



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Ordinary Parish Council Meeting Held on Wednesday 24th July 2024 At the Weasenham Community Building at 7.00pm

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 R Hunter-Clarke – District Councillor
9 members of the public
G Robinson – Clerk and RFO

2. To accept apologies for absence

All Councillors present.
Cllr M Kiddle-Morris gave his apologies but sent through a report for consideration. Report to be put on the website.

3. To receive declarations of interest

Cllr McClenaghan declared an interest on item 9e.

4. To consider applications for co-option and note number of vacancies

Cllr Romanovsky noted that there are 4 vacancies, and the Parish Council is going to have another recruitment drive over the coming weeks.
There were no co-option applications to consider.

To allow time for public participation

A parishioner asked about the minutes, which was duly answered.
Why are minutes not on the notice board. Councillors confirmed that minutes will be placed on the noticeboards when there is sufficient space. A recent meeting

had produced minutes that were two pages in length, but for various reasons these were not placed on the noticeboards. However, the legal requirement to place them on the website was met.

The minutes will be accessible on the Parish Council website. The Parish Council tries to get them on the website as quickly as possible.

A parishioner noted that the minutes of 12th December 2023 are not on the website, Clerk to check and resolve.

Councillors answered a question raised at the Meeting on 21 May regarding rubber matting that was believed to have been left behind the Community Building. A comprehensive answer to the question had already been provided in writing to the parishioner raising it.

5. To receive a report from District and County Councillors

Cllr Robin Hunter-Clarke read out a report regarding parking charges in the Breckland District. Cllr Hunter-Clarke will take feedback from those present and then there will be a website page for feedback to be given directly as part of a consultation. Breckland Council are trying to keep the tariffs as low as possible but feel funds must be raised through parking charges to cover costs.

Cllr Kiddle-Morris report will be added to the website.

6. To approve the minutes of the APC meeting held Tuesday 21st May 2024 and Matters Arising

It was proposed by Cllr McClenaghan that the minutes of the last meeting should be accepted as a true and accurate record of the last meeting. This was seconded by Cllr Hargreaves and finally agreed by Cllr Romanovsky.

7. To approve the minutes of the APA meeting held Tuesday 21st May 2024 and Matters Arising

It was proposed by Cllr McClenaghan that the minutes of the Annual Parish Assembly should be accepted as a true and accurate record of the meeting. This was seconded by Cllr Hargreaves and finally agreed by Cllr Romanovsky.

8. To approve the minutes of the Extraordinary PC meeting held 4th June 2024 and Matters Arising

It was proposed by Cllr Hargreaves that the minutes of the Extraordinary meeting should be accepted as a true and accurate record of the meeting. This was seconded by Cllr McClenaghan and finally agreed by Cllr Romanovsky.

9. Finance

a. To receive bank account balances of the Parish Council as of 17th July 2024

Balances were duly noted.

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£1,719.94
Solar Fund Account (SFA) *****26	£21,910.12
Weasenham Parish Council Savings Account (WPCSA)*****36	£6,021.98

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

Details of income was duly received.

Payee	Detail	A/C	Payment type	Received
Barclays	Interest	36	Direct credit	£12.45
Barclays	Interest	26	Direct credit	£42.34
Grantscape	Solar fund grant	26	Direct credit	£12,413.98
Beavis	CB hire	23	Counter credit	£5.00
Arts and Crafts	CB hire - June	23	Counter credit	£20.00
Breckland	CB hire – police commissioners & District Councillor	23	Counter credit	£150.00
Kruse	CB hire	23	Direct credit	£5.00
Butcher Andrews	Refund - solicitors	23	Counter credit	£50.00
Arts and Craft grp	CB hire - July	23	Cash/banked	£25.00

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

Payments made prior to the meeting were duly noted and approved.

