

**WEREHAM PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Monday 10 July 2023 at 6.40 pm**  
**In the Community Room, Wereham Village Hall, Wereham**

**Attendance:**

Cllr Jo Bruce (Chair)  
Cllr Sandra Calvert (Vice Chair)  
Cllr Gail Koopowitz  
Cllr Annie Bruce  
Cllr Stephen Bradsell  
Cllr Jacki Hitching  
Cllr Jonathan Marsh  
Helen Richardson Parish Clerk and Financial Responsible Person

**Also in attendance:**

Residents of Wereham - Public – 1  
Cllr Martin Storey, Norfolk County Councillor, NCC  
Cllr Sue Lintern, Borough Councillor, BCKLWN

**AGENDA**

**Cllr Martin Storey Update:**

- Safety issue near the main islands at Flegg green junction had been completed and further orders were to be completed for a general tidy up.
- The Bollard on Flegg Green at the junction with Wretton Road was noted for repair.
- Highways were still awaiting confirmation that the cable in the street lights on the islands were live.
- Cllr Martin Storey agreed to save some funds from his member budget for highway safety work in Wereham.
- The Stradsett Junction is going to be closed from 24<sup>th</sup> July for overnight resurfacing, from 7 pm in the evening until 6 am. A junction at Tottenhill will also be closed.
- NCC had been provided funding to help nature recovery and reverse the decline of biodiversity across the region. This was a £14m pot spread over a two year period. Projects that the funding are applicable to will be on the NCC website.
- Residents in Norfolk were being encouraged to be a car free county, there were more details on the website.
- On 12<sup>th</sup> July there was a county farms tour, and he will be meeting with the tenants of those farms.

**Cllr Sue Lintern Update:**

- She had alerted the BCKLWN planning sifting panel regarding the planning application at Holme Oak, Wereham and if that decision was at odds with the planning officer's decision it would be called into Planning Committee.
- She had listed her name as interested in being a member on the Wereham IDB (Internal Drainage Board).

**53/23 To Note Openness and Transparency Notice**

Was read by the Chair and Noted.

**54/23 To Consider and Accept apologies for absence**

There were none.

**55/23 To Note Declarations of Interest on Agenda Items and Dispensation Requests**

There were none.

**56/23 To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council on 16 May 2023 and the Extraordinary meeting on 19 June 2023 and To Note the Matters Arising Report**

**RESOLVED: That the minutes of the Annual meeting of the Parish Council on 16 May 2023 and the Extraordinary meeting on 19 June 2023 be approved.**

**(Proposed Cllr Jacki Hitching; Seconded Cllr Annie Bruce, all were in favour).**

**57/23 To Approve Any Action in Relation to Green Project on the Playing Field to include Installation of Bat Boxes and Associated Costs**

Cllr Gail Koopowitz presented the item and highlighted the following:

- She had found some funding with a short deadline of 17<sup>th</sup> July for up to £5k for a green area on the Parish Council land near the play area on the playing field, from the NCC Green and Communities Fund.
- The land near the play area was the only PC owned land in the village.
- The proposal was for two raised vegetable planters which were easy to maintain and which the community could plant and use. She had resident volunteers who were happy to help with the project.
- Signage for the area would be included.

The Parish Council felt that due to the short deadline that the application process which was complex should go ahead, but on the proviso of it being dependant on feedback from the community which would be sought in the meantime.

The Community would be consulted on Facebook (Village and PC); PC Website; PC Noticeboard; Church Event and the Village Hall would be asked if they could offer a space on their noticeboard or foyer. Cllr Gail Koopowitz agreed to draft wording for the consultation.

The Parish Council noted that two bat boxes were being gifted by a Wereham resident to the Wereham Parish Council. The funding would also enable installation of these bat boxes and purchase of new poles and refurbishment. Cllr Gail Koopowitz had contacted the Bat Conservation charity but they had not responded to general enquiries.

**RESOLVED: The following was agreed:**

- 1) That the two bat boxes gifted to Wereham Parish Council be accepted.**
- 2) That the two bat boxes be both sited on the Wereham Parish Council land on the playfield/play area location.**
- 3) That the application be submitted but the final confirmation of the project would be dependant on the feedback from the community.**

**(Proposed Cllr Annie Bruce; seconded Cllr Jacki Hitching, all were in favour)**

**58/23 To Consider Movement of Dog Waste Bin Playing Field and any Approve any associated costs**

The Village Hall had requested to further move the waste bin on Church Road. The Wereham Parish Council discussed the issue and noted it was the third location in the last 12 – 24 months which had been considered with both nearby residents and the village hall at the time, there was no smell coming from it as described. Regardless of boundary dispute this had been agreed at that time with Highways and the Village Hall. A NCC licence had been completed and approved by Highways in accordance with it being on their land. There was concern that without the dog waste bin in this area the playing field would start to suffer with dog mess and that health issue was far more important. The Parish Council agreed to discuss further locations for dog waste bins as part of the 2024/25 budget process.

