

**WEREHAM PARISH COUNCIL**  
**Minutes Subject to the Approval at the next Meeting**  
**Ordinary Meeting of the Parish Council**  
**Tuesday 10 January 2017 at 7.00 pm**  
**Wereham Village Hall**

**Attendance:**

Cllr Jo Bruce	JB	Chair
Cllr Gail Koopowitz	GK	Vice-Chair
Cllr Brian Bruce	BB	
Cllr Jacki Hitching	JH	
Cllr Jon Ratsey	JR	
Helen Richardson	HR	Parish Clerk

**Also in attendance:**

Cllr Martin Storey      MS      Norfolk County Council

**Members of the Public: 0**

**1/17    Public Comments / Questions**

The following issues were raised by members of the public present:

- Victoria Gray (Chair) and John Eastgate (Treasurer) attended the meeting to provide an update from the Wereham Village Hall. Victoria shared that following the lottery funding it had left £250k needed towards the project, and since that time there was now £125k left to fund which would be covered by other funding and community funds. She added that the application to WREN would be submitted at the end of January and the project team would keep the Parish Council up to date on the outcome, particularly as the Parish Council grant was third party funding required for WREN. Victoria highlighted that even if this round of WREN was unsuccessful, there was a further round which could be applied for and wouldn't affect the timings of the project. Victoria shared that a pot of funding had changed the timescales for the start of the project to July 2017, and this had been by the approval of the lottery due to its amount being significant to the project, a response for this pot of funding was due May 2017. John shared that tenders for the project were due back February 2017, and it would enable the team to assess costs to actual rather than estimated. Following a query from the Chair John explained that to the project teams knowledge, at this point, there had been no impact from Brexit on the project costs but it would be clearer once tenders were received. Victoria shared that the release of funding from the Parish Council may not be requested until the May 2017 meeting, and she agreed to provide further updates to the Parish Council as the project progressed. The Chair queried the flexibility of the lottery fund in regard to the amounts needed, and John advised that the funding from the lottery had included a 10% contingency over and above the tender price. Following a further query John and Victoria confirmed that the project team were including funds from the sale of the current village hall site, as funds awarded had generally been lower than hoped for and the plot would be sold at market value. The Parish Council thanked John and Victoria for providing an update and congratulated them on the work so far.

*Victoria left the meeting at this point.*

- The Chair shared that there had been a query on social media in regard to the use of the playing field for football matches. The Parish Council agreed that this didn't need to be a specific agenda item and it could use the time to agree information to be shared with the parishioner that had made the enquiry, though they had not attended the meeting. John shared that the Wereham Village Hall had done some investigations as part of planning process and had received information from Sport England on the regulations for football pitch size. John shared the information with the Parish Council and advised that the field could be used for 'mini-pitch' or 5-a-side football for adults or under 10's but the regulations didn't allow for formal football of a larger size due to the need for run off space and spectator space. The Parish Council thanked John for the information and agreed for the Clerk to share with the parishioner and to advise them that the Parish Council were in full support of football being played on the field as it was a good use of the community space, but it wasn't possible to play anything formal.

*John left the meeting at this point.*

**2/17 The Openess and Transparency Notice was read by the Chair.**

**3/17 Apologies and Welcome**

Apologies were received and accepted for Cllr Pamela Walker. They were also received from Borough Councillor Cllr Colin Sampson.

**4/17 Consider Declarations of Interest on Agenda Items and Dispensation Requests**

There was none.

