

WEREHAM PARISH COUNCIL
Minutes
Ordinary Meeting of the Parish Council
Tuesday 10 November 2020 at 7.00 pm
Virtually Via 'Zoom'

Attendance:

Cllr Joanne Bruce Chairman
Cllr Jacki Hitching Vice Chairman
Cllr Annie Bruce
Cllr Jonathan Marsh
Cllr John Nicholls
Helen Richardson Parish Clerk and Financial Responsible Person

Also in attendance:

Public – 1
Cllr Martin Storey, Norfolk County Council
Cllr Colin Sampson, Borough Council of King's Lynn and West Norfolk

Public Participation

A resident advised that they were very interested to offer help with the village pond.

97/20 Openness and Transparency Notice

Was read by the Chair.

98/20 To Consider and Accept apologies for absence

Apologies were received and accepted from Cllr John Millard (Technical Reasons) and Cllr Sandra Calvert (personal reason).

99/20 To Receive Declarations of Interest on Agenda Items

There were none.

100/20 To confirm as a correct record the Ordinary Meeting of the Parish Council on 8 September 2020

RESOLVED: That the minutes of the Ordinary Meeting on 8 September 2020 of the Parish Council be approved as a true record of the meeting. (Cllr Jacki Hitching proposed, Cllr Jonathan Marsh seconded, all were in favour).

Clerks Report

Play Area Toddler Swing – The Handyman fitted a new baby swing.

Churchyard - The Handyman had cleared ivy from memorials in the Churchyard and disposed of metal debris at the pond.

Sign on Common – The Handyman repaired the sign as it was responsibility of the Parish Council.

Remembrance Sunday – The Clerk liaised with a resident in the village who had been involved in the service for many years, luckily an additional wreath was purchased last year in error. Thanks to residents for overseeing the service.

Defibrillator, Telephone Box and Post Box – The Clerk cleaned the inside and some of the outside of both, but it could do with a paint next year.

Village Sign – The Clerk was awaiting quotes on its refurbishment to be discussed at the January meeting.

Playing Field – The strip of grass next to the new house where the old Village Hall stood was being cut by the grounds maintenance contractor within the current charge made for the playing field.

Highways Rangers –The rangers recently visited the parish of Wereham on 28/10/2020. The items we have been able to carry out are as below, the parish will be contacted again three weeks before our next scheduled visit.

- Cavenham Road – cut back hedge around 30mph sign.
- Main Rd (A134 Lynn Rd) – cut back hedge around 40mph sign.
- The Row - cut back hedge around 30mph sign.

- Flegg Green Road – cut back foliage around 30mph and 40mph and back to back signs.
- Main Road – cut conifers back around Village sign.
- Lime Kiln Road junction – tree obstructing view. Reported by member of public as a near miss. Cut back branches.
- School Road – cut back bush.

Email from External Auditor November 2020 – Resolve of Annual Accounts - NO0504: Receipt of documents – notification of exempt status, 2020. This is an automated message to notify you that we have received and logged the notification of exempt status for the year ended 31 March 2020 submitted to us for Wereham Parish Council. By notifying us that Wereham Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.

Planning Applications Received for Comments In-between Meetings

20/01315/LDP 3m x 2m extension to existing summer house located in the rear garden at Kiem, School Lane Wereham King's Lynn Norfolk PE33 9AW – No comments returned.

Planning Decisions Received

20/01198/F Wereham R G Produce New College Farm College Road Wissington Wereham KINGS LYNN Norfolk PE33 9AZ - Agricultural potato chitting store Application Permitted 9 October 2020 Delegated Decision

20/01294/LB Wereham The Cottage Church Road Wereham King's Lynn Norfolk PE33 9AP - Listed building application to re-open an original window which has previously been bricked up Application Permitted 12 October 2020 Delegated Decision

20/01315/LDP Wereham Kiem School Lane Wereham King's Lynn Norfolk PE33 9AW - 3m x 2m extension to existing summer house located in the rear garden Application Withdrawn 26 October 2020 Withdrawn Application

101/20 To Note Receipt of CIL Money

The Council noted they had received £3028 CIL money had been received by a development at Flegg Green. The money could be used for Infrastructure work in the village.

A Councillor raised that the Parochial Church Council (PCC) had a serious issue with cash flow with a shortfall of £4k as they had been unable to hold their usual fundraising events in the year due to covid. The Councillor agreed to advise the PCC to submit a grant application to the Council and it would be added to the January meeting agenda.

102/20 To Approve Costs in Relation to Movement of Goalpost to the Rear of the Playing Field; Resurfacing of Play Area Matting and Purchase of Play Equipment for Older Children on Playing Field – ‘Bird Nest Swing’

There had been £10k Non-Domestic Rates Funding from the Borough Council, £750 Borough Council Open Space Funding and £7k the Parish Council had saved. The Council had received quotes from three companies in regard to wetpour or fibrefall flooring for the play area; a new bird nest swing with flooring and movement of the goalpost to the back of the playing field. Approvals had been received by Heygates Mill in regard to the movement of the goal post and Planning had confirmed no planning application was required.

