



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Ordinary Parish Council meeting Held on Tuesday 13th January 2026 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, Cllr J Tidman and Cllr P Jackson
10 members of the public
G Robinson - Clerk

2. To accept apologies for absence

Apologies were given by Cllr M Kiddle-Morris and Cllr R Hunter-Clarke.

3. To receive declarations of interest

Cllr McClenaghan declared an interest on item 8e.

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

There were no expressions of interest.

Cllr McClenaghan noted that Cllr Jackson's co-option onto the Parish Council at the November meeting has been supported by Breckland District Council's Democratic Services. The Parish Council does have a Co-option policy in place, but it is for guidance and is not a statutory requirement. There were valid reasons for deviating from the policy in this case. Cllr Tidman's relationship with Cllr Jackson does not constitute a conflict of interest.

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 amount to be spent on play equipment on the field.
- A parishioner asked why the clerk was purchasing ink again.

- Two parishioners commented on the contents of the Parish Notes produced by a parishioner. Cllr McClenaghan noted that the author is entitled to produce it. Another parishioner made further comments.

6. To receive a report from District and County Councillors

All reports received have been added to the website.

7. To approve the minutes of the Ordinary Parish Council meeting held Tuesday 4th November 2025 and matters arising

The clerk explained that there is an error on the published minutes, see below b. The website version will be annotated to make the correction, and the signed copy has the mistake struck through. Cllr McClenaghan proposed that the minutes of 4th November 2026 be signed as a true and accurate record of the meeting. This was seconded by Cllr Hargrave and the remaining Councillors all agreed.

- To note that new email addresses are in the process of being set up to meet the requirements of the new Assertion 10 of AGAR section 1
Cllr McClenaghan reported that all Councillors and the Clerk are now using their new email addresses. For a short period, the emails from the old email addresses will be forwarded.
- To note corrected payment details of period 7 HMRC £55.57
As noted above, this payment was not made by BDC but was instead made directly by BACS by the Parish Council. This correction on the minutes of 4th November 2026 will be shown on the website version.

8. Finance

- To receive bank account balances of the Parish Council as of 6th January 2026

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£2,157.03
Solar Fund Account (SFA) *****26	£20,781.10
Weasenham Parish Council Savings Account (WPCSA)*****36	£8,044.47
Weasenham Parish Council Reserves Account (WPCRA) *****46	£503.55

- To receive details on income received since the last meeting

Payee	Detail	A/C	Payment type	Received
Private Hire	CB Hire	23	Credit	£40.00
Private Hire	CB Hire 3/12	23	Bank credit	£5.00
Private Hire	CB Hire 7/1	23	Bank credit	£5.00
Barclays	Interest	26	Bank credit	£62.28
Barclays	Interest	46	Bank credit	£3.55
Barclays	Interest	36	Bank credit	£10.82

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

Payee	Detail	A/C	Payment type	Total Amount Payable
RBL	2 wreaths £40 and donation £10	23	BACS	£50.00
Eon	Electric	23	DD	£44.29
HMRC	PAYE/NIC	23	BACS	£55.77
Eon	Electric	23	DD	£50.73
Anglian water	Water rates	23	DD	£23.33
G Robinson	Wage & WFHA Dec	23	BACS	£623.40
HMRC	PAYE/NIC	23	BACS	£55.57

d) Transfers between accounts

From	To	Details	Date	Amount
26	23	Church grass cutting	21/11/25	£1,600.00
23	36	To savings	11/11/25	£6,000.00

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
G Robinson	Wage & WFHA Jan	23	BACS	£623.40
HMRC	PAYE/NIC	23	BACS	£55.57
ECS	IT support – Jan	23	DD	£43.74
ECS	IT support – Feb	23	DD	£43.74
G Robinson	Travel	23	BACS	£43.20
Steward Safety supplies	Fire equipment checks	23	BACS	£30.00
T McClenaghan	Defib pads	23	BACS	£72.19
Eon	Electric 20/1/26	23	DD	£62.99
G Robinson	Ink	23	BACS	£168.50
G Robinson	Wix 15/1/26	23	BACS	£17.40
G Robinson	Wix	23	BACS	£126.60
G Robinson	Stationery – fold back clips	23	BACS	£1.50

Cllr Jackson proposed to agree all the above amounts. This was seconded by Cllr Tidman, and all other Councillors also agreed.

f) To confirm receipt during the period 011025 to 311225 the financial statements for October, November and December 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. There were no issues raised.

