

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

**Attendance:**

Cllr Jo Bruce	JB	
Cllr Pam Walker	PW	
Cllr Jacki Hitching	JH	
Cllr Jonathon Ratsy	JR	
Cllr John Millard	JM	
Cllr Brian Bruce	BB	
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: 5**

**53/18 Public Comments / Questions**

- Thistles were returning back on the pond bank and needed cutting. JB advised that the Handyman would include in the twice a year tidy in the Spring and Autumn. JB advised that if in time it does need to be more than twice a year then the Parish Council would consider. JB advised that the Parish Council were keen to improve the pond so it looks its best and looked nice but needed to keep a balance of costs.
- The Clerk agreed to ask CGM to cut shrubs to the right of the path within the cemetery.
- JB advised that the Parish Council were aware of the ducks that had died on the pond and nearby gardens, and the Clerk had reported to the Wildlife Incident body. A parishioner said that they thought it might be drakes killing each other. The Clerk agreed to chase up.
- A parishioner queried about the refurb of the village sign, PW agreed to discuss with GK. JB shared that it could be a project over the next year.

**54/18 The Election of Chair and Vice Chair**

The Chair advised that it was the time of year when Councillors could appoint a different Chair and Vice Chair but it was felt that JB and GK did a good job. It was proposed by JH that JB remained as Chair and GK remained as Vice Chair, which was seconded by PW and all was agreed.

**55/18 The Openness and Transparency Notice was read by the Chair.**

**56/18 Apologies and Welcome** - There had been apologies received from Cllr Gail Koopowitz.

**57/18 Consider Declarations of Interest on Agenda Items and Dispensation Requests** - There were none.

**58/18 Minutes of the Meeting dated 13 March 2018**

The minutes of the Ordinary Parish Council Meeting held on 13 March 2018 were approved.  
*Prop. PW, 2<sup>nd</sup> JH; All agreed.*

**59/18 Clerks Report (Including Matters Arising from January meeting)**

Circulated prior to the meeting with the agenda:

**Pond** – Confirmed with contractor for twice yearly pond tidy twice a year. Painting of railings and wall pressure wash confirmed for May time with contractor. Awaiting response from Andy Wallace on site visit to the pond regarding the Clapper Valve, will be in the week around 4 pm.

**Cemetery Wall** – Diocese confirmed okay to go ahead. Contractor has agreed to contact the Clerk two weeks before so any arrangements can be made where necessary. Contractor needs warmer and dry weather for the lime mortar mix to set, so will be a summer job.

**Handyman Services** – Cut bushes overhanging the pathway near the pub and cleared visibility splay on the crossing near A134. Resident who enquired was responded to. The benches and cemetery gate have been painted. The Handyman is also going to paint the Millennium bench once moved into the cemetery for the same fee of £36. He will be securing it with a concrete block.

**Play Area Swing Seat** - Installed by Handyman.

**Dog Waste Bins** – Church Road left of an electrical box near the old post office has been confirmed and next to the Wretton Row sign at the bottom of The Row at sites with Andy Wallace. Once installed the Borough Council will be asked to empty as part of their usual schedule and necessary communications will be issued to residents together with a final plan. More signs will be created with new laminator and placed in places as agreed with the authorities. The Handyman will be asked to install.

**Drainage The Row** – Highways confirmed that the work is within the 201819 programme. Residents were emailed with an update.

**Tree Management** – Trees identified as one year priority work will be cut early autumn as confirmed with contractor. Clerk been in contact with the Diocese and has information from them on progressing. Currently liaising with the Tree Conservation Officer at Borough Council on a TPO for the Scots Pine tree in the Churchyard that needs felling and querying if other one-year work needs a TPO application too. TPO applications take 8 week and Dioceses Consent B Forms for felling a tree and pollarding take about the same. Both will be submitted together.

