

**WEREHAM PARISH COUNCIL**  
**Minutes Subject to the Approval at the next Meeting**  
**Ordinary Meeting of the Parish Council**  
**Tuesday 12 September 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 John Millard	JM	
Cllr Gail Koopowitz	GK	Vice Chair
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
Rev Ken Waters	KW	Priest in Charge – St Margaret's Church

**Members of the Public: 3**

**99/17 Public Comments / Questions**

There were no public comments or questions raised.

**100/17 The Openess and Transparency Notice was read by the Chair.**

**101/17 Apologies and Welcome**

There had been no apologies received for absence.

**102/17 Consider Declarations of Interest on Agenda Items and Dispensation Requests**

There were none.

**103/17 Minutes of the Meeting dated 11 July 2017**

The minutes of the Ordinary Parish Council Meeting held on 11 July 2017 were approved.  
*Prop. JR, 2<sup>nd</sup> JH, All agreed.*

**104/17 Clerks Report (Including Matters Arising from July meeting) – July 2017**

**Land Registry Items**– Andrew Carrier of Fraser Dawbarns has 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)** – Further report and invoice received and there has been generally a lot of mole activity.

**Cemetery Grass Establishment** – This was resolved and passed over to CGM to cut from 20 July.

**VAT Return** – An amount of approximately £1200 was received in July.

**Transparency Fund Application** - £358.82 received.

**Letters to Parishioners** – Were sent to Tudor Lodge and Property to the left of the Manor House in regard to over grown bushes immediately after the last meeting. Tudor Lodge resolved immediately.

**Willow Tree A134** – This was reported to Highways from July meeting.

**Licence of Playing Field** – Duplicate now received from them signed off. Invoice on finance for payments.

**Flies** – Anglian Water confirmed they had investigated and there was no issue with the pumping station. The Clerk emailed Glazewing's Director Jonathan Miles and Environment Agency responses circulated to Councillors.

**Update on Multisport Goal** – Goalposts are now removed. Clerk will be arranging for the Playground inspection dates first and then will arrange movement of the multisport equipment to be the day before inspection.

**Update on Memorial Bench Applications** – To be done after pond works complete.

**Defibrillator Training Update** – Funding return will be made in October and any funds left advised. Key fobs received. Awaiting a new date as August one only had 2 people interested.

**Logs on Play Area** – JR tightened them.

**Dog Signs Update** – PW arranged for signed from Borough Council and agreed to put around village.

**4<sup>th</sup> August email from** the rangers recently visited Wereham. The items they have been able to carry out are as follows:

- The Row – potholes o/s Northfields filled
- Church Road – Hedges trimmed, verge strimmed and footway swept
- Lynn Road (A134) – Hedges trimmed footway swept and verges strimmed.

They advised that they had been unable to carry out the following items:

- Weeds in footway at Crown Gardens and around pond – will be inspected and works programmed as necessary
- Sign washing throughout parish – works have been programmed for these to be done.
- Road around pond – will be inspected and sweeping programmed where required.
- Verge cutting – the second scheduled cut as recently started so these should be done in due course.

**Data Protection** – New Regulations come into force next May, the Clerk will be attending a course on 8<sup>th</sup> November to ensure the Parish Council is compliant. This training cost of £35 has been split with two other Parish Council's as a saving.

## 105/17 Parish Council Management

The Clerk advised that the External Auditor had confirmed the conclusion of the audit and publication of the statement of accounts would be made. The Clerk advised that External Auditors had recommended that the Councillors check the figures before submission as the 201516 accounts needed to be restated. The Clerk advised that the Parish Council as a smaller authority had opted out from External Audits going forward but would still need to commission an internal auditor.

## 106/17 Correspondence Received

The Parish Council noted the following correspondence received:

- Letter from Elizabeth Truss MP – The Clerk advised that she had invited the Parish Council to request attendance to a meeting should there be anything they wished to discuss. The Parish Council agreed to keep the correspondence on file should it be required in future though not at this time.
- Letter from AON Insurers to advise that they were no longer provided insurance to local councils from next renewal in May 2018. The Clerk advised that as part of the change a broker had been in touch who would assist the council in finding a suitable replacement.
- Community Police Newsletter – July and August 2017 was noted.
- Norfolk Single Issue Silica Sand Review – no issues for Wereham and this was noted.
- Vision for Norfolk #V4N Email from CPRE was noted.
- Norfolk Strategic Framework Consultation was noted.

