

WEREHAM PARISH COUNCIL
Minutes Subject to the Approval at the next Meeting
Annual Meeting of the Parish Council
Tuesday 11 July 2017 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 Pamela Walker	PW	
Cllr Gail Koopowitz	GK	
Helen Richardson	HR	Parish Clerk

Also in attendance:

Cllr Colin Sampson CS Borough Council of King's Lynn and West Norfolk

Members of the Public: 6

73/17 Public Comments / Questions

There were no public comments or questions raised.

74/17 The Openness and Transparency Notice was read by the Chair.

75/17 Apologies and Welcome

There had been no apologies received for absence from the Parish Council. Apologies were received from Norfolk County Councillor Martin Storey.

76/17 Consider Declarations of Interest on Agenda Items and Dispensation Requests

There were none.

77/17 Minutes of the Meeting dated 9 May 2017

The minutes of the Ordinary Parish Council Meeting held on 9 May 2017 were approved.
Prop. GK, 2nd JB, All agreed.

78/17 Clerks Report (Includes Matters Arising from May meeting) – July 2017

The following had been received as an update on matters arising from the previous minutes which included some other matters from the Clerk:

Land Registry Items– Andrew Carrier of Fraser Dawbarns had advised that it could take a few weeks for the Land Registry to resolve, but they have received all the information to proceed. This included Transfer of Land Registry (Current Village Hall Site) From Parish Council to Wereham Village Hall CIO NK393387; request to Land Registry to Amalgamate PC Retained Land NK408732 (bowling green) and NK393387 (three metre strip) in one single title and Application to Land Registry to Update Title NK408732 from Possessory to Absolute. This is ongoing for the time being.

Moles (playing field and cemetery) – Steven Ashdon had been inspecting, he was in regular contact with the Clerk. Sand and paint mark areas where traps were set underground. Reports received as follows were:

- 01.06.17 – Few mole hills on playing field but runs too shallow to set traps on public access field. No activity in the cemetery.
- 12.06.17 – Mole hills on playing field had deeper runs and set traps/
- 15.06.17 – Clerk emailed to check mole hills on new grass in cemetery.

Cemetery Grass Establishment – T&A Tree Services tidied the new grass in the cemetery from weeds and reseeded it.

Telephone Box Refurbishment – Lee finished painting the phone box and the Parish Council formally thanked him during the meeting which he attended.

Defibrillator Check– The Clerk continued to check the system weekly and no issues had been reported.

Road Grips, The Row – The Clerk believed this had been resolved.

West Norfolk Recycling Rewards – They confirmed receipt of the Parish Council's nomination of Wereham Village Hall. We will await to hear if successful.

Fly Tipping – Information on how to report was added to the website and Facebook page.

Pond – Orange mesh was to stop ducklings getting stuck down the drain and will be removed when there is no longer a risk. Mr Voutt had installed and caused no issues.

VAT Return – This was sent to the HMRC for refund early July for payments back to October 2016.

Exerciser Rights and the Audit – This was displayed from 5 June 2017 for a total of 30 working days. The main audit was returned to Mazars and a response will be received late August 2017.

The Audit have returned queries in relation to the 201516 Audit and the Clerk is working through it.

Pot Holes Reported in May – Crimpleham pot hold on A134 had been resolved. The Cavenham Lane/Gibbet lane reported had been inspected and action plan for resolve was in place, it had been additionally reported by someone else too.

Cemetery Grass Edging – CGM had cut the grass right back to the edge of the cemetery and will continue to maintain it at this level.

Cemetery Gate – There has been no volunteer come forward to paint the gate from Facebook.

Barclays Error – Barclays bank after five months actioned a transfer which they had lost in early February at the beginning of May to Westcotec. The payment had since been returned to the bank account. Barclays are sending a second £50 refund for my time in contacting them to complain, including the interest totalling £33 whilst the money had left the account. The Clerk advised them that it had not been easy process to set up online banking to view statements to mitigate such issues, which they agreed to progress as a further way of compensating the issues that had taken place. Barclays apologised for their branches conduct in not additionally dealing with enquiries at the point of transfer taking place. The Parish Council has received £100 in total as compensation and £33 interest for their error.

Rangers – They are visiting the village w/c 24 July and have been notified of many jobs. The Clerk had also reported online broken signage at either end of Flegg Green including the weight restriction signs that appear to be possibly facing the wrong way.

