



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Ordinary Parish Council meeting Held on Tuesday 18th March 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 nor press to take part in the debates.

1. To record the names of those present

Cllr M Romanovsky – Chair, Cllr T McClenaghan – Vice Chair, Cllr J Hargreaves and Cllr J Tidman. All Councillors present.

G Robinson – Clerk and RFO

7 members of the public

2. To accept apologies for absence

County Cllr M Kiddle-Morris

District Cllr R Hunter-Clarke

3. To receive declarations of interest

Cllr McClenaghan declared an interest on item – 6e expenses claim.

To allow time for public participation

A parishioner noted that the recent grass cutting of the playing field does not look good. It was explained that it was a preseason cut to let the grass dry out better.

A parishioner asked about a bench by the former Ostrich Inn, at Rougham End, asking if a donation was received for the bench as he cannot see it minuted.

4. To receive a report from District and County Councillors

Cllr Kiddle-Morris report has been received and has been added to the website.

5. To approve the minutes of the Ordinary Parish Council meeting held Tuesday January 21st 2025 and Matters Arising

- a) To note that BDC are not at present displaying their FOI requests on their website, however the Parish Council will do this on the advice of ICO (item 14)

Cllr McClenaghan recalled that at a recent meeting with Breckland District Council, he was told that Freedom of Information requests were being published with the

responses given on the BDC website. However, having checked this again, this is not the case. Since then, Cllr McClenaghan has discussed this matter with the Information Commissioner's Office and has been advised that it is a good idea to publish FOI requests, together with the responses on the Parish Council website. It is therefore the Parish Council's intention to do this from now on. All identifying details will be redacted.

- b) Closed session item 18a - To note 2025 seasons grounds maintenance award given to Norfolk Grounds Maintenance

Cllr Romanovsky confirmed that the 2025 season grounds maintenance was awarded to Norfolk Grounds Maintenance at a charge of £6050.00.

- c) Closed session item 18b – To note that Clerk's annual review was held 5th March and will be discussed in the closed session at this meeting

Cllr Romanovsky confirmed the Clerk's annual review had taken place on 5th March.

- d) Closed session item 18c – To note that the Clerk's back pay was agreed and forms part of agenda item 6c of this meeting agenda

Cllr Romanovsky confirmed the Clerk's back pay forms part of agenda item 6c of this meeting.

- e) To note progress made to website updating (item 6i)

The Clerk noted that the Parish Council website has been redeveloped, and a new template applied. This is a continuing process at the moment.

- f) Do we have any update on the hedge cutting (item 9b)

No update to give at this time. Once the ground is firm the hedge will presumably be cut by the landowner after the bird nesting season.

- g) To consider subscribing to the Open Spaces society at a cost of £50.00

The Clerk noted that having checked the OSS website, the charge is actually £45.00. Cllr Romanovsky noted that he had attended a training session last year and the OSS can support with a number of issues. It was proposed by Cllr Romanovsky that the Parish Council should subscribe to the OSS from 1st April and if necessary, pay up to £50.00 if found to be the correct charge. This was seconded by Cllr Tidman and all other Councillors agreed.

6. Finance

- a) To receive bank account balances of the Parish Council as of 11th March 2025

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£3,747.16
Solar Fund Account (SFA) *****26	£5,078.25
Weasenham Parish Council Savings Account (WPCSA)*****36	£6,868.83
Weasenham Parish Council Reserves Account (WPCRA) *****46	£9009.32

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

Payee	Detail	A/C	Payment type	Received
Private hire	CB hire for Feb coffee morning 28/1/25	23	Online credit	£5.00
Private Donation	Donation towards community project	23	Online credit	£50.00
Green charity	Refund of Green charity expenditure	23	Online credit	£80.00
Private Hire Art Group/FROG	CB hire for 31/1/25, 28/2/25, 29/3/25, 25/4/25, 30/5/25, 27/6/25, 25/7/25, 29/8/25, 26/9/25, 24/10/25, 28/11/25, 12/12/25	23	Post office chq credit	£60.00
Private hire	CB hire for 18/2/25	23	Online credit	£20.00
HMRC	VAT claim for 1/4/24 to 31/12/24	23	Online credit	£1944.10
Private hire	CB hire for 17/8/24	23	Online credit	£6.25
Private hire 26/2/25	CB hire Mar Coffee morning	23	Online credit	£5.00
A/c *****36	Interest	36	Online	£21.70
A/c *****26	Interest	26	Online	£44.96
A/c *****46	Interest	46	Online	£9.32

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

Payee	Detail	A/C	Payment type	Total Amount Payable
G Robinson	Wage and WFHA Jan	23	BACS	£625.24
G Robinson	HMRC (Jan)	23	BACS	£285.31
S2 Computers	IT - February	23	DD	£65.00
Eon	Electric	23	DD	£132.28
S2 Computers	IT - March	23	DD	£65.00
G Robinson	Wage and WFHA - Feb	23	BACS	£500.18
HMRC	PAYE/NIC for Feb 25	23	BACS	£125.20

d) Transfers between accounts

From	To	Date	Amount
WPCSA *****36	WPCCA *****23	30/1/25	£500.00
WPCSA *****36	WPCRA *****46	4/2/25	£9000.00
WPCCA *****23	WPCSA *****26	12/3/25	£1013.42

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
G Robinson	Wage and WFHA - March	23	BACS	£484.16
HMRC	PAYE/NIC - March	23	BACS	£209.22
G Robinson	Travel exp claim for year	23	BACS	£280.80
Cllr McClenaghan	Instantprint exp claim Jan newsletter	23	BACS	£42.29
Cllr McClenaghan	Charity shops, jugs/plates exp claim	23	BACS	£15.60
Wave Anglian Water	Water	23	DD	£19.12
Steve Jackman	Website updating	23	BACS	£165.00
NorfolkALC	Subscription due May 2025 – pay after 1 st April	23	BACS	£151.24
Electrician to be agreed	PAT testing – TM noted that someone in the village is qualified and will do it FOC	23	BACS	£
Open Space Society	Subscription – From April 2025	23	BACS	£45.00 up to £50.00
NGM	March cut	23	BACS	£180.00

Cllr Tidman proposed that all payments should be agreed. This was seconded by Cllr Hargreave and all agreed.

