

WEREHAM PARISH COUNCIL
Minutes
Annual Meeting of the Parish Council
Tuesday 4 May 2021 at 7.00 pm
Virtually Via 'Zoom'

Attendance:

Cllr Joanne Bruce
Cllr Jacki Hitching
Cllr Annie Bruce
Cllr Jonathan Marsh
Cllr John Millard
Cllr John Nicholls
Cllr Sandra Calvert
Helen Richardson Parish Clerk and Financial Responsible Person

Also in attendance:

Public – 4
Cllr Martin Storey, Norfolk County Council
Cllr Colin Sampson, Borough Council of King's Lynn and West Norfolk

Public Participation

A member of public shared that they had felt a leaflet drop may have been more beneficial to the consultation in regard to the Church's funding application.

A member of public queries payments and receipts of the Parish Council in 2020/21, the Clerk shared on the screen using Zoom the accounts spreadsheet of the payments and receipts in the year. It was explained that the £10k excess funds in the account at year end had arisen because funding totalling nearly £14k had been applied for and received mainly in the last financial year and some the previous year for the play area project, and the funds that the Council had saved for the project was not required.

40/21 Election of Chairperson and Vice Chairperson

RESOLVED: That Cllr Jo Bruce continues as Chair. (Cllr Sandra Calvert proposed, Cllr John Nicholls seconded, all were in favour).

RESOLVED: That Cllr Jacki Hitching continues as Vice-Chair. (Cllr John Nicholls proposed, Cllr Annie Bruce seconded, all were in favour).

41/21 Openness and Transparency Notice

Was read by the Chair.

42/21 To Consider and Accept apologies for absence

There were none.

43/21 To Receive Declarations of Interest on Agenda Items

There were none.

44/21 To confirm as a correct record the Ordinary Meeting of the Parish Council on 9 March 2021

RESOLVED: That the minutes of the Ordinary Meeting on 9 March 2021 of the Parish Council be approved as a true record of the meeting. (Cllr John Millard proposed, Cllr Sandra Calvert seconded, all were in favour).

45/21 To Note Declaration of Interests (Pecuniary and Non-Pecuniary) (within 28 days)

Was noted.

46/21 To Approve Financial Regulations

There were no proposed amendments.

RESOLVED: That the Financial Regulations be approved. (Cllr Jacki Hitching proposed, Cllr Jo Bruce seconded, all were in favour).

47/21 To Note Risk Management Scheme 2021/22 Approved March 2021

RESOLVED: That the Risk Management Scheme 2021/22 be approved. (Cllr John Nicholls proposed, Cllr John Millard seconded, all were in favour).

48/21 To Approve the Assets Register as at 31.03.21

RESOLVED: That the Assets Register as at 31.03.21 be approved. (Cllr Jo Bruce proposed, Cllr Jacki Hitching proposed, all were in favour).

49/21 To Approve Annual Insurance Renewal

RESOLVED: That insurance premium provided by BHIB Ltd of £473.64 be approved from 1st June 2021 to 31st May 2022. (Cllr Jo Bruce proposed, Cllr Jacki Hitching seconded, all in favour).

50/21 To Approve Statement of Accounts 2020/21

RESOLVED That the Statement of Accounts 2020/21 be approved. (Cllr John Nicholls proposed, Cllr Jacki Hitching seconded, all were in favour).

51/21 To Approve Annual Governance and Accountability Return 2020/21

RESOLVED: That the AGAR 2020/21 be approved in all applicable sections 1 and 2. (Cllr Jo Bruce proposed, Cllr Sandra Calvert seconded, all were in favour).

52/21 To Approve Councillor Training

Noted.

53/21 To Approve Meeting Dates from July 2021 to May 2022

It was agreed to continue to try and have meetings in July, September, November, January, March and May, at 7 pm, on the second Tuesday of each of these months, but it was noted that there may not be a July meeting if we are not confident in regard to covid situation.

54/21 To Discuss and Consider Approval of Grant Funding Application from the Wereham Parochial Church Council

The Council had received an application from the Church for funding assistance as a result of covid closures over the past year for contingency and building work. The Council had received a report of those residents who had shared either being for or against any funding anonymously. The Parish Council needed to measure any funding application against what would be of benefit to the community, and as the application had been to cover contingency this was not something the Parish Council could measure. It was suggested that the Church negotiate the Parish Share with the Diocese and the Parish Council would support that if needed. The Parish Council would not be able to assist currently but would urge any of the

parishioners in support of the Church to try and assist in any way they could. The Parish Council wished to keep open dialogue with the PCC.

55/21 To Consider Approval Purchase of Litter Bins, installation and Annual Empty Fee – Locations Proposed at Play Area and Pond

It was agreed to defer the item as there was no budget and it was felt not a huge litter issue in the village currently. The Clerk agreed to add to the bi-monthly sheet to monitor litter.

