WEREHAM PARISH COUNCIL
Ordinary Meeting of the Parish Council
18 November 2025 at 6.45 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 Gail Koopowitz (GK)
Cllr Jonathan Marsh (JM)
Cllr Bridget Slade (BS)
Helen Richardson Parish Clerk and Financial Responsible Person

Also in attendance:
Cllr Martin Storey, Norfolk County Councillor
Cllr Sue Lintern, Borough Councillor, BCK/LWN
Public 2

88/25 Note Openness and Transparency Notice and To Consider Apologies
The Chair read the Openness and Transparency Notice and the reverse of the agenda detailing the standing orders. The Chair shared that Cllr Jennie Day had since the last meeting left the village and resigned. The Chair wished to convey thanks to her in her brief attendance on the council and wished her well.

89/25 Declarations of Interest
There was none.

90/25 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 22 September 2025 and Extraordinary Meeting on 6 October 2025 and To Note the Matters Arising Report
RESOLVED: That the minutes of the ordinary meeting held on 22 September 2025 and extraordinary meeting 6 October 2025 be approved. (JWB Proposed, JM Seconded, all were in favour).

Matters Arising Report – September 2025
NCC Parish Partnership Fund 2024/25 Resurface Pond Path (rear) – Clerk emailed to chase for update again.
BCKLWN Sport Facility Review - The Clerk responded to the BCKLWN review.
Defibrillator - This was deployed early November, same day the Clerk checked recommissioned it.
Budget/Precept 2026/27 - The Clerk will be emailing the Parish Council information for the January meeting in good time before Christmas for review.
Autoville Planning Application Response – Response returned by the Clerk on 15.10.25 to the Borough Council. Determination date 13.11.25 which had been refused.
Holme Oak Planning Inspector Appeal – The Clerk responded on 14.10.25 to say that the PC had nothing to add and that it trusted he had all the previous correspondence relating to its views.
Cavenham Road Tree. The Landowner connected person who confirmed this was inspected routinely and any work required was actioned.
Highways Matters. 24.09 Clerk emailed update Wretton Row/Wereham Row state of surface. 13.10 Emailed technician re College Road Sign.
Ely Diocese: Scots Pine. The Clerk received confirmation from the BCKLWN Tree officer mid-October that they agreed with the PC that due to the number of trees in the churchyard it was not necessary to replant a tree in place of the Scots Pine which had been felled, as it would not remove from the appearance of the conservation area. The Clerk communicated this to the Tree Officer at the Diocese on 20th October and advised that the PC would not only be planting a tree or pay for their administrative fees as a result of the felling of the tree. The Clerk noted that the Parish Council considered the matter closed. They acknowledged but as of 3 November the Clerk has heard nothing further.

Churchyard Tree Work. This work is confirmed with the contractor as per last tree survey.
Printer. New printer purchased.

Planning Application Decisions Received – Planning Committee

25/00168/TPO Wereham 2/TPO/00653 - T1 Lime Raise canopy to provide 4m clearance over the road and 2.5m over the church gate. Remove all epicormic growth, T2 Lime Remove dead wood within 3 Months. Remove all epicormic growth. 1061 Lime Remove dead wood within 3 Months. Remove all epicormic growth. T3 Holly Remove section of ivy sufficiently to inspect the base of the tree all round. 1060 Lime Remove dead wood within 6 months or at the same time, Remove all epicormic growth. T5 small Leaved Lime Remove all epicormic growth. 1062 Lime carry out climbed inspection to upper/secondary pollard work has resulted in decay or weak attachment points Remove all epicormic growth. Street Record St Margarets Hill Wereham Norfolk TPO Decision Consent 16 September 2025 Delegated Decision

25/00188/TREECA Wereham T1 Walnut Tree - Remove one leaning trunk of three trunked tree due to its angle and Degradation where the three trunks meet. Remove branches from other two trunks that are overhanging Neighbour Tudor Lodge Church Road Wereham King's Lynn Norfolk PE33 9AP Tree Application – No Objection 16 September 2025

Delegated Decision 25/00166/TREECA Wereham T1 Large Silver Birch Tree - about 7 metres from the house, has been assessed by Denver Tree Services and is dying and needs felling as it is in danger of being blown over and causing damage to the surrounding buildings and Humans. The Old Dairy School Lane Wereham King's Lynn Norfolk PE33 9AW Tree Application – No Objection 16 September 2025 Delegated Decision

Planning Applications Made – Between Meetings – No Consultation.

