



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Parish Council meeting Held on Tuesday 26th November 2024 at 7.00pm At Weasenham Community Building

Weasenham Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public Participation sessions. The law does not permit members of the public and press to take part in the debates.

1. To record the names of those present

Cllr M Romanovsky – Chair, Cllr T McClenaghan – Vice Chair and
Cllr J Hargreaves.
Cllr Robin Hunter-Clarke
G Robinson – Clerk and RFO
9 Members of the public

2. To accept apologies for absence

All Councillors present.
Cllr M Kiddle-Morris gave his apologies.

3. To receive declarations of interest

Cllr McClenaghan declared an interest on item 7c and 7e.

4. Co-option – Consideration of applicants: Motion to propose Jenny Tidman to join Weasenham Parish Council as a Councillor (Weasenham All Saints)

Jenny Tidman was welcomed to the meeting having expressed an interest in becoming a Councillor. Cllr Hargreaves proposed that J Tidman be coopted as a councillor. This was seconded by Cllr McClenaghan and agreed to by Cllr Romanovsky. It was **resolved** to coopt J Tidman as a councillor to Weasenham Parish Council. Cllr Tidman duly signed an acceptance of office form and was given a disclosure of interest form to complete.

To allow time for public participation

A parishioner noted that there are some other tyres that need to be removed and could they be removed with the tractor tyres due to be discussed at 14.c. A quote to remove the tractor tyres has been obtained, but the Parish Council is seeking further quotes. Councillors felt this would be a good idea, and welcomed the other tyres being moved to the same position as the tractor tyres.

Mr Pearce had previously given a donation to the Parish Council following a family event, which took place on the playing field and in the Community Building. He thanked the Parish Council for the assistance that his family were given in organising the event. Cllr McClenaghan invited ideas for the use of the donation.

5. To receive a report from District and County Councillors

Cllr Hunter-Clarke welcomed Cllr Tidman to the Parish Council. He duly went through elements of his report, which was posted on the website prior to the meeting.

As expressed at the previous meeting, he repeated that he would like to hold a surgery in the village on a Saturday morning in January or February 2025 to take inquiries from parishioners. Cllr Hunter-Clarke will work with the Councillors to make this arrangement.

Action: Councillor Hunter-Clarke and Parish Councillors

6. To approve the minutes of the Ordinary Parish Council meeting held Tuesday 17th September 2024 and Matters Arising

Matters Arising:

a. Item 13c - to consider application for free trees from the Woodland Trust. This item is still pending. As noted at the previous meeting, Councillors invited suggestions of where free trees could be placed. If people want the Parish Council to make an application, volunteers will be needed to plant them.

b. Item 13e – As resolved at the previous meeting, £150 was set aside for paint for the container on the playing field. This project has not been started yet.

Action: Cllr McClenaghan

c. Item 13f – Cllr McClenaghan noted that the basketball hoop and net have been replaced. The front of the combination goal has been painted and is greatly improved. However, the back of the combination goal still needs to be painted and will be completed once the weather improves.

Action: Cllr McClenaghan

d. Item 14a - As resolved at the last meeting quotes will be sought to refurbish the bench adjacent to the old bowling green. The refurbishment will include the replacement of wooden slats and appropriate work on the cast iron framework including blasting and painting. This project is still ongoing.

Action: Cllr McClenaghan

e. Item 14b – The potential replacement or improvement of the noticeboard opposite the bus stop and to consider the fixing places of newly acquired defib signs at the end of the track. This question will be raised in the next newsletter.

Action: Cllr McClenaghan

f. Item 15 – Cllr Romanovsky confirmed that the SAM2 charger seems to be working correctly now.

Cllr McClenaghan proposed that the minutes be signed as a true and accurate record of the meeting. This was seconded by Cllr Hargreaves and all agreed. It was **resolved** to sign the minutes.

