

**WEREHAM PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Tuesday 7 March 2022 at 6.30 pm**  
**In the Wereham Village Hall, Wereham**

**Attendance:**

Cllr Joanne Bruce (Chair)  
Cllr Jacki Hitching (Vice Chair)  
Cllr Annie Bruce  
Cllr Jonathan Marsh  
Cllr John Nicholls  
Cllr Sandra Calvert  
Cllr Charles Bourne (from 13/22 to 37/22)  
Helen Richardson Parish Clerk and Financial Responsible Person

**Also in attendance:**

Residents of Wereham - Public – 1  
Cllr Colin Sampson, BCKLWN, Borough Councillor

**Public Comments**

A Member of the Public queried the planting of trees on the Parish Council's access strip to its land where the play area was located and advised that it was not possible to plant trees on this access strip due it being access to their land at this location.

**11/22 Openness and Transparency Notice**

The Chair read the notice

**12/22 To Consider and Accept apologies for absence**

There were none. Cllr Martin Storey, NCC Councillor sent his apologies.

**13/22 To Approve Co-option to the Wereham Parish Council**

**RESOLVED:** That Charles Bourne's application to be co-opted to the Wereham Parish Council be approved. (Cllr Jo Bruce proposed, Cllr Jacki Hitching seconded, all were in favour)

**14/22 To Receive Declarations of Interest on Agenda Items**

There were none

**15/22 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 11 January 2022 and Matters Arising (Clerks Report)**

**RESOLVED:** That the minutes of the Ordinary Parish Council meeting held on 11 January 2022 be approved as a true record. (All were in favour).

**Clerk Report – March 2022**

**Rewilding** – The volunteers prepped the Common Land next to A134 and the Cemetery for wild flower seed planting.

**Hedge Planting** – Volunteers helped to plant new hedging in the cemetery and on the Cavenham Road mid-January. No fully funded hedging or trees would be available now until early autumn due to planting conditions.

**Village Pond Railings and Painting of Gates** – The Clerk is suggesting on advice from the Handyman to delay the work to paint the railings until the spring, paint for railings was purchased previously and is being stored by the Handyman.

**Mole Activity Report – Oct to Dec 2021** – of the traps set in all PC land locations there was three caught in this period. The Mole contractor agreed to assess moles reported in the play area mid-January.

**Goal** – Handyman smoothed parts where metal removed on heras fencing mid Jan.

**BCKLWN** – confirmed receipt of precept request on 18.01.22 by email.

**Archiving** – Records scanned were deposited at the Norfolk Record Office on 8<sup>th</sup> February by the Clerk.

**NCC Highways** – Drain on The Row reported as blocked early February.

**BCKLWN Signage** – Leaning sign on Wretton Row was reported for the third time at least to be repaired by BCKLWN. Flytipping at sugar factory also reported early February

**Wereham Queen's Jubilee** – The Council approved a letter to be used by the Wereham Jubilee Committee in the village in support of any funding applications they were submitting

**Wretton Row Overgrown Hedge** – The Clerk emailed the Clerk at Wretton PC to take forward early February and they acknowledged.

**Duck House** – the Environment Agency advised that they did not recommend duck housing as can affect pond water quality.

**Village Sign Update** – Village Volunteer had prepped the sign for the village artist to paint. The sign was with the artist currently who had made a start on the artwork. The Clerk updated with them on 15 February.

**Street lighting Electricity** – The supplier had advised that though there had been increases, with the way the market was at the moment, the Parish Council were best off staying on the variable deemed rate because there was no standing charge applied.

### **Planning Applications Received for Comment Between Meetings**

**22/00054/F** Construction of stable building at Land South of Wretton Row The Row Wereham PE33 9AY. No comments returned on 15.02.22.

**22/00176/F** REMOVAL OF CONDITION 2 OF PLANNING PERMISSION 2/81/00189/F: (agricultural occupancy condition) at Northfield The Row Wereham King's Lynn Norfolk PE33 9AY. No comments returned on 01.03.22

### **Planning Decisions Since Last Meeting**

**21/02212/LB** Wereham Vicarage House Church Road Wereham King's Lynn Norfolk PE33 9AP - Proposed exterior lighting and window boxes installed to principal elevation (retrospective) Application Permitted 11 January 2022 Delegated Decision

### **Planning Decisions Since Last Meeting (no consultation required)**

**21/02108/F** Wereham Ash Cottage Flegg Green Wereham King's Lynn Norfolk PE33 9BA - Construction of single-storey extension Application Permitted 21 December 2021 Delegated Decision

**21/02156/LDE** Wereham Northfield The Row Wereham King's Lynn Norfolk PE33 9AY - Application for a Lawful Development Certificate for the existing occupation of Northfield, Wereham in non-compliance with condition 2 of planning permission 2/81/1168/F (Agricultural Occupancy Condition)

