(Draft until approved at the next meeting)
WEREHAM PARISH COUNCIL
Annual Meeting of the Parish Council
Tuesday 12 May 2026 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 Jonathan Marsh (JM)
Cllr Bridget Slade (BS)
Helen Richardson Parish Clerk and Financial Responsible Person

Also in attendance:
Cllr Sue Lintern, Borough Councillor, BCK/LWN
Public: 2

Cllr Sue Lintern, Borough Council of Kings Lynn and West Norfolk provided her annual report as follows:

2026 ANNUAL REPORT
Focus and Key Projects
This year has been significantly shaped by Local Government Reform (LGR). Considerable work has been undertaken to develop the business case submitted to the Ministry of Housing, Communities and Local Government (MHCLG). We now know that Norfolk will transition to three unitary authorities, with West Norfolk joining Breckland and nine parishes from South Norfolk. A major priority throughout this process has been ensuring staff are supported during the transition while maintaining the delivery of day-to-day services across the Borough.

Work has also commenced on our flagship Guildhall renovation project. Scaffolding is now in place, and the next phase will involve the careful removal of the existing roof. Every tile, timber, and material is being catalogued and reused wherever possible within the wider restoration project. Live camera feeds have also been installed inside the Guildhall, enabling residents to follow the progress of the restoration by visiting #29 (next door).

In addition, works are due to begin shortly on the Custom House, one of King's Lynn town centre's most iconic and historic buildings. Progress has also continued on both the King's Lynn and Hunstanton Masterplans. Public consultations have taken place throughout the year, providing residents with the opportunity to help shape the future of both towns. This work ensures that the incoming unitary authority will inherit a strong pipeline of well-developed, deliverable projects.

Financial Position and Achievements
To deliver a balanced budget this year, Council Tax was increased by £5 per household alongside a 7% increase in discretionary fees and charges. This results in a Borough Council charge of £152.87 for a Band D property, (remembering only 7p in every £1 of total Council Tax paid goes to the Borough Council).

The Borough Council continues to contribute 40% of its Council Tax receipts towards the funding of Internal Drainage Boards (IDBs). We continue to press for a fairer national funding solution for IDBs, alongside more efficient delivery of existing County-level services.

Since taking administration responsibility, efficiencies of 15% have already been delivered, with a further 10% built into the 2026/27 financial plan. This has enabled the Council to rebuild its General Reserve to £10 million and move away from the significant financial challenges previously inherited.

We are now in a stronger position to begin making meaningful investments within our communities.

Coastal Investment
Many residents will recall the extensive work undertaken to coordinate the removal of oil nurdles from the North Coast beaches. More recently, significant repairs have been completed to address the major sinkhole on the promenade. In addition, several million pounds have been earmarked for future coastal repairs and protection works.
Our capital programme also includes substantial investment in public welfare facilities and infrastructure improvements across the coast.

Planning and Housing
As previously reported, the Local Plan was formally approved by Government in March 2025. However, we have now been instructed to begin work on a new Local Plan due to significantly increased housing targets.
The annual housing requirement has risen from 554 to 989 homes per year, with only 30 months allocated to complete the revised plan — an extremely challenging timeframe.

Housing Delivery Programme
The Borough Council's housing programme aims to deliver 1,000 homes, primarily for rent, with a strong emphasis on affordability.
To date:

- 972 homes have been completed or are under construction
- 260 homes are market sale properties
- 127 affordable homes are now occupied
- 27 homes have been sold through shared ownership
- 92 properties are occupied within the private rental sector

Grants and Community Infrastructure
Community Infrastructure Levy (CIL) funding continues to be available, although the allocation process has changed.
Twenty percent of total CIL receipts will continue to support local projects, and Parish Councils may still apply for funding in the usual way. The previous points-based system has now been replaced with a simpler and fairer process, with all applications considered directly by the CIL Funding Committee. The remaining 80% of CIL funding is retained by the Borough Council for strategic infrastructure projects. Parish Councils are encouraged to develop Parish Infrastructure Investment Plans, which can greatly strengthen future CIL applications. Support and guidance remain available to assist with this process.

Waste and Fly-Tipping
The Council has invested in a dedicated enforcement team to tackle the increasing issue of fly-tipping and waste crime. Strong enforcement powers are available, including prosecution and fixed penalties, and the Council remains committed to taking firm action where necessary.