7. Finance

a. To receive bank account balances of the Parish Council as of 19th November 2024

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£5079.12
Solar Fund Account (SFA) *****26	£20,483.17
Weasenham Parish Council Savings Account (WPCSA)*****36	£1,240.68

b. To receive details on income received since the last meeting

Payee	Detail	A/C	Payment type	Received
Zurich	Payment refund 23/9/24	23	Online credit	£10.08
Breckland Council	Precept 27/9/24	23	Online credit	£8,498.00
Private Hire	CB Hire 30/9/24	23	Cash/Counter credit	£75.00
Private	Donation 15/10/24	23	Online credit	£886.20
Private Hire	CB Hire 21/10/24	23	Online credit	£5.00
Private Hire	CB Hire 1/11/24	23	Online credit	£10.00
Pearce family	Donation 11/11/24	23	Online credit	£180.00
Interest	SFA 2/9/24	26	Online credit	£73.05
Interest	WPC Savings 2/9/24	36	Online credit	£18.70
HMRC	VAT 14/11/24	23	Online credit	£1056.90
Private Hire	CB Dec coffee morning 20/11/24	23	Online credit	£5.00

c. To approve payments made prior to the meeting in line with the budget

Payee	Detail	A/C	Payment type	Total Amount Payable
Gt Massingham Community Car Scheme	Donation 25/9/24	23	BACS	£200.00
The open spaces soc	Training –/ will be refunded at Green Charity exp 1/10/24	23	BACS	£80.00
S2 Computers	IT – Oct 4/10/24	23	DD	£65.00
Eon	Electric 16/10/24	23	DD	£68.38
Wensum Valley Electrical	Car park lighting 17/10/24	23	BACS	£1194.00
G Haller & Partner	Concreting CB17/10/24	23	BACS	£1371.00
G Robinson	Wage & WFHA Oct 17/10/24	23	BACS	£483.09
HMRC	PAYE/NIC 18/10/24	23	BACS	£120.80
Noel Powley Landscapes	Carpark fencing 18/10/24	23	BACS	£2751.70
T McClenaghan	Exp – John Lewis, microwave £89 and 2-year insurance £20 24/10/24	23	BACS	£109.00
T McClenaghan	Exp – Instantprint, newsletter printing 24/10/24	23	BACS	£42.50

T McClenaghan	Exp – Sports Direct, 24/10/24	23	BACS	£85.99
T McClenaghan	Exp – Screwfix, 24/10/24	23	BACS	£35.95
M Romanovsky	Exp – MacMillan 17/10/24	23	BACS	£50.00
Private	Donation refund (over provided) 24/10/24	23	BACS	£140.20
SLCC	Conference event x 2 24/10/24	23	BACS	£24.00
Shoreline	Grounds maint. 24/10/24	23	BACS	£305.00
S2Computers	IT – November 6/11/24	23	BACS	£65.00
G Haller & Partners	Water leak repair – urgent 011/11/24	23	BACS	£420.00
Eon	Electric 19/11/24	23	DD	£89.13

d. Transfers between accounts

From	To	Amount
36	23	£1,800.00 20/9/24

e. To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
G Robinson	Wage & WHA – Nov (TBC)	23	BACS	£483.09
HMRC	PAYE/NIC	23	BACS	£120.80
Glasdon	New bin and bench	23	BACS	£1546.35
T McClenaghan	Exp – Screwfix paint and padlocks	23	BACS	£64.97
D Kruse	Exp – Tesco refreshments for Remembrance Sunday coffee morning	23	BACS	£11.52
Wix/G Robinson	Website subscription – Exp claim	23	Via Clerk/BACS	£129.60
Printerland/G Robinson	Ink – Exp claim	23	Via Clerk/BACS	£166.84

It was proposed by Cllr Hargreaves that tables a, b, c, d and e should be accepted. This was seconded by Cllr Tidman and all agreed. It was duly **resolved** to approve tables a, b, c, d and e.

f. To consider financial net position and make budget adjustments

The net position document was added to the website prior to the meeting.

g. To note invitation to apply for Parish Partnership grant funding 50%, deadline 6th December 2024

The Clerk noted that two Parish Partnership grant applications will be made. These include:

- Car park resurfacing at the Recreation Field
- Ditch clearance along Lamberts Lane on the Green. Details of this will be discussed further at item 15.

