

WEREHAM PARISH COUNCIL
Minutes Subject to the Approval at the next Meeting
Ordinary Meeting of the Parish Council
Tuesday 8 January 2018 at 7.00 pm
Wereham Village Hall

Attendance:

Cllr Jo Bruce	JB	Chairperson
Cllr Brian Bruce	BB	
Cllr Jacki Hitching	JH	
Cllr Jonathon Ratsy	JR	
Cllr John Millard	JM	
Cllr Gail Koopowitz	GK	
Helen Richardson	HR	Parish Clerk

Also in attendance from 8 pm:

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

Members of the Public: 4

01/18 Public Comments / Questions

Following a query by a member of the public, the Chair advised that comments rather than objections had been passed to the planning authority in respect of a planning application considered at an Extraordinary Parish Council meeting held on 20 December 2017. She further advised that the Parish Council had dealt with this as per its procedures and any information relating to the meeting was available to the public as was the planning application for a direct response. It was agreed that the Clerk would invite the Drainage Representative directly to each meeting.

Three members of the public attended the meeting and described flooding they had experienced again at The Row over the Christmas period and they were seeking assistance from the Parish Council to communicate a resolution with Norfolk County Council Highways who owned the drainage that required an upgrade. It was felt that new properties that had been added to the village over the years up until most recent times had increased the burden to the drainage system affecting the outlet near their property. The Chair advised that the Parish Council could not physically action anything, but it could use its influence to try and help the situation that they were facing. It was noted that the Drainage Board had actioned some work, but as expected it had not resolved the issue. The Parish Council was advised that a new contact at the Internal Drainage Board was a Mr A Newton. It was noted that the issue with highways had passed from the Bridges Team across to Andy Wallace, Western Area Manager for Norfolk County Council Highways. The Chair thanked the residents for their input and advised that the Parish Council would discuss within their meeting on the agenda.

02/18 The Openness and Transparency Notice was read by the Chair.

03/18 Apologies and Welcome - There had been apologies received from Cllr Pam Walker due to vacation.

04/18 Consider Declarations of Interest on Agenda Items and Dispensation Requests - There were none.

05/18 Minutes of the Meeting dated 14 November 2017 and Extraordinary Meeting dated 20 December 2017

The minutes of the Ordinary Parish Council Meeting held on 14 November 2017 and the Extraordinary Meeting dated 20 December 2017 were approved.

Prop. JM, 2nd JR, All agreed.

06/18 Clerks Report (Including Matters Arising from November meeting)

Circulated prior to the meeting with the agenda:

Willow Tree A134 – This has been cut.

Defibrillator Training Update – Booked for 20th February from 6.30-8 pm in the Village Hall.

Dead Willow Tree – Clerk awaiting update from Contractor.

Pond – Clerk displayed notice in board to say no fishing.

Notice Board Perspex – on to do list to get some from Barker Brothers.

Memorials – Contract is looking into this, updated mid-December. Inspector has been in contract and this is pending.

Church Clock Tower – The Church will be updating the Parish Council when further information available on assurance that it is safe. Until this happens, Cllr J Ratsey will not be attending to adjust the clock and the Parish Council will hold off commissioning it service.

Village Handyman – Appointment confirmed with contractor, the Parish Council will be providing updates of any work identified at east PC meeting, if any.

Dog Fouling signs Play area – These are to be displayed.

Dog Fouling - Notice placed on Facebook, G4 and Website advising that it is not acceptable and the Clerk will be spot checking anyone with dogs to ensure bags are present. Child steps in large pile on the village pond in December from primary school bus

Pond – Confirmed with contractor for twice yearly pond tidy in April and October. Painting of railings and wall pressure wash confirmed for April with contractor.

Cemetery Wall – Diocese confirmed okay to go ahead. Contractor has been informed and will be doing the work in the new year. He has agreed to contact the Clerk two weeks before so any arrangements can be made where necessary.

Playarea Bolts – Handyman repaired.

07/18 Correspondence Received

The Parish Council noted the following correspondence received:

- Community Police Newsletter
- NALC Newsletters.