Cabinet Role
My Cabinet portfolio for Culture, Heritage and Events continues to be both active and rewarding. Throughout the year we have maintained a wide-ranging programme of free events while also supporting numerous organisations delivering activities within our communities.
My responsibilities also include liaison with Parish and Town Councils, ensuring local councils remain informed on key Borough matters. I work closely with the communications team to provide timely updates on issues directly affecting local communities.
Parish and Town Councils play a vital role in supporting residents, and I remain committed to maintaining strong working relationships and providing ongoing support wherever possible.

Supporting Local Projects
I have been pleased to support several local initiatives across villages within the Wissey Ward

through the Borough Council Community Grant Fund, including:

- Boughton PCC – Breakfast Club and Coffee Mornings
- Wereham Village Hall – Short Mat Bowls Carpet

I look forward to visiting these groups in the near future.

In addition, I worked closely with the Stoke Ferry Village Hall Committee to help secure a £62,000 FCC Communities Foundation grant towards internal renovation works — an excellent outcome for the village.
I have also supported Northwold Village Hall in securing funding for a new flat roof and associated internal improvement works.

Recognition and Awards
The Borough Council has recently been shortlisted for two Local Council Awards:

1. Most Improved Council
2. Housing Scheme of the Year

While we await the final adjudication, being recognised alongside some of the country's strongest local authorities reflects the significant progress made in recent years. Although our powers remain limited until the transition to unitary government is complete, we remain committed to continuous improvement and delivering the best possible outcomes for our residents.

Representing You at Borough Level
I continue to serve on the Planning Committee, contributing to decisions that directly affect our communities.
I also attend Cabinet briefings and scrutiny meetings regularly to remain fully informed on emerging issues and ensure Parish Councils are kept updated on matters affecting their areas.

Looking Ahead
I will continue to keep Parish Councils and residents informed on developments relating to Local Government Reform and any other issues impacting our villages and communities.
As always, I remain committed to representing and supporting the residents of Wissey Ward and ensuring your voices continue to be heard clearly at Borough level.

Thank you for your continued support.

Cllr Sue Lintern also highlighted the following:

Unitary Council Update

The draft Unitary Council map confirmed that **Wereham is included within the proposed Marham Ward**, together with Fincham, Stradsett, and Marham. The ward boundaries have been designed to achieve an electorate of **approximately 3,300 residents per ward**, consolidating the current Borough Council figure of 2,500 residents and the Norfolk County Council figure of 8,000 residents. All wards are proposed to be **single-member wards**, aligned with parliamentary and village boundaries. The next stage in the process will be the establishment of a **Joint Committee**, with Terms of Reference currently being prepared.

The proposed Unitary Authority will comprise **72 elected members**, allocated as follows:

- **36 members for King's Lynn**,
- **34 members for Breckland**, and
- **2 members for South Norfolk**.

These arrangements have been developed jointly by Borough and County Councillors. A full

Boundary Commission review is scheduled for **2032**, during which Parish Councils will be formally consulted. The first term of the Unitary Council will run for **five years**, with the initial year operating as a **shadow authority**.

It was further reported that the Reform Party has indicated its intention to challenge the Local Government Reorganisation (LGR).

31/26 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.

Apologies were received and accepted from Cllr Gail Koopowitz (GK) (personal reason) and Cllr Jo Wellington-Bruce (JWB) (personal reason).

Cllr Mike Westman newly elected Reform Norfolk County Councillor had sent apologies to the Wereham Parish Council, he confirmed to attend future meetings. The Chair shared that she had included a note on what the Parish Council would task him with at the start of his term as Norfolk County Councillor within her annual report at the end of the meeting.

32/26 Election of Chairperson and Vice Chairperson
To Elect a Chairperson and Vice Chairperson to sign the Declaration of Acceptance of Office for Chairperson and Vice Chairperson
Cllr Sandra Calvert shared that she would continue as Chair for the coming year if Councillors wished her to. Cllr Stephen Bradsell also shared that he would be happy to continue as Vice-Chair.
RESOLVED: That the Cllr Sandra Calvert be elected as Chair for the coming year. (Proposed JM; Seconded BS, all were in favour).
RESOLVED: That the Cllr Stephen Bradsell be elected as Vice-Chair for the coming year. (Proposed JM; Seconded BS, all were in favour).

33/26 Declarations of Interest
There were none.

34/26 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 9 March 2026 and To Note the Matters Arising Report
RESOLVED: That the minutes of the Ordinary Meeting of the Parish Council on 9 March 2026 be approved. (Proposed BS; Seconded SC, all were in favour).

Matters Arising Report – May 2026.

Community Garden. More plants had been purchased for the garden.

Streetlight Church Road – Work pending for replacement.