- Parish Partnership Funding from Norfolk County Council for 201819 had been received but after discussion it was agreed that there were no traffic calming measures that the Parish Council wished to pursue having spent funds for the past few years. The Parish Council agreed that they would consider again the following year
- NALC Newsletters were noted.
- Flies Update – A note from the Environment Agency had been received to advise of the measures they had been taken after identifying cause of increase in flies from animal and other waste in the Glazewing recycling plant that wasn't being recycled quickly enough or sprayed enough. The Clerk agreed to post on the website, Facebook and notice board. The Clerk advised that the Environment agency were going to continue to monitor closely as they did as part of their routine work and the waste being recycled was within their licence.

**RESOLVED:** 1) That the Clerk post the Environment Agency newsletter regarding flies on the Facebook page, website and notice board.

### **107/17 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 work had begun on site and the contractor was making good time with the schedule overall. He advised that the sale of the land where the current hall sat on was up for sale again. Following a query JM advised that the hedge that had been removed from the row along the A134 would be replaced with a wall as per plans previously shared. The Chair advised that the planners would have been involved in regard to the removal of the hedge and in regard to any conservation regulations that would have been required.

### **108/17 Wereham Pond**

The Chair advised that works by Norfolk County Council to the re-grading of the pond had been scheduled for the end of September. The Chair asked that the Clerk confirm a date with them as the work had been paid for in full as soon as possible. The Clerk advised that a letter was going to be sent to all local residents to the pond. The Parish Council discussed the delay to the end of September from the beginning of the month, and asked that the Clerk confirm with NCC that should he grass seed not take that they cover the cost of turf on the area as recompense. The Chair also asked the Clerk to confirm with Andy that as part of the savings they were making on dropping the soil on the far side of the pond and elsewhere that they cover the cost of fine mesh in order to keep the shape of the new bank once formed as previously agreed at a site meeting. [Subsequent to the meeting works to the pond were confirmed as starting on 25 September].

After discussion around the health of the pond the Clerk agreed to contact the Environmental Agency to seek advice on dredging. It was agreed that depending on the advice the Clerk should contact the Internal Drainage Board for a quote for dredging and dates of when this was last completed.

BB advised that he had been speaking to David Cooper a Parish Councillor at Boughton regarding the placement of hay bales within the water to battle the algae build up who advised that the bales should be placed in the water in the warmer weather and not the winter. The Clerk agreed to also ask the Environment Agency on their views on taking this action. It was also agreed for BB to ask Edward Lankfur to keep 20 bales by at £2 each totalling £40 over the coming months until confirm when required. *Prop. JR, 2<sup>nd</sup> JH, All agreed.*

The Parish Council discussed whether a request could be made for pond plants as part of the replanting of the pond to improve the water quality. It was agreed for the Clerk to seek confirmation from the Environment Agency that this would be safe to do so and if there were any species of plant that should be avoided such as invasive ones. The Parish Council discussed storage of donated plants and it was agreed for the Clerk to explore the ownership of the pond at Flegg Green with Norfolk County Council.

After a suggestion made by the Clerk GK agreed to try and cultivate seeds from lily's around the pond's edge.

The Parish Council shared that the visit with Debbie Murray from the Conservation Voluntary Trust had highlighted what steps the Parish Council needed to take to improve the pond. JH advised that she had various funds available should the Parish Council wish to apply for a funded project. The Chair advised that the Chair of the Heritage Group Ian Rye had confirmed that the group may be able to take any funding works to the pond under its wing rather than having to set up a separate pond group. PW advised that she was planning to go to the next meeting of the Heritage Group and agreed to represent the Parish Council.

