

WEREHAM PARISH COUNCIL
Minutes
Ordinary Meeting of the Parish Council
Tuesday 9 September 2019 at 7.00 pm
Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	
Cllr Annie Bruce	AB	
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: 3

109/19 Public Comments / Questions on Parish Issues.

The Clerk agreed to report verge that needed cutting to Norfolk County Council at Church Road junction with the A10, The Row end.

110/19 Openness and Transparency Notice – Was read by the Chair

111/19 To consider apologies for absence Cllr Sandra Calvert were accepted.

112/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests

There were none.

113/19 To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council held on 2 July 2019

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

114/19 Matters Arising as the Clerks Report

- Clerk asked the Handyman to remove a branch in the Churchyard.
- Three quotes were sorted in respect of purchasing Coir rolls for the pond. A total of 27 metres or 9x 3 metre lengths were purchased, with a budget to include labour to install, carriage and 18 stakes. Aquamaintain (£75 per 3m), Salix (£69 per 3m) and wetlandplants.co.uk (£90 per 3m) (all plus VAT). Salix was the cheapest quote. Final costs for the £1000 budget agreed earlier in 2019 and minuted was £200 labour, £621 Coir Rolls, £106 Carriage and £33 stakes – the budget was £1000 and cost £960. The Handyman is due to install on w/c 9th September. Salix confirmed time of year okay to install but cover with netting to stop ducks eating the young plants when they start growing. The Council agreed to consider way to prevent the ducks from eating the young plants from developing. Cllr Jackie Hitchin agreed to research deterrents. The Clerk agreed to also discuss with the Handyman and seek advice from local game keepers and pest control experts like the mole man.

NCC Correspondence: Parish Roadside Tree Inspections

'We are in the process of carrying out inspections of roadside trees and we may be surveying in your parish on smaller, rural roads known as class 4A2. The primary focus of the inspections is to identify ash trees that are in decline due to ash dieback disease (ADB) and assess whether they are now posing a risk to highway users. We may also pick up other trees that are in a dead or dangerous condition. For further information on ADB please visit our webpage:

www.norfolk.gov.uk/ashdieback. This summer, our approach is to remind landowners that 'their trees are their responsibility' and to raise awareness of ash dieback disease. If trees are found in poor condition but not considered imminently dangerous we are fixing notices to the trunks of trees and marking the trees with yellow paint to inform the owner that they may need to take action. Should you need any further information or have any queries concerning the above, please visit our webpage or contact us at ashdieback@norfolk.gov.uk'. The Clerk responded and asked that they pay particular attention to trees along the stretch of A134 through the village which has trees that

are very large. They responded to say that they would forward the enquiry concerning trees along the A134 to the Highway Inspector for this area – colleagues in Highways carry out inspections of the main A roads and some of these issues may have been identified. The Clerk will chase for a response.

Chevrons Signs Near Sugar Beet Factory (Wereham Parish) – A driver of the sugar beet factory raised concerns with the Clerk on the phone, following being signposted from Norfolk County Council as Wereham Parish, regarding Chevrons on a bend near the factory. Norfolk County Council have reviewed the area and advised that they could see that this may be a good location to place some chevrons to highlight the bend in the carriageway, at their cost. They advised that they had programmed for two chevrons to face each way, four signs in total to be erected. This should give excellent visibility, especially in bad weather or darkness of the corner. Unfortunately, at this moment in time Norfolk County Council advised that they may struggle with the budget for erecting these so they may have to wait until more funding becomes available. The Clerk has emailed to suggest they contact the Sugar Beet factory for funding as it will benefit their drivers and visitors in the winter.

Non Material Amendment Applications notified of:

19/00300/NMA_1 Wereham NON-MATERIAL AMENDMENT of Planning Permission 19/00300/F: Proposed Garage and Art Studio. Two Cottages St Margarets Hill Wereham Norfolk PE33 9FN

18/02210/NMA_2 Wereham 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 Site of Former Village Hall Church Road Wereham Norfolk PE33 9AP

Planning Application Decisions Notified:

19/01057/F Wereham Home Cottage Lynn Road Wereham King's Lynn Norfolk PE33 9BD - Retrospective change of use from shop to residential. Brick up old door to kitchen on front elevation and adjacent to existing front door (to be retained). Application Permitted 15 August 2019 Delegated Decision

19/01059/F Wereham Orchard Leigh The Row Wereham King's Lynn Norfolk PE33 9AU - Extension and alterations to dwelling Application Permitted 9 August 2019 Delegated Decision

Planning Applications Observations Returned Between Meetings:

19/00995/F Erection of a bungalow with associated parking on land adjacent to Home Cottage at Home Cottage Lynn Road Wereham King's Lynn Norfolk PE33 9BD. The Parish Council returned the following observations:

- That vehicular access to the proposed building is correct for this part of the village. Highways are a consultee on this matter.
- That the lineage of the building in terms of other properties along this road is in-keeping. The Parish Council believe that the Planning Officers will ensure this detail is correct and in-keeping.