08/18 Wereham Village Hall Update

JM also a member of the project team for the Village Hall Committee had agreed to provide an update to the Parish Council. He advised that construction was progressing well a little behind schedule due to finish in April 2018. The Charity continued to try and raise community funding. The plot of the current hall was still available for sale. JM advised that the Village Hall had been successful in being a nominated charity for the Tesco Bags for Life fund and anyone should be encouraged to place the blue coins received at the till in the box where the charity was named in the Downham Market branch. The Clerk agreed to advertise on Parish Council forums.

09/18 General Data Protection Regulation – Policy, Audit, Terms of Reference

The Parish Council had received these documents from the Clerk and approved. It was agreed that the Clerk should be the Data Protection Officer and they would revise her contract and job description for approval in May. *Prop. JB, 2nd GK, All agreed.*

10/18 Wereham Pond – In General

The Clerk advised that in contacting the Environment Agency they had signposted her to information about species that could be added to the pond and they were happy for the Parish Council to follow this guidance and they didn't wish to be involved directly. The Chair advised as this was the case, then the Clerk could start putting call outs for plants from anyone that was clearing their pond that was suitable. It was agreed for the clerk to include her details for anyone to get in contact and species checks to be done after. It was agreed that any plants would be weighted down and placed near the wall first.

The following other actions were agreed:

- GK agreed to put grass seed down in March.
- GK to split plants to create more.
- That the Clerk to ask the Handyman to approximate time to place the small barley straw bales in the pond spring time.
- JB to arrange the pond board to be put in to bring level up.
- The Clerk agreed to ask Andy Wallace to fit a "clapper valve" in the pipe in the pond from the road to alleviate flooding.

11/18 Wereham Pond Railings Enhancement

The Parish Council had explored if it wished to remove some of the railings around the pond to enhance the look of the area, but after discussion it was agreed not to pursue further.

12/18 Drainage/Culvert in The Row

Following discussions about the drainage and flooding issues at The Row and most recent flooding that had occurred from 27 December and until 31 December, the Parish Council agreed to write a letter signed by the Chair to Andy Wallace and copied to Elizabeth Truss MP, Cllr Colin Sampson, Cllr Martin Storey, Karl Rands NCC Highways, Mr Newton Internal Drainage Board and the Executive Director of Planning BCKLWN outlining the issues that were being faced by residents in that area with. BB shared that he had measured piping in the drainage system and it started as 2ft 6inch at the top of Flegg Green, widening to 3ft in the middle but narrowing again to 2ft at The Row and it was agreed this was not enough to let water flow and needed to be at least 3ft. The Parish Council noted that this affected the residents also of their livelihood, plus to their lack of ability for water usage at the time of flooding and risk of sewage leaking from their septic tank.

It was noted that additional building along Flegg Green and nearby land added further to the amount of water within the drainage system. The Parish Council agreed that they had always included their concerns within planning applications every time that there was one and planners needed to be accountable for considering this information given and how they use it.

13/18 Tree Management

The Clerk agreed to continue to seek a third quote and the current lowest price received would be set against and budgeted as a benchmark.

14/18 Street Lighting

The Parish Council agreed for the Clerk to continue to explore options and bring back for final consideration at the March meeting. It was agreed for the lowest price to be included in the 2018/19 budget as a benchmark.

15/18 Cemetery Path and Gate

It was agreed to accept the Handyman's quote of £63 maximum to remove and make safe/good the edging left. *Prop. JH, 2nd JB, All agreed.*

It was also agreed for the Clerk to seek a quote for time from the Handyman for the painting of the gates in the cemetery as well as in the Churchyard.

