

**WEREHAM PARISH COUNCIL**  
**Annual Meeting of the Parish Council**  
**Monday 9 May 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 Sandra Calvert  
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 at the rear and advised that it was not possible to plant trees on this access strip due to it being access to their land at this location. It was agreed to add Bat Boxes to the November agenda to discuss possible re-use as offered by a resident. The Clerk agreed to arrange with the Village Caretaker to install three or four wooden stakes on the edge of the strip of land with no parking signs as a health and safety matter and ask the Village Hall to consider amending their hiring form to include guidance about not parking on this area. Following a comment about the speed of traffic on the A134 and close proximity to their home, the Clerk agreed to contact the Highways Manager in regard to scope for lowering the speed limit.

**38/22 Openness and Transparency Notice**

The Chair read the notice

**39/22 To Consider and Accept apologies for absence**

Apologies were noted and accepted for Cllr Jonathan Marsh and Cllr Charlie Bourne. It was noted that Cllr Martin Storey, NCC Councillor had sent his apologies. It was noted that John Nicholls had resigned as a Councillor on 20<sup>th</sup> April 2022 by email to the Chair and Councillors.

**40/22 Election of Chairperson and Vice Chairperson**

**RESOLVED:** That Cllr Jo Bruce be elected as Chair and Cllr Jacki Hitching be elected as Vice-Chair continuing in these roles. (Cllr Annie Bruce proposed, Cllr Sandra Calvert seconded, three were in favour and one abstained on each position due to the vote being taken regarding themselves).

**41/22 To Receive Declarations of Interest on Agenda Items**

Cllr Jo Bruce declared an interest in regard to item 45/22.

**42/22 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 7 March 2022 and Matters Arising (Clerks Report)**

**RESOLVED:** That the minutes of the Ordinary Parish Council meeting held on 7 March 2022 be approved as a true record. (All were in favour).

**Clerk Report – May 2022**

**Community Payback Project** – As part of a pre agreed action for the Council to engage the Community Payback team run by the Probation Office they were able to fit the Parish Council in May to do the various painting jobs of the churchyard gates; memorial metal railing; pond railings; telephone box; three benches on the playing field and straighten one, and the noticeboard. Labour was at nil cost so all the parish council had to do was supply materials. Thanks to the Village Hall to be used for comfort breaks in the day. The team started on Sunday 1<sup>st</sup> May and worked each Sunday until the end of the month. Bonnetts helped the Clerk in supplying the correct materials needed which was a tremendous help in planning for it.

**Pot Holes** – two small areas reported to NCC on 8<sup>th</sup> March on St Margaret's Hill. The Clerk asked the Highways technician to review all roads in Wereham for cracking. Pot holes on the row have been filled.

**NCC Parish Partnership Funding** – As this was not submitted due to admin error this is now pending 2023/24 and further investigations closely working with NCC on costs and design.

**Fruit Trees** – The Clerk hand delivered letters as agreed by the Parish Council to two properties neighbouring the playing field to ask if they would have any concerns about planting thirteen fruit trees to the rear of their gardens to contact the Clerk. They had expressed concern and did not agree with the Parish Council planting them in this location, so it was added to a meeting agenda to discuss further.

**Civility in Public Life** – The Clerk emailed the Letter to Elizabeth Truss MP office on 8<sup>th</sup> March in support of better regulation in the sector to improve civility in public life.

**Jubilee Bench** – This was ordered early March and due to be delivered to the Clerks home on 13 May. The Clerk will ask the Village Caretaker to install.

**Play Area Log Rolls** – Ordered and Handyman instructed to fit them. They arrived on 19<sup>th</sup> April for the Village Caretaker to fit.

**Other Grounds maintenance-** The Clerk asked the Village Caretaker to cut back a yew tree overhanging the churchyard into the farm, remote nettles around pond, cut back greenery from pond railings on far side, cut back to concrete edge on pond and remove debris on road near pond edge and dispose of. The Clerk asked him to sweep the path following the community payback visit and spray weeds off.

**Pond Sluice** – Was put back in on 15<sup>th</sup> March and debris cleared. The Clerk met with the engineer to see if he could assist with levelling it out, the Clerk needs to catch up with him though pond levels monitored have been at the right level.

**Swings in Play area** – inspected and needs to be monitored as fine for now.

**Churchyard PC sign** – in place and not broken.

**Fishing Sign on noticeboard** – this sign needed replacing the Clerk actioned under delegation.

**Mole Contractor** – Reported from Jan – March 2 caught on playing field where there was most activity.

**Annual Play Area Inspection** – The Clerk actioned the Wickstead Play area inspection confirmed on 13 April 2022, to be done 10-12 weeks after. Through health and safety delegation the cost will be £120 and the report will be available for the July meeting.