The Chair advised that in recent weeks there had been concerns raised about ducklings entering the storm drain in the pond and enquiries about the mesh that had been placed there by a parishioner. The Parish Council discussed whether any mesh could cause flooding by stopping debris and building up at the storm entrance, and if let go at once could potentially cause a mass of water to the properties further down the drainage system. After discussion it was agreed for the Clerk to contact the Internal Drainage Board and ask them how they may resolve this issue elsewhere and if by introducing anything to the storm drain if there was a potential for causing flooding in the stopping the steady flow of water. The Chair highlighted that as parishioners had placed the mesh within the storm drain that this measure was understood not to be of the Parish Council's doing should there be issues with flooding as part of the drainage system. GK highlighted that there had been a contingency of emergency storm drain clearance agreed in previous months should it be required.

JH advised that the pub recently had experienced flooding at the front in the road and they were in contact with Highways to ensure that this didn't happen again.

The Chair advised that two quotes had been received in regard to works to the weeds around the path area of the pond, but confirmed that a quote was required for the whole area of the pond. The Clerk agreed to meet with the contractor to request a quote for entire clearance of weeds to the pond edge. It was agreed for the Clerk to go up to a maximum spend of £300, *Prop. GK, 2<sup>nd</sup> JB, five in favour and two against.*

- RESOLVED:**
- 1) That the clerk contact the Environment Agency to query dredging; introduction of plants to the pond including donated ones and hay bale introductions to the pond.
  - 2) That the Clerk ask Andy Wallace of NCC Highways to confirm the start date, use of fine mesh on new bank on far side of pond; grass turf compensation should grass seed fail to take and ownership of the pond down Flegg Green.
  - 3) BB ask Edward Lankfur to keep 20 hay bales by at £2 each.
  - 4) PW represent the PC at Heritage Group meetings.
  - 5) GK cultivate lily seed pods from the pond.
  - 6) That the Clerk contact the IDB should Environment Agency confirmed pond dredging for costs and previous dates done.
  - 7) That the Clerk contact the IDB to ask what measures they install elsewhere in regard to ducks and storm drains and if any introductions could cause flooding.
  - 8) That the Clerk seek a quote to a maximum of £300 for entire weed clearance to the edge of the pond.

### **109/17 St Margaret's Closed Churchyard**

The following areas relating to the Closed Churchyard were discussed. Rev Ken Waters was also in attendance to the meeting as part of working together with the Parish Council on the matters relating to the closed churchyard.

- **Memorials** – The Clerk had circulated a report showing 7 jobs in the Churchyard and 22 in the Cemetery. The Clerk agreed to seek further details from the inspecting contractor. It was agreed to consult with families where possible as a first measure and if this was not possible the Parish

Council would need to agree action to be taken depending on measures identified. The Clerk agreed when measures identified to explore options with stone masons. The Clerk advised that the Council's regulations requested that stone masons work was guaranteed for 15 years after production and their name is imprinted on the reverse and families would be responsible for repairs. The Clerk advised the Parish Council that they did not have to repair it themselves but it was their responsibility that any were safe.

- **Boundary Wall** – The Clerk advised that after contacting at least five contractors only one had responded possibly due to the nature of the work required. The Parish Council had received the quote for repairs to the internal part of the wall and an area identified near the small metal gate on church road. The quote was agreed as presented to the total of £530 and it was agreed for a further limit of £470 be applied for work to the brick wall at the rear of the church yard. The Clerk advised that she would need to contact the Ely Diocese for instruction on their consent to the works needed and also she would make contact with Pam Lynn, Conservation Officer at the Borough Council. It was agreed that an overall upper limit of spend for the Clerk of £1000. *Prop. JR, 2<sup>nd</sup> JH, six in favour and one against.*
- **Annual Church Clock Services** – JR had advised that he had recently attended the Church when the contractor who surveys the clock was able to attend at short notice as they were passing in the area. Once he arrived at the Church it became clear that the lock on the church door had been changed and he had not been issued with a replacement key. PW agreed to take forward with the PCC in order to supply JR with a key. JR added that he was concerned about the safety of the church tower and requested information of when it had last been inspected. The Chair reiterated that it was crucially important to be assured that the safety of the tower had been checked if the Parish Council were asking JR to attend to change time and send contractors to survey the clock. PW also agreed to take forward as a matter of urgency to the Parochial Church Council who she was also a member of and feedback to the Parish Council on email as soon as she had a response. JR was not to attend until this was confirmed.