79/17 Parish Council Management

6.1 Parish Council Vacancy

The Parish Council had one vacancy, which a notice had been advertised for parishioners to contact the Borough Council should they wish to call an election and there had been no returns. The co-option advert had been advertised after this period and three applications had been received and circulated. The Parish Councillors had received a briefing note on co-option procedures written by NALC in their agenda pack. The Chair advised that one applicant was a Trustee of the Village Hall and therefore any decisions on this topic they would have declare an interest, though it was noted that as the Parish Council were no longer Custodian Trustees of Wereham Village Hall CIO this was unlikely going forward. The Parish Councillors took to a ballot of who they wished to co-opt, it was accepted that John Millard should be co-opted as Parish Councillor for the remaining period of the vacancy to May 2019. The Clerk advised that the ballots were sealed in an envelope should anyone wish to view but for respect of those who had applied it would not be specifically declared.

The Clerk advised that all applicants had been asked to read the declaration of interests and code of conduct prior to the meeting if they wished to join the meeting immediately after the vote. John Millard was present in the meeting and confirmed that he had read the documents and proceeded to sign with the Chair, after which he joined the meeting. The Parish Council welcomed Cllr John Millard and thanked all other applicants.

6.2 Insurance Renewal 20178

The Parish Council had received copies of the insurance renewal via email prior to the meeting. The Chair explained that the annual cost had increased from £460 to £548 from the previous year due to the claim for the stolen SAM2 at the end of 2016. The Chair advised that it was an important message to the village to be vigilant for vandalism as the costs fell back to all ultimately to pay. The Chair added that there had also been a 2.5% increase on insurance premium tax by the Government. The Clerk shared that as there had been a claim the Council was no longer tied into the three year fixed rate. It was agreed to approve the insurance renewal. *Prop. GK, 2nd JB, All agreed*

RESOLVED: That the Clerk renew the insurance for 2017/18 as per quotation.

80/17 Correspondence Received

The Parish Council noted the following correspondence received:

- a) Community Police Newsletter – June 2017
- b) Community Action Norfolk Funding Newsletters
- c) Wereham Village Hall Supporters Update – June 2017
- d) BCKLWN Electoral Boundary Review Consultation. The Parish Council noted that they had received an invitation to consult on the boundary of the ward for electoral reasons. CS advised that Wereham was an almost perfect composition as an electorate and the Parish Council consultation was not essential. The Parish Council agreed that they were satisfied with the current size of the electoral boundary.
- e) BCKLWN - Notification of a New Property Address: Stag Lodge, Bens Lane, Wereham
- f) Telecommunications Aerial Article
- g) Parish Partnership Funding – Norfolk County Council – deadline Dec 2017. The Chair shared that the in past Wereham had benefited from the funding by providing fifty percent towards dropped kerbs; pedestrian rails and the SAM2 speed sign. It was agreed for the Clerk to consult with residents in G4 newsletter, website and facebook providing the letter received for discussion at the next meeting. The Parish Council noted that they had previously agreed not to pursue a bus stop due to low numbers of use and lack of space for installation. The Councillors also agreed to bring ideas to the September meeting.

RESOLVED: 1) That the Clerk consult with the village regarding the Parish Partnership Funding on G4, website and facebook for the September meeting.
2) That the Councillors bring ideas for funding opportunities to the September meeting.

- h) NALC Newsletters

81/17 Wereham Village Hall Update

John Eastgate, Treasurer and Project Team Member and Victoria Gray, Chair and Project Team Member of the Charity attended to provide an update from the Wereham Village Hall charity covering the following:

- All funding was now in place to commence build week commencing 24 July.
- An area would be fenced and any official visitors would need safety equipment.

- Current access would remain and continue as it currently was. A new access would be created extending beyond the current access. The disabled access at the back of the village hall would also remain open, as well as the unofficial access at Bens Lane. There may be the need to close off the access when the final dig takes place but it should be the only occasion.
- Contact had been made direct with CGM to make them aware for grass cutting purposes.
- There would be road closures necessary at the point where sewer connection was needed but this would be requested during the summer holidays when there are no children waiting for their school buses.
- Parish Council's 3 metre access would be made good.
- Builders would be on site from 7.30 am until 5 pm and there would be nothing of large noise such as piling.
- Finished date was 30 March 2018

Following a query from the Chair JE confirmed that if required the project could remove both the goal posts on the field, as one would need to be removed as situated on the village hall build site.