**Rewilding** – Volunteers assisted the Parish Council to sow wildflowers in the testing patches on the common land near the a134 and the cemetery. The flowers will need to be cut down in July, treated with grass suppresser treatment in October, then should bloom again in the spring/summer and so on.

**Eon Street lighting** – Notified of one off credit of £20.19 to account based on changes in rates.

**Insurance Renewal on May agenda for consideration** - increase of £49.19 from £473.64 to £522.83.

**Grounds Maintenance** Team advised that their costs from 1 April 2022 increasing by 7.5% in letter circulated to the Council.

## Planning Applications Received for Comment Between Meetings

22/00393/F Variations of Conditions 1 and 3 and removal of condition 4 of planning permission 21/01840/F at Barachel, Flegg Green Wereham. No comments returned 11/04/22.

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

21/01242/F Wereham Fenlands Farm College Road Wissington Wereham KINGS LYNN Norfolk PE33 9AZ - Erection of single storey extension to the side of existing bungalow, a new ground source heat pump and a new sewage treatment plant to replace cess pit Application Permitted 4 March 2022 Delegated Decision

22/00054/F Wereham Land South of Wretton Row The Row Wereham PE33 9AY - Construction of stable building Application Permitted 9 March 2022 Delegated Decision

22/00027/TREECA Wereham White House Church Road Wereham King's Lynn Norfolk PE33 9AP - TREES IN A CONSERVATION AREA: Light trimming on some small trees and dead trees/bushes to be removed Tree Application - No objection 9 March 2022 Delegated Decision

22/00176/F Wereham Northfield The Row Wereham King's Lynn Norfolk PE33 9AY - REMOVAL OF CONDITION 2 OF PLANNING PERMISSION 2/81/00189/F: (agricultural occupancy condition) Application Permitted 7 April 2022 Delegated Decision

22/00083/TREECA Wereham T1 Goat Willow - Pollard back to union break about 3m. T2 Ash Tree – Reduce smaller Ash by up to 2m. T3 Beech - yearly maintenance - Trim top and sides. T4 Willow - Reduce by 4m. T5 Conifer - Remove. T6 Large Ash - Reduce by 2-3m within Conservation Area. Flintstones School Lane Wereham Norfolk PE33 9AW

## 43/22 To Consider and Approve Any Action or Costs in Relation to the following Grounds and Maintenance Related Issues

- a) **NCC Owned Common Land (opp Village Hall) including noting of NCC Tree Management Report**  
NCC cut the grass twice a year and the Parish Council had no control over that cycle. The PC had received a tree management report from NCC for information of what work they needed to action on the Common Land early autumn. If the rewilding test site on this land was successful it would be expanded further over this area but would be ongoing for the next 18 months.
- b) **Any Other Green Spaces in the Village Owned by the NCC or BCKLWN**  
The Clerk agreed to add to the November meeting an item to discuss maintenance and planting of verge areas owned by NCC in terms of the budget for 2023/24. It was noted that there was divided opinion in the village whether these areas should be cut short or be allowed to grow for the benefit of wildlife and insects, there were also cost of living considerations for any increase in the precept. It was noted that NCC were responsible for verges in the village.
- c) **The Planting of Fruit Trees and Jubilee Cedar Tree**  
Following on from the March meeting, 13 fruit trees had been donated and Highways had provided location details on the Common Land where they would permit planting of trees plus a Cedar Tree for the Jubilee. This would help in the long term to mask noise for the residents on Church Road. It was agreed for the Clerk to ask Highways if two could be planted on the Flegg Green Common land, seven on the Common Land opposite the village hall and four in the cemetery. It was agreed that these should be planted after September as the best time of year to do so and after the Norfolk County Council maintenance work had been actioned.
- d) **Parish Council Land Strip Access to Playing Field Grass Condition**  
The condition of the land was improving no further action required.

e) **Wereham Pond Edging**

The Clerk agreed to lodge a complaint with the Coir company as it had been half the weight of the previous roll and there wasn't the amount of plants in it. The Chair agreed to meet the handyman on site to discuss the banking of the edge.

f) **No Mow May – Churchyard**

The Council had agreed to go ahead again for a further year of No-Mow May in the Churchyard. The Clerk agreed to contact the Church and advise them of this and that the cut would be actioned close to the Jubilee weekend.