116/19 To Discuss and Approve any Bid to Parish Partnership Fund 2020/21

Cllr Clifford Knight surveyed Queens Close for pathway accessibility. He added that there were people parking on the pavements which potentially blocked routes. The inner kerb was around 50 metres from the next drop kerb, most of the kerbs were from residents who had paid for dropped kerbs outside their homes. Cllr Martin Storey advised that individuals can purchase their own dropped kerbs outside homes and there maybe funding available to them. The Parish Council agreed that for the benefit of a few individuals and setting a precedence that it is not pursued, and that no bid be made to the Parish Partnership for 2020/21.

117/19 To Approve Quotations for Grounds Maintenance Contract 2020/21 Onwards (three years)

The Council had received four quotations for Grounds Maintenance for the 2020/21 contract for the next three years, CGM was the cheapest quote who had fixed their current rate. The Chair proposed that the Parish Council approve the three year costs provided by CGM. The Councillors agreed to report anything to the Clerk within the year that needed addressing. The Clerk agreed to advise them that they need to improve upon cutting to the edge of the areas in the village they cut. The Clerk agreed to advise them that there would need to be a clause in the contract that if the standards were not maintained as expected then the Parish Council could end it. The Parish Council unanimously agreed to accept the

quotation from CGM Ltd for grounds maintenance in the village from November 2019 for three for three years fixed at £2442.71 per annum being the lowest price received.

118/19 To Approve and Discuss Play Area Project – Surfacing and 8-13-Year-Old Equipment Purchase

The Chair shared that the previous Council had discussed the flooring replacement for the play area and if there was funding available through Sports England or similar that could replace it and purchase any additional equipment to pursue funding. The Chair suggested contacting NALC and other Parish Council's to ask if anyone had secured funding for play equipment in the last 24 months. The Chair shared that if there was no funding available that the flooring would be priority, and the Clerk to seek quotes on cheapest options available to make it safe, such as soil and grass seed it. The Clerk agreed to discuss with the Sports Manager at the Village Hall if they were able to offer any assistance. The Chair suggested that the hall project may provide a link as a follow on. The Clerk agreed to look into the Health Lottery and the National Lottery funds. Cllr Colin Sampson suggested the Borough's lottery though it needed to be a registered charity. The Clerk agreed to ask the Stoke Ferry Committee about how they sourced their funding for their equipment.

119/19 To Consider Proposal for Use of the Playing Field - Wereham Village Hall, if available

The Clerk agreed to catch up with the Sports Manager at the Village Hall to see if there was still a proposal that he wished to share with the Council. The Chair shared that the village hall could manage the playing field potentially depending on legal aspects of the lease.

120/19 To Approve Purchase of Remembrance Sunday Wreath

The Parish Council agreed to purchase a wreath for £25. A resident agreed to lay the wreath on the parishes behalf.

121/19 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). Cllr Jon Marsh had carried out the survey, the Clerk noted the contents.

- The play area matting was slippery with weeds growing through. The Clerk agreed to check with the contractor when the next spray was.
- Some of the wood on the small play equipment needed to be checked, the Clerk agreed to ask the Handyman to review and tighten if necessary. She also agreed to ask him to quote to clean the play area equipment.
- The Clerk agreed to look at the baby swings for cracks and purchase if necessary with Handyman to fit.
- The timber had been removed from the drain, it was believed that someone had placed it in the drain to help ducklings get out, but it was felt that actually the placement of the wood caused a potential flooding issue to people's homes as debris could get banked up onto it stopping the flow of water. It was suggested that the Parish Council needed to educate people that in putting items such as this into the sluice of the pond they could be found liable for any consequences, it also meant a councillor put himself at personal risk hanging over the wall to remove the wood.
- The Clerk agreed to ask the Rangers to straighten a sign knocked at The Row near the cemetery.
- The Clerk agreed to check the date that the cemetery hedge was due to be cut and ask them to bring it forward.
- It was noted that residents who were responsible for cutting hedges that grow next to public footpaths and highways need to ensure that they cut them sufficiently so that people using these routes of all abilities can safely do so. The Clerk advised there was a notice in the next G4, and in Facebook and Website asking residents to cut hedges back where needed. The Clerk agreed to continue placing this notice in the G4, Facebook and Website, and the Parish Council would review areas in advance of the November meeting. It was felt that the next step would be notices through places effected to ask them directly to resolve.

