WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Ordinary Parish Council Meeting Held on Tuesday 15th September 2026 at 7pm At Weasenham Community Building

1. **To record the names of those present**
   Cllr T McClenaghan – Chairman, Cllr J Hargreaves, and Cllr P Jackson
   4 Members of the public
   G Robinson – Clerk

2. **To accept apologies for absence**
   Cllr McClenaghan proposed to accept the apologies of Cllr J Tidman. This was seconded by Cllr Hargreaves and all agreed. It was resolved to accept the apologies from Cllr J Tidman.
   There were no other apologies from District or County Councillors.

3. **To note the number of vacancies on the Council and consider any co-option applications**
   There were no applications received. 3 vacancies. Cllr McClenaghan invited people to come forward.

4. **To receive declarations of interest**
   Cllr McClenaghan declared an interest on item 8e.

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 member of the public noted that the A1065 road footpath from School Road to the Fox and Hounds is over hanging with branches and brambles, which means people must walk on the road to avoid them. This will be reported to Highways.
   - A member of the public noted that a Remembrance event will take place at 10.45am at the War memorial on 8th November 2026.

6. **To receive a report from District and County Councillors**
   No reports received.

7. To approve the minutes of the Ordinary Parish Council meeting held Tuesday 21st July 2026 and Matters Arising

Cllr McClenaghan proposed that the minutes of 21st July 2026 should be signed as a true and accurate record of the meeting. This was seconded by Cllr Jackson and all agreed.

The Clerk noted that:

a. Item 10e – ECS IT Support for August was not £48.54 and was instead £47.34.
b. Item 10e – Grounds maint – Aug £684.00 was not paid in August and is instead on this agenda for payment.

Cllr McClenaghan noted that:

c. Item 5 – To note tree on field has been checked
   It was reported at the last meeting that a tree bordering the Recreation Field was potentially in a dangerous condition. The day following the meeting it was checked by a Councillor who reported that they could see no obvious danger. However, given that the Parish Council are not experts in tree health, Cllr McClenaghan approached Mr Nigel Joice and asked if he had anyone on his team that was appropriately qualified. Mr Joice reported that he had had a tree surgeon check the tree. Their conclusion was that there was no immediate problem with it. Mr Joice also stated that he had a asked a specialist in tree health to have a look at it when he was next in the area. Once that had been done, he would share his report with the Parish Council.

   Also, at Item 5 of the July meeting, the Parish Council was asked if the holes in the track leading to the Recreation Field car park could be repaired. Cllr McClenaghan reported that the Parish Council has been offered one tonne of Type 1 concrete crush to pack the potholes. We have also been offered the loan of a compactor plate to help with the task. Cllr McClenaghan has spoken with Mrs Riddington, the owner of the track, and she is happy for the Parish Council to go ahead. This work will be carried out as and when we receive the crush and when time permits and help is available.
d. Item 7 d – To note that the GMACCS donation of £200.00 has been made

8. Finance

a) To receive bank account balances of the Parish Council as of 9th September 2026

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) ******23	£2,477.90
Solar Fund Account (SFA) ******26	£33,806.59
Weasenham Parish Council Savings Account (WPCSA)******36	£5,613.85
Weasenham Parish Council Reserves Account (WPCRA) ******46	£3,512.34

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

Date banked	Payee	Detail	A/C	Payment type	Received
3/8/26	Pte hire	CB pte hire 5/8/26	23	Bank credit	£5.00
7/8/26	CM hire	Breckland	23	Bank credit	£150.00
1/9/26	Pte hire	CB pte hire 2/9/26	23	Bank credit	£5.00
7/9/26	Barclays	Interest	36	Bank credit	£24.30
7/9/26	Barclays	Interest	26	Bank credit	£88.81
7/9/26	Barclays	Interest	46	Bank credit	£6.07

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

Date paid	Payee	Detail	A/C	Payment type	Total Amount Payable
18/8/26	G Robinson	Wage and WFHA	23	BACS	£643.00
18/8/26	HMRC	PAYE/NIC	23	BACS	£35.97
18/8/26	Zurich	Insurance	23	BACS	£796.87
18/8/26	Eon	Electric	23	BACS	£34.27

d) Transfers between accounts

Date of trf	From	To	Date	Amount
14/7/26	36	46	14/7/26	£3,000.00
22/7/26	36	23	22/7/26	£2,000.00
17/8/26	36	23	17/8/26	£2,000.00

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
G Robinson	Wage & WFHA Sept	23	BACS	£741.10
G Robinson	Travel	23	BACS	£26.40
TGS	Grounds maint - Aug	23	BACS	£684.00
TGS	Grounds maint - Sept	23	BACS	£684.00
ECS	IT Support – Sept	23	BACS	£40.74
HMRC	PAYE/NIC	23	BACS	£78.97
NorfolkALC	Email	23	BACS	£62.04
Wave	Water	23	DD	£22.22
T McClenaghan	Exp claim Defib pads	23	BACS	£71.20
T McClenaghan	Exp claim Cleaning Supplies	23	BACS	£18.43
T McClenaghan	Exp claim Vacuum Cleaner	23	BACS	£39.99
Eon	Electric	23	DD	£31.70

Cllr Jackson proposed that the above amounts be approved. This was seconded by Cllr Hargreaves and all agreed.

f) To consider net position
The Clerk noted that the net position as of 31st August had been circulated prior to the meeting and is on the website. The Clerk recommended that no movement of budget amounts should be made.

g) To give an update on the 2025/26 accounts
The Clerk noted that there is nothing more to report following the submission of the formal response to 2024/25 objections.