**5/17 Minutes of the Meeting dated 8 November 2016**

The minutes of the Ordinary Parish Council Meeting held on 8 November 2016 were agreed as a true and accurate record of the meeting. *Prop. GK, 2<sup>nd</sup> JH, Show of hands: All agreed.*

**6/17 Matters Arising from the Minutes:**

**i) Highways (Norfolk County Council)**

**Completed Actions: (For information only)**

- a) **Pond Boards:** BB had double checked that the pond boards had been removed and it was agreed that no further action was required.
- b) **Road Markings at Telephone Box** – BB and Mr Gotts had installed the ‘No Parking Disabled Access’ sign in the area of the dropped kerb inside the telephone box. The Chair asked the Clerk to send a thank you letter to Mr Gott. It was felt that this had an impact on people parking and was working. The Clerk handed notes to be displayed on windscreens for any other cars parked in the area to GK and JH. The Chair updated that when the Clerk had met with Andy Wallace of Norfolk County Council Highways he had advised that a white hatched area wouldn’t be possible but he would include a ‘H’ marking in the area when the roads were due to be marked up in the next financial year. The Clerk agreed to monitor this in the next financial year.

**Resolved:** That the Clerk send a thank you letter to Mr Gott.

- c) **Grounds Maintenance at The Row, Verges** – At the previous meeting the Chair had advised that Norfolk Council Highways had confirmed their responsibility for the verges at the top of The Row and would include in their grounds maintenance plan going forward. The Clerk had contacted CGM who had removed The Row verges from the contract at that time, and the Chair advised that they had since advised that the change had been after the end of the contracted works for the year and therefore there was no money due back as a result.
- d) **Fly tipping, Cavenham Road after dog bin on the right towards Boughton** – The Chair shared that the Clerk had reported to County Council Highways and the fly tipping had been removed quickly. The Chair reminded the Parish Council that it would be worth sharing with Parishioners that it is possible to report themselves via the online login from their website.
- e) **Verges at College Road** – The Clerk had reported via the online Norfolk County Council website and they had acknowledged receipt to investigate. The Chair again shared that this was something that a Parishioner could report themselves via the online login. It was agreed after discussion that the Clerk would bring slips to the meeting containing details of how to report online and also place more information on the notice board, G4, Facebook and the website.

**Resolved:**

- 1) That the Clerk will create slips of online reporting and bring to each meeting.
- 2) That JH provide the Clerk with the Watlington example mentioned of information provided to parishioners for the purpose of reporting highways matters.
- 3) That the Clerk will place information on G4, Facebook, notice board and the website of how to log reports for Norfolk County Council Highways online.

**Outstanding/Pending for Action:**

- a) **Drainage at culvert (TF60414)** - JR and BB updated that they were continuing to create a map which Norfolk County Council Highways had requested, for them to establish ownership of the culvert.

**Resolved:** JR and BB will create a map to share with Norfolk County Council Highways to enable them to establish ownership of the culvert,

- b) **Road Safety at School Lane** – The Chair shared that following a site visit with Andy Wallace of Norfolk County Council he had agreed with the Clerk to order and install free of charge a warning sign of pedestrians in the road, from the direction of Cavenham Road, as it was felt that traffic could gain speed from that direction only into the blind spot bend at School Lane where the Old School House was situated. The Clerk advised that the signage had been offered free of charge due to the problems that had been experienced with the order and installation of the HGV sign for The Row. He also advised that a further HGV sign at Flegg Green/The Row had been ordered free of charge in light of the problems again. The Chair added that it had also been confirmed by Andy that it would be possible to place the SAM2 Speed sign in the area on the same approach to School Lane. The Clerk shared that a 20 mph limit was confirmed as not possible by Andy due to the area and there were no options for pedestrian pathway lines due to the narrowness. The Clerk agreed to monitor and keep the Parish Council informed.