**21/00250/TREECA** Wereham Crown House Church Road Wereham King's Lynn Norfolk PE33 9AP - G1- Leylandii located at the top of Back Lane- To reduce in height by approx. 7m, leaving trees at approx. 7m above ground level, hedge cut both sides and ends retaining green cover, within a Conservation Area Tree Application - No objection 20 January 2022 Delegated Decision

### **16/22 To Receive and Approve Any Action in relation to Bi-Monthly Village Health and Safety Inspection, by exception**

This was circulated prior to the meeting, the Clerk noted the contents to take forward where action was required. The Clerk agreed to report to Highways a review of the roads within the village and replace the logs on a piece of the play area equipment.

### **17/22 To Approve Jubilee Bench for Pond**

**RESOLVED:** That a Jubilee Bench be purchased and placed at the Pond for £660 including VAT. (All were in favour).

### **18/22 To Approve Jubilee Tree, Plaque Design and Placement of Tree in Wereham**

A fund of £200 was available to purchase a tree for the Queen's jubilee, the Parish Council would be responsible for the tree but the Clerk would seek permission from NCC Highways to plant on their land - the common land opposite the village hall. A design for a plaque was shared for the tree.

**RESOLVED:** That pending agreement by Highways to plant a tree on the common land opposite the village hall, the Parish Council would fund the tree up to £200 if the application of funding was

unsuccessful and approve the proposed design of a plaque. (Cllr Charles Bourne proposed; Cllr Jonathan Marsh seconded, six were in favour and one abstained).

### **19/22 To Approve Location of a Jubilee Community Orchard in Wereham**

Thirteen trees had been donated to create a Community Orchard though not a formally approved by the Parish Council it agreed to discuss how it might assist in the possibility of creating a Community Orchard. A proposed area behind the Former Village Hall House and Cottages on the Parish Council's land on the playing field.

**RESOLVED:** That the trees be planted on the playing field in the proposed space near the playing area, but only provided that the neighbouring properties do not object. The Clerk to write to neighbouring properties seeking views before going ahead. (Cllr John Nicholls Proposed, Cllr Charles Bourne seconded, all were in favour).

### **20/22 To Approve Location and Costs to Install a Jubilee Boulodrome/Petanque Area on PC Playing Field Land**

Cllr John Nicholls advised the Council that he had submitted funding applications for a 10x14 metre petanque area on the Parish Council land on the playing field, he was unsure when the outcome would be known of the application that he had submitted. It was noted however that this was not a prior approved scheme by the Council at this point so any funding offers made the Council would need to discuss and approve. The Clerk asked that the application be circulated to the Council.

**RESOLVED:** That any further approval regarding the installation and any set up/arrangements for the petanque area would be pending Parish Council approval prior to any formal acceptance of funding. (All were in favour)

### **21/22 To Discuss the Jubilee Programme and Any Other Costs and Action Approvals Required**

Cllr John Nicholls gave an update in regard to the Wereham Jubilee Committee arrangements where there was a programme of events which included the Hilgay Brass Band on the Friday, a cream tea, and the Church would be open. He shared arrangements of the pub and the Village Hall. He shared that there may be a big lunch on the Sunday between the Church and the Pond and a jubilee quiz, and a road closure may be required. He shared that every house would receive a Jubilee programme as a souvenir. He shared that the Committee needed bunting, printing etc. The Clerk advised that £200 had been applied for on behalf of the Wereham Jubilee Committee by the Parish Council as they had no bank account, and any funds that the Committee wished to use it should supply the Council with invoices and receipts for reimbursement.

There were funding applications that had been made for the bench and a tree which the Parish Council were purchasing for the Jubilee.

### **22/22 To Approve Deposit of Jubilee Community Fund from BCKLWN to the Wereham Jubilee Committee's Fund giving Delegation to the Clerk to be Responsible for Checking Invoices/Receipts before dispensing funds**

Cllr John Nicholls advised that the Wereham Jubilee Committee needed to pay for the Hilgay Band and surplus funding could be used for bunting.

**RESOLVED:** That the Clerk be delegated to disperse funds to the Wereham Jubilee Committee as per funding received of £200 on their behalf.

### **23/22 To Approve Raising and Turf for the Wereham Pond Edge**

The Clerk agreed to meet with CGM to discuss the work required due to the moving water levels.

**RESOLVED:** That a budget for the work be set at £400 excluding VAT. (Cllr Jo Bruce proposed; Cllr Sandra Calvert seconded, all were in favour).

### **24/22 To Discuss and Approve Whether to Continue with the Fish Stock Removal Project**

**RESOLVED:** That fish stock removal not be pursued. (All were in favour)

### **25/22 To Approve Cemetery Memorial Garden Grounds Maintenance Work and Any Other Proposed Costs**

It was agreed that this was a project that volunteers could assist with.