Cllr McClenaghan noted that the Parish Council had previously applied for a grant with a view to purchasing two village gateways at each end of the village. However, even with a 50% grant it was still going to prove to be overly expensive. It was suggested by a parishioner at the September 2024 PCM that we could consider having one gateway installed at each end of the village this year and the second gateway next year. After

discussion with Highways, it was agreed that this was not a cost effective option since a large part of the cost was linked to traffic management, which would need to be repeated next year. It was also noted that having gateways at the locations suggested would probably not slow traffic as vehicles were not entering a central village setting and were instead on an 'A' road.

h. To appoint an internal auditor for 2024/25

The Clerk reported that the previous Internal Auditor was able to retain the same charge as for the audit of the 2023/24 accounting period. The Clerk noted that they had been very thorough in their audit of the records. It was proposed by Cllr McClenaghan that the Parish Council should retain the services of Mr Strange for the 2024/25 internal audit. This was seconded by Cllr Tidman and all agreed.

Action: Clerk

i. To discuss quotes required for the forthcoming budget planning season

In preparation for the budget planning and precept calculation, quotes will be needed for the following purposes:

- Grass cutting and grounds maintenance
- IT

j. To discuss parish assets

Cllr Romanovsky noted that all assets have been allocated a 'what3words' reference, and assets have been inspected to monitor their condition.

Cllr McClenaghan noted that a new smart water meter was fitted on 7 August. This then started communicating with the new mast installed at the end of July. As a result of that communication, Anglian Water wrote us to say that there was a possibility that we had a leak as the meter was indicating a small but constant flow of water. We acted on this credible information and had the area between the meter and the building dug up, as advised by an AW engineer. This revealed a small leak at a pipe joint. The builders repaired this, and AW have reported that all is looking good now. The Parish Council's scrutiny of water bills going back over time shows the cost of water has decreased steadily since September 2023 despite this minor water seepage.

It was noted that there are still some moles on the Recreation Field.

The car park and surrounding area is a work in progress. We still intend to go ahead as soon as we can with the re-surfacing of the car park and, at that time, the entire area will be tidied.

Notice boards are all in good order.

k. To consider matters relating to the 2025/26 budget – review expected year end bank balances, cost code balances, reserves and projects.

These matters are now being reviewed and will be reported on at the next meeting.

8. To resolve to get quotes for grounds maintenance for the 2025 grass cutting season and discuss responses to grass cutting public consultation

Cllr McClenaghan reported that the consultation document went out on the Council website, the village Facebook page, which currently has 457 members, and both noticeboards, and that relevant comments had been received from 5 residents. All respondents agreed that we should stop cutting the areas owned by Anglian Water and Norfolk County Council. A couple agreed with all proposals, while two want the cuts at the churchyards to remain at the current frequency, another says stop cutting the churchyards altogether. A further idea is to delay the start of the cutting season, thus reducing the number of cuts further. A 6th respondent replied in connection with the killing of moles; a practice that we stopped earlier this year.

We will continue to discuss our general requirements with contractors, seek their advice on the frequency of cuts and the length of the cutting season and ask them to provide estimates. We will also consider all feedback on the subject from parishioners.

Cllr McClenaghan proposed that the Council authorises itself the right to make a decision on areas to be cut, the frequency of the cuts and the start and end dates of the cutting season, once we have gathered sufficient information. This was seconded by Cllr Hargreaves and all agreed.

A contract will be ready for ratification and awarding at the January meeting.

Action: Cllr Romanovsky

9. Planning applications

There were no planning applications to consider.

10. Planning decisions

There were no planning decisions to consider.

11. To consider reviewed policies and those for adoption:

- a) Code of Conduct
- b) Complaints policy
- c) Complaints procedure
- d) Co-option policy
- e) Inspections Procedure
- f) Publication Scheme
- g) Standing Orders
- h) Risk Management policy
- i) Dignity at work policy (Adoption) It was proposed by Cllr Romanovsky to adopt the Dignity at work policy. This was seconded by Cllr Hargreaves and all agreed.
- j) Equality and diversity policy (Adoption) It was proposed by Cllr Romanovsky to adopt the Dignity at work policy. This was seconded by Cllr Hargreaves and all agreed.
- k) Financial Regulations

It was noted that once the Dignity at Work and Equality and Diversity Policies are adopted the Civility and Respect pledge can be completed as ratified at a previous meeting.

Councillors have been through the existing documents and adopt the two new documents. When the others have been agreed they will be uploaded to the website.

