WEREHAM PARISH COUNCIL
Ordinary Meeting of the Parish Council
Tuesday 16 July 2024 at 7.00 pm
In the Community Room, Wereham Village Hall, Wereham

Attendance:
Cllr Sandra Calvert (Chair) (SC)
Cllr Jacki Hitching (Vice Chair) (JH)
Cllr Jo Wellington-Bruce (JWB)
Cllr Annie Bruce (AB)
Cllr Stephen Bradwell (SB)
Cllr Jonathan Marsh (JM)
Helen Richardson Parish Clerk and Financial Responsible Person
Also in attendance:
Residents of Wereham - Public – 0
Cllr Sue Lintern, Borough Councillor, BCKLWN

55/24 Note Openness and Transparency Notice and To Consider and Accept apologies for absence

Apologies were accepted from Cllr Gail Koopwitz (personal) and Cllr Martin Storey, NCC.

56/24 To Note Declarations of Interest on Agenda Items and Dispensation Requests

There was nothing to declare.

57/24 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 21 May 2024 and To Note the Matters Arising Report

RESOLVED: That the minutes of the annual meeting of the Parish Council held on 21 May 2024 are approved as a true record. The Parish council noted the matters arising report listed below. (Proposed: AB; Seconded JWB, all were in favour)

Matters Arising Report – July 2024

- **Play Area Surface Sealant**: Completed w/c 8 July. Awaiting contractor feedback and Clerk's inspection.
- **The Row Trees/Dyke**: Clerk contacted Cllr Martin Storey in early June to discuss tree cutting with Highways.
- **Parish Partnership Fund 2024/25**: Clerk met with Highways to plan tarmacking and footpath spring work, funded 50% by NCC and Cllr Martin Storey's fund. Awaiting cost confirmation and funding result. Work due by 31 March 2025. Highways Manager on leave.
- **Playground**: Wickstead to loosen swing shackles for £100 + VAT. Clerk approved and will follow up.
- **Biodiversity Garden:** Cllr Jon Marsh installed new information signs.
- **King's Portrait**: Clerk awaiting VH Chair's response on installation request from early June. It was agreed to chase up and advise that the Chair of the PC wishes to attend a meeting with the village hall.
- **Road Closure Notification**: Parish Council received notice of A134 closure on 1st July, after it ended. Published on website on 2nd July.

- **Parish Partnership Funding 2025/26:** Clerk awaiting response from Highways Manager for a fixed speed sign funding bid. Deadline: end of November 2024. Follow-up email sent on 9th July.
- **The Row Hedge:** Resident trimmed vision splays.
- **Pond Area Nettles:** Clerk arranged for nettles to be cut back along the pond's far side. Completed early July. Grass contractor instructed to maintain this line.
- **External Annual Audit:** Clerk submitted audit to external auditor post-May meeting. Acknowledged, with completion expected by mid-September.
- **The Row Drain:** Clerk reported to Highways; work scheduled for next contractor visit.
- **Joy Riding Playing Field**: Clerk advised residents to report incidents to the police. No other reports received.
- **Tree Preservation Order**: BCKLWN denied the request for a tree preservation at the Vicarage on Church Road after considering neighbours' comments.
- **Cemetery Bin**: Handyman will secure the sign with a bungee rope to prevent it from falling. Clerk to purchase the rope.

Cllr Sue Lintern provided the following update:

- **Biodiversity Garden**: Praised as a beacon of light; hope other councils follow suit. Congratulations to the Parish Council, Cllr Gail Koopowitz and all the volunteers.
- **Committee Meetings**: None since the election.
- **BCKLWN CIL Application**: Open until 1 August.
- **£20m Consultation**: Public input sought on spending.
- **Alive West Norfolk**: Recommended to be brought back in-house.
- **Cllr Alistair Beale**: Invited to visit and meet parishes.
- **BCKLWN Email**: Provided for Parish Councils; documents for vexatious complainants coming soon.
- **Planning Training**: Session for Parish Councils in September.

Cllr Martin Storey had provided the following update via the Clerk:

- **Apologies**: He visited the village, reviewed traffic issues, and shares the Parish Council's concerns with Highways.
- **Suggested Action**: Arrange a meeting with the Highways Manager, take photos of the issues, and follow up. Chair, Clerk, and Cllr Martin Storey to attend.

58/24 To Approve Any Costs or Actions in Relation to the Bio-diversity Garden and Receive an Update

Cllr Sue Lintern suggested that her fund could be forwarded to the village hall for any request for installation of a water butt.

The Parish Council wished to thank the volunteers and Cllr Gail Koopowitz and her husband for the vast amount of work that they had put into the beautiful garden that has been created for all to enjoy.

RESOLVED: That the balance be approved to be spent of the grant on the garden for gravel and any other items required. (Proposed JH; Seconded JM, all were in favour).

59/24 To Approve Costs and Actions in Relation to the Tree Management Survey

Tree Survey: Emailed to Borough Council Tree Officer on 9th July.

