

WEREHAM PARISH COUNCIL
Minutes Subject to the Approval at the next Meeting
Ordinary Meeting of the Parish Council
Tuesday 14 November 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 John Millard	JM	
Cllr Pamela Walker	PW	
Helen Richardson	HR	Parish Clerk

Also in attendance:

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

Members of the Public: 1

124/17 Public Comments / Questions

Following a query, the Parish Council confirmed that they did not know who owned the pond situated down Flegg Green.

Cllr Colin Sampson advised that he had been in favour of designating an address of 'Wissington' for the sugar factory operation on the agenda, which would specifically help with lorry traffic in being able to locate them easier. He advised that it would make no difference to Wereham and no difference to Planning applications. The Parish Council noted this information and he left the meeting.

125/17 The Openness and Transparency Notice was read by the Chair.

126/17 Apologies and Welcome

There had been apologies received from Cllr Gail Koopowitz due to illness.

127/17 Consider Declarations of Interest on Agenda Items and Dispensation Requests

There were none.

128/17 Minutes of the Meeting dated 12 September 2017

The minutes of the Ordinary Parish Council Meeting held on 12 September 2017 were approved. The Clerk wrote a minor amendment on the minutes to include Cllr John Millard as present.
Prop. JH, 2nd JR, All agreed.

129/17 Clerks Report (Including Matters Arising from September meeting)

Moles (playing field and cemetery) – There has been generally a lot of mole activity in the latest report.

Willow Tree A134 – This was reported to Highways and also chased, they advised they were sending a technician.

Defibrillator Training Update – There was no deadline for the training. The Clerk would be progressing the best possible date to attract as many people as possible early in the new year.
Flies Newsletter from Environment Agency – Had been added to the Website and notice board.
Dead Willow Tree – The Contractor confirmed that this was on his schedule but not urgent and would be fine to wait.
Remembrance Day Wreath – This had been arranged.
Village Hall Parking on Playing Field – This was resolved with the Village Hall and it was agreed that parking would be assessed on the field in terms of the wetness for each event.

130/17 Correspondence Received

The Parish Council noted the following correspondence received:

- Community Police Newsletter
- NALC Newsletters.
- Police Issues Briefing – JH attended the recent briefing in Downham Market with the Police at the end of October. There had been issues around Hare Coursing discussed and they advised if anyone see it to call 999. The Police had also advised of new high tech cars that were enabling them to make more arrests. If there were 11 or more incidents of speeding caught from the Speed Management sign the Council could let them know and they would try and arrange their van to attend the village. It was agreed that JH could attend on behalf of the Parish Council going forward.

131/17 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 and on schedule and was still due to complete at the end of March 2018. The Charity continued to try and raise community funding. The plot of the current hall was still available for sale.

132/17 Wereham Pond

The Parish Council agreed that the pond improvements amazing, giving thanks to Norfolk County Council and Mr Sparkle.

BB advised that the bales for lowering into the pond early Spring were always in supply when needed. PW advised that there was nothing to add from the Heritage Group at this time but when there is she would share. The Clerk agreed to ask GK about cultivating lily seeds from the current plants in the pond.

After discussion it was agreed that until the grass was well established at the pond fishing wouldn't be permitted and the orange netting would remain at least until April 2018. The Clerk agreed to place a notice in the notice board and Facebook/website advising of this. It was also agreed to move the fence in closer to the area newly grassed, BB and JM agreed to action.

The Chair shared that the Clerk had contacted the Internal Drainage Board to ask for their opinion on placing anything within the area of the storm drain to stop ducklings going down the drain pipe following concerns raised by the public. The Chair highlighted that the Parish Council had received a response which advised that if the Parish Council were to install anything which might impede the outfall of the pond this would increase the flood risk upstream. If the level within the pond were to increase due to this and the restriction was removed suddenly this would then have the potential to increase flood risk downstream and caused increased flow rates into the IDB District downstream where there has been issues in the past. The Parish Council agreed that should anyone place any item in the pond this would not be with the permission of the Parish Council and they would be held responsible. The Council felt that people's homes were more of an urgency to protect.