**ii) General/Other**

**Completed Actions: (For information only)**

- a) **Village Hall Land Registry and Charity Registration** – The Chair confirmed that the Clerk had acknowledged the change in land title registration from the Parish Council as custodian trustees to the Wereham Village Hall Charitable Incorporated Organisation (CIO), which relinquished its role as Custodian. The Chair added that the Clerk had also shared the minute of the November meeting relating to this with the Village Hall's Solicitor John Gudgeon of Hawkins Ryan as requested and this item was now resolved.
- b) **Grounds Maintenance at Queens Close on Freebridge Community Housing owned land** – The Chair shared that at the previous meeting the Chair had advised that Freebridge Community Housing had confirmed their responsibility for the verges at Queens Close and would include in their grounds maintenance plan going forward. The Clerk had contacted CGM who had removed the area from the contract at the time, and they had since advised that the change had been after the end of the contracted works for the year, and therefore there was no money due as a result.
- c) **Campaign for Rural England New Housing Targets support** – The Chair advised that the Clerk had returned the signed slip in support of their campaign.
- d) **Instance of Large Vehicular Use of Playing Field** - The Chair advised that the parishioner had been in touch with the Clerk and advised that they had noted to ensure that this didn't happen again, and it was unfortunate the contractor had carried out the work without prior approval.
- e) **Commission of Wickstead Annual Inspection of Play area** – The Chair advised that this would be taking place mid-January and the report received would be on the March agenda.
- f) **Bus Shelter Parish Partnership Funding** – The Clerk confirmed that this had been removed from future budgets.
- g) **Cutting of Hedge within Cemetery** – The Clerk shared following an enquiry at the last meeting that the hedge had been cut twice during the year on 5 August 2016 and 1 December 2016 and this had fulfilled the contract.
- h) **Dog Bins** – The Chair confirmed that the Clerk had reported to the Borough Council's team responsible.
- i) **Neighbourhood Watch Sign** – It was confirmed that this sign was now back in place on Cavenham Road.
- j) **Transparency Funding Application – IT Equipment** – The Clerk shared that this was due for delivery the following week and payment would be made by cheque approved in the meeting once received and used satisfactorily.

**Outstanding/Pending for Action: (Clerk to Resolve All)**

- a) **The Manor House** - The Chair advised that the Clerk had contacted the Conservation Officer twice at the Borough Council for an update but had received no response. The Clerk agreed to continue to chase as no response had been received.

- b) **Revised Grounds Maintenance Contract – Country Grounds Maintenance** – The Chair shared that CGM had responded to the Clerk confirming a fixed price for the next three years of £2441.71 per annum and they would be drawing up contracts for approval at the March meeting. The Clerk confirmed that they had suggested a clause to be included should the Parish Council over the course of each year be dissatisfied with the contract and wish to end it. The Clerk shared that this would be available for the Parish Council's comment and approval also at the March meeting.
- c) **Weed Spraying of Cemetery Path** - The Clerk shared that CGM had advised they had sprayed the cemetery path twice during the year, the Clerk agreed to check the contract and follow up with CGM including cross reference other spraying during the year.
- d) **Cemetery Clearance** – The Chair confirmed that the T&A Tree Services had confirmed they would carry out the work late February/early March. The Clerk advised that she had asked them to quote for establishment of a grass seed bed once the area was cleared and would be included on the March agenda for approval. She added that there would be sufficient budget within the 2017/18 budget for this work.
- e) **Oak Tree 13 Playing Field** – The Clerk shared that T&A Tree Services had confirmed that the work would be complete the following week.
- f) **Draft Cemetery Policy and Pricing Schedule** – The Chair shared that the policy had been updated with amendments requested at the November 2016 meeting and the Clerk would be making it available for public viewing. The Chair shared that the Clerk had raised the requirement to review the rules within the policy for parishioners moving into care or nursing homes, as currently they would be charged a non-parishioner with demonstrable tie rate, but this would be sensitive in the fact that a parishioner may of spent many years in the village with relatives within the cemetery or even possible a reserved plot. After discussion it was agreed that this was an unfair practice and creating some difficulty in administering fees, therefore it was agreed to include the wording that where a parishioner has moved to a care or nursing home up to a 5 year limit they would be eligible for 'parishioner' fees within the cemetery, and that this would be to the Clerks discretion.

*Prop. GK, 2<sup>nd</sup> JR, Show of hands: All agreed.*

**Resolved:**

- 1) That the Clerk will include the wording explaining of a five year limit on parishioners who moving into a nursing home to maintain eligibility to parishioner fees as opposed to non-parishioner fees at the discretion of the Clerk.

