

WEREHAM PARISH COUNCIL
Draft Minutes Subject to the Approval at the next Meeting
Ordinary Meeting of the Parish Council
Tuesday 12 March 2019 at 7.00 pm
Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	Chair
Cllr Jacki Hitching	JH	
Cllr Jonathon Ratsey	JR	
Cllr John Millard	JM	
Cllr Pam Walker	PW	
Helen Richardson	HR	Parish Clerk and Financial Responsible Person

Also in Attendance:

Cllr Colin Sampson	CS	Borough Councillor of King's Lynn and West Norfolk
Cllr Martin Storey	MS	Norfolk County Council

Members of the Public: 1

20/19 Public Comments / Questions on Parish Issues.

A parishioner shared that they felt that with the increase in next years' Council tax, that value for money from the Police service was important as ever. They felt that Wereham wasn't getting equal support as other villages such as Crimlesham from the Police who seemed to benefit from speed trapping constantly. Cllr J Hitching shared that 11 people needed to be caught speeding which would instigate the Police coming out to speed trap a certain area. The Chair shared that the SAM2 had an effect of slowing traffic down. The Clerk agreed to contact the Police to ask how it would be best to catch people speeding on Flegg Green and around the peak time of 6.45 am.

21/19 The Openness and Transparency Notice was read by the Chair.

22/19 Apologies for absence

There were apologies received and accepted for Cllr G Koopowitz (personal reasons) and Cllr B Bruce (illness).

23/19 Declarations of Interest on Agenda Items and Dispensation Requests

There were none.

24/19 Minutes of the Ordinary Meeting of the Parish Council held 8 January 2019

The minutes of the Ordinary Parish Council Meeting held on 8 January 2019 were approved. *All agreed.* The Clerk's report including matters arising was noted as available on the website with the minutes in addition to the following:

- **Tree Preservation Orders on The Hollies, Flegg Green Development** – Cllr Colin Sampson advised that planning enforcement had been investigating the case of the felled trees at the Hollies site that were visible from the A134. He believed that since there was agreement between the Borough Council Planning Enforcement Team and the developer to replant trees within the bungalow boundaries and within the fencing for the homes. He shared that the Tree Officer at the Borough Council would be chasing for the work needed for the replacement of the trees until it was actioned. The Clerk would continue to keep up to date with the Tree Officer so that this was kept within the Parish Council site and until resolved.

25/19 Tree Management Survey – 2 Year Works Approval

The Parish Council approved the use of CP Tree Services for two year works to T8, T16. and T17 to the total cost of £300. All agreed.

26/19 Tree Climbing Survey Report (Trees within St Margaret's Church and One the Pond

It was agreed to defer to May when three quotes for the work was available.

27/19 Annual Play Area Inspection Report Feb 19

The annual play area inspection was noted and it was agreed there was nothing of significance to action.

28/19 Pond Bank Erosion Solution

The Clerk shared that on query the Environment Agency for bank erosion solutions, they shared that Coir rolls might be a solution which were pre seeded tubular shaped rolls that could be staked into the ground to prevent bank erosion in running water. The Chair shared that they were £20.50 per metre for a pre-established coir roll (3m x 0.2 diameter) and the Handyman had measured the pond from the sluice past the willow and around to the steps was 100 metres. She suggested that the Parish Council ask the Handyman to install them. The Chair shared that she felt it would be nicer than replacing the wooden boards. The Chair shared that there was a contingency budget and potentially an elections budget if uncontested which could create the budget for the project. The Chair proposed that the Clerk work with the Handyman on his costs to install and then purchase the coir rolls and wooden stakes within an agreed budget of £1000 which would include both the Handyman costs and the coir roll costs net of VAT. The Chair suggested that a native mixture of plants may be nice within the Coir rolls if possible. This proposal by the Chair was unanimously agreed.

29/19 Churchyard Gates Painting Cost

It was agreed to set a budget of £100 to paint the front gate and the war memorial railings. The Clerk agreed to check whether approval needed to be sort in relation to the railings as the War Memorial was now had listed building status. The Clerk also agreed to look into a grant which may be used for this work. All agreed.

30/19 Goal Posts

The Parish Council agreed not to pursue goal posts that were for sale locally.

31/19 Designation of Wereham War Memorial – Awarded Listed Building Status

This notification was noted by the Parish Council.

32/19 St Margaret's Church Tower and Commissioning of Clock Servicing

Cllr J Ratsey felt that the Church Commissioners needed to confirm that the inspection of the work completed to the church tower, since the original inspection report. Cllr J Ratsey agreed to show someone else to adjust the clock timing. The Clerk agreed to add to the May agenda. Cllr P Walker agreed to discuss with Reverend Ken Waters.

