

WEREHAM PARISH COUNCIL
Draft (until approved at the next full council meeting)
Ordinary Meeting of the Parish Council
Monday 18 September 2023 at 6.30 pm
In the Community Room, Wereham Village Hall, Wereham

Attendance:

Cllr Jo Wellington-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 – 4
Cllr Martin Storey, Norfolk County Councillor, NCC
Cllr Sue Lintern, Borough Councillor, BCKLWN – Apologies

Cllr Martin Storey updated the following:

- Following email from the Clerk in regard to the streetlighting on the A134, the Clerk shared with Cllr Martin Storey that he needed to ask Highways again to look at changing the streetlights to a highway appropriate one from a pedestrian light. And that more reflectors were needed in general. She requested that they attend at night to see how dark the area was.
- There was a million tree project from NCC, there were 40k trees that were being 30% discounted in price and packs across Norfolk would come online between Dec and February. More information could be found on the Norfolk County Council website for subsidised tree packs.
- NCC cannot support the Great Anglia to close their ticket offices and has put their thoughts forward.
- The department of transport is improving bus services in the local area from the 24 July, 88/89 between Thetford and Kings Lynn will now run every four hours. There were six journeys, the 88 ran through Wereham. More information could be found on the Thetford Coach Services website.
- NCC was upgrading their streetlighting to replace with LED and all across the county will be reduced energy usage.
- RAACs – So far in Norfolk there was only one school which had been found to have it.

Play Area – A Member of public raised that the play area flooring was coming off on shoes and clothes of their children, the Council agreed to report back on what the material it was made of. The Clerk agreed to follow it up.

70/23 To Note Openness and Transparency Notice

The Chair read the notice and it was noted.

71/23 To Consider and Accept apologies for absence

There were none.

72/23 To Note Declarations of Interest on Agenda Items and Dispensation Requests

It was noted that Cllr Sandra Calvert declared interests in regard to items 90/23.

73/23 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 10 July 2023 and To Note the Matters Arising Report

RESOLVED: That the minutes of the 10 July 2023 ordinary meeting be approved as a correct record. (All were in favour).

Matters arising:

Holme Oak Planning Application - Due to go to Planning Committee on 3 October.

Defib Pads – These were renewed at the end of August.

Willow Tree – This was felled successfully. The Clerk enlisted the Village Caretakers time under health and safety delegation to do any tidy work in the vicinity as a result of the felling of the willow tree. This work will be applicable to the CIL funding.

Streetlights – The contractor confirmed the annual clean as part of the ongoing contract for third week in September 2023.

Licence Received for Information

23/00765/LA_TEN Mr Barry Walker, Wereham Village Hall – Birthday Party 30 Sept 2023, 6 pm to 12 am

Planning Application Decisions – For info only

23/00129/TREECA Wereham Tudor Lodge Church Road Wereham King's Lynn Norfolk

PE33 9AP - 5 DAY NOTICE: T1 Cherry Tree - Remove

two limbs within Conservation Area Tree Application - No objection 5 July 2023 Delegated Decision

23/00058/HEDGE Wereham For Diddlington pipeline scheme, we require up to 10 hedgerow removals in order to install the pipeline or to allow vehicle access. This scheme has been through

EIA screening with two councils (Kings Lynn & West Norfolk and Breckland) and has been approved. For all hedgerows to be removed, these will be replaced like for like or better using native species and planted during the planting season following completion of the works. Gibbet Lane Fincham Road Wereham Norfolk

Planning Application Received for Comment Between Meetings

23/01052/F The proposed is a lean-to structure off an existing building (planning ref: 20/01198/F) and will be used for the growing/harvesting of chitted potatoes, sourced from the Potato Chitting Store (20/01198/F). at R G Produce New College Farm College Road Wissington Wereham KINGS LYNN. Returned no comment 26.07.23. Application Permitted 22 August 2023 Delegated Decision

