

**WEREHAM PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Monday 14 November 2022 at 6.30 pm**  
**In the Wereham Village Hall, Wereham**

**Attendance:**

Cllr Joanne Bruce (Chair)  
Cllr Jackie Hitching (Vice Chair)  
Cllr Charlie Bourne  
Cllr Annie Bruce  
Cllr Sandra Calvert  
Helen Richardson            Parish Clerk and Financial Responsible Person

**Also in attendance:**

Residents of Wereham - Public – 0  
Cllr Colin Sampson, BCKLWN Councillor

**Public Comments**

There were none. Cllr Colin Sampson shared the following information:

- There was Community Group funding available via the Borough Councillor Community Fund up to 31 March 2022.
- The Local Plan was under review by the BCKLWN, and gentle development was required in most villages. The Parish Council agreed to contact the Planning Team at the Borough Council in regard to the review of the local plan to share that the village was split in two by a fast road and this made it unsafe and unwise to consider further development in the village as the road was an accident waiting to happen.
- There may be a potential speed limit campaign via Cllr Martin Storey, Whittington had recently received a lower speed limit restriction through the village.

**75/22 Openness and Transparency Notice**

The Chair read the notice

**76/22 To Consider and Accept apologies for absence**

Apologies were received and accepted for Cllr Jonathan Marsh (personal reasons). Cllr Martin Storey, NCC Councillors had sent apologies.

**77/22 To Receive Declarations of Interest on Agenda Items**

There were none.

**78/22 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 11 July 2022 and Matters Arising**

**RESOLVED:** That the minutes of the Ordinary Meeting of the Parish Council on 11 July 2022 be approved as a correct record. (Cllr Annie Bruce proposed, Cllr Sandra Calvert seconded, all were in favour).

**79/22 To Approve Purchase and Planting of Jubilee Tree on the Common Land (A134) and To Approve Location Planting of Fruit Trees on Parish Land**

It was agreed for the Handyman to plant the fruit trees in the location that the NCC had stipulated on the NCC owned common land opposite the village hall and that the Clerk order the jubilee tree.

**80/22 To Approve Budget for Play Area Painting Refurbishment – Community Payback Scheme 2023/24**

**RESOLVED:** That a budget of £600 be approved for the project. (Cllr Anne Bruce proposed, Cllr Jacki Hitching seconded, all were in favour).

**81/22 To Approve Parish Partnership Fund 2023/24**

**RESOLVED:** That the NCC Parish Partnership Funding application for 2023/24 be approved to include costs to remove the front hedge of the cemetery and replace with iron railings and a gate to improve safety and visibility on the road and for pedestrians. (Cllr Jacki Hitching proposed, Cllr Annie Bruce seconded all were in favour).

**82/22 To Approve Tree Management Survey Cost**

**RESOLVED:** That the Norfolk Wildlife Trust costs to inspect the trees on Parish Council owned/responsible land be accepted at £445 plus VAT. It was noted that profits are donated to the charity arm of their business as a result as added value. (Cllr Sandra Calvert proposed, Cllr Jo Bruce seconded, all were in favour).

**83/22 To Approve Grounds Maintenance Contract 2023/24 onwards and Consider Approval of Costs to Cut Verges (NCC Owned Land) in the Village as part of the contract**

It was agreed to defer decision until the January meeting.

**84/22 To Approve Purchase of Litter Bin for Playing Field**

**RESOLVED:** That a litter bin costing £450 plus VAT be approved with nil cost for emptying annually via the BCKLWN for the entrance to the playing field. (Cllr Jo Bruce proposed, Cllr Sandra Calvert seconded, all were in favour)

**85/22 To Approve Gift of Bat Boxes and Post and Confirm Location and Installation Cost**

The Parish Council agreed not to accept the gift of the bat boxes due to concerns about ongoing maintenance. The Parish Council agreed to share with the owners advise to double check any planning conditions there may be.

**86/22 To Discuss Draft Budget 2023/24**

This would be agreed at the January meeting; the Councillors would receive it in draft before the meeting. The Council would consider the cost of living crisis in any decisions made.

**87/22 To Approve One-Off Service of Parish Council Laptop and Annual Cleanse there on**

**RESOLVED:** That the Parish Council approve the purchase of a new laptop up to £400 plus VAT alternatively as it was 6 years old. (Cllr Jo Bruce proposed, Cllr Sandra Calvert seconded all were in favour).

**88/22 To Approve Meeting Dates 2023 (Same Second Tuesday every other Month from Jan 2023**

**RESOLVED:** That the meeting would be held on the second Monday of every month except for March 2023 when it would be the second Tuesday.

**89/22 To Approve Ratification of Register of Decisions Made in September 2022 1) Purchase of five posts and post-crete for playing field and chain link totalling £265 plus VAT and 2) Refund of £15 Purchase of Flowers**

**RESOLVED:** That items on the register of decisions made on email as detailed on the agenda be approved. (Cllr Charlie Bourne proposed; Cllr Annie Bruce seconded, all were in favour).

**90/22 To Response to NCC Regarding Modification Application for the addition & upgrade of public rights of way on the Definitive Map and Statement in the parishes of Wereham & West Dereham**

The Parish Council had no evidence to share in order to support this application.

**91/22 To Approve Payments to date**

Payee	Item	Cost
Clerk wages and expenses	Sept and October 2022 pay plus pay award back pay Local Govt April 2022	£673.60 (no VAT)
PAYE	Sept and Oct 2022	£160.80 (no VAT)
Handyman	Oct and Nov 2022 (Move sam2; posts and chain on field; reflectors on posts; plus, reflectors purchase	£102 (no vat) Reflectors £9.96 (plus VAT)
Grounds Maintenance	Sept 2022 – spray Playing field parameter	£11.98

		£21.36 £280.61 £140.30  454.25 (inc VAT)
Eon Street lighting	Sept 2022	£29.37 ex VAT
Eon Street lighting	Aug 2022	£28.56 ex VAT
Hodson Office Supplies	Ink	£35.97 ex VAT
Stoke Ferry Timber	Posts and post mix 4x	£45.80 ex VAT
Thomas B Bonnet	Chain Link for Playing Field and staples	173.87 ex VAT
SJA Pest Control	Mole Control – July, Aug and Sept	£57.93 (no VAT)
RBL	Wreaths	£40.00 (no VAT)
Wereham VH	Hall Hire – Nov plus £50 donation	£70.75 (no VAT)
Online Playgrounds	Swing seat replacement	£72.00 (ex VAT)

The Parish Council agreed to donate £50 to the Village Hall for their support during the period of mourning where a book of condolence had been made available to the Parish on the late Her Majesty Queen Elizabeth II's passing. It was noted that the staff and the Chair made available the book in the week before the funeral during the day and the evening of which the PC was grateful.

**RESOLVED:** That payments presented be approved. (Cllr Sandra Calvert proposed, Cllr Jacki Hitching seconded, all were in favour)

**92/22 To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme**

The Parish Council thanked Cllr Annie Bruce for conducting the bi-monthly health and safety inspection in the village, the Clerk would note actions identified and arrange mitigation. The Clerk agreed to report to the Handyman that the Speed Management sign was not working.

**93/22 To Note Date and Time of Next Meeting - Monday 9 January 2023 at 6.30 pm in the Wereham Village Hall**

It was noted.

**94/22 EXCLUSION OF PRESS AND PUBLIC The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing). To Discuss Parish Clerk and RFO Annual Appraisal and 2023/24 Pay**

The Clerk had fulfilled her role satisfactorily during the year, a performance related pay award was agreed from January 2023. (All were in favour)

Meeting close: 8.00 am