**26/22 To Approve Adoption of the New Bullying and Harassment Policy**

**RESOLVED:** That the Bullying and Harassment Policy be adopted. (Cllr John Nicholls proposed; Cllr Jacki Hitching seconded, all were in favour).

**27/22 To Approve Review of Planning Comments Procedure**

**RESOLVED:** That the Planning Comments Procedure is reviewed with no amendments be approved. (All were in favour).

**28/22 To Approve Application for Use of Wereham Playing Field**

**RESOLVED:** That an application received for Use of the Wereham Playing Field in April be approved pending insurance cover being reviewed by the Clerk. (All were in favour).

**29/22 To Approve Letter to Local MP Regarding Improvements to Legislation Regarding Civility in Public Life**

**RESOLVED:** That the Letter as presented to Local MP Regarding Improvements in Legislation Regarding Civility in Public Life be approved. (All were in favour).

**30/22 To Approve the following motion and notify the Secretary of State: ‘This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures’.**

**RESOLVED:** That the statement as detailed on the agenda be approved. (All were in favour).

**31/22 To Approve New Councillor Training with Norfolk ALC at £60 per delegate**

**RESOLVED:** That New Councillor Training with Norfolk ALC at £60 per delegate be approved for Cllr Charles Bourne.

**32/22 To Approve Change of Parish Council Representative Member on the Village Hall Management Committee**

The representative role of the Village Hall’s Management Committee (independent Charity) was an offer within their Constitution for users of the hall to put forward representative members, and this offer was open to the Parish Council in the same way that other users of the hall could also do so.

**RESOLVED:** That Cllr John Nicholls be approved to be a representative member of the Village Hall Management Committee on behalf of the Wereham Parish Council replacing Cllr Annie Bruce. (All were in favour).

**33/22 To Approve the Register of Decisions Made on Email- To Approve £450 for urgent grounds maintenance in the cemetery (due to bird nesting season) and add to the contract in the long term to be carried out when cemetery front hedge is cut.**

**RESOLVED:** That the Register of Decisions Made on Email be approved ‘To Approve £450 for urgent grounds maintenance in the cemetery (due to bird nesting season) and add to the contract in the long term to be carried out when cemetery front hedge is cut’. (All were in favour).

**34/22 To Approve When to Place Sluice back into Pond**

**RESOLVED:** That a redesign of the sluice be approved up to £500 to allow water depth to be controlled. (Cllr Jo Bruce proposed, Cllr Charles Bourne seconded, all were in favour).

**35/22 To Approve Payments to date**

<b>March 2022 Payments for Approval</b>			
	NET	VAT	TOTAL
Clerk Wages - Jan and Feb 2022 plus expenses	547.64	0.00	547.64
HMRC Jan and Feb 2022 - PAYE	125.20	0.00	125.20
Thomas B Bonnetts – Padlock	2.67	0.53	3.20

Scribe Accounts 2022/23 from April 2022	488.00	97.60	585.60
Wereham Village Hall Hire March 2022	20.75	0.00	20.75
CGM - Cemetery Ground Maintenance; Playing Field Cut October 2021; September Ground Maintenance.	679.34	135.88	815.22
Norfolk ALC - Annual Membership 2022/23	162.64	0.00	162.64
Norfolk ALC - Fee to cover course	15.00	3.00	18.00
Community Heartbeat Trust - Defibrillator Emergency Celluar Phone	60.00	12.00	72.00
Hodson Office Supplies - Ink	10.99	2.20	13.19
Handyman -sluice, spikes, clean bench	18.00	0.00	18.00
Resident Volunteer prep Village Sign	50.00	0.00	50.00
Resident Volunteer prep Village Sign	110.66	0.00	110.66
<b>TOTAL TO BE PAID</b>	<b>2290.89</b>	<b>251.21</b>	<b>2542.10</b>

**As 03.02.22 Unity Trust Bank**

**TOTAL 29,127.19**

**RESOLVED:** That payments as presented be approved. (Cllr John Nicholls proposed, Cllr Sandra Calver seconded, all were in favour).

**36/22 To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme**

The Clerk agreed to driving of the waste trucks to the Borough Council for reports of dangerous driving.

**Cllr Colin Sampson, BCKLWN:**

- The Queen Elizabeth Hospital was now out of special measures.
- Sign post any individuals requiring assistance in relation to the Ukraine war to the Borough Council.

**37/22 To Note Date and Time of Next Meeting – Monday 9 May 2022 at 6.30 pm (Annual Parish Meeting followed by the Annual Meeting of the Wereham Parish Council in the Wereham Village Hall).**

**It was noted.**

Close: 9.00 pm