The Chair shared that the Parish Council had received estimated costs to dredge the pond starting from £10k due to the extra legislation that was now relevant for the work to take place. It was agreed to monitor it over the next 12 months within the introduction of plants and bales. It was noted that the

contractor who recently helped with renovations to the pond had been within the pond without waders and there didn't seem to any issues.

The Parish Council had received a quote from the contractor who had completed the current renovations to the pond which at that time had been favourable in cost against others. It was agreed to approve a twice annual tidy of the pond's verges at a cost of £120 and also approval of work to the railings to rub down and paint on both sides, including the pressure wash of the wall on top and inside.

The Parish Council had also received a quote to cut the grass near the entrance of the village on Church Road, Village Hall end and it was agreed to reconsider at a later date.

Prop. JB, 2nd JH, All agreed.

Resolved:

- 1) That a twice Annual Tidy of pond verges for £120 with Mr Sparkle is approved for financial year 2018/19.
- 2) That work to railings and wall at a cost of £300 with Mr Sparkle be approved for financial year 2018/19
- 3) That the Clerk display a notice to advise no fishing until further notice.

Public left the meeting.

133/17 St Margaret's Closed Churchyard

The following areas relating to the Closed Churchyard were discussed.

- **Memorials** – The Clerk was liaising with the memorial inspection company and they had advised they would be coming back to Wereham so that they could provide what work specifically was required within the cemetery and churchyard. The Clerk advised that this would be an ongoing piece of work for some time.
- **Boundary Wall** – The Clerk was liaising with the Diocese and needed to check with the contractor he was using a Lime mix. Only consent was required as minor repairs were being undertaken.
- **Church Clock Tower** – The Clerk agreed to contact Rev Ken Waters on issues relating to the use of the Clock Tower and until further notice JR would not be amending the clock time in the interests of health and safety.

134/17 Tree Management

It was agreed for the Clerk to further seek quotes of the year one priority work identified for discussion in January and also check whether there would be a consent fee from the Diocese for any work undertaken in the Church Yard. The Clerk also agreed to seek further opinion on the Fir Tree within the Churchyard.

Resolved: That the Clerk seek further quotes for tree management identified.

135/17 Land Registration Access and Old Bowling Green Land

The Clerk confirmed that these pieces of land had been registered appropriately to the Parish Council and titles had been received confirming that this was now one piece of land.

136/17 Street Lighting Update

The Parish Council had received quotations for the upgrading of all street lights in Wereham to LEDS and also comparable annual maintenance fees. It was agreed for the Clerk to contact the preferred supplier and ask if they could supply a maintenance programme over five years to match the guarantees on the LED lights. It was agreed to ensure that if there was poor performance any contract would allow the Council to cancel any agreement. It was agreed to further review in January. JM added that the

pole outside the Village Hall with a light would be moved to the other side of the access on Heygates land late February/early March.

Resolved: That the Clerk liaise with preferred supplier on five-year maintenance contract and place on the January agenda for further discussion.

137/17 Re-Siting of the Millennium Bench

It was agreed to re site the Millennium Bench in the Cemetery using paving slabs at the base. The Clerk agreed to get a price on re-siting it which had previously been agreed to be covered by the appliers of a memorial bench.

Resolved: That the Clerk will seek a price for bench movement and pass to applicant.

138/17 Village Handyman

It was agreed that a Village Handyman would be ideal adhoc to cover jobs that were required from time to time. The cost of £9 per hour was approved and the Clerk agreed to liaise with the supplier. It was agreed that the Clerk would raise hours of work for approval from meeting to meeting.

Resolved: That a Handyman will be approved at £9 per hour but spend to be agreed ad hoc from meeting to meeting.

139/17 Play Area Rubber Matting Pressure Wash

A quote had been received from Mr Sparkle on providing pressure washing services to the matting of the play area at £100 per occasion. The Parish Council agreed for the Clerk to action in the event of this being required.

140/17 Multi Sports Equipment

As there hadn't been successful arrangement for the movement of the equipment the Parish Council agreed that it would be prudent not to delay the inspection further and confirmed for the Clerk to go ahead as previously approved. The Chair advised that a quote had been sort from a professional play equipment firm to move the equipment, and they had quoted £3k which the Council agreed it could not fund. It had been agreed that the resident would keep the Clerk informed of any further assistance to move the equipment, after which a further inspection would still need to be arranged as a matter of health and safety.