St Margarets Church Yard. Diocese confirmed closure of Scots Pine matters. Approved three-month tree work.

EROB book. Ordered and received.

Website accessibility statement. Added to website.

Tree Management Survey Two dead trees removed by Tree surgeon as per survey to be done in three months since the last meeting. Further quotes for 1 year work to be provided at the July meeting.
Signs. Various signs agreed in March created to be installed via the Handyman.
Conduit Sign. To be resolved. Clerk has been working on year end and other tasks. Cllr Stephen Bradsell to review options with Clerk.

Community Litter Pick 18th April. Successfully held, thank you to the volunteers and the church for providing a base. A lot of waste was collected as a result. The Parish Council thanked all involved.

Planning Decisions
26/00010/TPO Wereham E: 568318 N: 301345 2/TPO/00538/ A1 T2 - Horse chestnut. Crown raise to up to 6 meters crown reduce by up to 3 meters. T4 - Scots pine. Remove low limb overhanging property roof back to main stem. T5/T6 - Lime. Pollard trees to a minimum height of 3m remove all lower growth back to stem. Reasons for tree works as follows. T2 - Horse chestnut. close proximity to overhead utility wires and roads. T4 - Scots pine. touching the adjacent property roof. T5/T6 - lime. crown interfering with highway traffic. Holme Oak Stoke Road Wereham King's Lynn Norfolk PE33 9AT TPO Decision Split 21 April 2026 Delegated Decision

35/26 The Following Items Relate to Annual Meeting Year End Actions:

a. **To Approve Review of Financial Regulations**
b. **To Approve Review of Standing Orders**
c. **To Approve the Review of Data Protection Policy, Audit and Model Publication Scheme**
d. **To Approve Review of the Financial Risk Management Scheme 2026/27**
e. **To Approve Review of the Assets, Register as at 31.03.26**

RESOLVED: That the items on the agenda from a – e be approved. (Proposed JM; Seconded SB, all were in favour).

f. **To Approve Annual Insurance Renewal 2026/27**

RESOLVED: That the insurance renewal for 2026/27 be approved at a cost of £705. (Proposed SC; Seconded SB, all were in favour).

g. **To Approve Annual Accountability, Return and Governance Statement - Annual Statement of Accounts 2025/6 Section 1**

The Clerk read the statements in turn of which the Council answered positively to all.

RESOLVED: That the Annual Accountability Return and Governance Statement - Annual Statement of Accounts 2025/6 Section 1 be approved. (Proposed SB; Seconded BS, all were in favour).

h. **To Approve Rest of Annual Accountability, Return and Governance Statement 2025/6 - Section 2**

RESOLVED: That the Rest of Annual Accountability Return and Governance Statement 2025/6 including Section 2 be approved. (Proposed SC; Seconded BS, all were in favour).

36/26 Handyman Jobs
The Council considered a quote totalling £640 to include works as follows:

- Installation of renewed signs with updated contact details for the PC in the village x7
- Repair of the Telephone Box with Perspex
- Painting/Staining - Queens Jubilee Bench (pond); Multigoal (playing field); Pond railings; St Margaret's Churchyard Gates x2; The Row Cemetery Metal Bench and Telephone Box
- Removal of Old Defibrillator
- Repair to Render on Conduit

It was agreed to include the Conduit Sign replacement on the July agenda.

RESOLVED: That the jobs as per quote received be approved at a cost of £640. (Proposed SB; Seconded JM, all were in favour).

37/26 Health and Safety Policy
To approve review of existing Health and Safety Policy – no changes proposed.

RESOLVED: That Health and Safety Policy be approved. (Proposed SC; Seconded JM, all were in favour).

38/26 Anti Bullying and Harassment Policy
The Chair that shared that we would defer it to the July meeting and circulate what Cllr Bridget Slade had provided. The Clerk agreed to share the proposed drafts with Cllr Sue Lintern ahead of the July meeting. Cllr Sue Lintern shared that she had worked with NALC on the template available.

39/26 Bi-Monthly Health and Safety Inspection
It was noted that there was no known health and safety hazards to be resolved at this time in the parish council responsible areas of the village, the Clerk had delegation to action in between meetings should anything arise.