25/01672/PACU3 Wereham E: 567986 N: 302510 NOTIFICATIONS FOR PRIOR APPROVAL - Conversion of agricultural building into one small dwelling. Siting and location are shown on the submitted plans. (Schedule 2, Part 3, Class Q) Land at Prince William Farm E567986 N302510 Lynn Road Wereham Norfolk. The Parish Council are not part of the formal consultation process; however, the Clerk notified the Councillors of this application via email on 20.10.25

25/00259/TREECA Wereham Permission is sought for work on three very large conifer trees. The first tree nearest the gateway to the property to be taken down to a height of three metres, the remaining two to be taken down completely. The conifers have long outgrown their original purpose as a screen and are now dominating the area and overshadowing and blocking the light to the adjacent property, Stag Lodge. Willow View Bens Lane Wereham King's Lynn Norfolk PE33 9FL

Cllr Sue Lintern Update

- Cllr Sue Lintern wished to clarify the action which had been taken at the extraordinary meeting of Wereham Parish Council on 6 October where Cllr Stephen Bradsell and Cllr Jennie Day had requested that the Chair Cllr Sandra Calvert leave the room whilst the PC discussed the Holme Oak planning application. Cllr Sue Lintern explained that she had since checked with the Monitoring Officer at the borough council in regard to this request, and they had advised her that this was not something that a Councillor has to do unless they have a pecuniary interest for example they have a financial gain by being present which the Chair Cllr Sandra Calver did not. Cllr Sue Lintern suggested that the Parish Council needed to make sure especially for the newer councillors through training or a briefing where they must not vote and/or where they have a pre-determined opinion. She further explained that the Chair Sandra Calvert rightly explained at the start of the meeting that she would be not involved in that item under declaration of interests, but she did not need to leave the room and the facts around this request were important should there be future planning applications. She shared that this was the same process the borough followed, and if in doubt there was planning training available.
- Received information about CIL, CIL will be allocated on an 80/20 basis, 80% for major project in the borough and 20% for parish plans. The next round will open in March and close in May, giving more time.
- There was a new Chief of Staff at the Borough.
- Waiting for the government to finalise their budget offering to borough and parishes. The borough council were advising parishes to budget on a 4-5% increase on waste collection.

Cllr Martin Storey

- **Budget consultation** available online from Norfolk County Council.
- **Weed killing queries**: NCC treats road–footpath edges; machine pressure limits spread.
- **Highways review**

91/25 Highway Safety – A134
The Chair presented for approval a letter to be sent to senior NCC Highway Officials to express concerns from the Wereham Parish Council around the need for Highways responses to planning applications to be in-keeping with the individual nature of the A134 which runs through the village. The Chair conveyed that safety of the highway was a key topic in the village and the Parish Council should try anything in its power to safeguard this.

The Chair explained there had been inconsistences from highway responses in recent planning applications, which the proposed letter hoped to address in particular in regard to vision splays. The Chair shared that the A134 was a principal route and there had been an ever-increasing level of courier services on the road making this an ever-growing danger. She noted that there was a near miss because of this personally witnessed.

Cllr Martin Storey shared that within the local plan you have to provide a certain number of dwellings and access onto major trunk roads, and it must not interrupt traffic flows unless additional measures are put in place. He added that the recent traffic counting measures on the A134 were not highways and could have been a private developer.

Cllr Stephen Bradsell shared that he felt the letter was not needed as the Parish Council would be pointing out the obvious to Highways and he did not agree with sending it.

RESOLVED: That a letter to Norfolk County Council Highways as discussed be sent to senior officials to support the need to maintain integrity of safety on the A134 through the village. (Proposed GK, seconded JWB, five were in favour and one was against).

92/25 Grounds Maintenance Contract
The Council considered for approval the grounds maintenance contract (3-year contract: annual performance review dependant) where multiple quotes had been received. The current contractor had quoted, their performance to date had been good and very little complaints. The church had feedback that they were happy with the current contractor. The Council had trialled a new weed spray to be more environmentally friendly, the Council will review this aspect when dryer weather comes.
RESOLVED: That HHA Ltd be approved as contractor for Wereham Grounds Maintenance as per contract from November 2025 until October 2028 as per quote received on file. (Proposed BS, seconded JM, all were in favour).

93/25 Boundary of the Playing Field and Village Hall Car Park
The Council had agreed to consider quotes received for the approval of marking the edge of the playing field and village hall car park. Permission had been received from the landowner in support of the work. An opening would be left to allow access to the field. Metal chain would be used for greater wear and tear.
RESOLVED: That quote for £572.50 including labour and materials chain to match other side be approved to mark the boundary of the playing field where it meets the car park. (proposed JWB, seconded GK, all were in favour)

94/25 Quotes for Maintenance Jobs: Play area and Pond
RESOLVED: That quotes play area work commissioned by Wickstead totalling £977; work to replace the Perspex in the noticeboard, installation of a bat box in a tree at the pond and

resurface the entrance to the play area be approved at £195.50. (Proposed SC, seconded JWB, all were in favour).

