

**WEREHAM PARISH COUNCIL**  
**Draft (until approved at the next meeting)**  
**Minutes**  
**Ordinary Meeting of the Parish Council**  
**Tuesday 9 March 2021 at 7.00 pm**  
**Virtually Via 'Zoom'**

**Attendance:**

Cllr Joanne Bruce      Chair  
Cllr Annie Bruce  
Cllr Jonathan Marsh  
Cllr John Millard  
Cllr John Nicholls  
Cllr Sandra Nicholls      (From Clerks report to 39/21)  
Helen Richardson      Parish Clerk and Financial Responsible Person

**Also in attendance:**

Public – 0  
Cllr Martin Storey, Norfolk County Council  
Cllr Colin Sampson, Borough Council of King's Lynn and West Norfolk

**Public Participation**

There was none.

**23/21 Openness and Transparency Notice**

Was read by the Chair.

**24/21 To Consider and Accept apologies for absence**

Apologies was received and accepted for Cllr Jacki Hitching (health reasons).

**25/21 To Receive Declarations of Interest on Agenda Items**

There were none.

**26/21 To confirm as a correct record the Ordinary Meeting of the Parish Council on 12 January 2021**

**RESOLVED:** That the minutes of the Ordinary Meeting on 12 January 2021 of the Parish Council be approved as a true record of the meeting. (Cllr Jo Bruce proposed, Cllr John Millard seconded, all were in favour).

**Matters Arising - Clerk Report**

**Play Area Project** – The new Play area flooring was finished early February and inspected by the Clerk with pictures emailed to the Council. The goal and bird nest swing was installed w/c 1 March. The Clerk has ordered the Play area inspection with Wickstead. The Clerk agreed to add to the next agenda litter bins.

**Right of Way Application Notification Received by the Wereham Parish Council** – The Parish Council received notification of an application lodged by an individual to the Norfolk County Council in mid-January. It is proposing to register the Lammas Lane route through to Nowhere Lane and West Dereham registered footpaths as one stretch. The NCC will consider these applications in time, but there is no advice of when that is likely to be, when they do they will consult with adjoining land owners and the Parish Council. The Right of Way Officer NCC shared the following in an email to the Clerk at the end of January 2021:

“This is a part of a claim process undertaken by the named individual rather than NCC. They are submitting claims to try and ensure historic rights of way are registered before they are “lost “after 2026. The 2026 cut-off date is for routes that might no longer be in use but exist because of documentary evidence, which is then used to back a claim. Any claims that are accepted by NCC as

part of this process then need to be thoroughly researched which will take time, but as long as the registration takes place before 2026 then the process can still be followed.

The process can also be used to “upgrade” existing routes if there is historic evidence that higher rights existed compared to what is currently recorded.

In summary what is being said here is that the E-W route may have historic evidence to show that it was a public track which would equate nowadays to a Restricted Byway all the way through, upgrading the existing route which is currently part footpath, part bridleway and a little gap (ringed) that has no formal status even though it is used as a footpath. The middle bit of Nowhere Lane is already registered as a soft road so already has higher rights. All that happens now is that NCC decides whether there is sufficient merit in the application to accept it, and if there is at some point in the future it will be investigated in detail to see whether on the balance of evidence that higher rights exist. During this process there will be formal consultations with the Parish and landowners but at the moment you need not take any action, the document from the applicant is for your information only”.

**Contractor List** – The Clerk reviews this list quarterly and will report anything to the Council by exception/

**Information Commissioner Office** – Annual fee processed and confirmed.

**St Margaret’s Hill Burst Main** – There was a water leak on the hill which started early February and was reported to Anglian Water by the Parish Clerk. Thanks to a resident who reported it to the Clerk and afterwards met with them on site to share information. And thanks to a second resident who volunteered by gritting the entire area whilst temperatures were extremely low creating very dangerous ice over a four-day period. The Handyman moved grit from the Queens Close bin to the St Margaret’s Hill bin over that weekend, and the Clerk requested a refill by Highways. Anglian Water installed barriers around the site and the Clerk was keeping in touch with them and Norfolk County Council Highways. Water that was flowing from the area into the pond which will increase the level in additional to any storm water and may add to the issue, but it was agreed for the Clerk to monitor.

