

**WEREHAM PARISH COUNCIL**  
**Minutes**  
**Ordinary Meeting of the Parish Council**  
**Tuesday 12 November 2019 at 7.00 pm**  
**Wereham Village Hall**

**Attendance:**

Cllr Jo Bruce	JB	Chair
Cllr Jacki Hitching	JH	Vice Chair
Cllr Annie Bruce	AB	
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

**Members of the Public: 3**

**131/19 Public Comments / Questions on Parish Issues.**

A resident in the village who had been involved in Remembrance Sunday wished to thank the Clerk for organising the setting of the Church Clock and the sweeping of the area near the war memorial, as well as those who had volunteered to amend the clock.

Following a question in regard to the servicing of the Church Clock. The Chair advised that there were issues highlighted on the Church's 2018 safety report and the Norfolk Association of Local Councils advised that the Parish Council should not instruct contractors who service the clock. Therefore, the Church would need to instruct directly a contractor to service the Clock which belonged to them and the Parish Council would most probably continue to donate to the PCC the costs of its servicing. The Clerk also clarified that this would be the case in terms of the time adjustment needed routinely in that the Church would need to seek a volunteer to do it on their behalf as the clock belonged to them.

Cllr Colin Sampson advised that if the Borough had not filled the spaces for members of the Internal Drainage Board then the decision to fill would be passed over to the Parish Council but on this instance the Borough Council had filled the vacancies and previous members nominated positions did not therefore continue. The Clerk agreed to send a letter to the representative for Wereham on the drainage Board to thank him for his service over the past few years.

**132/19 Openness and Transparency Notice** – Was read by the Chair.

**133/19 To consider apologies for absence** – There were none.

**134/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests**

There were none.

**135/19 To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council held on 9 September 2019**

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

**136/19 Matters Arising as the Clerks Report**

- The Banking project had been delayed due to training the Clerk was undertaking.
- CGM had cut the cemetery hedge and sprayed the play area. The handyman cleaned the play area tiles.
- Repair to the sluice had been carried out under Health and Safety early October due to a concern about water levels. Levels are being monitored and are back to normal currently. It is believed that someone hitched the lock up and did not put it down.
- SLCC bursary funding has been received for £58 for Clerks training.
- Various paths including ones in particular opposite the village hall on both sides of the roads have been reported via the NCC Highways Manager by the Clerk. She asked that debris on

these paths were cleared and placed under the trees on the land that NCC own off Church Road and this was agreed by them. This work is programmed and pending. The Clerk will continue to update with them until the work is done.

- The Clerk advised the NCC Highways Manager that when budget becomes available that they will address the trees that are getting ever larger along the A134.
- The Church was going to discuss the servicing of the Church Clock at their meeting in October.
- Communication from BCKWLN Democratic Services – 15 October To avoid any confusion just to clarify that in 2015 Wereham and West Dereham previously had been offered places on Stoke Ferry IDB for a four year period as not all of our vacancies had been taken up by the Council. Please note that the Council has now appointed its full quota of representatives to the Internal Drainage Board, so there is unfortunately no vacancies for Parish Council representatives at this time. The Clerk advised that she had received no prior communication until this email on the matter.

#### **Non Material Amendment Planning Decisions notified of:**

18/02210/NMA\_2 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 Refused 17 September 2019 Delegated Decision

#### **Planning Application Decisions Notified:**

19/01096/F Wereham Fenlands Farm College Road Wissington Wereham KINGS LYNN Norfolk PE33 9AZ - Change of use for keeping of dogs. Construction of new barn to replace two existing barns. Application Permitted 6 September 2019

19/01477/F Wereham 1 Crown Gardens Wereham King's Lynn Norfolk PE33 9BG - Proposed extension and alterations and removal of existing low fence/hedgerow and tree to be replaced with 1.8m high fence to boundary. Application Withdrawn 2 October 2019 Delegated Decision

#### **Planning Applications Received for Comment Inbetween Meetings (No comments returned)**

Construction of cart shed building for covered parking at Elm Tree Farm College Road Wissington Wereham KINGS LYNN Norfolk

