be removed in future. The Clerk had asked the contractor to cut the hedge on the roadside when they next are due to, and not the cemetery side to encourage growth internally as a way to mitigate, but she has assessed and felt that there was no visibility issue at this time but she would monitor. She added that a new hedge will take time to grow, and to remove the hedge it would leave the cemetery exposed and the garden of remembrance area which may cause public upset. Cllr Jacki Hitching advised she may be able to assist with some contact details for families of the headstones which had been laid down and the Clerk agreed to email her the names of the outstanding ones.

**30mph Sign** – It was agreed to cut the hedge back a bit more when the time comes from the sign. The Clerk agreed to look at the issue to see what could be done.

**Cemetery** – The Clerk reported that a dog walker had thrown three black bags containing dog waste from the road over the cemetery hedge into the cemetery narrowly missing the garden of remembrance. She had remove the mess which had since been cut by the grass contractors. The Parish Councillors felt that this was a terrible act of anti-social behaviour and cannot be condoned. The Clerk advised that she had an action to investigate a dog bin on Queens Close.

### **31/20 To Discuss Village Hall Management Committee Update – Cllr Annie Bruce**

Cllr Annie Bruce had attended her first Village Hall Management Committee meeting and shared that it was a good. The only issue raised for sharing with the Parish Council was in regard to wedding bookings and whether the Parish Council would consider renting the playing field to for additional parking during wedding events. It was agreed to add to the next meeting agenda to discuss further. Cllr John Millard advised that the Village Hall had taken the decision to close the hall as a precautionary measure relating to the virus outbreak.

### **32/20 20/00300/LB Listed Building Application: Retrospective renovation and refurbishment works at Unit Between Manor House and Keepers Lodge Church Road Wereham Norfolk**

It was noted that the work had been the same for the following agenda item, covering the work under usual planning and also listed buildings. The Parish Council had no comments.

### **33/20 20/00299/F Retrospective renovation and refurbishment works at Unit Between Manor House and Keepers Lodge Church Road Wereham Norfolk**

The Parish Council had no comments.

### **34/20 To Approve Exemption from the Annual Governance and Accountability Return 2019/20 as a Smaller Authority**

Cllr Annie Bruce proposed approval of exemption from the external audit process of the Annual Governance and Accountability Return 2019/20, seconded by Cllr John Millard, all were in favour. The Clerk advised that a certificate would be arranged for signing with the Chair when available and returned to the external auditors.

### **35/20 To Adopt an Audit Procedure**

All were in favour of adopting the Audit Procedure to be kept on file internally and not on the website.

### **36/20 To Adopt a Payroll Procedure**

All were in favour of adopting the Payroll Procedure to be kept on file internally and not on the website.

### **37/20 To Adopt the Risk Management Scheme**

All were in favour of adopting the Risk Management Scheme to be kept on file and on the website.

### **38/20 To Adopt a Parish Council Report Header**

All were in favour of adopting the Parish Council report header presented to be used when appropriate by the Clerk or Councillors as best practice.

### **39/20 To Approve a Third Authorised Signatory for Banking**

Cllr Cliff Knight proposed Cllr John Millard to be a third authorised signatory, seconded by Cllr Jacki Hitching, all were in favour.

### **40/20 To Approve Clerk Training: Two Webinars with SLCC in 2020**

The Council were in favour of approving two webinars for the Clerk with SLCC for a total of £30. This was a third of the total cost split with two other Parish Councils.

**41/20 To Accept accounts to 1 March 2020 and Approve payments.** The Parish Council all were in favour of approving the payments and accounts were accepted as follows:

#### March **Payments for Approval**

	<i>Cheque No.</i>	<i>NET</i>	<i>VAT</i>	<i>TOTAL</i>
Cancelled	101022			
	SO and			
Clerk Wages - January	101023	275.82	0.00	275.82
	SO and			
Clerk Wages - February	101023	231.20	0.00	231.20
HMRC Jan and Feb - PAYE	101024	117.20	0.00	117.20
Handyman - SAM2 move x2, check after 70 mph winds, play area repair	101025	38.00	0.00	38.00
Wereham Village Hall	101026	49.00	0.00	49.00
Community Heartbeat - Annual Support Cost 4 year - Defibrillator	101027	126.00	25.20	151.20
Community Heartbeat - Emergency Cellular Phone Rental Annual	101027	52.00	10.40	62.40
NALC - Clerk Course Material	101028	8.32	0.00	8.32
Hodson Office Supplies - Ink	101029	14.59	2.92	17.51
BCKLWN - Annual Dog Waste Collection	101030	384.80	76.96	461.76
Wickstead - Annual Inspection Fee	101031	45.00	9.00	54.00
Wickstead - Baby Swing Supply and Replace	101031	170.00	34.00	204.00

EOn - Streetlights - Feb 20	Direct Debit	23.52	1.18	24.70
EOn - Streetlights - March 20	Direct Debit	22.00	1.10	23.10
<b>ICO - Annual Fee</b>	<b>Direct Debit</b>	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>
<b>TOTAL TO BE PAID</b>		1592.45	160.76	1753.21

Cash Book Balance	
As At 1 April 2019	
Community Account	7024.72
Business Account	8810.05
Less unrepresented Cheques	<b>4423.38</b>
	11411.39
less payments to end of Feb 2020	8616
less payments to end of Feb 2020	1912.19
Plus receipts to end of Feb 2020	<u>20115.88</u>
<b>Total Carried Forward</b>	<u>20999.08</u>

**Bank Statement Reconciliation**

As at 28 February 2020	
Community Account - Current	2476.15
Business Account	18690.93
Minus Payment Pending	<u>168</u>

Total <b>Carried Forward</b>	<u>20999.08</u>
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The Payments presented were proposed for approval by Cllr Cliff Knight, seconded by Cllr Annie Bruce, all were in favour.

**42/20 To Receive Councillors Concerns and Agenda Items for next meeting**

There were no concerns.

**43/20 To Note Forward Work Programme** – This was noted.

**44/20 To Approve Date of Next Meeting** – It was agreed to hold the meeting on the Tuesday 12 May, which will be the Annual Parish Meeting at 6.45 pm followed by the Annual Meeting of the Parish Council.

Closed meeting: 7.45 pm.