



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the ordinary Parish Council meeting Held on Tuesday 4th November 2025 at 7pm 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 T McClenaghan – Chair, Cllr J Hargreaves and Cllr J Tidman
7 members of the public
G Robinson – Clerk

2. To accept apologies for absence

Cllr M Kiddle-Morris and Cllr R Hunter-Clarke

3. To receive declarations of interest

There were no declarations of interest.

4. To note the number of vacancies on the council and consider any co-option applications

Cllr McClenaghan noted that there are four vacancies and no applications for co-option.

Mr Peter Jackson, a member of the public, expressed an interest in becoming a Councillor having discussed this with Councillors prior to the meeting. The precarious position of having only the minimum number of Councillors, the risk of becoming inquorate and Mr Jackson's prior service to the Parish Council was noted. It was the unanimous decision of the Councillors and Clerk to deviate from the standard co-option procedure and co-opt Mr Jackson onto the Parish Council. Cllr Jackson duly signed the Acceptance of Office form and took a seat at the front table. The Clerk noted that details of the Declaration of Interest link on the BDC website will be sent after the meeting.

Cllr McClenaghan expressed gratitude to Mr Romanovsky for his sterling work on behalf of the village from May 2023 until his resignation in September. It was Martin who first mooted the idea of forming a council to take over from the interim council formed by County

and District Councillors. Had it not been for him, the village may still have an interim council, or even worse, no Parish Council at all. So, a big thank you to him.

- 5. To allow time for public participation and to note that there will only be one public participation opportunity at meetings, however the Chairman has the authority to invite a member of the public to speak at any point during the meeting if their input is considered helpful for a specific agenda item**

A parishioner asked about the church grass cutting of £1600. The parishioner was informed that the matter would be addressed later in the meeting.

- 6. To receive a report from District and County Councillors**

The Clerk noted that no recent report had been received, however Briefing Notes had been received from Cllr Kiddle-Morris. It was agreed that if Cllr Kiddle-Morris agrees, the Briefing Notes should be added to the website.

Action: Clerk

- 7. To approve the minutes of the Ordinary Parish Council meeting held Tuesday 12th August 2025 and matters arising**

Cllr McClenaghan proposed that the minutes of 12th August 2025 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.

- a) To note the actual payments G Robinson £685.48 and HMRC £82.82.
The Clerk noted that the minutes of the last meeting at item 7e recorded G Robinson £607.78 and HMRC £48.86 as these were calculated prior to the wage increase which was considered in confidential at item 20b. The correct amounts are G Robinson £685.48 and HMRC £82.82.
- b) To note laptop update to Windows 11 had already been completed and therefore no charge
The Clerk noted that the minutes of the last meeting at item 7g gave permission for £70 to be spent on the Windows 11 update. However, this was not spent as the laptop had at some point already been updated to Windows 11.
- c) To note PKF invoice amount paid £5303.38 cheque
The Clerk noted that the minutes of the last meeting at item 7e recorded that the PKF invoice was for £5,568.48 and that the Parish Council was awaiting a credit note for the reduction after the charge appeal. The Clerk noted that the credit note was received and the amount actually paid was £5,303.38.
Cllr McClenaghan noted that two further matters were raised at the meeting on 12th August requiring following up.
- d) Wheelie bins – Public Participation 12th August, relating to wheelie bins being left outside properties leading to the Fox and Hounds junction. It was agreed the Clerk would write to the owners of the properties in that area. Cllr McClenaghan confirmed that letters were delivered to three properties and, from what has been observed, the bins are now being stored within the respective property boundaries. This will continue to be monitored.
- e) SAM2 item 6a of 12th August. It was stated that responsibility for moving the machine would shortly be handed over to a parishioner. It was ultimately decided

that responsibility would remain with the Parish Council, and Cllr McClenaghan has taken responsibility for it.

8. To approve the minutes of the Extra Ordinary Parish Council meeting held Wednesday 24th September 2025

Cllr McClenaghan proposed that the minutes of 24th September be signed as a true and accurate record of the meeting. This was seconded by Cllr Tidman and all agreed. It was **resolved** to sign the minutes.