## **7/17 Correspondence Received**

The following correspondence was noted by the Parish Council:

- a. BCKLWN Report on the Examination of the Draft KLWN Borough Council Community Infrastructure Levy Charging Schedule.
- b. LAIS1394 Neighbourhood Planning Bill Norfolk.
- c. Parishioner letter in regard to Ducks and the public footpath/road past the Manor House. It was agreed to place on the agenda for the March meeting as due to Governance items were needed prior to the publication of the agenda at the end of the previous month before a meeting.
- d. Norfolk Association of Local Council's (NALC) and Community Action Norfolk (CAN) newsletters

## **8/17 Defibrillator Update**

The Parish Council had received information from the Clerk on membership options for the defibrillator once installed. The Chair advised that Clerk had found out that the Parish Council's insurance included anything of street furniture up to £30 k and therefore any membership covering damage or replacement wouldn't be required.

The Parish Council discussed the 'rescue data download' service and asked the Clerk to find out if this was required as this the bronze option and it was felt that basic maybe enough.

The Parish Council also asked the Clerk to find out if there was fundraising information available from them for the upkeep of the system. The Clerk shared that they had mentioned the possibility of purchasing magnets or keyrings with information regarding the defibrillator that could be provided to parishioners as a way of using any funding underspend, though she would need to double check with the Lottery before placing order. The Councillors agreed that this would be a good idea.

The Clerk clarified that the defibrillator was user friendly and parishioners could use it trained or untrained, but it was part of good governance that the parish council offer it. She added that any person requiring assistance by the defibrillator would firstly contact the emergency services by dialling 999 who if appropriate would direct them and provide an access number to the unit and would talk them through its use whilst on the phone, as well as the unit providing voice guidance itself. The Clerk shared that if there was not good governance and sufficient service data provided to the ambulance service they would not agree to register it on their system and therefore it wouldn't be available for use.

The Parish Council also asked the Clerk to clarify with the Heartbeat Trust if an initial training session was part of the purchase of the unit or extra.

The Parish Council also requested that when the free red paint offered as part of adopting the phone box, that the Clerk seek volunteers to paint it.

**Resolved:**

- (1) That the Clerk will add to her action sheet to seek volunteers to paint the phone box once the red paint is received.
- (2) That the Clerk investigate fundraising assistance from the Community Heartbeat Trust.
- (3) That the Clerk get costs on fridge magnets or key rings for parishioners and lottery approval for an underspend of the grant.
- (4) That the Clerk clarifies if the initial training is received as part of the purchase of the unit.
- (5) That the Clerk investigate what 'Download Data Service is'
- (6) That once the Clerk has satisfied herself on items 1-5, that she confirms a final package with the Community Heartbeat Trust and resolves payment.

*Prop. JH, 2<sup>nd</sup> GK, Show of hands: All agreed.*

#### **9/17 Playing Field Re-Licence with Heygates – Update from the Chair**

The Chair shared that the Heygates solicitor was redrafting the licence following comments from Parish Council at its meeting on 8 November 2016, and their Land Agent Adrian had confirmed all requested were agreeable. She added that it was hoped the licence would be available for approval at the March meeting and the Clerk was currently looking at the plan required for the licence requested from Heygates to show the various amounts of ownership of land within the area. The Clerk advised that she had contacted the Village Hall architect Chris Parsons as possibly having a plan that would be appropriate. The Chair reminded the Councillors that the Parish Council had agreed at the November meeting to allow discussions outside a meeting to progress.

#### **10/17 SAM2 Speed Sign**

The Chair shared that the Clerk had contacted the Parish Council insurers and they had assured her that it would be reimbursed as a cost covered on the insurance and could be done so quickly when the paid invoice is received by them. The Chair updated that the sign was now ready for delivery and the Clerk had been arranging a briefing session with Roy Payne from Westotec. It was agreed that the Clerk would confirm the date and that GK, JB, BB, JH and the Clerk would attend and share with those unable to attend. The Chair added that the Speedwatch team had since disbanded and therefore would not be possible to include in training or a rota.