122/19 To Approve Revised Cemetery Regulations

The Clerk had merged the ICCM regulations and the current regulations and circulated to the Parish Council in advance of the meeting. The Parish Council unanimously agreed to adopt the revised document as well as any memorial management regulation.

123/19 To Approve SLCC Membership for Parish Clerk and RFO

The Parish Council approved the membership at £52.

124/19 To Approve Change of Banking Provider (Online Banking)

The Parish Council had received a report from the Clerk regarding a change of banking provider from Barclays to Unity Trust Bank. The Clerk advised that she had also sort recommendation from other Parishes and Clerks also contained within the report. The Clerk advised that this was to enable the Council to move to online banking, but with a provider that was set up to serve Parish Council's. She advised that there was no physical branch, but the telephone service so far had been good and the branch for the current bank often couldn't help as it was a business account. The Parish Council unanimously agreed to move its banking to Unity Trust Bank.

125/19 To Approve Change of Streetlighting Electricity Supplier, if available

This was not available.

126/19 To Consider Planning Application: Proposed extension and alterations and removal of existing low fence/hedgerow and tree to be replaced with 1.8m high fence to boundary at 1 Crown Gardens Wereham King's Lynn Norfolk PE33 9BG (along A134).

The Parish Council were a consultee, the Chair summarised that there was an application for a 2 metre fence and removal of a hedge and tree. The Clerk advised that Planning had confirmed that the application contrary to the proposal, was a 2 metre fence and not 1.8 metre fence. The Parish Council were a consultee because the area was on the highway and bordering with a conservation area. The Chair shared that the Parish Council needed to ensure that it queried future changes to the environment in the village but particularly along the highway, as things when done cannot be easily undone. The Parish Council agreed to object to the application on the grounds that the fence would be too high and that Wereham was a conservation village and any change to its appearance needed to be in-keeping with the village. The Parish Council felt that the side fence also needed to be changed like for like but not taller than what it was currently, but the front fence needed to be lower than the proposed height and planning should review what it felt was most appropriate. The Parish Council also agreed to advise Planning that along the hedge line, there were two properties in this area, and if the proposed hedge was removed, it would leave the other behind which may not be a good appearance for the area.

127/19 Finance - To Accept accounts to 1 September 2019 and approve payments

The following payments were approved; all were in favour.

	Cheque No.	NET	VAT	TOTAL
Clerk Wages - July	SO and 100991	247.47	0.00	247.47
Clerk Wages - August	SO and 100991	242.24	0.00	242.24
HMRC July and August - PAYE	100992	111.80	0.00	111.80
CGM - Grounds Maintenance	100993	509.70	101.95	611.65
BCKLWN - Elections	100994	49.01	0.00	49.01
<i>written in error</i>	100995			
Salix - Coir Rolls Pond	100996	760.30	152.06	912.36
Eon - Streetlights - July 19	Direct Debit	22.76	1.14	23.90
EOn - Streetlights - August 19	Direct Debit	23.52	1.18	24.70
Handyman	100997	28.00	0.00	28.00
NALC - Clerk Training	100998	50.00	10.00	60.00

TOTAL TO BE PAID

2044.80

266.33

2311.13

128/19 Councillors Concerns and Agenda Items for next meeting

There was none.

Cllr Colin Sampson

- There was an increase in media around the Borough Council's activities which was having an impact on workload.

Cllr Martin Storey

- There had been a sale of goods at the local tip at Crimpleham.
- Norfolk County Council had been travelling around Norfolk identifying any dangerous trees with ash dieback and other issues, and if any were found they would be contacting land owners if they were deemed to be in a dangerous state. The Chair shared that the Parish Council were pleased that Norfolk County Council were taking this action as they were the enforcing authority.
- There was going to be a hazardous waste amnesty at Thetford on 14/15 September, and in Kings Lynn 19/20 October. The Clerk agreed to add to Facebook and the website.
- He shared that in terms of cuts to disability services Norfolk County Council had agreed earlier this year, and for which he voted against, he shared that Norfolk County Council were meeting with the affected parents and carers on 17th September to hear their views and anything that could be done. He shared that the only way to understand how people live their lives with disabilities is to live with someone who does or listen to those people, and perhaps meetings should have been held before the decision had been made to the cuts.
- There was various information on the website and all was welcome to contact him.

129/19 Forward Work Programme

The work programme was noted.

130/19 Date of Next Meeting

The next meeting was on Tuesday 12 November 2019.

Meeting Closed 8.34 pm