The Parish Council thanked the project team for the update and congratulated them and all other team members and volunteers for the hard work taken place to get to this point.

A Member of the public joined at this point and Victoria Gray left the meeting.

82/17 Wereham Pond

The Chair advised that Norfolk County Council, Area Manager Andy Wallace had met with the Parish Council in June to discuss the plan for the pond on site. It was agreed for a start on site in September after the summer holidays and when there was a better opportunity for grass to seed properly. The work would take up four days to complete within a week. As soon as the date was known the clerk would notify all concerned. She added that the work would involve the removal of the concrete reinforcing bank from the steps along the pond to leave one concrete section at the pub end as a horse shoe shape, graduating down to the water. It would be grassed over with honeycomb plastic mesh underneath for stability and durability. She further shared that the Parish Council hoped to improve the natural environment.

The Chair shared that they had asked Andy to explore whether mud excavated from the pond edge could be moved to the other side of the pond over the top of weeds that were invasive species, and the Clerk was waiting for a response. She added that he had agreed that alternative positioning of the mud would save on costs. The Council acknowledged that this would depend upon excavation of what the soil consisted of otherwise Norfolk County Council would dispose elsewhere. The Clerk advised that machinery would be stored off site and fencing would be put up around the site whilst it goes ahead.

The Chair shared that the Parish Council hoped to create a group of volunteers to manage the pond and advise the Parish Council of what they would require to maintain in going forward. She added that the Parish Council were going to meet with the Community Conservation Trust who bring volunteers to undertake agreed conservation work. The Parish Council were going to have a site meeting with them in August to explore a partnership. The Clerk would also be contacting the Wildlife Trust as part of the work too. It was agreed to defer the application to the 'Plant a Tree Charter' later in the year when the pond work had progressed.

On another matter relating to the pond, the Parish Council approved a quotation of £50 for emergency storm drain clearance in the pond.

The Clerk advised that the Parish Council had received a request to install a memorial bench on the pond area. After discussion it was agreed that the millennium bench could be re-sited at the cost of the applicant and a new memorial bench would be accepted provided that it was installed appropriately and matched in colour and design to the other wooden bench on the

pond area. Plus the installer agrees to cover all ongoing costs maintain it long term ie painting/staining repairs to it etc. It was also agreed that the Clerk would advise of this to the applicant, but also it would not be possible to install it until after the pond works had been finalised.

Prop. GK, 2nd JB, All agreed

RESOLVED: 1) That a memorial bench application be approved provided that costs to move the millennium bench are met and a design is approved by the Parish Council to match the wooden bench currently at the pond site.
2) That the Clerk advise the applicant of matters relating to resolution number one.

83/17 St Margaret's Churchyard

The Clerk had confirmed to the Parish Council that as per a minute dated 1933 within the archive minute book that the St Margaret's Parochial Church Council had formally passed responsibility of the Closed Churchyard to the Wereham Parish Council but responsibility to date had not been formally in place regarding boundaries, gates, grass, trees and memorials. Cllr Pam Walker advised that Rev Ken Waters would be attending the September meeting to discuss issues relating to the Churchyard. The Clerk and Cllr Walker advised that they had attended an SLCC summer conference where Closed Churchyards had been the topic area, this had in turn formed part of the investigations into responsibility and to widen knowledge of this topic area. The Clerk advised that the Parish Council needed to maintain the following areas to a reasonable standard and at whatever cost necessary as part of their duties. A Councillor shared that there was funding open to PCC's but not PC's which might be good to explore as a PC cannot fundraise other than via the precept.

The following areas relating to the Churchyard were discussed

- **Memorials** – The Councillors noted the quotation that had been received and the Clerk advised that it was a specialist service where a contractor needed a special licence in order to inspect memorials. She added that the quotation had been for the Churchyard, Cemetery and War Memorial. After discussion it was agreed that before the quotation was accepted that Cllr Hitching would source contacts for the Clerk for Memorial Inspections. Also the Clerk agreed to explore possible savings if the contractor was present in the local area at the time of the report. It was agreed after discussion that the report would be a one off report. The Clerk advised that the Councillors previously had received a briefing note from the Insurance company on risks around memorials and inspections, and it confirmed that as the Parish Council included it within their bi-monthly inspection task list this was sufficient mitigation.
- **Boundary Wall** – That the Clerk would contact Pam Lynn, the Borough Council's Conservation Officer in regard to any protections in place on the boundary wall and any consents needed, and seek further contacts for quotations. CS advised that Angela at the Downham Burial Board may be able to help and Cllr Hitching agreed to contact them and forward to the Clerk.
- **Tree Management** – The Councillors noted that this would be discussed under a separate item in the meeting which included the Churchyard.
- **Annual Church Clock Services** – As the Clock was a public service the Parish Council had powers to maintain it, and Cllr Ratsey agreed to seek quotation and booking of the annual service later in the year in order for any repair costs to be budgeted for in the precept.