9. Finance

a) To receive bank account balances of the Parish Council as of 22nd October 2025

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£9,332.20
Solar Fund Account (SFA) *****26	£22,318.82
Weasenham Parish Council Savings Account (WPCSA)*****36	£2,033.65
Weasenham Parish Council Reserves Account (WPCRA) *****46 (£500.00 PC reserve)	£500.00

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

Payee	Detail	A/C	Payment type	Received
Private Hire	CB Hire 3/9/25 banked 21/8/25	23	BACS	£5.00
Private Hire	CB Hire banked 29/8/25	23	BACS	£6.25
Barclays	SF interest 8/9/25	26	Credit	£58.90
Barclays	PC Savings interest 8/9/25	36	Credit	£25.68
Barclays	PC Reserves interest	46	Credit	£31.66
Barclays	Compensation	23	Credit	£100.00
HMRC	VAT	23	Credit	£1775.30
Private hire	CHB Hire	23	Credit	£45.00
BDC	Precept	23	Credit	£10,105.49

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

Payee	Detail	A/C	Payment type	Total Amount Payable
Zurich	Insurance	23	BACS	£847.76
ECS	IT Support 15/9/25	23	BACS	£43.74
NGM	Grounds Maint 15/9/25	23	SO	£864.00
Eon	Electric 16/9/25	23	DD	£35.27
Anglian Water	CB Water 22/9/25	23	DD	£21.01
Eon	Electric 16/10/25	23	DD	£39.15
ECS	IT Support 15/10/25	23	DD	£43.74
G Robinson	Wage & WFHA - Sept	23	BDC	£623.20
HMRC	Period 6	23	Chq	£55.77

G Robinson	Wage & WFHM - Oct	23	BDC	£623.40
HMRC	Period 7	23	BDC	£55.57
NGM	Grounds Maint 15/10/25	23	SO	£866.00
MacMillan	Donation	23	Chq	£50.00
PKF	External audit fee	23	Chq	£5,303.38

d) Transfers between accounts

From	To	Details	Date	Amount
36	23	To maintain balance	15/8/25	£6,500.00
26	23	The Green grass cutting	10/9/25	£1,600.00
46	26	Reserve returned to SF A/c	15/9/25	£9,000.00
46	26	Interest relating to £9000.00 Returned to SF acc 26	15/9/25	£71.77

Cllr McClenaghan further explained that it was previously agreed with GrantScape, the Solar Fund Account Mangers, that the Parish Council to use £9,000.00 of Solar Fund money to set up a Parish Council Reserve. Every council is advised to have a reserve fund that can help with unexpected expenditure and short-term cash flow issues. GrantScape agreed that this made good sense. By using Solar Fund money, it meant that the Parish Council did not have to further increase the precept for a reserve. However, as the 2025/26 year has progressed, GrantScape has now stated that the £9,000.00 should be used for 'emergency projects' and the usual projects to improve the village. A Parish Council reserve is not an emergency project. Therefore, the £9,000.00 has now been returned to the Solar Fund account, along with the interest raised on it while in the new reserve bank account.

GrantScape have been informed of this and once again thanked for their ongoing donations to Weasenham. This now means that the Parish Council only has £500.00 in reserves and this will need to be increased in the 2026/27 budget.

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
ECS	IT support - Nov	23	DD	£43.74
ECS	IT support - Dec	23	DD	£43.74
G Robinson	Wage & WFHA Nov	23	BACS	£623.20
G Robinson	Travel	23	BACS	£64.80

Cllr McClenaghan proposed to agree all the above amounts. This was seconded by Cllr Tidman, and all other councillors agreed.

f) **To confirm receipt during the period 010825 to 300925 the financial statements for August and September including bank reconciliation, end of month summary of bank balances provided by Barclays, Summary of transfers, transaction list, cost code summary and net position**

Councillors noted and agreed receipt of the figures and reports as stated above. Cllr McClenaghan has been through all the accounting records up to 30th September 2025.

g) To consider net position and any budget changes necessary – a review of performance against the budget

The Clerk presented the table below, having previously been circulated to Councillors.

Budget line details	Original budget	Budget change	Reason
66 APM reports	£100.00	Reduce by £25.38	The amount needed was £74.62 net.
11 Ext audit	£3000.00	Increase by £25.38	Invoice £1419.48 higher than budgeted
19 Insurance	£850.00	Reduce by £2.24	The amount needed was £847.76
11 External audit	£3000.00	Increase by £2.24	Invoice £1419.48 higher than budgeted
24 Water	£300.00	Reduce by £200.00	The amount needed till 310326, based on: Paid June £18.23, Paid Sept £21.01 Est Dec £30.00, Est March £30.00 Total expected no more than £99.24.
11 Ext audit	£3000.00	Increase by £200.00	Invoice £1419.48 higher than budgeted
22 CB Electric	£1000.00	Reduce by £400.00	The amount needed till 310326, based on: Paid April £50.46 Paid May £35.77 Paid June £31.48 Paid July £28.03 Paid Aug £31.11 Paid Sept £33.59 Est Oct £60.00 Est Nov £60.00 Est Dec £60.00 Est Jan £60.00 Est Feb £60.00 Est Mar £60.00 Total expected no more than £570.44
11 Ext audit	£3000.00	Increase by £400.00	Invoice £1419.48 higher than budgeted
11 Ext audit	£3000.00	Increase by £128.79	VAT claim income unallocated to an expense at time of budget setting.
11 Ext audit	£3000.00	Increase by £663.07	Part of VAT income unallocated to an expense at time of budget setting. (Claim £1775.30, leaving £1112.23)

Summary of budget changes which increased the External Audit amount to meet the amount required.