**RESOLVED:** 1) That the Clerk contact the memorial inspectors for more information on what memorials they have identified requiring work.  
2) That the Clerk has the authority to spend to a limit of £1000 on repairs needed to the Churchyard wall.  
3) That the Clerk contact the Ely Diocese and Conservation Officer at the Borough Council in regard to Churchyard Wall repairs for necessary consents.  
4) That PW request the PCC investigate the supply of a key for JR for access in time keeping and servicing/surveying of the church clock.  
5) That PW request information from the PCC regarding the inspections of the church clock tower and report back to the Parish Council as a matter of urgency.

### 110/17 Tree Management

The Chair advised that a Tree Management survey report had been received for trees within the playing field, pond, churchyard and cemetery. The Chair advised that there was a willow tree around the pond that had been identified as dead and needed to be removed as soon as possible. The Clerk advised that three quotes had been received for the work to the willow tree and she had submitted a Tree Preservation Order Planning application to the Borough Council in anticipation of the work needing to go ahead. After discussion the Parish Council agreed to request T&A Tree and Garden Services to remove the dead willow tree but asked that the Clerk request it was taken down to 1ft rather than left at 10ft and request insurance copies.

The Parish Council agreed that it was important to replace trees where they are removed particularly around the pond, and as part of the overall works to the pond replacement of trees would be undertaken. The Chair advised that she had discussed specifically with the residents of the Chapel and advised that the Parish Council would work with residents. The Clerk advised that Richard Fisher, Tree Officer at the Borough Council advised that a willow tree or elder tree would be acceptable. It was agreed that a willow tree may not survive and elder may be a good replacement.



It was agreed for the Clerk to seek further quotes to all other work identified as needing to be done within the next year from all three contractors who had supplied quotes for discussion at the next meeting.

*Prop. JB, 2<sup>nd</sup> JM, All agreed*

**Resolved:** 1) T&A Tree and Garden Services quote be approved for the felling of the dead Willow tree to 1ft pending application to the Borough Council. At a cost in line with Clerks Health and Safety allowance of £250.  
2) That the Clerk seek quotes for work in report to be done within the next year from all three contractors used for discussion at the November meeting.

### **111/17 Re-Siting of the Millennium Bench**

It was agreed to discuss at the November meeting.

### **112/17 War Memorial Preservation**

After discussion it was agreed that the War Memorial had recent care taken to clear and following inspection there was no repairs required at this time.

### **113/17 Remembrance Day Wreath**

The Parish Council confirmed payment of the wreath of up to £25 for remembrance Sunday and Charles Humphries had confirmed he would lay it on the day.

**Resolved:** That the Clerk order one Remembrance Day wreath is confirmed for payment.

### **114/17 Willow Tree Overhanging A134**

The Clerk agreed to report to Andy Wallace of NCC Highways for them to cut the willow tree over hanging the path and road.

**Resolved:** That the Clerk contact Andy Wallace, NCC Highways and advise them to cut it.

### **115/17 Drainage at Culvert (TF60414)**

There had been no other flooding.

### **116/17 Playground, Cemetery, Pond Area, Playing Field and Churchyard Bi-Monthly Inspection**

PW inspected the areas and advised that:

- Moles – were particularly an issue on the playing field. The Clerk advised that the contractor was resolving as an ongoing issue.
- Cherry Tree on playing field needed to keep an eye on as the tree report advised it roots may have been severed causing it to start to lean.
- Weeds on play area need strimming and spraying. The Clerk agreed to contact CGM.
- There was no dog fouling sign on the play area. PW to install a sticker.
- Flat seat swing inspected.
- Grass could do with a shorter cut.
- Metal seat needing painting.