**Memorial Safety** – The following actions have been taken, grounds maintenance contractor made aware of ones that are unsafe and they have confirmed receipt of plan, notices have been created to place on memorials effected for family's to get in touch; handyman and clerk have reviewed two cross memorials and looked at roping and staking them as opposed to laying them down as per inspectors advise; notices have been placed on G4, website, cemetery gate, noticeboard and Facebook to advise we are trying to trace families. Families that are known will be wrote to, this is only two to date, but there are no next of kin details on Wereham files. Clerk has also contacted the stone masons and funeral directors that were on file for some of the memorials as a lead but not all. Work conducted means the Parish Council has done all it can for public safety and wait for families to make contact before further arrangements are reviewed end of July.

**Street lighting** – Contractor confirmed for LED upgrade and maintenance fee confirmed for when installed. No repairs will be undertaken until after the upgrade and the Clerk has advised them the Parish Council won't be renewing the current maintenance contract for 201819 as that come through for £400 and didn't make sense to renewal so close to new installations. The lights will be installed after 1<sup>st</sup> May and the contractor is awaiting parts for installation. The Clerk will notify residents when installation date is known.

**Hedge along Gibbet Lane** – The Clerk advised highways of the new hedge installation and sent them pictures.

#### **60/18 To Adopt New Model Standing Orders (2018-19) (NALC Template)**

JM proposed to adopt the Model Standing Orders, which was seconded by JH, all agreed.

#### **61/18 To Review Financial Standing Orders (2018-19)**

JM proposed to adopt the Financial Standing Orders, which was seconded by JH, all agreed.

#### **62/18 To Review Financial Risk Assessment (2018-19)**

JM proposed to adopt the Financial Risk Assessment, which was seconded by JH, all agreed.

#### **63/18 To Approve Annual Insurance Renewal**

JM proposed to approve the Annual Insurance Renewal which was £423 per annum, , which was seconded by JH, all agreed.

### **64/18 To Review Assets Register**

JM proposed to approve the Assets Register that was part of the Annual Audit regime, , which was seconded by JH, all agreed.

### **65/18 Exemption Certificate of External Audit 201718**

The Clerk advised that with the new audit regime and the adoption of the new transparency regulations with a website up and running, parishes with income or expenditure less than £25k could decide to exempt themselves from an External Audit. The Clerk advised that all information completed was the same for this year, and would be available on the website, and the certificate would need approving if the Parish Council wished to exempt themselves. The Parish Council discussed and noted that there had been an internal audit for which a report was received and noted the fee of £200 should the external audit go ahead. It was proposed by JH to approve exemption certification for Wereham Parish Council, which was seconded by BB, all agreed.

### **66/18 Approval of Internal Audit Report**

The Internal Audit was shared with the Parish Council, the Chair proposed the approval of the Internal Audit, which was seconded by JH, all agreed.

### **67/18 Annual Governance statement**

The Annual Governance Statement had been circulated and the Parish Council agreed to each element of the statement answering a yes to each. The statement was signed by the Chair and Clerk. It was proposed by JH, seconded by PW, all agreed to approve the Annual Governance Statement.

### **68/18 Approval of Statement of Accounts 201718**

The Statement of Accounts had been received by the Parish Council, the approval of the statement of accounts was proposed by JH, seconded by JR, all agreed.

### **69/18 Approval of Annual Audit 201718**

The Parish Council had received the entire Annual Audit documentation for 201718, the Chair proposed that it be approved, seconded by JH, all agreed.

### **70/18 Wereham Village Hall Update**

JM advised that two more weeks to tidy up and handover of the hall from contracts. JM advised that funding wise there was assurance that the building cost wouldn't go over the original figure. JM advised that a loan would cover the money within the current hall plot and there was a retention figure that was on hold until the following year that would not need to be paid until that time. In answer to a query JM advised that there would be a certain amount of help needed, but a number of items in the hall would be delivered new. JM advised that there was no work plan to clear the building at this time. The Chair shared that the Parish Council would assist in communications of anything if needed. JM advised that the hall could be demolished in September and marketing wise it would help to sell it. The survey of bats needed to be done by the developer as they needed to demonstrate to Natural England that they have the funds to do it. JM advised that the old building when no longer in use would be secured and insured. Following a query JM advised that concrete markers would be placed in the ground and grass could be cut over it. The Chair thanked JM for the update and wished to congratulate all involved.