- 137/19 Tree Hazard Management Report:** – The Clerk agreed to seek costs including the Oak Tree at the entrance of the Village Hall for further consideration in January.
- 138/19 Grounds Maintenance Contract 2020/21 Onwards (three years) with CGM Ltd** – The Parish Council approved the contract agreement.
- 139/19 Play Area Project – Surfacing** – The Clerk had provided a report on proposed floor covering for the play area as it required refurbishment. The recommended option was a carpet surfacing that meant the tiles currently in place didn't need to be removed as it could be installed over the top. Additionally coming with a 7 year guarantee and was the cheapest option for renewal. The Chair advised that the Parish Council had spent the past couple of years saving funds and the Clerk had secured £750 funding towards the Play Area Project from the BCKLWN Open Spaces Funding. The carpet flooring after funding would cost £4700 fitted and was less than half the cost of what had been reviewed in the past and the precept cost to each household would be approximately £15 in total. The Parish Council agreed to approve the carpet matting option. The Clerk would use the quote as a base line and seek two other quotes before placing an order for the work to be done.
- 140/19 Dog Waste Management in the Village** – The Parish Council agreed to add one more bin in the budget next year for Queens Close Entrance. There was currently five dog waste bins in the village and there was concerns that there were still some dog walkers that did not pick up dog waste. Cllr Colin Sampson advised that if there was an issue members of the public could contact the Borough Council Dog Warden and advise them but crucially with picture evidence so they are then able to enforce the law. The Clerk agreed to add these details in the group 4 news, Facebook and the website.
- 141/19 Speeding on Flegg Green (Public)** – The Clerk advised that she had received queries from residents in regard to speeding in general and lorries/tractors that use the road. The Chair advised that the Parish Council moved the speed management sign from each of the agreed positions every four weeks and it was in the cycle at Flegg Green every three months but with

also the other two sites being the A134 and School Road. Cllr J Hitching advised that when she attended a recent Police meeting they had advised that installing of village gates had increased speeding in one local village and they only had one Police Van for monitoring speeding in Norfolk and without the data of speeding in one area at any one time they were unable to place that resource there. The Clerk agreed to ask the Highways Manager at NCC whether they could suggest any improvements such as a painted 30mph on the road and which could be funded through the Parish Partnership Fund. The Clerk agreed to contact the Police and ask if they could attend early morning and also the Sugar Factory as there was concern some of the early speeding traffic was from their employees leaving work. The Parish Council also discussed issues raised about tractor and lorry use of Flegg Green. It was felt that a tractor was permitted to use the to access their fields, however the Clerk agreed to place a notice on the website and group 4 news asking that anyone whose vehicle caused mud on the road to tidy the area.

**142/19 Parking of Large Vehicles on St Margaret’s Hill (Public)** – The Chair suggested whether there were options with the Parish Partnership Funding to have something painted on the ground to keep the area clear near the war memorial and the church gates as the only power the Parish Council might have to try and resolve the issue. The Clerk agreed to investigate other ways to resolve the matter and apply for the funding by the December deadline. The budget figures would need to be agreed as part of the budget approval in January.

**143/19 Crown Gardens Path to A134 (Public)** – The Clerk agreed to contact the NCC Rangers to see if they might be able to tidy it. The Clerk agreed to chase up the communications with the developer of Crown Gardens who it is believed still owned that piece of land as well as other pieces, one of which was also not maintained. The Clerk shared that the development with parcels of land left in the ownership of the developer was a lesson in planning as it had meant these pieces were not actively maintained other than some residents who took it upon themselves to tidy.

**144/Bus Shelter Provision on A134 (Public)** – The path had been measured in the past and it hadn’t been wide enough for a bus stop though the cost for a bus stop was approximately £7k which was commensurate with the benefit to the village and the number of actually users.

**145/19 Commission Annual Playground Inspection** - The Parish Council agreed to commission an unaccompanied annual playground inspection at £45 plus vat.

**146/19 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 Cllr S Calvert – The Clerk under health and safety agreed to action replacement of the baby seat swing that was cracked. There was concern of the corrugated fencing on the perimeter of the playing field that had become loose.