74/23 To Approve Any Action in Relation to Greening our Communities Fund Project on the Playing Field to include Installation of Bat Boxes and Associated Costs

The funding was available at £5k for the scheme. Cllr Gail Koopowitz had met with the residents at the Old Village Hall near the project site who had concerns about the project. And she had spoken with the volunteers for the proposed scheme. She shared that:

- The project overall seemed to be well received.
- The objections were in regard to bat boxes and the PC needed to discuss alternative locations.
- She suggested that we need to gauge public opinion of what was part of the installation, and proposed that a working party was formed to create a plan which the PC could adopt.
- Over the winter we could work on tree planting and bulbs over the year gradually.
- Based on public opinion on how much work a vegetable planter would take to maintain, it was agreed to use it instead for something like herbs that all the community could use, with lower maintenance, or shrubs etc.

The PC agreed that it would need more public consultation based on building a more agreeable solution over the year.

It was agreed there could be a dedicated email, a Village Hall coffee morning and an online zoom meeting for others to be involved in providing views on the plans. Including Facebook, noticeboard and website. It was agreed to make a flyer for the website and Facebook pages.

Cllr Anne Bruce and Cllr Jonathan Marsh agreed to help with the plan drawings and flyers needed.

The Working Party would bring milestone decisions to the PC meeting.

The PC noted the funding application was approved and this would be a work in progress project, to create a working party to take forward the plans of the project. Cllr Sandra Calvert, Cllr Annie Bruce, Cllr Gail Koopowitz and Cllr Jo Wellington-Bruce agreed to be part of the working party along with other residents and volunteers wishing to get involved.

It was agreed to bring a high-level budget to the November meeting for approval.

The PC discussed the bat boxes which had been gifted to the Parish Council and agreed to site one at the pond and at the cemetery.

RESOLVED: That the fund of £5k be accepted for the the Project from the Greening our Communities Fund. (Proposed Cllr Jacki Hitching; seconded Cllr Annie Bruce, all were in favour).

RESOLVED: That a working party be set up by Cllr Gail Koopowitz on behalf of the Wereham Parish Council to progress the project over the next 12 months. (Proposed Cllr Jacki Hitching; seconded Cllr Annie Bruce, all were in favour).

RESOLVED: That a bat box be placed in the wooded area in the cemetery and at the pond. Cllr Jo Wellington-Bruce and Cllr Annie Bruce to look at solutions for the pond and churchyard and feedback. (Proposed Cllr Jo Wellington-Bruce; seconded Cllr Sandra Calvert, all were in favour).

75/23 To Consider Request to Buy Parish Council Land (Located next to Playing Field)

The Parish Council agreed that it didn't own much land in the village and that it was precious regardless of cost and therefore agreed that it declined a request to purchase playing field land.

RESOLVED: That the Parish Council declined request to purchase Parish Council land. (Proposed Cllr Jacki Hitching, seconded Cllr Sandra Calvert, all were in favour)

76/23 To Approve Purchase of Hedge Plants (NCC Parish Partnership Fund Cemetery Entrance Project 2023/24)

It was noted that 50% of the costs would be funded by NCC Parish Partnership Fund. Cllr Stephen Bradsell agreed to gather a group of volunteers to plant the hedging, we had stakes and tree guards already for the project for planting.

RESOLVED: That a budget of up to £500 plus VAT be approved to purchase hedging for the cemetery front boundary to be planted in November by a volunteer group. (Proposed Cllr Jonathan Marsh; seconded Cllr Jacki Hitching, all were in favour)

77/23 To Approve Tree Quote for Work to Trees/Hedges on Playing Field (A134 side)

Three quotes had been received for the final tree work identified on the tree management plan. It was noted that the Wereham PC would pay 20% of the costs and the remaining 80% from the BCKLWN CIL Fund.