RESOLVED: 1) That the Clerk contact the contractor who quoted for memorial inspections to explore a lower price if working within the local area.
2) That Cllr Hitching seek companies to do memorial inspections and provide to the Clerk for follow up for the September meeting.
3) That the Clerk contact the Borough Council's Conservation Officer to seek information relating to the boundary wall and seek further builder quotations for its repair for consideration at the September meeting.
4) That Cllr Ratsey seek quotation and book an annual service of the Church Clock.

84/17 Tree Management Survey Quotations

The Council had received two quotations for an annual tree management survey within the playing field; pond area; churchyard and cemetery.

After discussion it was agreed for the Clerk to contact CGM and accept their quote if they agree for any fee to be waived should the Parish Council go ahead with any identified works necessary.

Prop. JR, 2nd JH, All agreed

Resolved: That the Clerk accept the quote from CGM for an Annual Tree Management Survey to be presented at the September meeting.

85/17 Playing Field Licence with Heygates

The Licence in its final form with a plan had been circulated to the Parish Council, who after discussion agreed that they had no further comments and were happy to approve it. The Clerk advised that the Chair and Vice-Chair would need to sign the licence and plan in duplicate to be returned to Heygate's solicitors.

Resolved: That the Playing Field Licence be approved as presented.

86/17 Tree on Playing Field - Ivy

BB updated that there had been birds nesting and he had been unable to remove the ivy.

87/17 SAM2 (Speed Sign) Data Review

The Parish Council noted data downloaded from the SAM 2 speed sign on the A134, where there had been one vehicle travelling at 83 mph on a Monday. They noted that the average speed logged was 42mph which was good. It was agreed to include as an item on the agenda every six months. It was noted that the Police had been notified about speeding in Queens Close but no action had been taken to date.

88/17 Drainage at Culvert (TF60414)

JR advised that there had not been the high level of rain seen in the previous year, but he was going to follow up with an update on the drain.

89/17 Defibrillator Funding Update

The Clerk had advised that there was £60 surplus funding available from the Lottery Awards for All fund and it was agreed to purchase more key fobs.

It was noted that a second awareness session had been booked on Tuesday 22 August from 4-6 pm in the hope that more families may be able to attend. It was noted that there was an option to postpone or cancel if needed at no extra cost, and it was purchased with funding received.

Resolved: 1) That the Clerk purchase £60 of key fobs.

90/17 Advertisement Opportunities - Phone Box

It was agreed after discussion not to pursue advertisement in the phone box due to ongoing maintenance issue.

91/17 Playground, Cemetery, Pond Area, Playing Field and Churchyard Bi-Monthly Inspection

JR inspected the areas and reported the following:

- 1) **Playground** - JR agreed to tighten logs on the playground equipment. The Parish Council noted a crack in the seat and agreed to keep an eye on it. The Clerk agreed to seek some more dog fouling prosecution signs from the Borough Council to replace ones that are faded.
- 2) **Cemetery** – The new grassed area and brambles had been cleared and regressed and was looking better. JR advised that the hedge had been cut but wasn't a clear line, BB agreed to follow up with CGM.
- 3) **Pond and Surrounding Area** – The Clerk agreed to seek quotes on the pond path behind the willow trees for presentation at the September meeting from three contractors noted, including the removal of the brambles.
- 4) **Playing Field** – A complaint had been received in regard to noise from the multi-sport equipment on the playing field of balls bouncing off it late at night. After discussion it was agreed that the Parish Council would accept the offer for removal of both goal posts on the playing field and their disposal from the Village Hall Committee Project Team. After which the Clerk would get in contact with Ms Bliss who agreed to arrange the movement of the multi-sport goal unit to the far back end of the field where the current goal post was situated. If simply moving it away from houses failed to solve the noise issue the Parish Council agreed to adding a net within the area to prevent any ball reaching the back metal mesh. The Clerk agreed to bring forward the annual play equipment inspection forward to tie in with the movement of the multi-sport equipment which would not be possible to be used until confirmed safe. Ms Bliss confirmed that the concrete base which it sat on it would also be moved and that everything would be made good.
- 5) **St Margaret's Churchyard** – Clerk to create a notice to be displayed of PC contact details.