**147/19 To Discuss First Draft Precept and Budget 2020/2021-** It was agreed that Parish Partnership Funding and the Play area figures would require further adjustment following discussions earlier in the meeting. The Clerk advised that they would revise it and recirculate the budget again amended when the Council Tax D Banding was received from the Borough Council. The budget and precept would be approved in January.

**148/19 To Discuss and Approve Any Revisions Cemetery Scale of Fees** – The Chair shared that the fees were reviewed annually and previously felt wanted to be a value for money cemetery and viable for those that live within the village to choose the cemetery. The Clerk had provided three other local village cemetery fees as a comparison. It was agreed to revise the fees in 12 months’ time and no amendments be made at this time.

**149/19 To Approve 2020 Meeting Dates (Tuesdays: 14 January; 10 March; 12 May (Annual); 14 July; 8 Sept; 10 Nov)** – The Parish Council agreed the dates of meetings for 2020.

**150/19 To Accept accounts to 1 November 2019 and Approve payments.** The Parish Council all were in favour of approving the payments and accounts were accepted as follows:

	Cheque No.	NET	VAT	TOTAL
Clerk Wages - September	SO and 101000	254.44	0.00	254.44
Clerk Wages - October	SO and 101000	231.40	0.00	231.40

Mesh Direct - Refund to Clerk	100999	44.14	8.83	52.97
HMRC Sept and Oct - PAYE	101001	111.80	0.00	111.80
CGM - Grounds Maintenance	101002	163.00	32.61	195.61
NALC - Course Book - Clerk	101003	18.50	0.00	18.50
T&A Tree Services - Tree Survey	101004	520.00	0.00	520.00
Hodson Office Supplies - Ink	101005	24.58	4.92	29.50
Wereham VH - Hire Sept, Nov & Oct Training (Oct shared with 2 other PCs)	101006	85.50	0.00	85.50
NALC - Whole Council Training (4 delegates to recoop from 3 other PCs)	101007	362.00	72.40	434.40
Thomas B Bonnett - Cable Ties Pond	101008	5.50	1.10	6.60
SLCC - Clerk Annual Membership (shared with 2 other PCs)	101009	52.00	0.00	52.00
Anglia Computer Solutions - Website Host	101010	140.00	28.00	168.00
SJA Pest Control - Moles-July-Sept	101011	57.93	0.00	57.93
RBL Poppy Appeal - 2x wreaths	101012	40.00	0.00	40.00
Eon - Streetlights - September 19	Direct Debit	23.52	1.18	24.70
EOn - Streetlights - October 19	Direct Debit	22.76	1.14	23.90
EOn - Streetlights - Nov 19	Direct Debit	23.52	1.18	24.70
Mr Sparkle - Coir Rolls in pond; wire mesh in pond, branch removal from church; play area bolts tighten; presure wash play area equipment and matting)	101013	518.00	0.00	518.00
CGM - Grounds Maintenance	101014	233.74	46.76	280.50
CGM - Grounds Maintenance	101015	60.00	12.00	72.00
<b>TOTAL TO BE PAID</b>		<b>2992.33</b>	<b>210.12</b>	<b>3202.45</b>

<b>As At 1 April 2019</b>	<b>Cashbook</b>
Community Account	7024.72
Business Account	8810.05
Less unrepresented Cheques	4423.38
	<b>11411.39</b>
less payments	5567.13
less payments	831.43
Plus receipts	18951.88
<b>Total Carried Forward</b>	<b>23964.71</b>

<b>As at 1 October 2019</b>	<b>Bank Accounts</b>
Community Account - Current	1402.78
Business Account	22561.93
Less Payments Pending	0

**151/19 To Receive Councillors Concerns and Agenda Items for next meeting**

Cllr Colin Sampson shared as part of his update that the Environment and Climate change was an up and coming topic at BCKLWN. The Council were doing lot to try and lower emissions and anything else that it was able to do. He was now the representative for the drainage board for Wereham and West Dereham Area and was looking forward to finding out more about the role as it develops and discussing the issues around the village effected by drainage.

**152/19 To Note Forward Work Programme** – This was noted.

**153/19 To Approve Date of Next Meeting – Tuesday 14 January 2020.** This was agreed.

**154/19 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). To Discuss Parish Land and Personnel Matter. The Parish Council discussed the issues.

Closed meeting: 9.05