Cllr McClenaghan reported that as Internal Control Officer he has been through all the accounting records up to 31st December 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 the Councillors.

Budget line details	Original budget	Budget change	Reason
9 TAX/NIC	£489.16	Increase by £200.00	Estimated additional amount needed to the year end.
97 Training	£300.00	Reduce by £200.00	None needed throughout the year, so some can be reallocated.

Cllr McClenaghan proposed that the above budget changes should be made. This was seconded by Cllr Jackson and all agreed.

h) To consider appointment of internal auditor

The Clerk noted that the internal auditor used for the 2024/25 AGAR, The Virtual Auditor was willing to audit the 2025/26 records for £180. It was proposed by Cllr McClenaghan that this offer should be accepted. This was seconded by Cllr Tidman and all other Councillors agreed to stay with the same provider of service.

i) To consider Parish Partnership applications

It was noted that no applications were made for 2025/26.

j) To agree the 2026/27 Weasenham Parish Council budget

Cllr McClenaghan noted that all Councillors, under the direction of the Clerk and RFO, have had an input in the preparation of the budget. Cllr McClenaghan went through the proposed budget giving the following commentary to the figures.

Staff Costs: £9,328

The Clerks salary, working from home allowance and travel expenses are all set nationally. We have no say in the rates paid.

Training and Conference Costs: £300

This could cover necessary training for Councillors or the Clerk and attendance at any beneficial conference.

Communication and Community: £430

This covers the hosting of the Council's website, printer ink and the printing of the Annual Parish Report.

Community Building and Recreation Field: £1,695

This covers electricity, water, consumables, building maintenance and more. As an aside, you may have read that we were over-budgeted for electricity and water in the current financial year. The budget was set last January based on the running costs that we had at that time. Thanks to a new smart meter and the new smart meter mast, we were alerted by Anglian Water that we may have a water leak. This was investigated; a leak was found and repaired. As a result, our water bills dropped, resulting in an underspend. As regards electricity, we made enquiries and found a better rate, also resulting in an underspend. Both these issues were reported at previous meetings.

Office Costs: £1,104

The vast majority of this is insurance.

Legal and Contingency: £500

This covers any legal advice that we may wish or require to seek.

Audit Costs: £5,180

<p>This covers the Parish Council's <i>mandatory</i> Internal and External Audits. The Internal Audit will cost £180.</p> <p>A Limited Assurance Review by the External Auditor, which we have passed two years running, costs £210 per annum. However, due to a multitude of objections raised an extra £5,000 needs to be allocated to cover the External Auditor's time investigating them.</p>
<p>Subscription Costs: £1,200</p> <p>This covers our membership of the Norfolk Association of Local Councils, the hosting of our email addresses, Microsoft software and IT support, and Scribe, our accountancy package and the Information Commissioner's Office.</p>
<p>Donations: £50</p> <p>This is for two wreaths from the Royal British Legion, or Royal British Veterans Enterprise as it is now known. Donations to the Massingham Car Share Scheme and MacMillan, if made this coming year, will come from the Solar Fund, with the full agreement of GrantScape.</p>
<p>Grass Cutting and Maintenance: £5,560</p> <p>Councillors will be deciding on the grass cutting contract for 2026 in closed session at the end of this meeting. However, having seen the quotes, we are confident that the costs for 2026 will be lower than 2025.</p>
<p>Parish Assets Maintenance: £400</p> <p>This covers maintenance of play equipment and street furniture.</p>
<p>Parish Reserve: £3,000</p> <p>We have reported previously that all councils should have a reserve of between 3 and 12 months of net running costs to cover unexpected eventualities and cash flow issues. The Council has never had a reserve in this range. To work towards it, we are putting aside £3,000 this coming year. We will continue to add to it year on year until we have an appropriate sum.</p>

This budget comes to a total of £28,747. Cllr McClenaghan proposed that the budget above be accepted. This was seconded by Cllr Jackson and all agreed.