**Dog Waste** – There continues to be an issue with dog waste in the village, though the bins which are emptied every two weeks get very full. The Clerk collected two large deposits on the pond in January and in February some which was right next to the dog bin on the playing field.

**Anti-social behaviour** – There were burnt items found over the far side of the playing field, pieces of wood and a melted cone which youths most likely have tried to burn and melt. They had also moved a concrete post and metal pole to the outside of the play area which the Clerk moved.

**Action List** – The Clerk emailed the Council the 2020/21 Action list for information and will present a 2021/22 version May meeting. Items resolved in 2020/21 were Renewal of Play Area Flooring; Playing Field improvements (Bird nest swing and movement of goal) and the Clerk became CILCA Qualified.

**Scribe Accounting Online System** – This is now all set up ahead of 1<sup>st</sup> April for the Clerk and Councillors to use.

**Tree Management Survey** – The Clerk emailed the contractor to confirm approval at the January 2021 meeting to go ahead with a survey in the village April/May 2021.

**Scribe Cemetery Online System** – The Clerk is almost half way through digitising the Register of Burials onto a spreadsheet that will then be sent to Scribe to input into the new cemetery online system. The Register of Graves and other register information will be added to the system over time.

**Precept 2021/22** – The Borough Council received the precept receipt confirming on email.

**NALC Representation** – In January the Clerk emailed copying in Cllr Jacki Hitching to Norfolk ALC for her to be the representative for Wereham Parish Council. There will be around two meetings a year and she will receive information directly.

**Signs at Flegg Green** – The Clerk reported damaged signs at Flegg Green near A134 to NCC.

**Planning Decisions Received for info:** 20/02051/F Wereham The Old Stables The Row Wereham King's Lynn Norfolk PE33 9AY - Extension to dwelling to provide additional bedroom Application Permitted 15 February 2021 Delegated Decision

**27/21 To Approve Purchase and Installation Costs for Coir Rolls for Pond Edge**

The Chair shared that the Coir rolls proposed for purchase would be installed along the 'beach area' and over the opposite side where they were previously installed up to the start of the willow tree. The coir rolls were seeded with plants that grow and hold a bank in place with their roots. Seven lengths of coir rolls, plus stakes and delivery was £676.05 plus VAT. The Council agreed that places could be cut for places to fish when the plants grew. The Clerk agreed to seek a quote from the Handyman on installation costs to be approved on email and ratified at the next meeting.

**RESOLVED:** That purchase of seven Coir Rolls and stakes, including delivery be approved for the pond costing £676.05 plus VAT and that the Handyman be asked to install in liaison with the Clerk. (Cllr Jo Bruce proposed; Cllr John Nicholls seconded, all in favour).

**28/21 To Approve Rewilding Project Costs for Village Green Areas**

Highways had confirmed they would allow rewilding of the area opposite the village hall but the Parish Council would have to take it on permanently if this work took place. The piece of land on the edge of the A134 was a piece of land that did receive a lot of complaints in the past over its untidiness and if the Parish Council managed they would be able to cut it as often as it wished instead of twice a year as Highways did. The Chair shared that it would be good to make a nice feature in the village and improve it. Costs of seeds would be explored and labour revisited.

**RESOLVED:** That a budget of up to £500 be approved for rewilding the common area opposite the playing field. (Cllr Jo Bruce proposed; Cllr John Millard seconded, all in favour).

**29/21 To Approve Handyman Work to Removal of Ivy on Church Wall (3 Hours)**

**RESOLVED:** That three hours be approved for the Handyman to remove Ivy from the Church Wall. (Cllr Jo Bruce proposed; Cllr John Nicholls seconded, all were in favour).

**30/21 To Discuss and Approve Any Action or Cost in relation to a Water Bailiff for the Village Pond**

The Clerk agreed to check the public liability limit on the Council's insurance and the Handyman's. The Clerk agreed to research employment options. The Clerk agreed to lift the Board and manage it.

**31/21 To Receive Bi-Monthly Village Inspection Report from the Clerk and Any Associated Costs of Work Needed**

The Clerk inspected the village and shared items around the village that required cleaning, painting or maintaining, which included the bench in the cemetery and the railings around the pond. The Clerk agreed to follow up with the contractor regarding the Village Sign refurbishment.