33/19 Training for Handyman to be Pond Board Controller

The Parish Council discussed action needed during an emergency scenario in relation to the pond level following heavy rain and general maintenance. After discussion it was agreed to take the board out between now and October and adapt it with chains and a hook on the railing for anyone in an emergency to lift. A resident agreed to look into the work required and advise the Clerk of their findings. It was agreed not to train the Handyman at this time. A budget of up to £200 was agreed by all to cover the adaptation work.

34/19 Bi-monthly Risk Assessment Verbal from Parish Clerk & RFO and agree any action required by the Parish Council, Rangers or Highways

The Clerk had inspected the village on this occasion and there were no items for action. The Clerk advised the Parish Councillors to be mindful of the boundary requirements of the land next to the new development where the old village hall stood. The Chair shared that there had been a communication about concern from a tree around the pond blocking the light at the pub, the Parish Council noted that the pub was north facing and noted that any tree would only grow to a height allowed by the Parish Council.

35/19 Parish Council 2 May 2019 Elections

The up and coming elections were noted and further information was available on the Parish Council Website as well as Borough Council.

36/19 Clerk Cemetery Training – 26 June 19 (NALC)

The cost of training for the Clerk to attend Cemetery Training with NALC at a cost of £20 was approved. It was noted that this cost was split three ways with two other Parish Councils.

37/19 Parish Council Long Term Projects List

The list was approved as presented.

38/19 Internal Auditor for 201819 Accounts

The Parish Council approved the appointment of the same auditor as last year at a cost of £20 to carry out the Internal Audit as part of the 201819 accounts audit.

39/19 Revised Complaints Policy

The revised Complaints Policy was approved as presented.

40/19 Revised Equality Policy

The revised Equality Policy was approved as presented.

41/19 Adoption of Policy for Dealing with Abusive, Vexatious or Abusive Complaints

The Policy for Dealing with Abusive, Vexatious or Abusive Complaints was agreed for adoption.

42/19 Councillor Dropbox Folder and Councillor Email Address

The Clerk shared that following the May elections she wished to propose a new online way of working for Councillors and in that the Wereham Village Hall had Wi-Fi. Cllr J Hitching had been piloting use of a drop box folder with Councillor information only based on induction needs and also a folder that could be used to drop each meeting's papers in. She advised that the website also enabled up to 10 email addresses that could be set by the Clerk and also fulfilled GDPR requirements should a Councillor retire or resign it could be deleted. It was hoped it may save on paper and was an easier way to view documents without downloading. The Chair proposed to move to a drop box and set email box for all Councillors post May elections, all agreed.

43/19 Planning Applications Received for Consultation

The Chair confirmed that the Parish Council had reviewed the documents in relation to the old village hall plot that had been received between meetings, and agreed that there were had no objections to call a meeting. The following applications had been received in time for the meeting:

19/00300/F Proposed Garage and Art Studio. at Two Cottages St Margaret's Hill Wereham Norfolk PE33 9FN. It was agreed there were no comments.

19/00303/F Two Storey Extension and Alterations to dwelling at 1 Crown Gardens Wereham King's Lynn Norfolk PE33 9BG. It was agreed that there were no comments.

19/00324/F Extension to dwelling at The Old Stables Row Springs Farm The Row Wereham, King's Lynn Norfolk. Cllr J Ratsey declared an interest in regard to this application and agreed not to be involved in discussions. There were no discussions and no comments.

44/19 Accept accounts to 1 March 2019 and agree cheques to be signed and payments approved in accordance with list to be circulated to councillors at meeting.

The Clerk presented the following Financial Summary and Payment Approvals:

Clerk Wages and Expenses - Jan	SO	204.80	0.00	204.80
Clerk Wages and Expenses - Feb	SO	230.60	0.00	230.60
HMRC - Jan and Feb	100955	95.80	0.00	95.80

CGM - Climbing Inspection 5 trees, playing field scarifying, spraying of play area	100956	833.00	166.60	999.60
Clerk Elections Training	100958	10.00	2.00	12.00
Pearce and Kemp Street lighting	100959	360.00	72.00	432.00
Handyman - swing seat replacement, staked out hedge in cemetery	100960	18.00	0.00	18.00
Community heartbeat trust – defibrillator annual cost (3 or 4 years)	100961	126.00	25.20	151.20
Community heartbeat trust - defibrillator emergency phone annual rental yr3	100961	52.00	10.40	62.40
Wickstead - annual play area inspection	100962	45.00	9.00	54.00
Wickstead- swing seat replacement	100962	51.50	10.30	61.80
Village Hall Hire - March, May and July 2019	100963	73.50	0.00	73.50
BCKLWN - Dog Waste Bin Empty - Annual Fee	100964	307.40	61.48	368.88
T&A Tree and Garden Service	100965	2640.00	0.00	2640.00
Eon - streetlights - Jan bill	DD	19.05	0.95	20.00
Eon - streetlights - Feb bill	DD	20.63	1.03	21.66
Eon - streetlights - march bill	DD	21.24	1.06	22.30
	TOTAL	5108.52	360.02	5468.54
As at 01.03.19				
Community Account - Current	2618.62			
Business Account	13743.27			
	16361.89			

The payments were all approved.