**44/22 To Approve of Refurbishment Costs in Relation to the Village Sign and Base and arrangements for its unveiling including the placement of the Covid Memorial Plaque**

The Clerk agreed to find out how long the post for the village sign was to see if it could be buried under the ground and still be tall enough, and if not get a quote to create a base.

**45/22 To Respond to NCC Consultation: Section 53 of the Wildlife and Countryside Act 1981 Modification Application to upgrade a Footpath to a Restricted Byway on the Definitive Map and Statement in the Parish of West Dereham & to upgrade a Bridleway to a Restricted Byway and add Restricted Byways to the Definitive Map and Statement in the Parish of Wereham**

The Parish Council had no comments.

**46/22 To Approve Defibrillator Use Awareness Course**

It was agreed to arrange an awareness course online costing £100 plus VAT. The Clerk agreed to action communications with the village and a date. (All were in favour)

**47/22 To Approve Purchase of 10 Litter Pickers for Volunteer Use and Rubbish Bags Purchase When Required, and storage options**

There were litter pickers available to hire from the BCKLWN and they would also come and remove the litter free of charge, anyone interested in forming a litter picking group would be able to contact the Clerk to request arrangement.

**48/22 To Approve Disbursement of Grant Funding 'HM Queen's Jubilee Committee for Activity Costs', if approved**

The Parish Council noted that items related to the jubilee was applied for in the parish council's name by the Queen's Jubilee Committee without its consent.

A fund applied for by the Parish Clerk approved by the Parish Council was for the Borough Councillors Fund of £200 as per March meeting minutes, and that had been dispensed to pay for a Hilgay Silver Band costing £150 and £50 for bunting. This was on the advice of ex-Councillor John Nicholls at that time who shared that the Queen's Jubilee Committee had wished to purchase these items.

A Norfolk Community Foundation grant of £200 had been applied for towards a jubilee bench and a second fund of £200 towards a cedar tree to be planted later in the year. The results of these funds were yet to be known and these were to be Parish Council assets.

A third Norfolk Community Foundation grant of £200 had been applied for in the Parish Council's name for a Church Event over the jubilee weekend. Any funds dispensed to the Parochial Church Council for their use of jubilee activities would be so at their discretion, applied for without the Parish Council's consent by the Queen's Jubilee Committee.

**RESOLVED:** That should the application for £200 from NCF for 'HM Queen's Jubilee Committee for Activity Costs' be successful it be dispensed to the Church to use at their discretion. (All were in favour)

**49/22 To Approve Response to NCC Consultation regarding Road Closure on 4<sup>th</sup> June 2022 St Margaret's Hill**

The Parish Council had been consulted with as a statutory consultee; they had no comments.

**50/22 To Consider Approval of a Proposal to Install a Petanque Green on Parish Council Land on the Playing Field**

The Parish Council noted that this application had no prior approval before it had been submitted in the Parish Council’s name for a Petanque Green on Parish Council Land on the Playing Filed, there had been no consultation with the village or the Parish Council and if the application was successful it would require further discussion and decision, including full consultation with the village before any terms and funds could be accepted. The funding result was currently pending.

**51/22 To Receive and Approve Any Action in relation to the Bi-Monthly Health and Safety Inspection**

The Clerk was monitoring the swing seat and all areas of the village were inspected and no further action required.

**52/22 To Consider the Approval of the Creation of a Household Support Register in the Parish of Wereham**

The Parish Council considered that there was plenty of support via the BCKLWN and NCC that people could get assistance from.

**53/22 To Approve Register of Decisions Made on Email :**

- a) £20 Cost for Village Caretaker Cost to Move Fruit Trees in the Village
- b) £54 Refund to Cllr John Nicholls for purchase of post for village sign
- c) £120 cost for the Village Caretaker to Remove Sheeting from 2x rewinding areas, spray and then seed
- d) £475 plus VAT Materials for Community Payback Scheme: Village Painting Project

**RESOLVED:** That the items a) – d) as detailed on the agenda be approved from the register of decisions made on email. (Cllr Jo Bruce proposed, Cllr Annie Bruce seconded, all were in favour)

