

**WEREHAM PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**14 July 2025 at 6.50 pm**  
**In the Community Room, Wereham Village Hall, Wereham**

**Attendance:**

Cllr Sandra Calvert (Chair) (SC)  
Cllr Stephen Bradsell (SB) (Vice Chair)  
Cllr Jo Wellington-Bruce (JWB)  
Cllr Jennie Day (JD)  
Cllr Gail Koopowitz (GK)  
Cllr Jonathan Marsh (JM)  
Cllr Bridget Slade (BS)  
Helen Richardson Parish Clerk and Financial Responsible Person

**Also in attendance:**

Residents of Wereham - Public – 0  
Cllr Martin Storey, Norfolk County Councillor (Apologies)  
Cllr Sue Lintern, Borough Councillor, BCK/LWN  
Chair of the Wereham Village Hall (ITEM 58/25 only)

**53/25 Note Openness and Transparency Notice and To Consider**

The Chair read the Openness and Transparency Notice and the reverse of the agenda detailing the standing orders. There were no apologies for absence.

**54/25 Declarations of Interest**

There was none.

**55/25 Election of Chairperson and Vice Chairperson**

**RESOLVED:** JWB proposed that Cllr Sandra Calvert be elected as Chair, GK seconded, all were in favour. Cllr Sandra Calvert accepted to continue as Chair.

**RESOLVED:** GK proposed that Cllr Stephen Bradsell be elected as Vice-Chair, JWB seconded, all were in favour. Cllr Stephen Bradsell accepted to continue as Vice-Chair.

**56/25 To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council on 13 May 2025 and To Note the Matters Arising Report**

The PC noted the matters arising report from the Clerk summarised as follows:

**NCC Parish Partnership & Path Resurfacing:** Resurfacing scheduled for Q1 2025/26 pending contractor plan. Clerk will provide updates as discussions continue.

**Highways Issues:** Broken warning triangle (A134) reported on 27 May. Cavenham Road sign repaired, barriers on Church Road removed by end of May

**Conduit Project:** Plaster repair and date engraving pending contractor. CIL funding return submitted, final reclaim of £1,637 requested

**Play Area: Cradle Swings:** Swing reported broken 24 May via Facebook, Replaced around 30 May by Wickstead. Second swing also confirmed for replacement, approved under H&S delegation

**NALC AGM:** Clerk attended and shared feedback

**New Councillors' Declaration Forms:** Returned to Borough Council. Notification of co-optee Cllr Slade and new Cllr Jennie Day submitted

**Parish Council Insurance:** Renewed with Clear Councils, effective 1 June 2025

**Dog Bin Notices:** "Bin Full" signs added to dog waste bins. Some removed; Clerk to replace

**Playing Field Hire Form Update:** Form revised to prohibit bouncy castles and similar items. Village Hall informed of change

**Planning Decision:** Application 25/00561/F for barn demolition & housing in Wereham refused on 3 July by Planning committee (Borough Council).

**RESOLVED:** That the minutes of the Annual Meeting of the Parish Council on 13 May 2025 be approved as a true record. (Proposed JWB, Seconded SB, all were in favour).

**57/25 Tree Management – Scots Pine Tree St Margaret's Church Yard and Tree Management Survey Costs**

The Parish Council considered four quotes received for the purpose of felling the Scots Pine, subject to Diocese and Borough Council Planning Approval. The Clerk agreed to contact the Church Warden for first refusal on offering the logs from the tree to those in the village.

**RESOLVED:** That Boyd Willett be approved to fell the Scots Pine Tree at the cost of £800. (Proposed GW, Seconded JWB, all were in favour).

**58/25 Wereham Playing Field**

The Parish Council considered a request from the Wereham Village Hall to use the playing field for 'Stall Holders' vehicles on the playing field for a Monthly Car Boot. The Chair of the Wereham Village Hall Committee attended the meeting at this point to present the request, he explained that The Committee had monthly car boot sales which was usually the first Sunday of the month and they were having to hold them in the hall, he shared they would be hoping to have them on the field in fair weather only for stall holders and not the general public.

The Chair expressed the Parish Council's full support for the success and financial sustainability of the Village Hall, affirming its willingness to assist where possible. However, she wished to clarify that the Parish Council is a tenant of the playing field, and that the licensee had formally confirmed by email that vehicle access to the field is unfortunately not permitted. The Village Hall Chair asked why had this now come about, It was explained that potentially when the new village hall was built there was possibly a change in personnel with the tenant with health and safety issues being considered more.

Concerns were also raised regarding the potential expansion of the car boot sale over time should it have been allowed, particularly its impact on traffic and parking in the area. The Chair noted the limited size of available car park to non stall holders with the imminent change of ownership at the nearby George and Dragon pub with the possibility of increased Sunday footfall. She also referenced a recent Wednesday evening when the Village Hall car park was in-accessible and vehicles were observed parked along the roadside up to the pond, sometimes double parked. The Chair shared that any event on the field, even without vehicles would require separate one off insurance, Cllr Sue Lintern shared that should the Village Hall ever need this she had a community fund that would be applicable to this need.

The Village Hall Chair thanked the PC for their time on the matter and shared that they would further discuss with the Village Hall trustees the response and consideration of their future events programme . The Clerk agreed to formally respond to the Village Hall Chair formally on email as per meeting resolve. The Village Hall Chair left the meeting at this point.

The Clerk agreed to add to the next meeting agenda further boundary considerations of the playing field car park.

**RESOLVED: The Parish Council cannot permit car boots with vehicles on the playing field. (Proposed SC, seconded JWB, all were in favour).**

#### **59/25 Speed Management Sign**

The Council considered approval of costs for a fixed speed management sign through the Parish Partnership Fund. The NCC had advised that the PC had to use their preferred contractor, this increased the overall cost by £1160 exc VAT. The Clerk agreed to ask the NCC to further fund this 50% of this cost.