141/17 British Sugar Operations Address

The Parish Council approved that they were in favour of the use of Wissington as part of a geographic address for British Sugar PLC operations. The Clerk agreed to respond to the Borough Council.

142/17 EU Sugar Quotas

The Parish Council discussed, and JH advised that there may be no extra sugar but it might stop the importing of sugar cane. The Parish Council agreed they had nothing further to add.

143/17 General Data Protection Regulations Update

The Clerk advised that she had attended the General Data Protection training in November. From the training she would be presenting a new policy for adoption, an audit and the approval of a Data Protection Officer at the meeting in January. The Clerk advised that the enhanced legislation to the current Data Protection legislation dated 1998 would come into force in May 2018 and the Parish Council needed to be ready. She added that this could potentially be an added Duty for the Clerk and would

mean extra hours to resolve. The Clerk advised that it would be important to take care of any personal data verbal or written and for it to be not available in meetings or any other locations.

144/17 Clerk Training

It was approved for spend of £25 plus VAT spend on Clerk training early in 2018.
Prop. JB, 2nd JH, All agreed.

145/17 Playground, Cemetery, Pond Area, Playing Field and Churchyard Bi-Monthly Inspection

JH inspected the areas and advised that:

- There were bolts missing on the logs of the play equipment – the Clerk agreed to ask the Handyman to resolve as soon as possible.
- The wooden boards in the cemetery were causing a trip hazard – the Clerk agreed to ask the Handyman for how many hours it would take to resolve and grass over.
- There was no dog fouling sign on the play area – Clerk to seek new sign.

146/17 Rangers / Highways Maintenance Tasks

There was none.

147/17 Planning Application Matters

There were no planning applications for consideration within the meeting and decisions received were noted as follows:

17/01807/F Extension to create 2 bedrooms and shower/en-suite 1 Queens Close Wereham, PE33 9AX – no objections or comments.

17/00151/TREECA - Manor House Stables Church Road Wereham, PE33 9AP - T1 Eucalyptus Tree - Remove 2 lower limbs right side reduce by 4m left side limbs within Conservation Area

148/17 Finance

The Accounts to month ending September 2017 and October 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
Mr Sparkle - clearance of brambles, dead foliage, remove laurel bush, tidying and spraying bank near brambles and applying grass seed	170.00	0.00	170.00
Royal British Legion - Wreath	21.50	0.00	21.50
Anglia Computer - Annual Web Hosting	70.00	14.00	84.00
Birketts - Final Fee for Playing Field Licence	744.00	147.60	891.60
CGM - Mowing Aug & Sept; Spraying Aug & Sept; play area fungicide July and oct;	594.74	118.97	713.71
HMRC Wages (PAYE) - September and October	109.60	0.00	109.60
Helen Richardson - Wages and Expenses exc PAYE - September and October	73.08	0.00	73.08
S J A Pest Control	34.00	0.00	34.00
Eon Bills for October and November	103.25	5.16	108.41
JD Signs - Church Sign	6.95	1.39	8.34
Hilgay PC - Parish Cllr Training John Millard	31.25	0.00	31.25

Total	1958.37	287.12	2245.49
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Proposed JH, seconded PW. All Agreed.

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

149/17 Draft Budget and Precept 201819

The Parish Council had received the second draft and agreed review further at the January meeting with any final amendments or additions. It was agreed that if there were improvements needed to the village it was important to have the correct budget. The Clerk agreed to amend the budgeting information and email out mid-December for consideration in January.

Resolved: That the Clerk amend and email budget and precept information mid-December.

150/17 Councillors concerns and agenda items for next meeting

Cllr Martin Storey advised that the Norfolk County Council were reviewing their budgets and they would not be shutting libraries. He shared that farm tenancy land had been acquired which was believed to be a good investment. He advised that more information could be found on their website in relation to Norfolk County Council. He also shared that a consultation was available on the boundary commission in regard to ensuring wards were equal in elector numbers to Councillors which ran until January and was open to all on the Borough Council website.

151/17 Forward Work Programme

There were no queries and the forward programme was noted.

152/17 Date of Next Meeting (All at 7.00 pm in the Village Hall)

Tuesday 9 January 2018

Meeting closed at 9.15 pm