### **71/18 Wereham in Relief in Need Charity**

Greg Baddock shared that the Wereham in Relief in Need Charity of which he was Chair had a proposal to put to the Parish Council. Greg shared the background of the Charity to explain that it was formed in 1986 of three existing charities, of which two were legacies managed through the Church and the third was the Wereham Fuel Allotment Charity (or The Pangle), which was 20 acres of land, which was on the left hand side of College Road. It was currently let, with an annual rent paid and reviewed every three years. He shared that the Pangle had been granted to the village of Wereham in 1818. Greg advised that the constitution drawn up in 1976 advised that one trustee must be the vicar, three trustees should be from the Parish Council, and three trustees should be persons who have special knowledge of the parish of Wereham. Greg advised that in Wereham the Parish Council had so many trustees, and up until 1976 the Parish Council run the Charity until it was handed over and wanted to make sure their

presence was in the constitution. Greg advised that the present trustees had been reviewing the constitution and the make-up of the trustees. The proposal to the Parish Council was a change in the constitution so that the PC have one nominated member and the co-opted trustees will be five, plus one vicar. The constitution also didn't have to be a Parish Councillor and could be someone nominated by them. Greg advised that the Charity wished for the Parish Council to agree to amend the constitution from three Parish Council trustees to one. A minute and letter would need to be sent to the Charity Commission to invoke the change from the Parish Clerk to the Charity Clerk. The Chair thanked Greg for this information and shared that one of the Parish Council gave flexibility instead of half the number. The Chair proposed that the Parish Council approve its number on the Charity be reduced from three to one in line with the above proposal, seconded JM, all agreed. The Chair requested that more information about meetings and the role be circulated to enable the Parish Councillors to put themselves forward as trustees. Greg advised that the meetings were two short meetings a year, the next meeting would be on 29 October. The Parish Council agreed to think about it and place on the next agenda, and if not the Charity would find someone to nominate on behalf of the Parish Council.

### **72/18 Tree Replacements Around the Pond**

The Chair shared that since the felling of Willow Tree around the pond the Parish Council had agreed to discuss the replacement of trees around the pond. The Clerk had sort costs for four types of trees which were around £15 each, and types had been recommended by the Tree Contractor and Tree Officer. The Parish Council noted that the honey fungus that killed the willow tree and types of trees were important to be hardy. The Chair shared that it was good that residents that lived around the pond were present in the meeting to help look at a way forward. The Chair felt that because of the historical nature of the area to remove trees and not replace would not be the right thing to do but appreciated there would be an ongoing maintenance cost potentially. The Chair shared that she had considered different species with different heights that were hardy against the honey fungus, and perhaps the Parish Council should consider to go with a smaller species. The Chair asked each Parish Councillor to provide their views on planting trees around the pond.

PW thought that the pond looked nice as it was, and in Boughton had one willow tree. PW would prefer to add shrubbery and what Boughton have and beautify the edges. PW also shared that she was concerned to the amount of bank space and the path. JH felt another Willow Tree would be good but understood that it would be susceptible to honey fungus, and perhaps agreed a smaller tree. JH felt that Willow Trees used to be around the pond and felt there should be trees back to how it was. BB felt that there had always been trees around it and felt that there should be replacement trees perhaps not taller than 20ft. JR felt that he didn't mind either way, and felt the pond looked a lot better than what it did before and perhaps views of those that live around the pond would help shape the outcome. JM felt that open space with no more trees is better regardless of historical element.

The Chair opened it up to Parishioners present.

- A parishioner shared that it was now important to see the spring was now visible, and the well was a holy well and it was on the path to Walsingham. They added that information boards could be added but only if the path was made safe. The sight of the well now visible was important aspect of the village and should be seen as an historical point. It was felt that it was irresponsible of the Parish Council to consider adding trees so close to people's homes and to the cost of the village. The electric cables were also a concern. The parishioner added whether trees could be planted elsewhere.
- A parishioner shared that the current willow when pollarded it lets light in, and the big trees effected the light of the properties near to the pond.
- A parishioner shared that willow trees around the pond would be nice, which is tinged with nostalgia, but gone are the days when people will just plant trees due to legislation and rules, and because of the honey fungus it was understood that willow trees were not possible. They raised the fact that when the current tree becomes old or diseased will have to be cut and then will have no trees.
- A parishioner shared that the damage to the path has deteriorated over the years and not been repaired, and with the electricity cables they would be amazed if anyone would plant trees in that location. Under the path there are water supplies to properties and a vigorous growing new tree

would not be sensible. There was concerns that the planting of trees would invalidate home insurance.