The Chair proposed that as another company had been found by the Clerk but unable to confirm a quote until the end of November, that the Parish Council should agree a quote from the ones received on the understanding that should the additional company provide a comparable quote on cost and quality it would be considered on email further, but the project of movement of the goalpost, new bird nest swing and flooring for the play area be resolved as approved.

The additional company proposed covering over the tiles in place at the play area but the Council wished to understand how it might guarantee the workmanship in the long term and insurance back it, the Council also wished to know how the edge would be retained. The Clerk agreed to forward the questions and ask that references be required for this type of work.

The Chair shared that the cheapest quote had been received from Fenland Leisure as a total cost of £14,321 which included new Fibrefall flooring for the current equipment and removal of tiles including disposal; installation of a new Bird Nest Swing with flooring to match the play area to go in the place of the goalpost, and movement of the Multi-Football and Basketball equipment to the rear of the playing field in the centre of the hedgerow line.

RESOLVED: That the flooring replacement, new bird nest swing with flooring and moving the goal post be approved as presented with Fenland Leisure at a total cost of £14,321 excluding VAT, unless a further quote is received from additional company to cover over the tiles to be approved on email and questions answered satisfactory. (Cllr Jonathan Marsh proposed, Cllr John Nicholls seconded, all were in favour).

103/20 To Discuss and Approve Any Costs or Action in Relation to the Pond, Dredging and Drainage

Norfolk County Council (NCC) had come to the village around a year ago, there had been camera investigations in the system following flooding at the George and Dragon Pub in 2017. NCC believed the issue had been caused by the pond where the water comes down Church Road ending up on the highway which flowed into their drain which went into the pond and backed up when the pond water was covering it. They had suggested dredging the pond to lower the pond level to uncover the pipe in question. The Clerk had received estimated on work that would be involved in dredging the pond and it would be £7.5k upwards depending on how safe the water, soil and fish were following testing.

The Council following discussion felt that it Highways responsibility to get rid of rain water and drainage from the Highway and that the run off of water into the pond was harmful to the fish, planting and environment where oxygenation was always a challenge.

The Council wished to respond to Highways and query who would have given Highways permission to provide a run off from the Highway into the pond and if it is their pipe which is under water level why was it laid at this height. The Council felt that by dredging the pond it would make it deeper but it would not however change the height of the water unless pond boards were removed which would result in the same issues with the matting that was installed by Highways and a health and safety issue and results in the village pond that was within a conservation area to look a mess after a lot of parish funds and time has been spent to improve the whole area. They also felt that as farmers were not allowed to let run off into the water system why was Highways allowed to do this. The Parish Council also wished to request that Highways remove the pipes that are running into the pond and realign them into the mains drainage system. The Parish Council had mentioned a number of times to Highways that the Parish Council had paid a large amount of money to have the matting put down on the pond edge and when we asked for edging to be resolved the contractors cut it back too far so the water level has to be maintained to cover it. The Parish Council felt that until they finish the work that was done any risk at the pond would be their liability. The Clerk agreed to forward the response to the Highways team.

A Councillor believed that when work was done to the Highway many years ago it had been redirected near to the Churchyard wall which had caused a kink and they believed it caused water not to flow correctly with collection of debris.

The Clerk agreed to get quotes for a floatation device for the pond to be discussed at the January meeting.

104/20 To Discuss Re-Wilding of Open Space Areas of the Village

Volunteers would be needed for this project in order for it be successful, the Council could save on money in the Grounds Maintenance contract. Permission maybe needed from NCC in regard to land in front of the village hall. The Clerk agreed to ask CGM if they could quote for this alternative approach, and other checks and Cllr John Nicholls agreed to discuss with the PCC.

105/20 To Discuss and Approve Village Gates Project for the Village 2021/22 / Parish Partnership Funding 2021/22

The Council felt that it was not right to progress any installation of village gates, but it was agreed for all to think about alternative ways of marking the entrances to the village.

106/20 To Discuss and Approve Defibrillator Four Year Membership from March 2021

The cost of the annual fee was £195 excluding VAT. The Clerk agreed to ask the Community Heartbeat Trust if they were able to provide online training and if so to publicise to understand interest for users of the hall and residents in the village.

RESOLVED: That the costs of a four-year membership for the Defibrillator from March 2021 be approved as presented. (Cllr Jo Bruce proposed, Cllr Jackie Hitching seconded, all were in favour).

