WEREHAM PARISH COUNCIL
Ordinary Meeting of the Parish Council
Tuesday 17 September 2024 at 6.45 pm
In the Community Room, Wereham Village Hall, Wereham

Attendance:
Cllr Sandra Calvert (Chair) (SC)
Cllr Jo Wellington-Bruce (JWB)
Cllr Annie Dowe (AD)
Cllr Stephen Bradsell (SB)
Helen Richardson Parish Clerk and Financial Responsible Person
Also in attendance:
Residents of Wereham - Public – 0
Cllr Sue Lintern, Borough Councillor, BCKLWN

71/24 Note Openness and Transparency Notice and To Consider and Accept apologies for absence

Apologies were accepted from Cllr Gail Koopowitz (personal); Cllr Jacki Hitching (Vice Chair) (personal) (JH); Cllr Jonathan Marsh (JM) (work commitment) and Cllr Martin Storey, NCC.

The Parish Council accepted Cllr Gail Koopowitz's apologies for absence due to personal reasons, also affecting the November and January meetings.

72/24 To Note Declarations of Interest on Agenda Items and Dispensation Requests

There was nothing to declare.

73/24 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 16 July 2024 and To Note the Matters Arising Report

RESOLVED: That the minutes of the annual meeting of the Parish Council held on 16 July 2024 are approved as a true record. The Parish council noted the matters arising report listed below. (Proposed: AD; Seconded AB, all were in favour)

Matters Arising Report – September 2024

- **Play area surface sealant: The black rubber issue was resolved with free sealant application. Aftercare directions, including jet washing, were provided. The Clerk is determining the frequency for budgeting.**
- **Playground: Wickstead will loosen one swing's shackles per the inspection report.**
- **The Row Trees/Dyke: Highways confirmed their work is scheduled; tree maintenance is the landowner's responsibility.**
- **Parish Partnership Fund 2024/25: The Highways Manager confirmed pond path resurfacing will proceed.**
- **Parish Partnership Funding 2025/26: The Highways Manager supports purchasing a fixed speed sign.**
- **Rats near Crown Gardens: The Clerk contacted the landowner, who agreed to check and treat as necessary.**
- **Queens Jubilee Bench: Treated in mid-July.**
- **Cemetery Bench: Painted in August.**

- **Railing at the Pond: Painted on the pub side in August.**
- **Conduit, Pond: CIL application submitted in July; decision pending.**

Planning Applications Notified (no consultation needed)
24/00139/TREECA Wereham T1 Holly Tree (est 7M in height and 5m spread). To reduce tree by 1m sides and top. To crown raise tree to 3m, removing epicormic growth from stem. Reason for work that tree has grown excessively and looks untidy in garden. Vicarage House Church Road Wereham King's Lynn Norfolk PE33 9AP
24/01355/AG Wereham PRIOR NOTIFICATION: The proposed building is a steel framed structure, clad to only 3 sides and will be used for the storage of agricultural machinery. Elm Tree Farm College Road Wissington Wereham KINGS LYNN Norfolk PE33 9AZ
Planning Decisions
24/00139/TREECA Wereham Vicarage House Church Road Wereham King's Lynn Norfolk PE33 9AP - T1 Holly Tree (est 7M in height and 5m spread). To reduce tree by 1m sides and top. To crown raise tree to 3m, removing epicormic growth from stem. Reason for work that tree has grown excessively and looks untidy in garden.
Tree Application - No objection 22 August 2024 Delegated Decision

74/24 Tree Management Quote
To approve the quote for tree management (Laburnham on the Pond & 2x dead Elm trees on the playing field).

Two quotes were received. Tree work on the churchyard limes will be discussed in November. The Parish Council will consult the contractor about installing the bat box on the laburnham.

RESOLVED: That a quote for £500 be approved. (Proposed: JB; Seconded SB, all were in favour)

75/24 Wereham Pond Shrubbery Contract Work 2025
To consider and approve the frequency of contract work.

The Parish Council observed that the pond's condition has significantly improved and determined that the extent of work required next year will be reduced.

RESOLVED: That four cuts per annum to the pond bushes costing £74 be added to the ground's maintenance contract 2025. (Proposed: AD; Seconded JB, all were in favour)

76/24 Purchase of Litter Bins
To approve the purchase of litter bin(s).

Following discussion, the Parish Council concluded that the installation and maintenance costs of a litter bin are currently prohibitive and therefore unnecessary.

77/24 Location for Parish's Portrait of the King
To discuss and approve the location.

The Clerk agreed to contact the Chair of the Village Hall regarding the installation of the portrait in the parish's community building. The Parish Council will cover the installation costs, taking special care of any requirements related to the Passivhaus structure.

Additionally, the Parish Council will provide guidance to the Village Hall on purchasing a community defibrillator, which could be installed externally and fully funded.

78/24 BCKLWN Case Study: Wereham Biodiversity Garden
To approve entry into the case study.

Cllr Sue Lintern reported that the Borough Council is interested in using the new garden as a case study. The Parish Council agreed to participate in the pollinator action plan and will coordinate with Cllr Gail Koopowitz to consolidate and share project information with Cllr Sue Lintern.

Cllr Annie Dowe agreed to assist Cllr Gail Koopowitz with a Facebook post on bulb donations.

79/24 Remembrance Sunday Wreath
To approve the purchase.