**RESOLVED: That the total cost of £4460 exc VAT be approved for a fixed speed signing, pending half funding of all of the costs. (Proposed JWB; Seconded GW, all were in favour)**

#### **60/25 The Pangle Charity**

The PC requested that a representative from the charity attend the September meeting to provide an overview, the Clerk agreed to arrange. The Parish Council had been requested by the Charity to co-opt a representative of the Wereham PC onto the charity as per their trustee deed. This had been deferred to July since a vacancy had occurred earlier in the year of the Councillor who held this role. The Chair shared that she felt the Clerk would be a good option for neutrality and knowledge of the charity and the PC up to at least May 2027. The role was in line with elections.

**RESOLVED: That Helen Richardson as Parish Clerk and RFO of Wereham Parish Council be approved to represent the PC as trustee on the Pangle Charity. (Proposed GK, seconded JD, all were in favour)**

#### **61/25 Bi-Monthly Health and Safety Inspection and to Commission the Annual Playground Inspection**

The Clerk advised that there was no known health and safety matters to be reported. BS thanked the Clerk for the quick resolution to change both baby swings in the play area.

**RESOLVED: That Wickstead be approved to undertake an annual inspection of the play area at a cost of up to £200.**

The Clerk agreed to contact the land owner in relation to the tree on Cavenham Road to check they were inspecting it, since it was hit by lightening. Email Address of the Parish Council

#### **62/25 To approve for the current Website Host Company to Provide the Clerk with a matching compliant email address and transfer gmail.com account to the new email.**

This was deferred to the September meeting.

#### **63/25 Register of Decisions**

**RESOLVED: That the register of decisions made on email between meetings be approved for payments of the grounds maintenance contractor invoice end of May for £684.22 exc VAT and £470 x2 Tree Contractors July 2025. (Proposed JWB; Seconded JM, all were in favour).**

#### **64/25 Payments to Date**

<b>1</b>	<b>Parish Clerk</b>	Wages, Expenses and Mileage (May and June)	728.88	0.00	728.88
<b>2</b>	<b>HMRC</b>	PAYE (May and June) - recalculated by Payroll year end	458.01	0.00	458.01
<b>3</b>	<b>Wereham Village Hall</b>	Hall Hire -May and July	41.50	0.00	41.50

4	Unity Trust Bank	Bank Charge (June and July	12.00	0.00	12.00
5	HHA Ltd	Grounds Maintenance (PAID)	684.22	136.85	821.07
6	HHA Ltd	Grounds Maintenance	717.51	143.51	861.02
7	S J A Pest Control	Mole Control - April, May June	60.81	0.00	60.81
8	Boyd Willett	Tree Maintenance (PAID)	200.00	0.00	200.00
9	Golden Tree Surgeons	Tree Maintenance (PAID)	270.00	0.00	270.00
10	Wickstead	Replacement of Cradle Swings	287.50	57.50	345.00
11	Licence Holder	Playing Field Licence 5 Years	25.00	0.00	25.00
12	BCKLWN	Dog Waste Bin Emptying 202526	659.10	131.82	790.92

**RESOLVED:** That payments as presented be approved. (Proposed JD, seconded BS, all were in favour).

#### **65/25 Councillors' Concerns and Agenda Items for Next Meeting**

**To receive concerns and agenda items for the next meeting and forward work programme.**

#### **Cllr Sue Lintern's update:**

- LGR – Everyone other than Norwich City, calling themselves District 6. A business plan was to be submitted in September.
- Guildhall Project – That had been going through committee stages and a regeneration programme. The project as there had been many numerous historical aspects discovered in the complex dating back to 1400s, now encompasses all the buildings to be brought up to scratch with green energy and accessibility. There will be retail units, outside spaces and art spaces. The Council will be requesting a public works loan up to provision of £16m but there are approvals needed.
- King's Lynn festival about the start, there will be an audio trail. You can add your story in a telephone box near the corn exchange starting on 19<sup>th</sup> July.
- Rural Business Grant – Now open, may be of interest to farming communities.
- Neighbourhood Plan – Much encouraged with planning reorganisation the funding given to locality has been withdrawn so the borough council was looking at options on how it could be funded.
- Slides from the Planning Presentations and circulation. There will be a big shake up of planning. This will mean that there will be no more ward call ins. More applications will be processed under delegated powers, and only something going to committee will be decided by the planning director and chair of committee.
- Terry Jermy MP had been in the local area at the weekend. She had met with him. The government will have national policies that will overrides local concerns.
- Cllr Martin Storey had an additional £5k in his fund and if there was anything for any other projects to let him know and in addition to his ward members fund. The Clerk agreed to contact him if he could help with the costs of the tree in the church yard.

**Emergencies** - It was agreed to keep a poster with cones and tape should it be required. It was agreed to add on the next agenda. The Clerk agreed to check with the NALC of what to do in that situation.

**Newsletter** – The Clerk agreed to start the draft of the next issue.

**Norfolk Produce** – The Council noted vehicles parked on Flegg Green as part of the business that operated from this location. Cllr Jonathan Marsh agreed to talk to the owner.

**Biodiversity Garden Competition** - Cllr Sue Lintern agreed to share with the Council information about the available fund.

**66/25 Date of Next Meeting – Ordinary Meeting of the Wereham Parish Council Monday, 8 September 2025 at 6.45 pm in the Community Room, Wereham Village Hall.**

It was agreed to move the meeting to Monday 22 September 2025 at 6.45 pm due to some absences.

Meeting Closed: 8.25 pm