95/25 Dog Waste Bins

The Council discussed the frequency of the dog waste collection as a few of the bins were a couple days off making it to empty day on a two-week cycle.

RESOLVED: That two new dog bins be approved for purchase to be positioned next to Cavenham Road (existing bin) and on Church Road verge near the A134 to include installation costs as per quote from Handyman and ongoing emptying costs every two weeks. (Proposed GW, seconded BS, all were in favour).

96/25 Tree Hazard Management Survey

The Council were asked to consider approval of a tree hazard management survey on all areas of the Parish in January 2026. Quotes had been requested from three contractors including two previous companies used. Only one quote was returned. The Council agreed to replace the tree it had along Flegg Green with an oak tree from the NCC's scheme costing £6 subsidised. The Clerk agreed to contact the owner of the trees along The Row again as the Council had been concerned in regard to safety.

RESOLVED: That Norfolk Wildlife Services be approved to conduct a tree management hazard survey in January 2026. (Proposed JWB, seconded GW, all were in favour).

97/25 Quotes for Replacement Streetlight Column Church Road

The Council were requested to consider work identified to the only concrete column streetlight which it owned on Church Road following a recent survey by the council's contractor which had noted some deterioration. The Clerk had sought quotes for replacement from three contractors which included its current contractor. There were earmarked funds within budget.

RESOLVED: That £3363 plus VAT, provided the Clerk exhausted funding possibilities with CIL and NCC in the first instance. (Proposed JWB, seconded JM, all were in favour).

98/25 Bi-Monthly Health and Safety Inspection and approve purchase of Emergency Items

The Council were requested to note and approve any actions identified in the inspection and to approve purchase of cones and hazard tape to be kept for use in an emergency.

RESOLVED: That the Clerk be approved to purchase 4 cones and signs and reclaim costs through the online banking system up to a total of £50. (proposed GK, seconded JWB, all were in favour).

99/25 SLCC Annual Membership

RESOLVED: That the annual membership for the Clerk totalling £121 be approved for payment to SLCC. (proposed JWB, seconded JM, all were in favour)

100/25 Register of Decisions and Payments to Date

Payee	Service	Ex VAT	VAT	Inc VAT
Parish Clerk	Wages, Expenses and Mileage (Sept & Oct)	763.04	0.00	763.04
HMRC	Sept & Oct	248.58	0.00	248.58
Wereham Village Hall	Hall Hire - Oct and November	26.00	0.00	26.00
Unity Trust Bank	October and November	12.00	0.00	12.00
HHA Ltd	Sept Grounds Maintenance (PAID)	756.00	150.33	901.99
HHA Ltd	Oct Grounds Maintenance	768.31	153.66	921.97

Npower (DD)	Streetlight Electricity (Feb to August 2025)	304.15	16.00	320.15
Npower (DD)	Streetlight Electricity (Sept 2025)	49.89	2.49	52.38
Cartridge People	Printer, Ink and Paper (PAID)	88.99	17.80	106.79
Wickstead	Cradle 2nd One	287.50	57.50	345.00
Pearce and Kemp	Annual Streetlight Maintenance Fee	80.00	16.00	96.00
SJA Pest Control	Mole Control	60.81	0.00	60.81
Wickstead	Play Area Annual Inspection Fee	127.50	25.50	153.00
HHA Ltd	Grounds Maintenance (July)	684.22	136.85	821.07
Npower (DD)	Streetlight Electricity (Oct 2025)	60.23	3.01	63.24
CP Tree Services	St Margarets Church Yard	1050.00	210.00	1260.00

RESOLVED: That the register of decisions for the payment of the ground's maintenance invoice for September 2025 for £990 including VAT and Payments presented to date be approved. (Proposed SC, seconded GK, all were in favour).

101/25 Councillors' Concerns and Agenda Items for Next Meeting

- Remembrance Sunday went well; Cllr Bridget wrote to the person to thank them for laying a wreath on behalf of the Parish.
- The Clerk in regard to a query shared that a new plaque and repair to the conduit was on her list of items to action but to date had not been priority as other items on the agenda for the meeting were of more urgency and importance.
- The Clerk shared in regard to a query that the new website was up and running being the .gov as the Council had agreed at its last meeting to be compliant with new assertion 10, therefore all agendas would be displayed on this website. The old one was pending removal with Norfolk ALC, and the Clerk would chase for removal.

102/25 Date of Next Meeting – Ordinary Meeting of the Wereham Parish Council Monday, 12 January 2026 at 6.45 pm in the Community Room, Wereham Village Hall.
Noted. The meeting closed at 8.30 pm.