There was discussion about the general weeds around the village and the Clerk advised that other villages did have Handymen in place more and more and it was agreed to consider under an item at the November meeting.

**117/17 Rangers / Highways Maintenance Tasks**

The Clerk agreed to report weeds and grass needing cutting along from top of Flegg Green along A134 to the breakers yard to NCC Highways.

**118/17 Planning Application Matters**

There were no planning applications for consideration within the meeting and no decisions had been received.

**119/17 Finance**

The Accounts to month ending July 2017 and August 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
Eon July – streetlights	50.78	2.54	53.32
Eon August – streetlights	52.47	2.62	55.09
Eon September – streetlights	52.47	2.62	55.09
Refund Cllr P Walker Gift to Volunteer	12.30	0.00	12.30
T&A Tree and Garden Service - Cemetery new grass	220.00	0.00	220.00
Community Heartbeat Trust - Key Fobs	50.00	10.00	60.00
CGM - Grounds Maintenance - grass cutting in June	202.98	40.60	243.58
CGM - Cemetery Hedge cut - July 2017	45.00	9.00	54.00
CGM - Churchyard Cut	18.20	3.64	21.84
CGM - Weed Spray (Churchyard/Cemetery/Alleyway)	13.98	2.80	16.78
Mazars - External Audit	225.00	45.00	270.00
S J A Pest Control – Mole	68.00	0.00	68.00
Adrian Smith - Land Agent Heygates - Playing Field Licence	500.00	0.00	500.00
HMRC Wages - July and August	144.20	144.20	288.40
Helen Richardson - Wages and Expenses (payable) (Excludes £184.64 plus £13 monthly allowance paid by SO in July and August)	242.76	0.00	242.76
<b>Total</b>	<b>1898.14</b>	<b>263.02</b>	<b>2161.16</b>

*Proposed JR, seconded GK. All Agreed.*

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

**120/17 First Draft Budget and Precept 201819**

The Parish Council had received the first draft and agreed to take the information away and to come to the November meeting with any amendments or additions for the following year. The Clerk advised that there was scope for projects during the financial year of funds not yet reserved or earmarked.

### **121/17 Councillors concerns and agenda items for next meeting**

- Cllr Martin Storey advised that he had recently met with the Denver Sluice team who had offered an extended invitation for any villages with nearby river systems feeding to this outlet and would only ask for a donation as part of any tour. The Parish Council noted this invitation.
- Cllr Colin Sampson advised that the Borough Council were looking at rolling out a lottery to help small local charities and to look out for information in the coming months.
- Cllr Colin Sampson advised that following the work on the election boundaries by the Borough Council it had been agreed to include Barton Bendish now within the Wissey Ward which may provide a better link between the parishes.
- Cllr Colin Sampson advised that there was a Borough Council in Kent which had approved the regulation of the need for dog walkers to carry bags and be able to present them or be issued with a fine for those who didn't as an extra measure to tackle dog fouling. The Parish Council confirmed that they would be in support of the Kings Lynn Borough Council applying to do the same.
- Following a query regarding pig farm tents the Chair advised that there was little the Parish Council could do about the buildings when on private land.
- A pole which held the Parish Council's street lamp at Cavenham Road had recently been encased behind fencing. The Clerk agreed to investigate and advised that the pole would be owned by UK Power Networks and the light was responsibility of the Parish Council.
- The Clerk agreed to investigate new Perspex for the village notice board.

*GK had to leave the meeting at this point due to family commitments.*

- The Parish Council discussed the use of the playing field for cars attending the monthly car boot arranged by the Wereham Village Hall. It was agreed that the Clerk contact the Chair of the Village Hall to remind them that the prior agreement with the Parish Council was that no cars are allowed on the playing field if the weather is bad resulting in the ground being too soft to park cars. The Parish Council confirmed that once the new hall was built they would review arrangements of cars on the field and assumed that the village hall could use their own car park.

### **122/17 Forward Work Programme**

There were no queries and the forward programme was noted.

### **123/17 Date of Next Meeting (All at 7.00 pm in the Village Hall)**

Tuesday 14 November 2017

**Meeting closed at 9.50 pm**