#### **11/17 Mole Control in the Playing Field**

The Chair shared that the Clerk had requested approval from the Parish Council to commission mole controls on the playing field and received a quote from CGM for £150 plus VAT. Cllr M Storey suggested John Rolfe in Feltwell as seeking alternative costings.

It was pointed out by GK that when she had undertaken a bi-monthly check at the cemetery there was moles present there also.

After discussion it was agreed that the Clerk would seek another quotation for both sites and compare costs. It was also requested that longer term checks and reporting be investigated for costs and reported to the Parish Council at the meeting in March. It was felt that in order for the mole controls to stay in better check the Clerk should be given powers to enlist quotations for such work. The Clerk pointed out that due to the location of the mole hills this would be covered within the policies of it being a health and safety matter for resolution up to the cost of £500. The Parish Councillors noted this information.

**Resolved:**

- 1) That the Clerk seek alternative quotations for both the playing field and the cemetery for the immediate work required. That the Clerk is given the power to choose the best quote and action as long as no more than £150 plus VAT. The Clerk to also try to contact John Rolfe as suggested by Cllr M Storey.
- 2) That the Clerk seeks longer term control quotations and provides to the Parish Council for further discussion at approval at the March meeting.

**12/17 Bi Monthly Inspection of the Play Area**

GK shared that as Wickstead were due to do an inspection mid-January it was not necessary.

**13/17 Bi Monthly Inspection of the Cemetery**

GK had inspected the area and advised that the mole hills as previously discussed in the meeting needed resolution. GK also shared that she had asked Bonnets to look at the gate opening as it was not easy or safe to use and to come up with a cost effective solution. GK agreed to share with the Clerk the quotation to be placed on the March agenda for discussion. GK also advised that a concrete post and wire was leaning and BB agreed to resolve to make it safe.

**Resolved:**

- (1) That GK provide the Clerk with the Quotation on improvement work to the Cemetery Gate.
- (2) That BB would attend to the concrete post and wire to make it safe. [Subsequently after the meeting this was resolved and it was put back in place].

**14/17 Rangers / Highways Maintenance Tasks**

- a) The drain near the old cattery on the other side of the roundabout is broken and needing repair on the A134.
- b) Weeds along the wall boundary to the Nags Head property and the A134 pedestrian crossing/path need removing/spraying.
- c) Gully needs clearing along The Row from the A134 to the bottom end.
- d) 40 mph flashing road sign on A134 towards Downham Market not working properly.
- d) Weight limit signs in wrong position at the factory bypass. JH agreed to investigate and let the Clerk know action required for reporting to Norfolk County Council Highways.

**Resolved:**

- (1) That the Clerk report the items within this item to Norfolk County Council from a-d.
- (2) That JH investigate the weight restriction signs along the factory bypass and report to the Clerk resolve required.

**15/17 Planning**

There had been no planning applications received for comment and the Parish Council noted applications received for comment since the last meeting listed on the agenda.

The Chair shared that the Borough Council had extended the decision deadline for the Hollies Development of 10 Dwellings to the 10 February 2017 and a result would be available at the March meeting though information was readily available on the Planning Portal of the Borough Council's website.

**16/17 Council Tax Support Grant**

The Chair advised as per information received from the Borough Council that the grant available to Wereham Parish Council for the financial year 2017/18 would be £360, and this was a decreased amount from the previous year and further still due to decrease over the next couple of years to zero. It was agreed that with small increases in precept it would cover this eventual loss.