- The Parishioners advised that they would not be averse to shrubs, and plants that don't interfere with water, electric and no rigorous root system.

The Chair advised that the path was not the PC's path and it was highways responsibility, and the Clerk agreed to contact Andy Wallace to explain the state of the path and budget to sort it out.

The Chair shared that they PC had considered only putting one tree in and a smaller species with shrubs, that were a comprise to the three willow trees lost. The Chair advised that the Parish Council would maintain the tree and then decide where they would be siting it safely.

*Cllr Colin Sampson arrived.*

The Chair advised that the Parish Council needed to now close the current conversation with the public and make a decision on the way forward. The Chair shared that there was mixed view of the Parish Council and couldn't see a way forward at this time and proposed to say no to tree and put any planting of shrubs on hold for now. The Clerk agreed to let the Conservation Officer know that the Parish Council would not plant a tree.

*Three members of public left.*

### **72/18 Multi Goal and Basketball Hoop – Rubber Washers**

The Chair advised that netting may not be safe alternative and could be a hazard to children, the only other option was to place rubber washers on to dampen the noise as per advice from Wickstead Leisure. The parts were £206 and £540 labour and there was no guarantee that it would resolve the noise problem. The Parish Council agreed, there were three options, to keep it, move it or scrap it. The Clerk advised that the back panelling removal wouldn't be an option as it would affect the safety and was an integral of the structure. The Chair shared that the rubber washers had no guarantees of lowering noise, but it would place on a future agenda and would consider further. The Chair shared that if the cost to scrap it and move it was the same this would need to be considered, but the Parish Council needed to be sure that noise with it moved further across the field wouldn't still be an issue. JH agreed to investigate something like foam that could be added in.

*Public all left.*

### **73/18 Bi-Monthly Risk Assessment Inspection**

Cllr Jon Ratsey highlighted from his report, nothing major but will circulate it around the minor issues to Councillors.

### **75/18 Highways Rangers and Handyman Jobs**

There were no issues.

### **76/18 Planning**

The Parish Council noted 18/00595/F Extension to side and front of dwelling, linking garage & house together at High House Lynn Road Wereham King's Lynn Norfolk and had returned comments returned.

There were two other applications for extensions that the Parish Council had received since the agenda had been published that had been circulated.

Cllr Colin Sampson advised that he now needed to be the one to call something in to Planning Committee when there were varying views with Planning Officer recommendations.

### 77/18 Finance

The Accounts to month ending May 2018 had been provided to the Parish Council including the cheques to be signed and payments approved in accordance with what is shown below: The Parish Councillors also received a cash flow spreadsheet and noted its contents.

BHIB Insurance	473.04
CGM	271.35
Thomas B Bonnetts	36.00
Payroll Annual Fee	318.00
Village Hall Hire	36.00
NALC Membership	156.63
Clerk Salary & Exp	335.15
Internal Audit	20.00
Handyman	54.00
Wickstead - Bridge bolts	15.22
Wickstead - Seat	61.80
EON - Streetlights	55.09
Total	1832.28

*Proposed PW, seconded JH, All Agreed.*

**RESOLVED:** That the Accounts for month ending May 2018 were accepted and cheques signed and payments approved in accordance with the above.

### 77/18 Councillors concerns and agenda items for next meeting

None. There was concerns about the SAM2 working and all agreed to monitor it.

PW advised that the Church had consulted with a contractor regarding the tower safety and works needed, PW agreed to include JR on any further action.

### 78/18 Forward Work Programme

There were no queries and the forward programme was noted.

### 78/18 Date of Next Meeting (All at 7.00 pm in the Village Hall)

Tuesday 11 July 2018

**Meeting closed at 8.45 pm**