12. To consider decisions made during the month via email/phone call to be ratified at the next council meeting

- a) To approve the purchase of additional weatherproofing paint for the combination goal and other play equipment
£150 was set aside for this. Approx £58 has been spent to date.
- b) To approve the purchase of a replacement basketball hoop (rim & net) and its backboard
£150 was set aside for this. Actual cost for item in a sale was £85.99, or £71.65 on return of VAT.
- c) To approve the purchase of an additional padlock for the SAM2 sign
£20 was set aside for this. Actual item purchased for £21.49 or £17.91 on return of VAT.
- d) To discuss and approve the purchase of a microwave for heating food in the Community Building
£180 was set aside for this item. It was purchased for £89, or £74.17 on return of VAT. An additional £20 was spent on a two year warranty. The item was PAT tested before being used.
- e) To approve the purchase of a replacement padlock for the storage container, the existing padlock having failed.
A second padlock was purchase at £21.49 (£17.91 before VAT) for the storage container. This was a necessary purchase as the original padlock had failed and the container couldn't be properly secured.

It was proposed by Cllr Hargreaves to approve all the decisions made during the month via email/phone call. This was seconded by Cllr Tidman and all agreed.

13. To discuss matters relating to the Community Building and Playing field and approve way forward

- a) To consider approving payment for the fire safety checks, and any associated recommended changes to equipment due in January 2025
This has been booked for 11th December. It was proposed by Cllr Romanovsky that £150 could be spent on additional costs, if necessary to maintain the correct safety standard. Cllr McClenaghan seconded, and all agreed.
- b) To receive feedback on previous items
The following projects have been completed:
 - Baseboards, steps and handrails painted at the Community Building
 - The combination goal has been painted, as reported earlier in the meeting, and a new basketball hoop and backboard fitted. Thank you to the parishioner that helped with the painting/restoration work.
 - New bench installed at Rougham End
 - A new dual-purpose bin has been installed at the bus shelter
 - The bus shelter has been cleaned inside and out
 - The war memorial was cleaned before Remembrance Day. Thank you to two other residents their help on this restoration project.
 - New fence and lighting now in place at the Recreation Field car park making parking and the approach to the Community Building safer.
 - A grit bin at Rougham End needed to be replaced. It was replaced by NCC but has arrived but with graffiti on it. Cllr Romanovsky noted that the other grit bins are not in great condition

- In August it was reported to Highways that white lines at end of School Road needed repainting. The Parish Council has been told that the work will be carried out in the Spring
- The condition of the drains on Dodma Road was reported to Highways. They have reported back that the issues have now been made safe and reported to the appropriate department

Cllr Romanovsky felt that this is good work since becoming councillors.

14. To discuss matters relating to other community projects

- a) To discuss new goal post proposals – Solar fund project

Cllr McClenaghan noted that a parishioner felt that a pair of new goal posts would give the opportunity for better use of the field for football. They would be set further over on the field. Cllr McClenaghan will do some research on this project. Cllr Romanovsky mentioned a set of goal posts reportedly from Weasenham are thought to be in use elsewhere and this needs to be investigated further.

Action: Cllr McClenaghan

- b) To resolve to acquire quotes to refurbish village benches, where required.

It was agreed to do more research, find out what materials are needed and to get quotes for refurbishment of all benches as they are not looking as good as they could be. This will be considered again in January 2025 as a potential Solar Fund project and considered when planning the 2025/26 budget.

Action: Cllr McClenaghan

- c) To resolve to acquire quotes to remove tyres on the Recreation Field

Cllr McClenaghan noted that the Parish Council has explored ideas and is in the process of getting other quotes but would like to go up to a maximum cost of £350. It was proposed to complete this project prior to the next meeting with a maximum cost of £350 by Cllr Tidman. This was seconded by Cllr Hargreaves and all agreed. This is a Solar Fund project.

15. To discuss highway matters and to consider feedback from Highways and Norfolk Flood and Water Management Team meeting held 14th November

Cllr Romanovsky discussed a meeting held on the Green recently with County Councillor Mark Kiddle-Morris and representatives of Highways and Norfolk Flood and Water Management Team. Cllr McClenaghan also attended. It was explained to the Councillors that if water is not being held back at the Green it will get to Low Street too quickly, which in turn causes problems at that location. If the ditches on Lamberts Lane could be expanded, then this could possibly help the situation. It was further suggested that 'grips' could be cut at the top of the Green (off Massingham Road), which would assist in getting water into the pond. These would work in conjunction with a new ditch at the top end of the Green. At the bottom end of the Green, there is a section that is currently covered by scrub. It was suggested that an attenuation pond could be created there, thus allowing water to be released to Low Street more slowly. Highways will give the Parish Council a specification so that quotes can be obtained.