Payee	Detail	A/C	Payment type	Total Payable
Eon	Electric	23	DD	67.14
S2 computers	6/6/24	23	DD	23.03
S2 computers	6/6/24	23	DD	65.00
Shoreline	8/7/24	23	BACS	560.00
ICO	21/6/24	23	DD	35.00
Ang Water	24/6/24	23	DD	63.28
S2 Computers	4/7/24	23	DD	65.00
Eon	Electric	23	DD	55.38

d. Transfers between accounts

Details of transfers made were duly noted for running costs

From	To	Amount
A/c 26 28/5/24	A/c 23	£2000.00

e. To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
NorfolkALC	Internal audit	23	BACS	£180.00
Shoreline	Grass 0697	23	BACS	£560.00
ROSPA	Asset checks	23	BACS	£108.00
T McClenaghan	Instaprint – newsletter printing	23	BACS	£36.28
G Robinson	Wage – TBC June	23	BACS	462.29
G Robinson	Wage – TBC July	23	BACS	462.29
G Robinson	WFHA – TBC June	23	BACS	£20.80
G Robinson	WFHA – TBC July	23	BACS	£20.80
HMRC	PAYE/NIC	23	BACS	£120.80
Zurich	Year renewal	23	BACS	£858.06

It was proposed by Cllr Hargreaves that the above payments should be made, this was seconded by Cllr Romanovsky and finally agreed by Cllr McClenaghan too.

It was reported that the Village pump repair was completed by the resident that lives adjacent to the pump, and it looks really good now. There are wooden posts around it and the Parish Council would pay for the chains to go round it. The chain cost is £90.88, fittings £19.98 total £110.86. It was proposed by Cllr Hargreaves that this was a reasonable amount for this project and should be repaid. This was seconded by Cllr McClenaghan and finally agreed to by Cllr Romanovsky too.

The resident has paid out a considerable sum of money, over and above the chain purchase, and given his own time to install the posts and paint the pump etc.

f. To consider net position

Councillors received the net position.

g. To consider the Risk Management Policy

It was resolved to consider this at the September meeting.

h. **To consider and approve actions in relation to matters raised in the Internal Audit**

- To update Financial Regulations and Standing Orders to increase tenders to £30,000 in line with recommendation of IA. It was proposed by Cllr Romanovsky that this recommendation should be agreed to, this was seconded by Cllr Hargreaves, and finally agreed to by Cllr McClenaghan too.

i. **To consider inspection of assets**

To consider at the September meeting.

j. **To consider the future purchase of 2 wreaths ready for Remembrance Sunday at £20 each**

Cllr Romanovsky noted that Councillors did not have access to the bank accounts last year so two wreaths were purchased through RBL Poppy Shop. This year it is possible to purchase them through the local RBL at a cost of £20.00 each, with an additional donation if felt ok. It was proposed by Cllr McClenaghan that 2 wreaths should be purchased with an additional donation of £10 being made, this was seconded by Cllr Hargreaves, with Cllr Romanovsky agreeing too.

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

Councillors would like ideas from parishioners for this and how it could be used ready for the September meeting.

l. **To receive update on the village pump, and consider expenses claim**
Considered at item 9e.

10.Planning applications

- 3PL/2024/0573/F – Change of use from former Public House to single residential dwelling, The Fox and Hounds Public House, Fakenham Road, Weasenham St Peter – deadline 2nd August 2024. Cllr McClenaghan discussed the background of the application, noting that the owner feels that they have no option to lose this as a pub as no one has come forward to take it over as a pub. It was therefore resolved to support this application.

11.Planning decisions

- Ref: 3PL/2024/0388/HOU Proposal: Proposed conversion of current integral double garage into a new kitchen with access to the existing dining room. Weasenham St Peter, Forge House, The Green. The application has been approved.

- Ref: 3BT/2023/0009/BT Proposal: Prior approval for Proposed Arqiva Smart Metering 1No. Omni at 13.83m Mean Mounted on Proposed 12m Street works Pole. Proposed Arqiva Smart Metering 1No. GPS Antenna At 12.4m Mean Mounted on Proposed Street works Pole. Proposed Arqiva Smart Metering 1No 3G Omni Antenna At 3.8m Mean Mounted on Proposed Street works Pole. Proposed Arqiva Smart Metering Equipment Enclosure to Be Installed on A Root Foundation. This application has been considered and prior approval is not required.