RESOLVED: That the quote for tree/hedge work on the playing field behind the village hall costing £380 plus VAT be approved pending insurance and certificates. (Proposed Cllr Gail Koopowitz, seconded Cllr Stephen Bradsell, all were in favour)

78/23 To Approve Purchase of Trees on Pond as Part of TPO Order (BCKLWN)

It was noted that the Clerk had received four quotes on Willow trees as per TPO order. The contractor who had felled the willow had offered to source the three willow trees, take delivery, plant them and use the watering bags suggested by the BCKLWN Tree Officer. The trees would be maintained over time to ensure they remained in check in regards to health and size, over the past few years the Parish Council had surveyed the trees on its responsible land every 18 months. The Clerk agreed to seek advise from the Borough Tree Officer on locations.

RESOLVED: That Golden Tree Surgeons be approved to plant the three willow trees, purchase of watering bags and purchase of the trees at a cost of up to £750 plus VAT in total. Cllr Jo Wellington-Bruce and Cllr Annie Bruce agreed to look at the locations around the pond and

feedback to the Council. (Proposed Cllr Gail Koopowitz, seconded Cllr Jacki Hitching, all were in favour)

79/23 To Approve Any action in Relation to the Coronation Living Heritage Fund for Woods and Orchards

It was agreed not to utilise this funding.

80/23 To Approve Movement of the Church Road Dog Waste Bin

The Clerk agreed to go back to the Village Hall reiterating regarding the dog waste bin.

81/23 To Approve Purchase of Remembrance Sunday Wreath and Agree Arrangements

RESOLVED: That a wreath be purchased for £30. (Proposed Cllr Gail Koopowitz; seconded Cllr Jacki Hitchin, all were in favour)

The Clerk agreed contact the Rev Mack about the Remembrance Service to make it as inclusive as possible.

82/23 To Approve Village Caretaker Hours as a Result of Bi-Monthly Health and Safety Inspection

The Parish Council noted the excellent work carried out by the Village Caretaker to date to include:

- Cut back of weeds from tree planted on pond opposite the Ben's Lane bridge/Chile House
- Install new contact us signs on the playing field and cemetery
- Rub down and paint the smaller St Margaret's church yard gate on Church Road
- Cut back vegetation from the graves it was encroaching on the right as you enter the Wereham cemetery on The Row.

RESOLVED: That up to 10 hours be approved over the next two months to carry out work required. (Proposed Cllr Jo Wellington-Bruce, seconded Cllr Jacki Hitching, all were in favour)

The Clerk agreed to report to Highways a tree on Cavenham Road which had previously caught fire for a safety check.

The Clerk agreed to contact the land owner of The Row dyke to ask that they clear it and cut trees back.

83/23 To Discuss Projects for 2024/25 NCC Parish Partnership Fund

It was agreed to defer to the next meeting but the PC had no immediate projects. It had fully utilised the fund over the past few years.

84/23 To Discuss Anti Social Behaviour at the Pond and to Approve Fishing Arrangements

There had been reports of night fishing, boats on the pond, people fishing not from the village and fishing on the cottage side of the pond despite signage. The Parish Council stated and approved of the following:

- Fishing on the village was for residents only/council tax payers and no one else.
- It was only on the far side of the pond near the telephone box.
- Catch and release.
- Dawn until dusk.
- The signage needed to be clear, and if anyone was seen breaching these rules it would need to be reported to the Police.
- The Clerk agreed to advise residents to contact the Police if there was behaviour they are concerned about.
- The Clerk agreed to ask Cllr Sue Lintern, Borough Councillor about advise on this subject
- It was agreed that holiday lets should not be allowed to include fishing for their clients.

RESOLVED: That the actions proposed in this minute be actioned by the Clerk and agreement that this was the status of fishing at Wereham pond. (Proposed Cllr Jacki Hitching; seconded Cllr Annie Bruce, all were in favour)

85/23 To Approve Action in Relation to Dyke on The Row

This was discussed and agreed earlier in the meeting.

