

WEREHAM PARISH COUNCIL
Draft (until approved at the next full council meeting)
Ordinary Meeting of the Parish Council
Monday 11 March 2024 at 6.30 pm
In the Community Room, Wereham Village Hall, Wereham

Attendance:

Cllr Jo Wellington-Bruce (Chair)

Cllr Sandra Calvert (Vice Chair)

Cllr Annie Bruce

Cllr Stephen Bradsell

Cllr Gail Koopowitz

Cllr Jacki Hitching

Cllr Jonathan Marsh

Helen Richardson Parish Clerk and Financial Responsible Person

Also in attendance:

Residents of Wereham - Public – 0

Cllr Martin Storey, Norfolk County Councillor, NCC

Cllr Sue Lintern, Borough Councillor, BCKLWN

Cllr Martin Storey, Norfolk County Councillor

- He had funds available left from his member fund if there were projects that could assist the Parish Council to let him know.
- NCC Budget agreed on 20th February. Consultation with the public was considered.
- Disabled bus pass holders will be able to travel for free within Norfolk.
- Rural Business Awards to launch on 6th February, designed to recognise nature and how important rural communities were.
- NCC awarded Norfolk Screen to represent the county at its official film office.
- Free electrical safety events being held in Norfolk – more info on NCC website.

Cllr Sue Lintern, Borough Councillor

- Update on BCKLWN Leader & Parish Council Chairs Meeting. Cllr Sandra Calvert attended on behalf of the Parish, update as follows:
 - Now a dedicated email box for Parish Council's to contact the Borough. This was live from 1 March.
 - There would be a document pack with templates specifically to deal with malicious complainants brought together by the BCKLWN Monitoring Officer working with NALC to get good guidance to Parish Council's because it was a growing problem.
 - The BCKLWN was working on a Parish Council hub on the Borough Council website page with links etc.
 - There will be a further document pack regarding FOI and Data Protection for PC's
 - There will be an online forum for Clerks and Chairs to meet regularly with the Monitoring Officer to discuss issues and challenges that PC's may have.
 - There will be further updates over the coming months.
 - The Chair reflected it was appreciated as in particular malicious complainants was a massive issue for Parish Councils and Borough Councils.

17/24 To Note Openness and Transparency Notice

The Chair read the notice and it was noted.

18/24 To Consider and Accept apologies for absence.

There were none.

19/24 To Note Declarations of Interest on Agenda Items and Dispensation Requests

Cllr Sandra Calvert declared interest regarding item 21/24 for the Planning Application.

20/24 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 8 January 2024 and To Note the Matters Arising Report

RESOLVED: That the minutes of the 8 January 2024 ordinary meeting be approved as a correct record. (Proposed Cllr Jacki Hitching, seconded Cllr Sandra Calvert, all were in favour).

Matters Arising:

Play area surface – Online Playing Fields have agreed to apply a treatment to the play area flooring free of charge but would be applied in the spring as it was weather dependant. This would normally cost £2-3 k. The Clerk will be chasing them for dates after the March meeting.

Tree on pond – CIL tree management project concluded with the planting of the tree at the pond. CIL funds reclaim of £6240 submitted on 21 February 2024 to the Borough Council to request that all costs to be covered for the project, this was approved at no cost to the residents of Wereham.

NCC Parish Partnership Fund 2023/24 Cemetery Safety Project – Funding from Cllr Martin Storey had been received, the project was at nil cost to the residents of Wereham as a result.

NCC Parish Partnership Fund 2024/5 Pond Path Resurfacing – An application to resurface section of the pond footpath was approved by NCC and partly funded by Cllr Martin Storey's member funding, at no cost to the residents of the village.

NCC Highways – The Clerk has reported two areas with potholes near the garage on the A134 plus a damaged Anglian Water drain early March. Plus, a report for them to review the area from the place that sells eggs opposite the village hall up to the roundabout as there were numerous potholes and damaged drain covers. The Clerk had also contacted highways to chase for the replacement railings and ordered that the Rangers clear the path in the same area.

Precept – The BCKLWN confirmed receipt of the precept 22/01/24 for 2024/25.

Planning Decisions (No Parish Council Consultation)

23/00264/TREECA Wereham Kiem School Lane Wereham King's Lynn Norfolk PE33 9AW - To fell a mature multi-trunked self-seeded sycamore tree. The trunk diameter is approximately 900mm and the height is estimated 17 metres. Tree Application - No objection 15 January 2024 Delegated Decision

21/24 To Consider and Approve Any Response Regarding Planning Appeal Holme Oak Stoke Road Wereham King's Lynn Proposed construction of 4 residential units in existing footprint of agricultural barn benefiting with prior approval including the demolition of existing agricultural barn. Appeal reference: APP/V2635/W/23/3334048. LPA Reference: 23/00848/F

Cllr Sandra Calvert advised for transparency that she would be sending her own letter.