Cllr McClenaghan stated that the meeting had been very useful. Cllr Romanovsky felt there could be an environmental project grant available to help fund this work.

As a side issue at the meeting, the traffic island and signage at the junction of Massingham Road and the A1065 (by the Fox and Hounds) was also discussed with the representative from Highways. It was pointed out that some drivers go to the right-hand side of the island if leaving the village and heading in the direction of Swaffham. This potentially puts them in a

head-on situation with traffic entering the village from the A1065. The Highways engineer agreed that a 'keep-left' arrow on the island and painted 'no-entry' road signs would be a useful addition to the signage already present. He would endeavour to have the work carried out in the new financial year and the cost covered in his budget.

16. All items of correspondence were circulated prior to the meeting. To discuss correspondence and any items requiring an action

a) To note feedback on refurbishment of the noticeboard opposite the bus stop.

A parishioner provided feedback to the effect it was not necessary to refurbish the noticeboard opposite the bus stop as it is not used much. Councillors generally agreed with this point of view, and it was decided that no action would be taken at present. Cllr Romanovsky felt that if someone would like to undertake the refurbishment of the noticeboard as a community project, it would be more than welcomed.

17. To receive an update on the new defibrillator

Cllr Hargreaves noted that Flagship had offered to donate a defibrillator. The order for this has been placed. Flagship has also kindly offered to provide a free course for parishioners to learn how to use the defibrillator.

To allow time for public participation

Parishioner suggested that the benches on the Green are refurbished at the same time as those mentioned at item 14. Cllr Romanovsky noted that the concrete base on this bench has sunk and would probably need to be raised up.

A parishioner noted that Rougham End flooding needs to be looked at again as there is still a flooding problem there. There is also the 'give-way' sign that is lost in the hedge at the end of Dodma Road. Councillors will follow up on this.

A parishioner asked if the VAT had been accounted for correctly for payments made from the Solar Fund. The Clerk confirmed that the VAT is being correctly accounted for.

A parishioner noted that grit bins were previously purchased by the Parish Council so wondered why NCC was being asked to update them. It was noted that the Parish Council had approached NCC regarding the grit bin at Rougham End and it had agreed to replace it.

A parishioner asked why Cllr Tidman is an All Saints councillor when she is a long-term resident of St. Peter's Parish. It was pointed out that Cllr McClenaghan also lives in St. Peter's but is an All Saints Councillor. It was explained that it is a perfectly acceptable situation.

18. To receive items for the next agenda

To consider updating the Standing Orders from a newer model document.

To consider the budget for 2025/26.

To consider the precept request requirement.

To consider quotes and award the grass cutting contract for the 2025 season.

19. To consider meeting dates for 2025

It was resolved to set the 2025 meeting dates for the Parish Council, Former Highways Charity and Greens Charity as:

January Tuesday 21 st	Ordinary PC – 7pm	Green Charity – 6.30pm
March Tuesday 18 th	Ordinary PC – 7pm	Former Highway Charity – 6.45pm
May Tuesday 20 th	APA - 6.30pm & APC meeting – 7.00pm	Green Charity – 6.00pm
July Tuesday 15 th	Ordinary PC -7.00pm	Former Highway Charity – 6.45pm
Sept Tuesday 16 th	Ordinary PC – 7.00pm	Green Charity – 6.30pm
Nov Tuesday 18 th	Ordinary PC – 7.00pm	Former Highway Charity – 6.45pm

20. To confirm date of next meeting as 21st January 2025 at 7.00pm and The Green Charity at 6.30pm

Details on the next meetings were noted.

21. To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admissions to Meetings Act 1960 s.1(2)

It was proposed by Cllr Hargreaves that the meeting is moved into a closed session. This was seconded by Cllr McClenaghan, and all agreed. The public and Cllr Hunter-Clarke left the meeting.

a) Vexatious policy: Monitoring updates and review

Councillors reviewed the situation whereby a parishioner had been deemed vexatious. Following a discussion, it was proposed by Cllr Romanovsky that the parishioner should continue to be considered as vexatious, and that the situation should continue to be monitored. The next review would take place at the meeting on 20 May 2025. This was seconded by Cllr Tidman and all agreed.