16/18 Bi-Monthly Risk Assessment Inspection

Cllr Gail Koopwitz had carried out the bi-monthly risk assessment inspection to the play area, playing field, pond area, St Margaret's churchyard, cemetery and A134 area and supplied a copy to the Clerk to filing. She highlighted the following issues:

- Gaps between floor surface in play area – the Clerk agreed to ask Handyman for solution and cost.
- Pressure wash of play area was required – it was agreed to action. *Prop. JB, 2nd JR, All agreed.*
- Four moles on playing field but contractor was auctioning as part of ongoing work. No moles were present currently at the cemetery.
- Corrugated fencing to the back of the play area didn't seem suitable, but agreed if it fell it was not the responsibility of the Parish Council.
- Handyman to put pond sign upright and install a new contact details sign in churchyard.
- Clerk agreed to ask Handyman for quote to cut off ivy at the base along the churchyard wall.
- Clerk agreed to ask Handyman to repair smaller gate in Churchyard.
- Clerk agreed to look at putting a poo bin sign on noticeboard of Churchyard and order 20 signs for distribution around the village.
- Clerk agreed to ask the Handyman to repair the smaller churchyard gate by stabilising it.
- Clerk agreed to seek costs on the replacement of the cracked seat in the playground area replace as soon as possible.

The Clerk advised that the inspection of the play area by Wickstead was due mid-January.

17/18 Highways Rangers and Handyman Jobs

Clerk to ask Highways to clean the paths and trim weeds when next visiting.

The Clerk agreed to report trees on the verge at The Row on the portal.

18/18 Planning

The Row

The Chair advised that she wished to include a supplementary item for the consideration of a planning application that had been received for The Row in relation to Tree, the parish council voted and all agreed to include. *Prop. JB, 2nd JH, All agreed.* Upon review of the documentation the Parish Council agreed that the paperwork supplied was difficult to understand, as some trees were for replace and some said remove. It was also noted that it was not clear of the reason why trees were looking to be removed, and the Parish Council felt that as many trees as possible should be preserved in the village as they helped to mitigate drainage issues. The Parish Council agreed to return these comments to the Planning Department of the Borough Council as an objection, *Prop. GK, 2nd JB, All agreed.*

It was also noted that there was an Extraordinary meeting held of the Parish Council on 20 December 2017 about planning application for 17/02337/F Construction of three dwellings & garages to replace existing dwelling and outbuildings Barachel Flegg Green Wereham King's Lynn Norfolk PE33 9BA – dealt with under extraordinary meeting and comments returned.

19/18 Finance

The Accounts to month ending November 2017 and December 2017 had been provided to the Parish Council including the cheques to be signed and payments approved for these months in accordance with what is shown below: The Finance Committee had checked and approved by signing off financial

information prior to the meeting. The Parish Councillors also received a cash flow spreadsheet and noted its contents.

Payee	Net	VAT	Gross
Handyman - repair of Children's Play area Bridge	12.00	0.00	12.00
CGM	76.74	15.35	92.09
Clerk Wages and Expenses	368.56	0.00	368.56
Wereham Village Hall	78.00	0.00	78.00
HMRC	143.80	0.00	143.80
EON - Streetlights	50.78	2.54	53.32
Information Commissioners Office	35.00	0.00	35.00
SLCC Membership	40.33	0.00	40.33
Total	805.21	17.89	823.10

Proposed JH, seconded PW. All Agreed.

Resolved: That the Accounts for month ending November 2017 and December 2017 were accepted and cheques signed and payments approved in accordance with the above.

20/18 Draft Budget and Precept 2018/19

The Parish Council had received the third draft previous to the meeting. It was felt that with the pending decrease of the Council tax grant the Parish Council should consider raising its precept to ensure funds remain at a stable position in the future.

Prop. JB, 2nd GK, All agreed.

Resolved: That precept was agreed for £16,000 for 2018/19.

21/18 Councillors concerns and agenda items for next meeting

- The Clerk agreed to write to a resident about cutting trees back around street lighting on Flegg Green.
- The Clerk agreed to add Dog Poo Bins to the next agenda.
- The Clerk raised that there had been concerns raised directly with her about Anti-Social Behaviour at Queens Close and the racing of cars around the area. The Parish Council agreed that this behaviour would not be tolerated.

22/18 Forward Work Programme

There were no queries and the forward programme was noted.

23/18 Date of Next Meeting (All at 7.00 pm in the Village Hall)

Tuesday 13 March 2018

Meeting closed at 9.05 pm