56/21 To Consider Approval of Any costs in relation to the Annual Play Area Inspection Report, if received

It would be deferred as the inspection report was not yet available.

57/21 To Discuss and Approve Any Action in Relation to Pond Silt Dredging

Three quotes had been received in regard to dredging of the pond. Any approval of a quote and cost would be pending further investigation into any licencing, permits or testing required. The Clerk advised that she would need to discuss with authorities, the local landowner etc. regarding timings and other considerations to plan for the dredging. The Clerk would be contacting NCC in regard to the previous offer to cover half the costs. The Council agreed to pause the Coir Roll project until after the dredging had been finished. The work would likely need to commence in October. The Clerk agreed to put signs up at the pond regarding the edge.

RESOLVED: Of the three quotes received the Council has chosen based on price the most economical option costing £9990 excluding VAT plus any other costs required. (Cllr Jo Bruce proposed, Cllr Sandra Calvert seconded, all were in favour).

58/21 To Consider Planting of Fruit Trees within Wereham Village (resident suggestion)

The Borough Council has still got a scheme where fruit trees can be donated at a very low cost towards a community orchard. The boundary around the playing field may be a good option for fruit trees. The Clerk agreed to investigate the borough's scheme and discuss with the tree management contractor, and also check whether there was any permissions were required from Heygates as the owner of the playing field.

59/21 To Consider Signage in Relation to Pedestrians School Lane (resident suggestion)

The Clerk agreed to seek advice from NCC regarding signage for traffic from both directions on School Lane to advise that there are pedestrians in the road and to slow as a health and safety matter.

60/21 To Approve Support of Application to NCC Hedgerow and Tree Planting Project/Restoration (resident suggestion)

The Parish Council had received information regarding suggested project from a resident that could be funded by NCC to reinstate hedgerows around the village and specifically Cavenham Road. The Council felt that it would support the project but the volunteers would need to understand if there were any land ownership issues where the hedgerows were sited. The Parish Council felt that a full length hedgerow would also be benefit at the cemetery.

The Parish Council wished to support the PCC's Campaign 'No Mow May' where the grounds maintenance contractor would not cut the grass in May in the churchyard at no extra cost including an extra cut if needed in the year.

61/21 To Approve Costs in Relation to Operation London Bridge

RESOLVED: That a total of £180 be approved for costs in relation to operation London Bridge to purchase a condolence book, photo, frame, arm bands and table cloth. (All were in favour).

62/21 To Approve Wereham PC Action Plan 2021/22 to be monitored over next 12 months

The Parish Council noted it.

63/21 To Receive and Approve Any Action in relation to the Bi-Monthly Village Inspection

Cllr John Nicholls conducted the inspection and the Clerk agreed to resolve the matters:

- The Wickstead inspection would review the log rolls on play equipment.
- The benches need painting on the playing field, the Clerk agreed to get quotes on paint and labour.
- The playing field dog bin needed re-fixing.
- There was rubbish behind trees on the playing field.
- The trees need tidying underneath on the playing field and church yard.
- Phone box needs a good washing down and sweep inside.
- Post for village sign would need renewing when village sign refurbished.
- There were huge numbers of new shoots that are six-foot-high in the church yard.
- The cemetery gate needed painting.
- The cemetery pathway needed weed killer.

64/21 To Approve Any Action in Relation to Temporary Event Licence (TENs) BCKLWN Policy

It was understood there was a significant amount of action from BCKLWN surrounding TENs and how they deal with them. There had been a lot of pressure from Parish Councils who were not statutory consultees.

65/21 To Approve Payments to date

Clerk Wages - March and April	486.20	0.00	486.20
HMRC March and April - PAYE	115.00	0.00	115.00
Handyman - clean playing field items; cemetery bench refurb and paint; clear rubbish from pond bank; clean top of phone box; clean ivy from church wall; move sam2	136.00	0.00	136.00
BHIB Ltd - Council Insurance Annual Premium	473.64	0.00	473.64
Pearce & Kemp Ltd - Annual Maintenance Charge	80.00	16.00	96.00
CGM Ltd	34.00	6.80	40.80
Norfolk Alc - Annual Subscription	157.90	0.00	157.90
BCKLWN Dog Waste Bin Emptying	404.68	80.94	485.62
Jo Raby - Internal Auditor	20.00	0.00	20.00
Eon - Streetlight Electric - March 2021	23.52	1.18	24.70
TOTAL TO BE PAID	1930.94	104.92	2035.86

RESOLVED: That payments as presented be approved. (Cllr Jo Bruce proposed, Cllr Sandra Calvet seconded, all were favour).

66/21 To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme

The Clerk agreed to report to the Handyman that the Speed sign was not working.

67/21 To Approve Date of Next Meeting – Tuesday 13 July 2021 at 7 pm

The Council would only meet if all had their first vaccination at least.

Meeting close: 8.55 pm.