k) To agree the 2026/27 Precept requirement

Cllr McClenaghan noted that thankfully, this is not the precept figure. From this figure, we subtract what we estimate we will have in the bank at the end of the Financial Year and what we estimate we will receive in income in the coming Financial Year. Income comes from bank interest on the accounts and Community Building hire fees. The Solar Fund is held separately to the Parish Council accounts but is recorded in the Parish Council accounting records. The Parish Council has a statutory responsibility for the cost of cutting the grass at the Recreation Ground and the area around the memorials. The responsibility for maintaining the Green, is down to the Green Charity and the responsibility for maintaining the churchyards is down to the Church of England. The Green Charity does not have a sufficient income to cover the annual grass cutting cost and the CoE has refused to cover their costs. Therefore, with the full agreement of GrantScape, the Parish Council is receiving money by way of grants to cover the cost of these areas. It has not been done like that in the past. The alternatives are the cost could be added to the precept or we

stop cutting them, but the Councillors have on this occasion decided to take the funds from the Solar Fund.

So, once we subtract the end of year bank balance and our anticipated income from the total budget, we are left with a figure of £22,417.98, and that is our precept for 2026-2027. If we exclude the £3,000 that we have added to the budget to start to build a reserve, it means that the basic precept has *reduced* from last year, which given the current high cost of living, is pretty good.

Based on a precept of £22,417.98, the weekly increase on a 'D' Band property will be about 36p. It was reported that a summary of the budget would be added to the Parish Council website the day after the meeting. If anyone has any questions, please feel free to contact the Clerk or myself.

Cllr McClenaghan proposed that we accept a rounded figure of £22,418 as the precept for financial year 2026-2027? This was seconded by Cllr Hargreaves and all agreed.

9. Land and Planning

- a) Consider planning applications - None
- b) Receive planning decisions - None
- c) Consider correspondence
 - Notification under town and country planning Act 1990 - Ref No: PL/2025/1974/TCA Site Address: Rose Cottage, 94 - 95 The Green, WSP, PE32 2TD. Proposal: Removal of all overgrown laurel hedge/trees, including roots.
This was provided to the Parish Council for information and not consultation.

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

- a) Purchase of replacement defibrillator pads
The indication on the cabinet was that the pads were coming to the end of their useful life, so a delay in making the decision was not acceptable. The pads have now been replaced and will hopefully have at least two years of life. The cost was £72.19. The purchase had the Clerk's agreement.
It was proposed by Cllr McClenaghan to ratify this decision. This was seconded by Cllr Tidman and all agreed.

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

- a) Play equipment update
Cllr Tidman, assisted by Cllr Hargreaves, have been researching the cost of various items of play equipment, and asking for non-binding quotes. They have been looking to see what equipment is available and the cost based on a small selection of commonly used play equipment. When the Parish Council is ready to make a firm selection of items, Councillors will check to see if the project is financially feasible and

if there is sufficient interest within the community. Part of the process will be to see what equipment the community would like. Cllr McClenaghan read out a list of sample questions that would be put to the public in relations to new equipment.

Public consultation is an important part of the process, and the Parish Council is arranging three open-door sessions for the public to give us their views on what they would like to see in a new play area. These are likely to take place in early February. Three companies are engaged and will be meeting with us in, we hope, mid-February, once we have identified what it is the public wants. The Parish Council will also engage with RoSPA, where required, to make sure that design and quality of any future play area meet all legal safety standards.

Cllr Hargreaves noted that the project was originally raised by parents in the village.

- b) To consider foot path lighting bollards from Lambert's Close to the Rec field

Cllr Hargreaves noted that she spoke to Flagship and they will not fund the project as the land is owned by BDC.

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

Cllr McClenaghan reported on a past project, the Coronation Bench. There is a different plaque on the bench. We have been assured that it is the original plaque lost from the bench some time ago. It was found at an antiques market stall in Fakenham last year by a village resident. He ascertained from the seller that it had originally come from Weasenham, bought it, and gifted it to us. A big 'thank you' to that resident, who wishes to remain anonymous. The new plaque that was purchased has been kept, in case it is needed in the future again.

