

WEREHAM PARISH COUNCIL
Minutes of the
Annual Meeting of the Parish Council
Tuesday 14 May 2019 at 7.00 pm
Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	
Cllr Annie Bruce	JB	
Cllr Sandra Calvert	SC	
Cllr Cliff Knight	CK	
Cllr Jon Marsh	JMa	
Cllr John Millard	JMi	
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: 4

51/19 Public Comments / Questions on Parish Issues.

Cllr Martin Storey shared the following:

- From early May the running of the Norfolk County Council was going to change to a cabinet style system instead of the current arrangement of committees similar to Kings Lynn and West Norfolk Borough Council. It was hoped it would provide a simpler way of working between Councillors and Officers.
- Unpaid Carers in Norfolk amounted to 1 in 9, a tremendous effort in the community we live in and of the 100k people who live in Norfolk.
- He had voted abstained from voting on the budget as he had to, because he did not approve of the cuts to disabled services by the Norfolk County Council.
- There were various pieces of information on the Norfolk County Council website and he would be happy to help anyone if needed.

Cllr Colin Sampson

- Was looking forward to the next four years working with the Wereham Parish and the Council.
- The Borough Council were due to meet on 16th May where Councillors division of responsibilities would be announced.
- Wretton may be in touch regarding the use of a handyman.

A Member of Public advised that they had been asked whether a footpath off Cavenham Road towards Gibbet Lane was a designated footpath rather than a Bridleway. It was confirmed in the meeting that it was a footpath and not a Bridleway from records they Parish Council kept.

52/19 Election of Chairperson and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.

Cllr Jo Bruce was nominated as Chair and accepted, all agreed. Cllr Jo Bruce abstained. It was agreed to defer the decision on Vice Chair to July when all the Councillors would be present.

53/19 Openness and Transparency Notice – Was read by the Chair

54/19 To consider apologies for absence

They were accepted for Cllr Jacki Hitching.

55/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests

There were none. The Clerk advised that she would be issuing dispensation confirmations in relation to the budget.

56/19 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 12 March 2019

The minutes of the meeting were accepted as a true record. It was noted that four Councillors had not been in office at the March meeting.

57/19 Matters Arising as the Clerks Report

Playing Field Hire Form –The Clerk had met with the new Sports Development Manager at the Village Hall to discuss use of the playing field for activities and agreed that any proposals from discussion will be brought before the Council in July.

Response from Police Re Speeding Query on Flegg Green - The request to attend Flegg Green has been passed to the local Beat Manager who advised that the speed enforcement in Crimlesham was being carried out by the Camera safety team (from Community Speed Watch etc.) which had indicated a high number of speeders. Wereham would need to have some monitoring equipment put in place for the team to assess if the area would fall within the guidelines set by National Police Chief Council. The Police shared a flow chart showing how the Parish Council could get in touch with the Camera Safety Team to conduct the survey, but there was a waiting list for the equipment.

Aerial Tree Surveys - The Clerk had emailed Councillors at the end of March 2019 following advise by a contractor tree surgeon who had recently worked on trees within the St Margaret's Churchyard, to not commission any further work to the trees until they have been included in a refreshed survey due to be done early autumn 2019.

Flies – The Clerk had contacted Glazewing on 1st May due to concern about flies, but they advised that they now only had metal waste on the site. The Clerk had reported the flies to the Environment Agency.

Flegg Green – Hollies Development TPO Trees – The Clerk was still awaiting an update from the Borough Council on the trees that had been cut down and would continue to chase the tree officer.

Mole Report dated 2 April 2019

REPORT REASON..... RESULTS REPORT November 2018 to March 2019

November 2018....2 moles caught on the playing field and no activity at the cemetery.

December 2018....1 mole caught on the playing field and no activity at the cemetery.

January 2019....1 mole caught on the playing field and no activity at the cemetery.

February 2019....3 moles caught on the playing field and 1 mole caught at the cemetery.

March 2019....2 moles caught on the playing field and no activity at the cemetery.

Planning Decisions received to note only:

19/00303/F Wereham 1 Crown Gardens Wereham King's Lynn Norfolk PE33 9BG - Two storey Extension and Alterations to Dwelling Application Permitted 29 March 2019 Delegated Decision

18/02210/NMA_1 Wereham Site of Former Village Hall Church Road Wereham Norfolk

PE33 9AP - NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 18/02210/F: Variation of condition 2 of planning permission 16/00220/F, Proposed single dwelling on existing village hall site

To amend previously approved drawings Application Permitted 28 March 2019 Delegated Decision

19/00539/F Rear Extension and internal works. at 2 Church Road Wereham King's Lynn Norfolk

PE33 9AP – No comments returned.

58/19 Declaration of Acceptance of Office – were actioned and noted.

59/19 Returns Code of Conduct- were actioned and noted.

60/19 Declaration of Interests (Pecuniary and Non-Pecuniary) (within 28 days) – were actioned and noted.

61/19 To Note Dispensation Requests – were actioned and noted.

62/19 To Note Spending Return and Declaration for Elections (within 28 days) – were actioned and noted.

63/19 To Approve Standing Orders (2019-20) – There were no amends, all were in favour of approving the document.

64/19 To Approve Financial Standing Orders (2019-20) - There were no amends, all were in favour of approving the document.

65/19 To Approve Financial Risk Assessment (2019-20) - There were no amends, all were in favour of approving the document.

66/19 To Approve the Assets Register as at 31.03.19 – There were no amends, all were in favour of approving the document.

67/19 To Approve Annual Insurance Renewal – The renewal figure of £490.37 for insurance with BHIB Limited was approved, all were in favour.

68/19 To Approve Statement of Accounts 201819 – Were approved, all were in favour.