Budget set January 2025	£3000.00
Increase as above	£25.38, £2.24, £200.00, £400.00, £128.79, £663.07.
Total increase	£1419.48

Cllr Tidman proposed that the above budget changes should be made. This was seconded by Cllr Hargreaves, and all agreed.

h) To consider appointment of internal auditor

As the Clerk was unable to obtain firm quotes from the internal auditor used last year, it was agreed to consider this item at the next meeting.

i) **To consider Parish Partnership applications**

The Clerk invited parishioners to recommend uses for this grant. Details have been added to the website. Deadline for applications is 1st December.

j) **To note that the 2026/27 budget setting process has begun and that the Parish Council will be seeking quotes, e.g. Grounds maintenance, and will be determining the precept requirement**

The Clerk noted that preparations are being made to begin the 2026/27 budget and the figures will be considered at the next Ordinary Parish Council meeting scheduled for 13th January 2026.

10. Land and Planning

a) Consider planning applications

There were no planning applications to consider.

b) Receive planning decisions

There were no planning decisions to report.

c) Consider correspondence

- **Application Reference Number:** PL/2025/1516/SCR, SCR Request for screening opinion **Proposal:** Screening Opinion for a Solar PV development
Public consultation is taking place.

11. To consider decisions made during the month via email/phone call to be ratified at the next council meeting (none made at time of publication of agenda)

There were no decisions made during the month via email or phone call that require ratification at this meeting.

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

a) Play equipment update

Cllr Tidman reported that the Parish Council is still waiting to hear back from a contractor on a particular issue previously discussed. Three quotes have been received all in the region of £21,000. It was noted that it may be better to move some of the existing play equipment towards an area nearer the car park.

b) To review grounds maintenance grass cutting on the playing fields and other areas in the village and other grounds maintenance across the village

Cllr McClenaghan felt that the 2025 grounds contractor Norfolk Grounds Maintenance had done an excellent job of looking after the grass cutting needs and kept to the agreed schedule. The last cut of the season was a week late as his tractor broke down. Unfortunately, this meant that the grass was then a little longer than normal when it was eventually cut. As already stated, the Parish Council will shortly be commencing the process of setting up a new contract for the next season.

c) To receive update on picnic table – funded by SF

A parishioner suggested this idea, and it has the agreement of GrantScape. It is intended this will go ahead in the spring.

- d) To receive update on grass seed on mound

Again, a suggestion from a parishioner. The purchase of grass and wildflower seeds was agreed at the last meeting. The use of Solar Fund money has been fully agreed by GrantScape. Nothing will be done in the area until Spring.

- e) To receive an update on a foot path lighting bollard

Cllr McClenaghan reported that the second light from the Community Building failed and the cause was ants. The light was covered by warranty. This was reported to Wensum Valley Electrical, and a replacement unit was supplied and fitted under warranty. Other lights were cleared out at the same time. Cllr Hargreaves noted that another area on the field could do with being lit. It was agreed to add this to the next agenda.

13. To discuss matters relating to other community projects – none at time of agenda publication

- A dog bin post that was reported as broken recently has been temporarily fixed and will be replaced asap. The wood for this is being supplied for free.

14. To give an update on proposed Weasenham Solar Farm

Cllr McClenaghan reported that as alluded to earlier, there is a proposal to build a new Solar Farm on land east of Common End. As part of the public consultation, ADAS, the planning company, and Radiance Energy, Solar Farm operators, held an in-person event at Tittleshall Village Hall on 23rd September. Cllr McClenaghan noted that he attended the event and found it to be very informative. The public consultation ended in early October. A full application will now be drawn up and submitted to BDC for their consideration. Their determination is due in the spring. Cllr McClenaghan raised at the meeting, and again in writing afterwards that the village would appreciate it if consideration could be given to the parish receiving some financial benefit for hosting the installation in the village. He was informed that this would be considered.

15. To formally record all matters relating to the Solar Fund

- a) To receive updates on authorised Solar Fund funding - £1,600 to cover the cost of grass cutting at the two churchyards, up to £450 to purchase a new picnic bench, up to £125 to purchase bulbs and seeds, and £50 as a donation to MacMillan Cancer Support.

All these payments have been agreed by GrantScape. Regarding the MacMillan donation, GrantScape appreciates that this charity is not specifically for Weasenham, however, the likelihood is that at some point someone in the village will need MacMillan support, so agreed a donation could be made from the Fund.

- b) To receive updates on authorisation of Solar Fund funding - £1,600 to cover cost of grass cutting at The Green – transfer made 10/9/25.

The Clerk reported that this was fully agreed to by GrantScape prior to the transfer being made.