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

Nothing to consider.

13. To reconfirm intention to provide quarterly newsletters and incur the associated printing costs – Cllr McClenaghan currently leads on this matter

Cllr McClenaghan noted that 4 newsletters have already been completed. There has been no feedback received. Cllr McClenaghan puts them together, with other councillors and the Clerk providing ideas for inclusion. Cllr McClenaghan proposed that the Parish Council continues to fund the publication for the coming year. This was seconded by Cllr Romanovsky and supported by Cllr Hargreaves too.

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

a) To consider cost of AED sign

Cllr McClenaghan noted that people may not know about the position of the AED and therefore signage would help. Cllr McClenaghan proposed that 3 signs are purchased and detailed the suggested positions. Cllr McClenaghan proposed a maximum of £50 could be spent. Cllr Romanovsky seconded this, and Cllr Hargreaves additionally agreed.

b) To consider recently completed ROSPA report and decide on any actions necessary

Cllr McClenaghan reported that RoSPA have completed their annual inspection of the play equipment on the Recreation Field. The recommendations contained within the report will be studied and, where required, action taken.

c) To consider upkeep of the potholes on the entrance track to the playing field

Cllr Romanovsky discussed the potholes at the entrance track to the playing field area. And noted that in the future these will need to be fixed/filled in. Cllr McClenaghan noted that there is a resident that has a

responsibility to repair the track in his deeds to make some support to the repairs. This was discussed.

d) To discuss concrete Community Building entrance step project

Cllr McClenaghan reported that the Breckland Building Control Officer has suggested that a concrete pad at the main door of the Community Building would be useful (replacing the current gravel and mat area). The Inspector also said that a small concrete pad outside of the fire door would also be beneficial. Neither suggestion was mandatory. Three quotes will be sought for the work. It was agreed to roll this item over until the next meeting in September.

e) To discuss Recreation Ground car park fence project

Cllr McClenaghan reported that he had approached four companies for quotes to repair/replace the fence around the car park at the Recreation Field. Quotes were given by two companies for repairs, but also a full replacement. Cllr McClenaghan suggested that it would be better to completely replace the fence, with the exception of the five-bar gate, which can be re-hung, and proposed that £2,500 is allocated for the job and the payment should be made as soon as the work is completed. This was seconded by Cllr Hargreaves and agreed to by Cllr Romanovsky too.

f) To discuss Recreation Ground car park lighting project

Cllr McClenaghan discussed the idea of placing bulkhead lights (possibly 5 or 6) on the proposed new fence at the Recreation Field car park. It was agreed that he should seek three quotations for the work and bring them back to the next meeting in September. He also mentioned that it would be important to be cognisant of any warranty issues if the power for the lights was drawn from the new path bollard lights.

15. To discuss matters relating to other community projects

a) To discuss new bench and associated installation costs projects

Following a suggestion from a parishioner that a bench near to the old Ostrich Pub (Rougham End) would be beneficial, Cllr McClenaghan made some enquiries. He identified a bench that he thought would be suitable for the location and shared it with Councillors and the parishioner. The selection was agreed. The bench will require a concrete base, and quotes are being sought for this. Using the Parish Partnership Bid scheme, the Council will be able to reclaim 50% of the total cost (bench and base). A member of the public has offered to pay for the remaining 50% of the bench. This potentially only leaves 50% of the cost of the concrete base to be covered by the PC. Cllr McClenaghan proposed that £1,800 be set aside to purchase the bench and the concrete base. We would then claim back the costs as detailed.

b) To discuss bin near bus stop project

Cllr McClenaghan reported that the bus stop on Massingham Road is being used by children going to/arriving from school [Brisley Primary Academy]. A parishioner had suggested that a bin near the bus stop would be beneficial. Cllr McClenaghan had carried out some research and found a bin that matches those already in use in the village. He stated that if it was purchased and located near the bus stop, and labelled as dual use, i.e. litter and dog waste, then the old red dog waste bin, which is sited almost directly across the road, could be removed. Cllr McClenaghan proposed that £330 be set aside for the purchase of said bin. This cost would cover the interior metal liner; however, it is possible that one of these is already in the village and could be used. Enquiries in this area will continue. A street furniture licence for the bin has been applied for and no purchase would be made until that licence had been agreed. The emptying of the bin will be added to the Serco contract at no cost to the PC.