86/23 To Discuss and Approve Any Action in Relation to Providing Funding to the G4 Village Magazine

The Parish Council discussed trialling a two-side newsletter to be delivered through everyone's door once or twice a year. The Parish Council shared that they would be happy to pay like any other advertisers of G4 Magazine. The Clerk was awaiting a response if they had contacted the Village Hall for payment also as the main user of the space for Wereham and how much space would constitute the proposed £250 pa.

87/23 To Approve Response to Letter from BCKLWN Leader to Parish Councils

All Chairs of Parish Councils had received a letter of invitation to meet with the Leader of the Borough Council on matters such as costs from vexatious complainants, neighbourhood plans and planning comments from Parish Councils. Cllr Jo Wellington-Bruce said that she would be able to go along on 2 pm on Tues 3rd October. The PC agreed to send any other items they wished to discuss to Cllr Jo Wellington-Bruce.

88/23 To Approve Purchase Ongoing Laptop Security through Website Provider

RESOLVED: That the fee of £24 per annual for laptop security be approved. (Proposed Cllr Jonathan Marsh, Seconded Cllr Jacki Hitching, all were in favour)

89/23 To Approve Register of Decisions Made on Email Between Meetings: Payment of Railings Pre agreed for Cemetery Project

RESOLVED: That the register of decisions made on between meetings; payments of railings pre agreed for cemetery project be approved. (Proposed Cllr Jonathan Marsh, seconded Cllr Gail Koopowitz, all were in favour)

90/23 To Approve Attendance to Planning Committee: Holme Oak, Planning Application

Cllr Sue Lintern Borough Council had agreed to speak on behalf of the village. It was agreed that Cllr Jacki Hitching would attend on behalf of Wereham. (All were in favour)

91/23 To Approve Payments to date

	Payee	Service	Exc VAT	VAT	Inc VAT
1	Parish Clerk	Wages, Expenses and Mileage (July and August)	734.09	0.00	734.09
2	Parish Clerk	PAYE (July and August)	166.90	0.00	0.00
3	St Margaret's Church	Grant to Provide a Public Clock Service (Now every two years) (No budget needed 2024/25)	420.00	0.00	420.00
4	Hodson Office Supplies	Ink Supply	56.98	11.40	68.38
5	Norfolk ALC	New Councillor Training	30.00	6.00	36.00
6	Thomas B Bonnett	Play Area Paint and Other Supplies (Minus 10p on credit on account) Community Payback Project	196.47	39.30	235.67
7	N Power	June, July and August 2023 Streetlight Electric	84.33	4.22	88.55
8	HHA Grounds Maintenance	01/08/2023 Village Grass Cutting	783.50	156.70	940.20
9	Bank Service Charge	30.06.23	18.00	0.00	18.00

10	Golden Tree Surgeons	Willow Tree Fell (WPC pay 20% £990; CIL Funded 80% £3,960)	4950.00	990.00	5940.00
10	Village Caretaker	Village Caretaker (£60 to be claimed back through the CIL Tree Maintenance Work)	210.00	0.00	210.00

	Proforma Payment	HS Jackson and Son (Fencing Ltd) (NCC Parish Partnership Funding WPC pay 50% of this cost £1,716.42 and other 50% NCC)	3522.83	704.57	4227.40
	Paid	HHA Ground Maintenance July 2023	626.50	125.30	751.80

RESOLVED: That payment as presented be approved. (Proposed Cllr Jacki Hitching; seconded Cllr Gail Koopowitz, all were in favour).

92/23 To Note Councillors Concerns and Agenda Items for next meeting and forward Work Programme

Neighbourhood Plan – The Clerk agreed to share which villages one or plan to have one.

93/23 To Approve Date of Next Meeting – Monday 13 November 2023 at 6.30pm in the Community Room, Wereham Village Hall

It was noted.

94/23 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 Discuss and Approve Any Action in Relation to a Complaint Received from Member of the Public** The Parish Council discussed the complaint and agreed the advice they would offer to the complainant. (All were in favour)