- Resolved:**
- 1) That the Clerk accept offer from the Village Hall Project Team to remove and dispose of the goal posts on the playing field.
 - 2) That the Clerk would get in touch with Ms Bliss to arrange movement to tie with an inspection of the multi-sport equipment by Wickstead.
 - 3) That the sound of the multi-sport equipment be assessed before netting or a change to the back is actioned.
 - 4) JR to tighten logs on play area.
 - 5) Clerk to seek new dog fouling prosecution signs.
 - 6) BB to contact CGM re hedge cutting.
 - 7) Clerk to seek quotes for tidy of the path around the pond behind the willows for the September meeting.
 - 8) Clerk to create a contact sign for the Churchyard.

92/17 Rangers / Highways Maintenance Tasks

The following was agreed for the Clerk to action:

- RESOLVED:**
- 1) That a letter is sent to the occupier of the property where bushes were overgrowing over the wall next to the pub barn on Church Road.
 - 2) That a letter be wrote to owners of Tudor Lodge to ask that bushes along Cavenham Road are cut back for matters of Health and Safety.
 - 3) That the Clerk place advise from the Borough Council on the 'Weed Type' smell on the facebook page.

4) That the Clerk write to Glazwing regarding concern about the increase of flies within Wereham.

5) That the Clerk contact Anglia Water to investigate proper operation of the pumping stations in regard to the increase in flies.

93/17 Planning Application Matters

- a) There were no planning applications for consideration within the meeting.
- b) Tree Planning Application 17/00085/TREECA – The Paddock, Cavenham Road – No Comments had been received since the previous meeting in May.
- c) Hollies Development – 10 Dwellings. Application Permitted on 23 June 2017
- d) Planning decision had been received for Tudor Lodge Garage and was Approved.

94/17 Finance

The Accounts to month ending May 2017 and June 2017 had been provided to the Parish Council including the cheques to be signed and payments approved for July 2017 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
E.On May 2017	50.78	2.54	53.32
Clerk standing order - May and June 2017	236.80	0.00	236.80
T&A Tree and Garden Services Tree Logic - Cemetery	355.00	0.00	355.00
CGM- Grounds Maintenance April 17	126.24	25.25	151.49
E.On June 2017	52.47	2.62	55.09
AON Annual Insurance	548.73	0.00	548.73
CGM - Spray of Play Area	15.00	3.00	18.00
CGM - Spray of Churchyard; cemetery; playing field; alley way	23.26	4.66	27.92
CGM - Grounds Maintenance May 2017	202.98	40.60	243.58
Norfolk County Council - Pond Works	3,900.00	780.00	4,680.00
Helen Richardson (Clerk Salary & Expenses May/June)	103.35	0.00	103.35
HMRC Payroll for May and June 2017	130.60	0.00	130.60
SLCC Conference - Clerk and Councillor	99.00	0.00	99.00
Pam Walker - Travel Expenses	40.50	0.00	40.50
Total	5884.71	858.67	6743.38

Proposed JB, seconded JH. All Agreed.

Resolved: (1) That the Accounts for month ending May 2017 and June 2017 were accepted and cheques signed and payments approved in accordance with the above.

95/17 Transparency Funding Application 2017/18

The Parish Council had received an application for the Transparency fund for 2017/18 and approved it for submission to NALC

Proposed JH, seconded PW. All Agreed.

Resolved: (1) That the Clerk submit the 2017/18 Transparency Fund Application to NALC.

96/17 Councillors concerns and agenda items for next meeting

- JR advised that he had forwarded the Clerk information from E.On on energy saving community fund. JH agreed to investigate further and complete application together with the Clerk as necessary.
- CS advised that British Sugar had recently met with Liz Truss MP on site and they were taking reports of the smell of the 'weed type' seriously and were looking at it with environmental health. He advised that the Borough Council were asking locals to report to them a log of occasions when it can be smelt where more available was available on their website.

97/17 Forward Work Programme

There were no queries and the forward programme was noted.

98/17 Date of Next Meeting (All at 7.00 pm in the Village Hall)

Tuesday 12 September 2017

Meeting closed at 9.20 pm