16. To receive SAM2 Sign update

Cllr Romanovsky has created the necessary Risk Assessment for the SAM2 sign, which has been circulated to councillors. Cllr Romanovsky proposed the Risk Assessment should be actioned and the SAM2 put back in place. This was seconded by Cllr Hargreaves and Cllr McClenaghan finally agreed too.

The Parish Council has a memorandum of understanding, so the SAM2 sign can be put back up.

17. To consider making the Civility and Respect pledge -

<https://www.nalc.gov.uk/our-work/civility-and-respect-project>

After briefly discussing why the pledge should be made, Cllr Romanovsky proposed that the Parish Council should duly make the Civility and Respect pledge. This was seconded by Cllr McClenaghan, with Cllr Hargreaves agreeing too.

18. To receive an update on new defibrillator

Cllr Hargreaves respectfully noted that 1 application has been made for funding. Noting that an ambulance was needed recently. Cllr Hargreaves suggested a project for oxygen and training could be offered to people in the village in addition to the defibrillator. Cllr Hargreaves suggested the national lottery will provide funding for a project. Cllr Hargreaves to provide more information for councillors to consider in the next week.

To allow time for public participation

A parishioner asked if would be possible to have the bench at the car park end of the new path refurbished as it wasn't in a very good state at the moment. It was mentioned that it previously had a plaque on it. They also suggested that the bench could be repositioned. The Councillors agreed to look into this suggestion.

A Councillors addressed a previous VAT question from another meeting.

A parishioner asked if the results of the survey conducted recently, were going to be published. Cllr McClenaghan stated that of the 180 or so surveys sent out only a very small number were returned. This made it difficult to draw any meaningful conclusions from it. The results had been discussed at a previous meeting.

The vehicles parked on a Massingham Road in the village were discussed.

A parishioner asked Cllr Hunter-Clarke how car park payments can be made, is it only going to be electronically as many parishioners would still like to be able to pay by cash. Cllr Romanovsky noted that sometimes there are parishioners that are vulnerable if they must use a payment method, they are not familiar with.

19. To receive items for the next agenda

- Great Massingham Car Share Scheme donation
- Car park fence lighting
- Risk Management policy
- Community Building concrete pads
- Defib update

20. To confirm dates of next meeting 17th September 2024 at 7pm

Greens Charity meeting at 6.30pm.
Councillors noted the dates and times of the next meetings.

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)

Cllr McClenaghan proposed that the meeting move into a closed session on the grounds of confidentiality, this was seconded by Cllr Romanovsky and Cllr Hargreaves duly agreed too.

a) To consider quotes for a new bench and associated installation costs

It was **resolved** to continue to get quotes.

b) To consider quotes for concrete pads at the Community Building

It was **resolved** to continue to get quotes.

c) To consider quotes for Recreation Ground car park fence

3 quotes considered. It was proposed by Cllr Romanovsky to go with the offer provided by Noel Powley of £2401.63 inc VAT. This was seconded by Cllr Hargreaves and Cllr McClenaghan also agreed.

d) To discuss obtaining quotes for Recreation Ground car park lighting

It was **resolved** to continue with getting quotes.

e) To consider quotes for bin near bus stop

It was noted that earlier in the meeting, it was resolved £330 could be spent. The Parish Council is now waiting for siting authorisation from NCC.

f) Vexatious Policy: Monitoring updates and review

Councillors reviewed the monitoring report. It was resolved to still consider the parishioner vexatious.