Laburnham Tree by the Pond: Confirmed by Borough Council Tree Officer to be felled due to split as per Tree Management Survey. An application for the conservation area would be submitted to the Borough Council.

Dead trees playing field: These would be added to quotes received to fell the above tree.

Lime Trees: Clerk to budget for pollarding early 2025.

Conservation Area: Clerk to submit application.

RESOLVED: That the CIL funding application to fell the tree and remove dead trees be approved up to £2k spend. (Proposed: JC; Seconded JH)

60/24 To Approve Grant Funding Bid to BCKLWN CIL for Restoration of Spring Monument, Wereham Pond

- **CIL Application**: Council to approve application for new railings by Wereham local blacksmith. Total cost: £4625 + VAT. Suggest 10% from PC, rest from BCKLWN Grant. Clerk to submit by end of July.
- **Plaque**: Include a history information board for around £100.

RESOLVED: That the application for CIL be approved for the restoration of the spring monument. (Proposed JH; Seconded SB, all were in favour).

61/24 To Approve Additional Costs on Current Grounds Maintenance Contract to Cut around Dog Bins

RESOLVED: That 2 – 3 cuts per year around dog bins be added to the current grounds maintenance contract for £60 per visit plus VAT. (Proposed AB; Seconded JWB, all were in favour).

62/24 To Approve Quote to Tidy the Pond up to four times per annum (1 yr contract; 2 further yrs pending performance)

Of 10 contacted, one quote had been received.

The Clerk agreed to double check whether the Grounds maintenance contractor could do the work.

The Clerk added the issue of footpath tidying to the NCC issue list for discussion with them.

63/24 To Approve Staining of Jubilee Bench on the Pond (and Cemetery Bench) (1 yr contract; 2 further yrs pending performance)

The Clerk endeavoured to get three quotes, of which two were returned, to rub and stain the bench.

RESOLVED: That a quote to rub and stain the bench for £40 per bench be approved, included materials - Teak Oil £12. (Proposed JWB; Seconded JH, all were in favour

64/24 To Approve Sand and Paint of White Railings on Pond (pub side). (1 yr contract; 2 further yrs pending performance)

The Clerk endeavoured to get three quotes, of which two were returned.

RESOLVED: That a quote to paint White Railings on Pond (Pub side) for £120 be approved this year and end of next year. (Proposed JWB; Seconded SB, all were in favour)

65/24 To Approve Costs to Install Bat Boxes and Location

The Clerk endeavoured to get three quotes, of which two were returned.

RESOLVED: That a bat box be installed in the cemetery. And the clerk explores installation on the stump left from the tree to be felled at the pond. Costs were £74 per bat box. (Proposed JWB; Seconded JH, all were in favour)

66/24 To Discuss/Approve Action in Relation to Football Goal Issue on the Playing Field

The Parish Council discussed the issue, they felt they would not move the goal post and that signage was a good idea to deter anyone from entering private land. The Council agreed to install their own sign.

67/24 To Approve Microsoft 365 Personal £60 for Parish Council Laptop and Refund to Clerk

RESOLVED: That Microsoft 365 Personal £60 for the Parish Council Laptop and Refund to the Clerk be approved. (Proposed AB; Seconded SB, all were in favour).

68/24 To Approve Decisions Made on Email

a. **Approval of Payment for Grounds Maintenance May 2024**
b. **Approval of Refund of £198 from Biodiversity Project Plants**
c. **Approval to change date of meeting to 16th July**
d. **Approval of Payment for Planting of Biodiversity Garden £105**

As circulated Council need to approve as a ratification decision.

RESOLVED: That items on 68/24 be approved. (Proposed JWB; Seconded SB, all were in favour)

69/24 To Approve Payments to date

As circulated council needs to approve as presented, gail to abstain.

	Payee	Service	Exc VAT	VAT	Inc VAT
1	**Parish Clerk**	Wages, Expenses and Mileage (May and June)	719.85	0.00	719.85
2	**Parish Clerk**	PAYE (May and June)	167.55	0.00	167.55
3	**Wereham VH**	Hire - July 2024	20.75	0.00	20.75
4	**Npower**	Streetlights May 2024	44.82	2.24	47.06
4	**Npower**	Streetlights June 2024	40.40	2.02	42.42
5	**Wickstead**	Annual Inspection of Play Area and Goal	112.20	22.44	134.64

6	**Contractor**	Pond Nettles Job	83.85	0.00	83.85
7	**SJA Pest Control**	Moles April-June (Playing Field/Cemetery)	60.81	0.00	60.81
8	**HHA Ltd**	Grounds Maintenance	582.76	116.56	699.32

RESOLVED: That payments as presented be approved. (Proposed AB; Seconded JWB, all were in favour).

70/24 To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme

Apologies from AB and JWB at the September meeting.

71/24 To Approve Date of Next Meeting – Monday 9 September 2024 at 6.30pm in the Community Room, Wereham Village Hall

It was noted.

To note date of next meeting