**17/17 Budget and Precept 2017/18 Setting**

The Chair shared that the Clerk had provided the Parish Council with the following documents in order for it to approve the 2017/18 budget and set the precept:

- Budget 2017/18
- Payments 2017/18
- Receipts 2017/18

The Chair explained that the precept had been drafted at £15,000 which was increase of £500 from the previous year. The Parish Council discussed and it was generally felt that a small increase would be easier generally for parishioners to adjust to with costs always increasing and it would be unwise not to. The Clerk confirmed that the initial increase of £1100 per year to cover the cost of the Wereham Village Hall Grant of £5500 would continue over the next 4 years, and at the end would be removed. The Clerk confirmed this had been added in 2016/17 as the first £1100. The Chair confirmed that the Clerk had shared the payment for the Village Hall was in the account now and the £1100 recovered over the next four years would put this amount back into the accounts. A Parish Councillor queried the increase of £500 across each parishioner's bill based at Council Tax band level D, but it was felt this would be a very small percentage and with increase in properties in the village would level this out.

The budget for 2017/18 was accepted and the precept of £15,000 was approved for 2017/18.

*Prop. GK, 2<sup>nd</sup> JH Show of hands: All agreed.*

**Resolved:** That the Clerk send the Parish Precept Requirement Form to the Borough Council with the Precept figure of £15,000 for 2017/18.

### 18/17 Accounts to 3 January 2017

The Accounts to 3 January 2017 had been provided to the Parish Council including the cheques to be signed and payments approved in accordance below:

#### WEREHAM PARISH COUNCIL

#### Summary of Expenditure to 03 January 2017

##### RECEIPTS FOR PERIOD 09/11/16 – 03/01/17

05-Dec-16	£2.76	Bank Interest
16-Dec-16	£510.00	Burial Fee and Plot Reservation
	<b>£512.76</b>	

##### DIRECT DEBIT EXPENDITURE FOR PERIOD 09/11/16 – 03/01/17

01.12.16	£236.80	H. Richardson Salary
11.11.16	£50.38	Street Lighting *
01.01.17	£236.80	H. Richardson Salary
11.12.16	£48.75	Street Lighting*
	<b>£572.73</b>	

##### FOR AUTHORISATION AND PAYMENT 10/01/17

Transfer needed for approval 10 January 2017 - £6000

##### CHEQUES:

£147.11	Country Grounds Maintenance - November 16*
£147.11	Country Grounds Maintenance - December 16 *
£3,873.60	Community Heartbeat Trust (Funding £3958)
£253.52	H.Richardson - Overtime and Expenses - Nov/Dec 2016
£908.99	Anglia Computers - Transparency Funding for Clerk Laptop, Printer and Software *
£35.00	Data Protection Registration
£45.00	Norfolk PTS - End of Year Finance Training
<b>£5,410.33</b>	

Balance as per cash book as at 03.01.17

Business Saver £23484.49

Community Account £2088.17

(\* VAT Items)

*After transfer and cheques balance in community account will be £2722.84*

*Prop. BB, 2<sup>nd</sup> GK. Show of hands: All agreed.*

**Resolved:** (1) That the Accounts to 3 January 2017 were accepted and cheques signed and payments approved in accordance with that listed on the previous page.

**19/17 Councillors concerns, agenda items for next meeting and any other business**

There was none.

**20/17 County Councillor Item**

Cllr M Storey advised that there was a budgetary meeting in February and if there were any highways funds left for the financial year he could suggest projects within his wards but to let him know. He advised that the County Council were trying to save cuts across the board and agree a sensible policy for Norfolk. He shared that the Borough Council had stopped any further process in regard to Devolution in voting against the proposal which had mainly been in opposition to an elected Mayor, but it was believed the Government would come back with an offer for Norfolk.

Cllr M Storey also shared information about the structure of Norfolk County Council Highways where he was available to assist on any matters the Parish needed help with.

The Clerk agreed to email Cllr M Storey dates again for the Wereham Parish Council.

**21/17 Dates of Next Meetings (All at 7.00 pm in the Village Hall)**

14 March 2017

9 May 2017 (AGM and Annual Parish Meeting)

*Further dates to be agreed at the May meeting.*

**Meeting closed at 8.30 pm**