RESOLVED: It was agreed that the PC reaffirm what had already been sent as response to the application together with anything additional information, all agreed to email the Clerk by the end of this week if there was additional information. (Proposed Cllr Jacki Hitching, seconded Cllr Annie Bruce, all were in favour).

22/24 To Approve Any Action in Relation to Greening our Communities Fund Project, Associated Costs and Acceptance of Donated Items

Work had begun, turf had been lifted from the area. Wereham received a mention in the NCC magazine regarding its tree planting initiative. The Clerk agreed to add on the website and facebook and reiterate that this was a grant funded project not through council tax. It was noted that a new planning law was including a need to include biodiversity.

Cllr Jonathan Marsh agreed to create a wooden sign for the area. Cllr Gail Koopowitz was making an interim return to NCC for the fund the following day.

RESOLVED: That the following be approved as spend from the Greening for Communities fund: (Proposed Cllr Annie Bruce, seconded Cllr Jacki Hitching, all were in favour).

- **Rope to indicate an entrance around the circular planting area.**
- **Posts for Rope.**
- **Labour for sinking of posts.**
- **Specimen trees - three Himalayan birches 7-8ft. These would be planted aware from houses and will be kept small.**
- **One wooden Bat box.**
- **Bird boxes.**
- **Shrubs.**

23/24 To Consider Request to Use Playing Field

The Parish Council reconsidered the application based on feedback with more details of the event advising that the gathering of people on the grass area will last around 30 minutes. The Parish Council felt that based on this new information that they were satisfied to approve.

RESOLVED: That use of the field for 30 minutes at 3 pm on the day of the event that it be approved. And to state that it is an open space. Request that noise is kept to a minimum and tidy up after; that no marquee or type structure is allowable. It would be at their own discretion as it is a public open space. (Proposed Cllr Annie Bruce, seconded Cllr Jacki Hitching, all were in favour).

24/24 To Approve Any Action or Costs as a Result of the Bi-Monthly Health and Safety Inspection including Village Caretaker Hours for Jan and Feb 2024

The Contractor on the playing field would be asked to provide a quote to install the dog bin. The Clerk agreed to discuss with the Village Caretaker the movement of the speed sign. There was nothing of a health and safety matter to resolve, the staining of the queen's bench; painting of pond railings would be added to a list of jobs to be completed early Summer.

25/24 To Approve Tree Management Survey Contractor for Summer 2024

RESOLVED: That Norfolk Wildlife Services be approved to carry out the 18-month tree inspection at cost of £505 plus VAT in Summer 2024. (Proposed Cllr Annie Bruce, seconded Cllr Gail Koopowitz, all were in favour).

26/24 To Discuss and Approve Parish Council News flyer.

Cllr Annie Bruce agreed to design. It would be printed and hoped to be sent out with the G4 in April. Portrait folded into 2. It was agreed to do every six months. It needed to include Council tax zero percentage increase for Wereham last four years; NCC Trees purchased through NCC Million Trees Project and Pond Footpath resurfacing fully funded £1.3k by NCC. It was agreed to email further information that could be included to Annie.

27/24 To Approve Acceptance of Portrait of the King

It was agreed to contact the Village Hall to ask that it be displayed there.

RESOLVED: That portrait of the king be accepted. (All were in favour)

28/24 To Approve Payroll Services 2024/25

Three quotes were requested.

RESOLVED: That the current payroll provider be approved to continue at £140 plus VAT. (Proposed Cllr Jonathan Marsh, seconded Cllr Jacki Hitching, all were in favour).

29/24 To Approve Commission of Internal Auditor – 2023/24 Accounts

RESOLVED: That the current Internal Auditor be approved at £20 fee for 2023/24 accounts. (Proposed Cllr Annie Bruce, seconded Cllr Gail Koopowitz, all were in favour).

30/24 To Approve Commission Annual Playground Inspection Report

RESOLVED: That Wickstead be approved to carry out the annual play area inspection at £132 plus VAT. (Proposed Cllr Jonathan Marsh, seconded Cllr Jacki Hitching, all were in favour).