**RESOLVED: That the Clerk inform the Village Hall, that Highways and the Hall confirmed the location at the time and therefore it was not to be relocated. (Proposed Cllr Annie Bruce; seconded Cllr Jacki Hitching, all were in favour).**

**59/23 To Approve Any Costs in Relation Tree Management – Willow Tree at the Pond**

The Clerk agreed to ask the contractor if the wood could be cut up and chipped to be provided to residents. The Clerk agreed to seek a second opinion and quote.

**RESOLVED: Agreed that a further spend of £4k be approved if all other options with alternative contractors have been exhausted. (Proposed Cllr Gail Koopowitz; seconded Cllr Stephen Bradsell, all were in favour).**

**60/23 To Approve Railing Costs for the NCC Parish Partnership Fund Cemetery Entrance Project 2023/24**

The Clerk agreed to ask for images of the quoted gates and fencing. It was agreed to seek further comparable quotes. It was agreed to seek hedging quotes for the September meeting.

**RESOLVED: That the quote be approved as a painted black option £7625 plus VAT unless a cheaper quote/option can be sought. (Proposed Cllr Gail Koopowitz; seconded Cllr Jonathan March, all were in favour)**

**61/23 To Discuss Projects for 2024/25 NCC Parish Partnership Fund**

The Council agreed to consider Highways related safety projects for 2024/25 for discussion at the September meeting, the deadline for applications was early December.

**62/23 To Consider and Approve Representation on Norfolk Association of Local Council Board**

The Council noted the representation but there was no one to put forward at this time.

**63/23 To Approve Councillor Training Request**

**RESOLVED: That nature and biodiversity training for one Councillor be approved at a cost of £7 plus VAT. (All were in favour).**

**64/23 To Approve Review of Data Protection Policy and Model Scheme of Publication and to Note Audit**

**RESOLVED: That the Review of Data Protection Policy and Model Scheme of Publication and to Note Audit be approved. (Proposed Cllr Jonathan Marsh; seconded Cllr Sandra Calvert, all were in favour).**

**65/23 To Approve Payments to date**

**Payments for Approval - July 2023**

	<b>Payee</b>	<b>Service</b>	<b>Exc VAT</b>	<b>VAT</b>	<b>Inc VAT</b>
1	Parish Clerk	Wages, Expenses and Mileage (May and June)	778.94	0.00	778.94
2	Parish Clerk	PAYE (May and June)	171.00	0.00	171.00
3	SJA Pest Services	April - June 2023 Mole Control Work (Playing field and Cemetery)	57.93	0.00	57.93
4	Payroll Services	Final Invoice 2022/23 Payroll Services	250.00	50.00	300.00
5	HHA Grounds	June 2023 Grounds Maintenance (PAID	461.00	92.20	553.20
6	HHA Grounds	July 2023 Grounds Maintenance	605.00	121.00	726.00
7	Wereham VH	Room Hire - Extra June and July	31.50	0.00	31.50
8	Wereham VH	Donation in Regard to Payback Team Use	50.00	0.00	50.00
9	N Power	Streetlight Electricity	30.76	1.54	32.30
	service charge	Unity Trust bank	18.00	0.00	18.00
			<b>2454.13</b>	<b>264.74</b>	<b>2718.87</b>

**RESOLVED:** That payments as presented be approved. (Proposed Cllr Annie Bruce; seconded Cllr Gail Koopowitz, all were in favour).

**66/23 To Note Councillors Concerns and Agenda Items for next meeting and forward Work Programme**

Play area painting-this Saturday – Cllr Stephen Bradsell agreed to cover the Saturday date, as the Clerk had committed four Saturdays and was unable to do this further.

**67/23 To Note the Wereham PC Action Plan 2023/24**

This was noted.

**68/23 To Approve Date of Next Meeting – Monday 18 September 2023 at 6.30pm in the Community Room, Wereham Village Hall**

This was noted.

**69/23 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.

**To Approve Village Caretaker Role – Engagement and Terms of Contract**

**RESOLVED:** That a Village Caretaker role be approved at £25 per hour subject to a performance once a year. (All were in favour).

**To Discuss and Approve Land Action in Relation to Playing Field – Negotiation of Proposals**

**RESOLVED:** That a letter be written to a land owner to express the PC's interest dependant on budget implications in future.

**Approval of Costs to Update Land Registry Contract Address - £350 plus VAT**

**RESOLVED:** That a solicitor be used to update addresses on land registry documentation of the WPC up to £350 plus VAT. (Proposed Cllr Gail Koopowitz; seconded Cllr Jo Bruce, all were in favour).

Closed: 8.45 am.