9. Land and Planning

a) Consider planning applications - None
b) Receive planning decisions – None
c) Consider correspondence
Tree Works Application: PL/2026/1179/TRE - Street Record, Lamberts Close, Weasenham St Peter – Cllr McClenaghan noted that this relates to the tree work

being undertaken by Flagship that was mentioned in the Green Charity Meeting earlier. This information was provided to us for information purposes only.

10. **To consider decisions made during the month via email/phone call to be ratified at the next council meeting – none at time of agenda publication**
    a) Replacement defib pads (Lambert's Close), cost £71.20
    Cllr McClenaghan noted that the pads were coming close to the expiry date, and it was deemed important to replace them without delay.
    b) Additional Community Building cleaning supplies, cost £18.43
    Cllr McClenaghan noted that the cleaning supplies were running low, so they were duly purchased as a replacement.

11. **To discuss matters relating to the Community Building and Playing field and approve way forward**
    a) To consider play equipment quotes and way forward
    Cllr McClenaghan explained that having approached five companies initially, we now have quotes from three companies: Playdale, Home Front and Redlynch. The two other companies visited the site but failed to follow up with any further actions.
    We sent a letter to each of the three companies setting out details of the basic equipment that we were interested in and asked them to provide us with a quotation. Two of the companies provided two quotations each. Each of their quotes covered the basic equipment that we had asked for but provided different options. The quotes ranged from just under £32k to just over £51k.
    On 4th September, all Councillors and the Clerk (via video call) sat to assess and evaluate the quotations. The evaluation was based on set criteria. At the end of the exercise, we assessed that both options provided by Home Front came out on top. The top option being the one priced at just over £51k. Cllr McClenaghan agreed that this is a lot of money, but we believe that it is by far the best option and will, if it goes ahead, provide our children, and those visiting from other areas, with endless fun.
    The next steps are to pursue grants to help support the project. Once we have this information, we will present all details to the public and confirm, or otherwise, that the is a desire, and a will to go ahead. The Clerk is in touch with GrantScape to confirm that they are still happy for us to use the Solar Fund for this purpose. If we cannot get sufficient grants to achieve the goal of the £51k project, we can revert to Home Front's second option, which comes in at just over £32k. With 50% of the funds coming from the Solar Fund and the other 50% coming from other grants.
    Cllr Hargreaves noted that the progress has been deliberately slow to ensure that the process has been completed correctly and with the support of the public.
    Cllr McClenaghan proposed, that based on our collective evaluation of the quotations, that we resolve to **provisionally** accept Home Front's £51k option, whilst we seek appropriate grant funding. Should sufficient funding not be forthcoming, the Parish Council will consider their £32k alternative. This was seconded by Cllr Jackson and all agreed.
    Cllr McClenaghan noted that we will now vigorously pursue available grants and Cllr Hargreaves felt that the Lottery Community Fund could give a grant.

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

Cllr McClenaghan noted that the area where the soil heap was, by the car park will be cleared of weeds. Weedkiller will be applied where appropriate and bulbs will be planted, and wildflower seeds sown. Hopefully, come the Spring, we will have a colourful display of flowers that will brighten up the area.

Our thanks go again to Judy Grimwood who, through the FROG's group, has provided £250 towards this project**.**

13. **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 none.

14. **To consider application for Parish Partnership grant**

Cllr McClenaghan reported that this is a scheme where the County Council will pay 50% towards an accepted highways related project within the village, with the Parish funding the other 50%. This is how we funded the car park resurfacing job last year. A copy of the letter from the Cabinet Member for Highways and Transport can be viewed on the Council's website. If anyone has any ideas or suggestions, they can contact the Clerk via email. The closing date for applications is 1 December 2026. It was agreed that a closing date of 17th November would be set for the receipts of ideas for Parish Partnership applications to allow enough time for applications to be compiled.

15. **To review policies**

a) Reserves Policy

Cllr McClenaghan explained that it was pointed out by the Internal Auditor earlier this year that the Council should have a Reserves Policy; something we have not previously had. The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

A policy has been written, based on the SLCC (Society of Local Council Clerks) Model Document and has been circulated to all Councillors for their thoughts and comments. Cllr McClenaghan proposed that the policy be adopted. This was seconded by Cllr Jackson and all agreed.

b) Risk Management Policy

Cllr McClenaghan noted that this policy was reviewed and approved in May 2026; however, the Internal Auditor made a couple of recommendations, and these have now been incorporated into the policy. Councillors have had an opportunity to read through the revised policy. Cllr McClenaghan proposed that the policy be adopted. This was seconded by Cllr Hargreaves and all agreed.

16. **To receive items for the next agenda**

- Review of the Publication Scheme
- Consider a draft budget

17. To confirm date of next meetings

17th November 2026 at 7.00pm

The date and time of the next meeting were noted by those present.

18. 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 to move the meeting into a closed session. This was seconded by Cllr Jackson and all agreed.

a) To consider Clerks pay award and back date to April 2026

It was agreed to give the pay award and back date it to April 2026.