**RESOLVED:** That 20 hours for the Handyman to resolve maintenance identified be approved plus materials for paint and stain. (Cllr John Millard proposed; Cllr Jonathan Marsh seconded, all were in favour).

**32/21 To Approve Review of the Retention Policy**

There were no proposed amendments.

**RESOLVED:** That the Retention Policy be approved. (Cllr John Millard proposed; Cllr Jonathan Marsh seconded, all were in favour).

### **33/21 To Approve the Risk Management Scheme from 1 April 2021-31 March 2022**

**RESOLVED:** That the Risk Management Scheme from 1 April 2021 to 31 March 2022 be approved. (Cllr John Millard proposed; Cllr Jonathan Marsh seconded, all were in favour).

### **34/21 To Approve Payroll Services 2021/22**

**RESOLVED:** That payroll services for a following 12 months be approved at £288.40 plus VAT. (Cllr Jonathan Marsh proposed; Cllr John Millard seconded, all were in favour).

### **35/21 To Approve Register of Decision Made on Email to be Ratified: Clerk Training EROB with NALC**

**RESOLVED:** That the register of a decision made on email to be ratified being the Clerk Training on EROB with Norfolk ALC be approved. (Cllr Jo Bruce proposed; Cllr John Millard seconded, all were in favour).

### **36/21 To Approve Payments to date**

Clerk	January and February 2021 Wages	£486.20
HMRC	PAYE	£115.00
Scribe (Starboard Systems Ltd)	Annual Subscription for Accounts	£288.00 plus VAT
Handyman	Removal of Ivy Church wall; Life Buoy Installation; Transfer of Grit; Rubbish clearance at pond.	£63.00
Payroll	Annual Fee 201920	£280.00 plus VAT
Norfolk ALC	EROB Training Clerk	£10 plus VAT
Community Heartbeat Trust	Emergency Cellular Phone Annual Rental Year 5	£60 plus VAT
Community Heartbeat Trust	Annual Support Cost Year 5	£135 plus VAT
Thomas B Bonnetts Information Commissioner Office	Post Mix for Cemetery Dog Waste Bin Annual Fee	£6.00 plus VAT £40.00
FLP Outdoor Play	Play Area Flooring	£9610.00 plus VAT
FLP Outdoor Play	Bird Nest Swing (Movement of Goal included as free)	£4711.00 plus VAT
Eon	Streetlight Electric	£23.52 plus VAT
Eon	Streetlight Electric	£21.24 plus VAT

**RESOLVED:** That payments for January and February be approved as presented. (Cllr John Nicholls proposed, Cllr Sandra Calvert seconded, all were in favour).

### **37/21 To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme**

- A field along The Row had been drilled to remove excess water, however a trench had been dug filtering water onto The Row road dispersing soil onto the road and filling the ditch. During cold weather there had been sheer ice on the surface of the road as a result. Highways had recently worked to clear the gully's but were now full along with the ditch. The Clerk agreed to contact the

land owner in the first instance to ask them to re-instance the verge and remove the trench and clear the ditch.

- The pond silt level was a foot below the water surface, it was agreed to add to the May agenda for discussion and the Clerk would seek quotes on machinery to suction it from the pond.

### **38/21 To Receive Councillors Concerns and Agenda Items for next meeting**

#### **Cllr Martin Storey**

- NCC had their budget setting meeting on 22<sup>nd</sup> February. A tax increase of 3.90% was agreed. Information on the budget breakdown could be found on the website.
- His Highways Budget he was able to allocate had increased from £6k to £10k if needed in any parishes that he serves. The Clerk agreed to contact Cllr Martin Storey with details for the pond silt removal.
- Noted that NCC is one of the highest performing councils in the country.

#### **Cllr Colin Sampson**

- Next month separate food waste should continue to be collected.
- BCKLWN were still assisting with covid and therefore this affected services.
- The Census was now available to complete and encouraged all to complete it, the more data the borough has on the people that live here the better chance to get information for funding available.

### **39/21 To Approve Date of Next Meeting – Tuesday 4 May 2021 at 7 pm to be held virtually.**

It was approved and noted.

Close 8.15 pm