69/19 To Approve Exemption Certificate of External Audit 201819 – The approval of being an exempt authority was approved, all were in favour.

70/19 To Approve Annual Governance and Accountability Return 201819 – The document was read through each section and appropriately signed by the Chair and Clerk. The Councillors had received a copy of the document prior to the meeting online. The internal auditor had signed off the accounts. All were in favour of approval the document and each section. The document would be made available the website.

71/19 To Approve Councillor Training – It was felt that a 2-3 hour session with a programme somewhere between the two day and 2 hour course offered would be best. The Chair suggested a session in October. The Clerk agreed to arrange and invite other Councils if possible

72/19 To Consider Wereham in Relief in Need Charity – The previous ex-Councillor nominated for the Parish Council did not need to be a Councillor and they were happy to continue in the role. The Parish Council were in favour and the Clerk agreed to notify the charity formally.

73/19 To Consider Wereham Village Hall Trustee Representation – Cllr John Millard agreed to be the representative for the Parish Council on the Wereham Village Hall Charity Trust Deed. The Parish Council were a representative group named on the trust deed, along with other groups that used the hall, and it was up to the Parish Council to nominate someone if they so wished. All were in favour.

74/19 To Approve St Margaret's Church Tower – Time Amendment and discuss servicing

The Clerk advised that a Parish Council had a power to provide a public clock should it so wish and pay under S137, and like a lot of parishes this could be in the form of the Church Clock, in Wereham's case the decision had been made historically to provide a public clock by paying to service it only. This did not include any extra repairs that may be required. The Chair shared that a previous Councillor had kept the minutes to time by adjusting monthly and there now needed to be someone to take over this role. It was noted that the Parish Council did this through its own choice and were not responsible for this. Cllr Cliff Knight advised that he would be happy to adjust the minutes on the clock with training from the previous ex-Councillor who had done it. The Clerk agreed to find out from the Norfolk Association of Local Councils if the parish council had sufficient grounds to action the time adjustment within health and safety regulations and if there was a clear enough indication for everything to go ahead with the information received to date and if so whether the Parish Council should use a volunteer or a contractor. Once the information was known the Clerk agreed to ask the Handyman if he was willing to do and what the cost might be. It was agreed to discuss further in July.

75/19 To Approve Twice Yearly Pond Tidy by Handyman

A quote had been received for a twice yearly pond tidy at £60 per time. This quote was approved for when required in the year.

76/19 To Approve Payment for Archived Wereham Cemetery Documents

The costs of £60 plus VAT for five documents in University Cambridge Library was approved.

77/19 To Note NCC Correspondence Road Closure of B1160 20 - 21 June 19

The Clerk agreed to publicise and there were no comments, it was noted.

78/19 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 the Parish Clerk*

The Clerk would be setting a rota for Councillors for the coming year to carry out a visual risk assessment of Parish Council responsible areas in the village every two months using a form. The Clerk shared the items she had found but there was nothing of a health and safety concern only lots of tidying jobs which it was agreed to ask the Handyman to do at a spend of no more than £75 cost to resolve at the end of the bird nesting season.

79/19 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways or the Handyman

- Speed sign – The Clerk agreed to check the minimum number of weeks for a change of location, and a quote from the Handyman to move the sign when needed.
- In Church Road old leaves from the trees in the church yard had left a mess in the road, the Clerk agreed to ask the Norfolk County Council Rangers to resolve when next in the village.
- Two residents agreed to have a look at the pond board that appears to be stuck and possibly broke.
- The Clerk agreed to write to Bob Taylor to thank him for recent work he had carried out to the pond.

80/19 Finance - To Accept accounts to 1 May 2019 and approve payments

The following payments were approved; all were in favour.

	Cheque No.	NET	VAT	TOTAL
Clerk Wages - March	SO	218.97	0.00	218.97
Clerk Wages - April	SO	245.05	0.00	245.05
HMRC March and April - PAYE	100967	109.40	0.00	109.40
Payroll Services	100968	272.00	54.40	326.40
Pearce and Kemp Streetlight Maintenance Fee - Annual	100969	80.00	16.00	96.00
<i>Cancelled - typo</i>	<i>100970</i>			
	100971 and			
CGM Ltd - Grounds Maintenance	100980	408.22	81.66	489.88
SJA Pest Control - Moles	100972	75.00	0.00	75.00
Hodson Office Supplies - Ink	100973	18.96	3.79	22.75
Pond Repair - W Taylor	100974	75.00	0.00	75.00
NALC Annual Membership Fee	100975	159.60	0.00	159.60
BHIB Ltd Annual Insurance for PC	100976	490.37	0.00	490.37
CP Tree Services	100977	300.00	0.00	300.00
Handyman - Cracks in play matting filled, removed concrete from goal area, rub down memorial church gates and memorial rails	100978	36.00	0.00	36.00
Internal Auditor - Jo Raby	100979	20.00	0.00	20.00
Eon - Streetlights - April 19	Direct Debit	23.52	1.18	24.70
Eon - Streetlights - May 19	Direct Debit	22.76	1.14	23.90
TOTAL TO BE PAID		2554.85	158.17	2713.02

As at 1 April 2019

	£
Community Account - Current	7,024.72
	£
Business Account	8,810.05
	<hr/>
	15834.77
Less Payments Carried over 1819	4423.38
Less Payments May 2019	2713.02
Plus receipts April 2019	<hr/>
	18731.16
Total Carried Forward	27429.53

81/19 Councillors Concerns and Agenda Items for next meeting

There were none.

82/19 Forward Work Programme

The work programme was noted.

83/19 Date of Next Meeting

It was agreed to hold the meeting a weekly earlier on Tuesday 2 July 2019

84/19 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). Opportunity for Clerk to discuss any HR issues.

Resolved.

Meeting Closed 20.38 pm