45/19 Approval of Use of Online Banking and Amendment to Financial Regulations

The Clerk shared that she had received that the Barclays branch in Downham Market and Hardwick Narrows Kings Lynn would be closing in April. She shared that things were moving ever closer to being online and wished the Parish Council to consider this. The Parish Council approved the setting up online banking for all of its banking needs and agreed for the Financial Regulations to be amended to reflect this to be approved in May. All agreed.

46/19 Forward Work Programme

All noted.

47/19 Councillors concerns and agenda items for future meetings

The Chair shared that the Borough Council had advised in an email dated 7 March that they had emailed all Parish Council's in regard to the draft consultation for the Local Plan to 2036. It had transpired in the days that followed that in fact the Borough Council to due administration error had not in fact sent this email, this therefore meant that this had not been possible to add to the March agenda. The Chair advised that she had contacted the Borough Council Planners directly on email as soon as the email was received on 7th March, and they subsequently shared that Wereham were not being included at all. The Chair also shared that planners also confirmed that rural villages had been ruled out of the plan entirely, and Wereham was designated as a rural village. There had been four sites proposed for Wereham, the back of The Springs 20 houses, fields on the A134, part of The Row and land to the back of Lammas Lane. The document described the lack of bus routes and amenities, and then in other parts of the document talked of bigger settlements preferred near the coast. The Chair advised that Wereham

were not included in the next round of reviews for local sites. The Clerk advised that the Borough Council, due to their administrative error had extended the deadline for public response to 29 April available from their own website. The Chair wished for this to be shared with parishioners in these minutes and to convey that as Wereham is classed as a rural village none of these sites would be moving forward, however if anyone wished to make comments to do so online. The Clerk agreed to add in the twelve-page document together with the minutes on the website. The Parish Council agreed that if members of the public contacted the Clerk with reasons to think that a meeting of the Parish Council was required to do so before the deadline of 29 April, but no later than 15 April in order to call a meeting.

48/19 Cllr Colin Sampson BCKLWN and Cllr Martin Storey NCC Update

Cllr Colin Sampson

- It was the Borough and Parish elections on 2 May.
- There had been scams to official email addresses to candidates to be aware of.

Cllr Martin Storey

- 11th February when NCC had their budget meeting after a four-hour delay due to protestors had entered the Council chamber. He advised that he had to abstain on the vote for the budget due to disagreement with the cuts to disabled services, and therefore he had to abstain for the whole vote. There was more detail on the budget available on the NCC website.
- Gritting – there was three actions within a 24 hr period, 5 pm, 1 am and 7 am and covered 2.2k miles and since October through to January there had been 37 actions and 12 k tons of salt and the same was being kept in storage. There were savings within that budget and some was ring fenced for highways. If there was money saved the money would be reallocated to social services if it was possible.
- The Government allocated £421m end of last year nationally to Highway Improvements, Norfolk received £12.6 m, and £2m spent on fen roads. The Chair commented that the roads that had been recently repaired had been located in the same area and hoped that thought had gone into multiple road closures on the possibility of how people may divert easily. Cllr Storey advised that BT and Anglia water emergencies occur over the top of plans to repair roads by Highway sometimes and it was unfortunate.
- The Local Plan advised that it was a draft consultation and that was important to remember. It was the plan for housing over the next 17 years to 2036.
- A resident shared with Cllr Storey that The Row drainage pipe hadn't appeared to be what was expected as the size and height didn't appear big enough. The pipe didn't appear to be low enough to take water in. Cllr Storey agreed to feed that back to the Highways Manager and report back.

49/19 Date of next meeting

Tuesday 14 May 2019 – Annual Parish Meeting and Annual Meeting of the Parish Council.

50/19 EXCLUSION OF PRESS AND PUBLIC

The Council 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. To discuss any urgent HR issues, Contracts or Legal Proceedings. To Discuss Parish Council Owned Land and HR Item.

Resolved

Meeting Closed at 9.30 pm