**54/22 To Approve Payments to date**

Payments for Approval - May 2022

Account No	Description	Supplier	Event Code	Invoice Date	Invoice/Order No	Net	VAT	Total	Payable
20	Queens Jubilee Dispersment of Funding - Hilgay Band	Hilgay Silver Band	Contingency Fund	03/05/2022	00:00:00	150.00	0.00	150.00	From Queens Jubilee Funding (borough councillor) for Friday 3rd
19	Play Area Log Bridge	Orlino Playgrounds	Playground Equipment Maintenance	15/04/2022	00:00:00	400.00	80.00	480.00	
18	Village Sign Oak Beam	J Nicholls	Village Sign Refurbishment	00:00:00		45.00	9.00	54.00	PAID BY CHEQUE
17	Mole Services	Steven Ashton	Moles	00:00:00		57.93	0.00	57.93	
16	Payroll Services	Stephenson Smart	Subscriptions	00:00:00		290.00	58.00	348.00	
15	Log Bridge Play Area	Orlino Playgrounds	Maintenance	00:00:00	Tools for Play Area	35.00	7.00	42.00	
14	Signs	ID Signs	Pond Maintenance	00:00:00	11028	15.00	0.00	15.00	
13	Insurance Premium	BHB Ltd	Insurance	00:00:00	LC000354-643851	522.83	0.00	522.83	
12	Ground Maintenance	The CGM Group (East Anglia) Ltd	Grounds Maintenance	20/04/2022	246956	183.04	36.61	219.65	
11	PAYE	HMRC	Clerk Salary	March and April 2022		142.80	0.00	142.80	
10	Handyman Work	Andrew Stannard	Handyman Work	00:00:00	April 2022	149.00	0.00	149.00	
9	Streetlighting	NPOWER	Streetlighting Electricity	00:00:00	March 2022 Electricity	37.04	1.85	38.89	
8	Streetlighting	NPOWER	Streetlighting Electricity	00:00:00	Jan 2022 Electricity	41.07	2.05	43.12	
7	Streetlighting	NPOWER	Streetlighting Electricity	00:00:00	Feb 2022 Electricity	35.36	1.77	37.13	
6	Defib Annual Cost Year 6	Community Heartbeat Trust	Defibrillator	00:00:00	11793	135.00	27.00	162.00	01.03.22-01.03.23
5	Postage	Parish Clerk	Office Supplies			4.50	0.00	4.50	
4	Ground Maintenance	Parish Clerk	Rewinding			18.00	0.00	18.00	seeds
3	Expenses	Parish Clerk	Clerk Expenses and Mileage	March and April 2022		26.90	0.00	26.90	
2	Wages	Parish Clerk	Clerk Salary	March and April 2022		571.93	0.00	571.93	
1	Dog Waste Bin Empty	BCKLWN	Dog Waste Bins	00:00:00	BC110116254	494.00	98.80	592.80	
<b>TOTALS</b>						<b>3,354.40</b>	<b>322.08</b>	<b>3,676.48</b>	
As at 01.04.22 Unity Trust Bank						<b>25,824.75</b>			

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

**55/22 To Note Members Allowances Report for Parish Councils from the BCKLWN and Approve Any Costs or Action 2022/23**

It was agreed to consider from each election year starting May 2023 and from there one every four years.

## **56/22 To Approve and Note the Following Items**

- a. Roles and Responsibilities of the Council and the Clerk**
- b. Revised Financial Regulations**
- c. Revised Standing Orders**
- d. Risk Management Scheme 2022/23 Approved March 2022**
- e. Assets Register as at 31.03.22**
- f. Action Plan 2022/23**
- g. Annual Insurance Renewal**
- h. Annual Statement of Accounts 2021/22**
- i. Annual Governance and Accountability Return 2021/22 Section 1 and 2**

**RESOLVED:** That all items listed on the agenda from a) to i) be approved. The Governance Section 1 of the AGAR was read and positive answers made and signed as well as Section 2. (Cllr Jo Bruce proposed, Cllr Anne Bruce seconded, all were in favour)

## **57/22 To Consider Approval of Representation on the Wereham Village Hall Management Committee**

Following ex-Councillor John Nicholls resignation from the Council the representation on the Wereham Village Hall Committee was now vacant. The Parish Council agreed not to put forward a representative.

## **58/22 To Consider Approval of Representation on the Wereham Relief in Need Charity**

The Parish Council had received a letter from the Treasurer of the Wereham Relief in Need Charity regarding nomination of a Parish Council representative to the trustee board. They had recommended that the current representative for the Parish Council continue in that role for a further four years. The Clerk agreed to request a copy of their latest financial accounts for information.

**RESOLVED:** That the Parish Council's representative trustee continue in that role until next May 2023, after which the Council will review at their Annual meeting May 2023, following elections after which it will be reconsidered for a further four years and so on in line with the election cycle.

## **59/22 To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme**

There were none.

## **60/22 To Note Date and Time of Next Meeting – Monday 11 July 2022 at 6.30 pm in the Wereham Village Hall).**

It was noted.

Close: 9.00 pm