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

- a) To receive updates on authorised Solar Fund funding

The Clerk noted that all details are on the website.

Cllr McClenagh noted that everything that is spent from the Solar Fund has the authority of GrantScape, the company that manages the fund. There was information about certain spends in the minutes of the last meeting and there is information on the 'Solar Fund' tab on the Council's website. If anybody has any issue at all with the way in which the fund is being used, please do not hesitate to contact the Clerk or any of the Councillors.

14. To consider policies

- a) Information Guide in relation to FOI Act
- b) GDPR policy
- c) Data Protection policy
- d) Standing Orders
- e) Co-option policy

All policies have been reviewed and altered as felt necessary prior to the meeting.

Cllr Hargreaves proposed that all the policies be adopted. This was seconded by Cllr Jackson and all agreed.

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

a) BDC review of land assets – email 7.1.26

Breckland District Council is undertaking a district wide review of its land assets to ensure they continue to be protected, managed, and used for the benefit of the communities they serve. BDC wants to provide all Parish Councils with the opportunity to take ownership of BDC owned land within their Parish boundaries. This is coming about due to the ongoing Local Government Reorganisation. There are two areas in our village that are currently BDC owned: The path leading from Lambert's Close to the Recreation Field, and a small strip of land in front of the houses on School Road. The initiative is in its infancy, but we will work with BDC to ensure that the best interests of our community are served. Cllr McClenaghan may attend an information session to find out if this could be something positive for the Parish Council to take forward.

16. To give an update on highway issues

Cllr McClenaghan updated on three Highways related issues:

- A new 'keep left' arrow sign has been installed on the road island at the junction by the Fox and Hounds. We were hoping for additional painted road signs, but the area has been assessed by Highways, and this additional sign is deemed sufficient.
- The 'Give Way' sign buried in the hedge at the end of Dodma Road, was reported once again. We have now had sight of a letter sent by Norfolk County Council to the resident with responsibility for the hedge, directing them to have it cut back within a specified time period. We will monitor progress on that.
- Cllr McClenaghan was approached by a resident and asked about the plans to resurface Lamberts Lane. An enquiry was made and we are told by Highways that it is on the list and should be done this year".

17. 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.

18. To receive items for the next agenda

None at time of meeting.

19. To confirm date of next meetings

a) Parish Council ordinary meeting – 17th March 2026 at 7.00pm

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

Before going on to Item 20, Cllr McClenaghan mentioned a couple of points raised in the latest edition of Mr Fairchild's Parish Notes. Firstly, he asks why the removal of

the excess soil did not form part of the contract for the car park refurbishment. Did the project actually go out to contract? And then asserted that the contract was led by Martin Romanovsky.

Cllr McClenaghan stated that removal of the soil from the site, as has been reported several times previously, would have added around £3,000 to the cost and he, personally, didn't believe that that would have been a good use of public funds. He stated that the mounds will settle and will be seeded at the appropriate time. They will become part of the landscape.

Cllr McClenaghan reported that the project did go out to contract.

Cllr McClenaghan expressed an interest in hearing what evidence Mr Fairchild had to back-up his claim that the contract was "all dealt with by Martin Romanovsky". A brief discussion then ensued, culminating in Cllr McClenaghan reporting that he had led on the project, with the full support of the Clerk and that ex-Cllr Romanovsky was busy on other matters at the time.

Finally, Mr Fairchild, in his publication, took issue with the laying of a wreath on Remembrance Day by Cllr Tidman. Cllr McClenaghan expressed his disgust that he arrogantly mocked the frailty of an 80 year old woman with his statement, "Mrs Tidman with her *quivering little hand* trying to get the Chairman's attention." The Chairman's view on this, shared by all Cllrs, was that this statement was totally despicable and beneath contempt.

20. 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 moving to closed session. This was seconded by Cllr Jackson and all agreed. All those present were thanked for their attendance and bid good night.

- a) To agree the grass cutting quotes for the forthcoming season and to award contract if sufficient quotes received

It was resolved to accept the quote received by Top Garden Services for £5,130

- b) To consider the Clerk's annual review

Agreed that a date will be set aside for this and will be reported as completed at the next meeting.