- c) To ratify Solar Fund agreement

A new Funding Criteria document for the Solar Fund has been drawn up by GrantScape. It does not replace the 2015 agreement but instead is designed to complement it. Councillors have all had a chance to study the document.

Councillors were asked if they have any reservations in agreeing the contents of the document. There were no reservations, therefore Cllr McClenaghan proposed that

the document be adopted with immediate effect. This was seconded by Cllr Tidman and all agreed.

16. To consider policies

- a) Expenses policy
- b) Code of Conduct
- c) Information Guide in relation to FOI Act
- d) GDPR policy
- e) Combined Complaints and Complaints Procedures Policy
- f) IT and Email Policy
- g) Transparency Code for smaller authorities
- h) Communication Strategy and Policy
- i) Inspections Procedure
- j) Biodiversity Policy

The Clerk noted that after recent training, she was of the opinion that the Information Guide in relation to FOI Act and the GDPR policy should follow a more recent model document and should be considered at the next meeting. It was agreed these would be added to the next agenda.

It was noted that the Combined Complaints and Complaints Procedure Policy are a combination of two previous policies. It was proposed by Cllr McClenaghan that all policies apart from the Information Guide in relation to FOI Act and the GDPR Policy, should be adopted. This was seconded by Cllr Tidman and all agreed. Therefore, a total of eight policies are ready to be put on the website.

17. All items of correspondence were circulated prior to the meeting. To discuss correspondence and any items requiring an action – none at time of agenda publication

There were no items that required further discussion or action at this meeting.

18. To give an update on highway issues

The Clerk has contacted highways to get an update on these 3 issues:

- The Give Way sign at the end of Dodma Road buried in hedge. (Previously reported)
- Road markings and signs at Fox & Hounds (Agreed last year by Highways)
- Are there any plans to resurface Lamberts Lane? (Not yet reported by us)

A parishioner noted that there are other signs missing.

A parishioner discussed a sign by the Fox and Hounds (linked to second point above).

19. To consider changes to email addresses in line with AGAR assertion 10 requirement and cost to implement this

Cllr Tidman proposed using NorfolkALC to meet the requirements of assertion 10. Cllr Hargreaves seconded and all agreed.

20. To note circulation of professional updates and training opportunities from Clerks and Councils Direct, NCC, NorfolkALC, NALC, NorfolkPTS, Breckland Council and discuss any items requiring an action – none at time of agenda

The Clerk noted that these have all been circulated and no matters required consideration at the meeting.

21. To note arrangements for Remembrance Sunday

Cllr McClenaghan noted that this is not a council led event and is being raised here purely for information purposes.

Graham Crow thanked the Parish Council for collecting the wreaths, and reported that there will be a meeting at the memorials on Friday to clean the area. On Sunday 9th November the Remembrance Service will take place at the memorials. Afterwards will be a coffee morning in the Community Building. On 11th November there will be a straightforward event from 11am. Cllr Tidman would like to lay the 2nd wreath. Graham Crow was thanked for leading these events.

22. To receive items for the next agenda

- FOI and GDPR policy
- Budgeting and precept setting
- Lighting at the recreation ground

23. To confirm date of next meetings

- a) Parish Council ordinary meeting – 13th January 2026 at 7.00pm

The details of the next meeting were noted by those present.

24. To confirm dates for 2026

The dates for 2026 Parish Council meetings and meetings of both charities have been previously circulated to councillors. Cllr McClenaghan proposed that the dates be approved, this was seconded by Cllr Tidman and all agreed.

Weasenham Parish Council, Green Charity, and Former Highway Charity meeting dates 2026. All meetings are held in The Community Building, Massingham Road, Weasenham, King's Lynn, Norfolk, PE32 2TB. What3words location: [///bandaged.teacher.quality](#)

January Tuesday 13th	Ordinary Parish Council – 7pm	Green Charity – 6.30pm
March Tuesday 17th	Ordinary Parish Council – 7pm	Former Highway Charity – 6.45pm
May Tuesday 19th	Annual Parish Assembly - 6.30pm & Annual Parish Council meeting – 7.00pm	Green Charity – 6.00pm
July Tuesday 21st	Ordinary Parish Council -7.00pm	Former Highway Charity – 6.45pm
September Tuesday 15th	Ordinary Parish Council – 7.00pm	Green Charity – 6.30pm
November Tuesday 17th	Ordinary Parish Council – 7.00pm	Former Highway Charity - 6.45pm

25. 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)

Cllr McClenaghan proposed that the meeting move into a closed session to consider a confidential item. This was seconded by Cllr Tidman and all agreed.

a) Vexatious policy: Monitoring updates and review

It was agreed that the parishioner is still vexatious. This view will be held for six months so will be considered again at the May 2026 meeting. Cllr McClenaghan proposed the above, this was seconded by Cllr Tidaman and all agreed.