The Clerk agreed to speak Cllr Jacki Hitching to arrange contact with service person who laid the wreath last year.

RESOLVED: That one remembrance wreath be purchased. (Proposed: SB; Seconded AD, all were in favour)

80/24 Payments to Date
To approve payments to date.

	Payee	Service	Exc VAT	VAT	Inc VAT
1	**Parish Clerk**	Wages, Expenses and Mileage (July & August)	699.75	0.00	699.75
2	**Parish Clerk**	PAYE (July and August)	161.75	0.00	161.75
3	**Wereham VH**	Hire - September 2024	20.75	0.00	20.75
4	**Service Charge**	Unity Trust Bank - Jan to June	36.00	0.00	36.00
4	**Npower**	Streetlighting	41.65	2.08	43.73
5	**Littlejohn PKF**	External Audit Fee	210.00	42.00	252.00
6	**Norfolk Wildlife Services**	Tree Survey Fee	505.30	101.06	606.36
7	**HHA Ltd**	Grounds Maintenance Fee	1037.85	207.56	1245.41
8	**AM to PM Services**	Pond Railing Painting; Bat Box Installation Cemetery; Jubilee Bench Pond Paint; Cemetery Bench Paint.	298.50	0.00	298.50
9	**Npower**	Streetlighting	41.65	2.08	43.73
10	**Wickstead**	Maintenance to Play Area	100.00	20.00	120.00

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

81/24 Revised Policies
To approve the following revised policies:

a) **NALC Model Financial Regulations**
b) **NALC Template Whistleblowing Policy**
c) **Co-Option Policy**
d) **Revised HR Policy Templates from NALC: Dignity at Work Policy (New), Disciplinary Policy, Grievance Policy, Sickness Absence Policy & Training and Development Policy**

RESOLVED: That policies as presented be approved. (Proposed: AD; Seconded SB, all were in favour).

82/24 Councillors' Concerns and Agenda Items for Next Meeting and any Action from the Bi-Monthly H&S Inspection
To receive concerns and agenda items for the next meeting and forward work programme, and to approve any actions required from the H&S Bi-Monthly Inspection

- The Clerk undertook the Bi-monthly inspection
- The PC agreed to add two more verge cuts to the 2025 grounds maintenance contract for 2025, one being tentative specifically Mid-March, Mid-April, MidMid-May, Mid June, Mid July and Mid-September; tentative would-be July/August or October/November. (All were in favour)
- The PC noted reports of Sap on the Scots Pine in the church yard.
- The PC noted reports of fish with wounds in the pond. It felt there was many reasons for this out of its control.
- The PC discussed reports of Alban Wise placing manure next to properties at Gibbet Lane. They agreed that there were rules about this and the resident should inform DEFRA.
- The Chair, Councillor Stephen Bradsell and the Clerk met with the Highways Manager and Technician in the village the week before. The following was discussed:
    - Speeding through the village, agreed that a fixed speed sign could be applied for.
    - Improvements to the lighting on the A134 crossings. They agreed to come back following inspection of the area.
    - Drain covers – they were owned by BT and Anglian Water who Highways do their best to on report to, but they only ever attended when there was a danger and not noise issues.
    - Pond footpath resurfacing – this would be complete by end of the financial year through the parish partnership funding.
    - Road to Boughton – A gate had been reinstated and the fence would be also following someone removing it. The road was not a registered road.
    - Footpaths – They agreed to review these in particular The Row and main road.

Borough Councillor - Cllr Sue Lintern, Borough Council of Kings Lynn and West Norfolk

- **Local Plan Modifications Consultation (October 2nd)**: Please note that development adjacent to a development boundary will be considered as part of the proposed modifications. Sue discussed this with the staff member leading the consultation at BCKLWN. In the spring, work will commence on the next local plan, with considerations to eliminate development boundaries, as seen in neighbouring districts. Other modifications include removing developments that are in the process of starting.

  The Parish Council strongly believes that planning boundaries should not be disregarded, as they serve a crucial purpose. The term "boundary" was established to protect agricultural land, and without clear parameters, the Parish Council cannot effectively operate. There are underutilised areas in cities and towns that could be developed, making the preservation of agricultural land essential.

  Other areas to note were:

- Cllr Sue Lintern had recently visited a solar farm covering 11k hectares locally, all on grades 3 and 4 land. Because we are only a fifth of the way of achieving net zero this was a way it could be achieved. It as possible to grace sheep underneath.
- There was the Police and Crime Commissioner plan consultation until 1st November.
- Go Green funding, and sessions were being held on 19th September with Norfolk Community Action.
- CIL Spending Review panel was held last week and Wereham had been successful in its application for refurbishment of the pond conduit.
- Cllr Sue lintern contacted Terry Jermy MP about issues in the area, a meeting date was being arranged.
- There is a fund of £5k Unity Trust Bank for community fund.

83/24 Register of Decisions
To approve the register of decisions made between meetings, refund of payments for the Biodiversity Garden; Extension of GM Contract to include Pond Bushes 2024; Purchase of Bat Box for Biodiversity Garden; Payment to Grounds Maintenance Company.

RESOLVED: That the register as presented be approved. (Proposed: SB; Seconded AD, all were in favour).

84/24 Date of Next Meeting
To approve the date of the next meeting – Monday, 11th November 2024 at 6:30 and 6.45 pm in the Community Room, Wereham Village Hall.
It was noted.