40/26 Payments to Date
To approve payments to date as presented:

	Payee	Service	Ex VAT	VAT	Inc VAT
1	**Parish Clerk**	Wages, Expenses and Mileage (March and April) after tax	664.76	0.00	664.76
2	**HMRC**	March and April (PAYE Income Tax and NI).	173.11	0.00	173.11
3	**Wereham Village Hall**	Hall Hire - March £36 and May £18	42.00	0.00	42.00
4	**Unity Trust Bank Fee**	March and April	14.00	0.00	14.00
5	**N Power**	Streetlight Electricity March 2026	52.70	2.64	55.34
6	**N Power**	Streetlight Electricity Feb 2026	54.30	2.72	57.02
7	**Norfolk Wildlife Services**	Tree Hazard Management Survey	584.00	116.80	700.80
8	**BCKLWN**	Annual Dog Waste Bin Emptying Fee	683.28	136.66	819.94
9	**Clear Insurance**	Annual Insurance Fee 202627	705.00	0.00	705.00
10	**Limetree Printing Ltd**	Various Signs	143.75	28.75	172.50
11	**Ewing Services**	Payroll Fee 202526	197.00	39.40	236.40
12	**SJA Pest Control**	Mole Services (Jan - March)	60.81	0.00	60.81
13	**Shaw and Sons**	EROB Book	128.00	25.60	153.60
14	**Internal Auditor**	Audit 202526	20.00	0.00	20.00
15	**HHA Ltd**	GM April 2026	918.31	183.66	1101.97

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

41/26 Agenda Items for Next Meeting and Councillors' Concerns

- Agreed to add to the July agenda agreement on a specific budget line for the biodiversity garden.

- Empty wine bottles were still being fly tipped on Cavenham Road.
- Community Litter Pick. Cllr Bridget Slade shared that this event had gone well. Cllr Sandra Calvert shared thanks for this event on behalf of the Parish Council.
- Paddleboarding. Someone had been paddleboarding on the Pond. The Clerk agreed to put a sign in the noticeboard.

Chairs Report

I would firstly like to start by thanking the parish Councillors and our Clerk Helen for all the work they do and their continued support. I am aware that not only are all the Parish councillors' volunteers, but some of us also have daytime jobs and in many cases are balancing other responsibilities, families and busy lives of our own. Helen does a fantastic job as our clerk and certainly makes my job a lot easier where a lot of work goes on behind the scenes keeping everything organised and compliant. so, thank you. I would also like to thank Martyn Storey our borough councillor and Sue Linton who has always given us clear guidance as well as dealing with the various bodies and after the local elections last week we obviously will be welcoming our new Borough councillor Mike Westman.

We will continue to serve the village by managing certain areas within the village like the playing field and play area, managing street lighting, looking after the cemetery and church grounds whilst trying to navigate what projects if any we can look at to improve the village. We do not control everything, far from it, with some of our residents not fully understand that. My main aim has and will continue to be, responsible spending and keeping our preset as low as possible for all our residence. The Parish Council's budget comes primarily from the parish precept, which forms a small part of our council tax. While everything around us is increasing at an alarming rate it was a good achievement in keeping it as low as possible with just an extra 17p per household per month for a typical house in Band D.

This year has seen us renovate the memorial at the springs, A solar speed light sign, on the A134, we have provided an extra dog bin and will be revisiting this issue at our next meeting, but I would like to point out to residence that our village has more dog bins than any other village and if these are full, then please can they take them home to put in their own black bins. We revised the ground maintenance contract to include further improvements within the village, we spent a lot of time dealing with trees this year, set up new websites and email addresses and finished off with a successful litter pick.

I think like most people's concern in our village is the road safety on the A134 along with the lighting which we continually hound Highways on. We have continued writing to them over the past year, without even an acknowledgement. Our frustration is that even when residents contact them direct they are fobbed off by stating that they need to speak with their parish council I would like to assure our residence that we will continue voicing our concerns on behalf of everyone and if there is one action that we would like our new Borough councillor Mike Westman to work on it is the implementation of new lights and reflectors and feel that this should be an agenda item until this matter is resolved.

As previous stated the council continues to manage the playing field and pond areas carefully supporting both biodiversity along with looking after the character of the village. I like to thank Gail and her volunteers for looking after the biodiversity garden this year which has become a place of beauty and tranquillity.

There will obviously be lot of changes in the next few years with the transfer of powers and funding from national to local government with the existing 8 councils being replaced by three. Sue Linton covered this area in her report, but us as a parish council will need to adjust and embrace these new changes.

It just leaves me to say thank you again and I look forward to your continued support in the next coming year.

42/26 Date of Next Meeting – Ordinary Meeting of the Wereham Parish Council Tuesday 21 July 2026 at 6.30 pm in the Community Room, Wereham Village Hall.

Agreed. Apologies were noted from Cllr Stephen Bradsell and previously Cllr Jo Wellington-Bruce.

Closed 19:20