107/20 To Approve Handyman time to remove Ivy from Church Wall

RESOLVED: That the Handyman be approved to spend three hours to remove ivy from the Churchyard wall. (Cllr Jackie Hitching proposed, Cllr John Nicholls seconded, all were in favour).

108/20 To Receive Bi-Monthly Village Inspection Report from the Clerk and Any Associated Costs of Work Needed

The Clerk would conduct this and circulate results on email and take action on anything urgent.

109/20 To Discuss Wereham Parish Council Action Plan 2020/21 and Amend where appropriate

It was agreed adopt the action sheet in order to monitoring projects contained within the budget through the year. The Clerk would amend through the year as necessary.

110/20 To Discuss and Approve Any Amendments to the Draft Budget and Precept 2021/22

The Council agreed to look at the budget over the next two months up until when it required approval at the January meeting. The CIL money received would be added to the forecast.

111/20 To Approve Adoption of a Communications Protocol

RESOLVED: That the Communications Protocol adoption be approved as presented. (Cllr Jackie Hitching proposed, Cllr John Nicholls seconded, all were in favour).

112/20 To Approve Revisions of the Equality Policy

RESOLVED: That the revisions to the Equality Policy be approved as presented. (Cllr Jackie Hitching proposed, Cllr John Nicholls seconded, all were in favour).

113/20 To Approve Revisions of the Grant Policy and Procedure

RESOLVED: That the revisions to the Grant Policy and Procedure be approved as presented. (Cllr Jackie Hitching proposed, Cllr John Nicholls seconded, all were in favour).

114/20 To Approve Adoption of the NALC Model Financial Regulations

RESOLVED: That the NALC Model Financial Regulations be adopted as presented. (Cllr Jackie Hitching proposed, Cllr John Nicholls seconded, all were in favour).

115/20 To Discuss Quality Council Award Scheme

The Council agreed for the Clerk to continue to progress the work required.

116/20 To Approve Payments to date and Quarter 2 Bank Reconciliation

	Cheque No.	NET	VAT	TOTAL
Clerk Wages - September	SO	236.90	0.00	236.90
Clerk Wages - October	SO	236.90	0.00	236.90
HMRC Sept and Oct - PAYE	BACS	111.80	0.00	111.80
CGM - Grounds Maintenance	BACS	561.12	112.24	673.36
SLCC - Membership Clerk	BACS	53.34	0.00	53.34
SLCC - Planning Webinar	BACS	30.00	6.00	36.00

Handyman - Ivy Memorials; Sam 2; sign repair and Play area swing repair	BACS	85.00	0.00	85.00
Wickstead - Swing Seat	BACS	157.33	31.47	188.80
JD Signs - Sign for Play Area Covid	BACS	7.50	1.50	9.00
Anglia Computer Solutions - Website	BACS	140.00	28.00	168.00
Unity Trust Bank (Fee June)	Direct	18.00	0.00	18.00
EOn - Streetlights - Sept	Direct	22.76	1.14	23.90
EOn - Streetlights - Oct	Direct	22.76	1.14	23.90
TOTAL TO BE PAID		1683.41	181.49	1864.90

RESOLVED: That payments for September and October and Quarter 2 Reconciliation be approved as presented. (Cllr John Nicholls proposed, Cllr Jonathan Marsh seconded, all were in favour).

117/20 To Receive Councillors Concerns and Agenda Items for next meeting

Cllr Martin Storey

- There was public consultation on how NCC should budget for its accounts on their website.
- Boundary Commission Consultation ended on 23 November regarding divisional changes, for each Councillor member to represent each area.
- Planning White Paper was also out for consultation.
- £200k would be available to vulnerable families and people over the Christmas period from Norfolk County Council through the Norfolk Community Foundation.

Cllr Colin Sampson

- The Borough Council had sent a response on the planning paper, and if it is approved by the Government, Parish Council's will be superfluous as far as planning consultation.
- Borough Council staff were being redeployed as part of a response to Covid-19 and to be mindful when getting in touch with them to be patient.
- Boundary change – only change is that Boughton would go into the County Council division next to it.
- Climate change – there was a lot taking place at the Borough Council in regard to this topic.
- Signs for gates for the village – Downham Market had got big planters by the existing town signs and perhaps Wereham could look at that instead. The planters go under the signs so they don't obscure it.

118/20 To Approve Date of Next Meeting – Tuesday 12 January 2021 at 7 pm

It was noted.

119/20 EXCLUSION OF PRESS AND PUBLIC

The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing). To Discuss HR Related Matter in Regard to the Local Government Pay Award 2020 and Parish Clerk and RFO Annual Appraisal.

The Council resolved the Clerks Annual Appraisal discussing the year in general and a confidential matter and were satisfied with the Clerks performance. The Clerk had set out to qualify in the CILCA (Certificate in Local Council Administration) and that had been confirmed in April 2020 and certificate received in October 2020.