31/24 To Approve 2024/25 Wereham PC Action Plan

For approval of the plan as follows for 2024/25:

- Interment Area cemetery
- Bio-diversity project – continued (All funded by Greening our Communities Fund)
- Resurface of pond path far side (All funded by NCC and Cllr Martin Storey Member funding)
- Refurbishment of Spring Monument and Function (To be fully funded by grant fund)

The Clerk agreed to ask Highways to extend the refurbishment of the pond footpath to the amount available in Cllr Martin Storey's fund to include maintenance of the spring monument pipe into the pond.

RESOLVED: That the Wereham PC Action Plan 2024/25 be approved. (Proposed Cllr Annie Bruce, seconded Cllr Stephen Bradsell, all were in favour).

32/24 To Approve Review of the Audit Procedure, Payroll Procedure and Retention Policy

RESOLVED: That the revised Audit Procedure, Payroll Procedure and Retention Policy be approved as presented. (Proposed Cllr Gail Koopowitz, seconded Cllr Jacki Hitching, all were in favour).

33/24 To Approve Register of Decisions on Email to be Ratified a) Groundwork quote Biodiversity Project and b) Payment of Tree Planting Costs at Pond (CIL Fund)

RESOLVED: That the Register of Decisions on Email to be Ratified a) Groundwork quote Biodiversity Project and b) Payment of Tree Planting Costs at Pond (CIL Fund) be approved. (Proposed Cllr Jacki Hitching, seconded Cllr Sandra Calvert, all were in favour).

34/24 To Approve Payments to date.

	Payee	Service	Exc VAT	VAT	Inc VAT
1	Parish Clerk	Wages, Expenses and Mileage (Jan and Feb)	719.94	0.00	719.94
2	Parish Clerk	PAYE (Jan and Feb)	157.40	0.00	157.40
3	Village Caretaker	Jan/Feb 2024	62.50	0.00	62.50
4	Wereham VH	Hire - Jan 2024 and March 2024	41.50	0.00	41.50
5	Unity Trust Bank	Service Charge - Oct - Dec 2023	18.00	0.00	18.00
6	ICO (PAID)	Data Protection Fee - Set up Direct Debit Annually Saving £5 pa	35.00	0.00	35.00
7	Starboard Systems Ltd	Annual Scribe fee - accounts and cemetery	585.60	117.12	702.72
8	Hodson Office Supplies	Printer Ink	56.98	11.40	68.38
9	Golden Tree Surgeons PAID	Planting of TPO Tree (CIL Funded)	835.00	167.00	1002.00
10	Community Heartbeat Trust	Emergency Phone Cellular Annual Rental Yr8	60.00	12.00	72.00

11	Npower	Streetlights Jan 2024	55.76	2.79	58.55
12	Npower	Streetlights Feb 2024	59.73	2.99	62.72
13	Payroll Services	2023/24 Payroll Fee	122.30	24.46	146.76

**Bank Statement as of
5 March 2024**

£34,935.00

Includes the following

Receipts:

£2,000.00

30.01.24 NCC Parish Partnership
Funding Received back in accounts
from Cemetery Project. Cllr Martin
Storey contribution.

£360.00

Cemetery Fees Jan/Feb 2024

£6,240

CIL Funding claim made 21.02.24.

Payment received in bank 04.03.24

Grant Funding Update

£2019 exc VAT (Left to
spend from £5k)

Greening Communities Fund (In Bank)
£5k

Less bank statement
amount

**RESOLVED: That payments as presented be approved. (Proposed Cllr Gail Koopowitz,
Seconded Cllr Jacki Hitching, all were in favour)**

**35/24 To Note Councillors Concerns and Agenda Items for next meeting and forward Work
Programme**

- **Crop scarer near School Lane** – Cllr Sue Lintern said that she understood that bird scarers were due to stop next three weeks from a similar query she had been involved with. The Clerk agreed to contact Alban Wise to see if they had bird scarers in the area. The Clerk recommended that borough council could be contacted by any resident regarding noise Anti-Social Behaviour as they had the authority powers to act.
- **Scrap yard** -- The Clerk agreed to find out if they can crush metal.
- **Footpaths** - The Clerk agreed to contact highways to see if they sprayed footpaths where they become slippy.
- **Trees Along the Row** - The Clerk agreed to contact the landowner on the Row for an update on tree work since a large tree had fallen across the road.

**36/24 To Approve Date of Next Meeting – Annual Parish Meeting on Monday 13 May 2024 at 6.30
for 6.45 pm, followed by the Annual Meeting of the Wereham Parish Council both in the
Community Room, Wereham Village Hall**

RESOLVED: That it be agreed to change the date of the meeting to be 21st May at 6.30 pm.