- f) To consider setting up a Standing Order to pay the grounds maintenance contractor NGM £864.00 between April and September, with a final payment in October of £866.00 to a total of £6050.00. And to discuss procedure should work not be completed to the expectations of Councillors

It was agreed that councillors will regularly inspect the areas to ensure cuts are completed as expected.

Cllr McClenaghan proposed that a Standing Order should be set up to pay the grounds maintenance contractor NGM £864.00 between April and September, with a final payment in October of £866.00 to a total of £6050.00. This was seconded by Cllr Hargreaves and all other councillors agreed.

- g) To consider paying PKF Littlejohn, external auditor invoice should it be received before 31st March 2025 or whether it is received after 31st March
Cllr Romanovsky noted that the final external auditors report has not been received back yet. Cllr McClenaghan proposed that the external auditor's invoice should be paid on completion of the external auditor's report and details will be reported back at the next meeting. This was seconded by Cllr Tidman and all agreed.
- h) To consider financial net position as of 28th February 2025 and note that the financial year ends 31st March 2025

The Clerk noted that some of the budget line amounts have gone over budget. There are some corrections needed to the placement of amounts, which will be done before the accounts are audited.

A corrected version at the year end will be put on the website.

- i) To approve the Parish Councils formal responses to the External Auditor accepted objections for 2023/24
- Cllr McClenaghan recalled from the last meeting that he reported that a parishioner had raised 38 objections to the Parish Council's accounts for the financial year 2023-2024. At that time, he also reported that the External Auditor assesses objections through a three-stage process. Following Stages 1 and 2 of the process, the Auditor has now reduced the number of accepted objections to 10. Stage 3 is the process of investigating these 10 remaining objections. To assist the Auditor in this stage, the Council has been asked to submit evidence supporting the information that we provided originally in August 2024. To that end, the Parish Council has compiled a response providing comprehensive documentary evidence in support of the original submission. This response has been read and agreed by the Clerk and all Councillors. The task this evening is to formally endorse the response and forward it to the External Auditor. Therefore, Cllr McClenaghan proposed that the response is approved and forwarded by the Clerk to the External Auditor with minimal delay. This was seconded by Cllr Romanovsky and all agreed.
- j) To consider donation requests from:
- V E Day 7th May coffee morning
Cllr McClenaghan discussed the reason for VE Day and the coffee morning would be a good opportunity to celebrate this occasion. Cllr McClenaghan proposed that a £50.00 grant be given to the organiser to make the event memorable. After the event there maybe funds available for a donation to the RBL. Cllr Tidman seconded and all agreed. It was noted that this is not a Parish Council event as all coffee mornings are private events.
 - Great Massingham Community Car Scheme
Cllr Romanovsky proposed that a donation of £200 is donated in mid – April 2025, this was seconded by Cllr Tidman and all councillors agreed.
 - To consider East Anglian Air Ambulance donation request
Cllr McClenaghan proposed that a £50.00 donation is made to the East Anglian Air Ambulance. This was seconded by Cllr Hargreaves and all agreed.
- k) To note changes to electric tariff resulting in reduced charges
The Clerk reported that the Parish Council is now on a better tariff, which has lowered the electric charge.
- l) Internal Control Councillor to note completion of internal checks
Cllr McClenaghan noted that everything has been checked up to January 2025. Some queries have been raised which will be resolved.
- m) To resolve to go out for quotes for car park area once a positive result of the Parish Partnership bid is received
The Parish Council was successful in its Parish Partnership bid for a car park resurface application. Cllr McClenaghan proposed that the Parish Council now seek quotes for this work. This was seconded by Cllr Hargreaves and all agreed.

7. Land and Planning

- a) Consider planning applications
Nothing to consider.
- b) Receive planning decisions
Nothing to consider.

c) Consider correspondence

- **Proposal:** Amendment to pp 3PL/2024/0281/HOU - Change of external material from composite weatherboard cladding to zinc **Site:** Weasenham Hall Rougham End, Weasenham All Saints – decision passed.
- Cllr Romanovsky noted that there is a new district council planning portal.

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

- a) To resolve to approve a preseason cut of the playing field at the cost of £180.00 and make payment upon receipt of invoice
Due to the last cut of the 2024 season not being made, the new contractor suggested a preseason cut. This would allow the grass to dry out a bit before the official start of the cutting season.
Cllr Romanovsky proposed that this decision made during the month should be ratified. This was seconded by Cllr Tidman and all agreed.

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

- a) To consider upper limit spend for mobile goal posts
Cllr McClenaghan noted that there are various goal post options, but if the Parish Council goes with a fixed option, then the cost can be covered by Former Highways Surveyors Charity. Cllr McClenaghan proposed that £1000 is put aside from Solar Fund funds as a back up fund for mobile goal posts, if needed. This was seconded by Cllr Hargreaves and all agreed.
- b) To resolve to spend money on wood preservatives to paint the fences
Cllr McClenaghan noted that the contractor that installed the new fence said the wood should be coated in 2025 with two coats of wood preservative paint. Cllr McClenaghan would welcome some help to do this from parishioners. Some equipment and materials are needed to do this. Cllr McClenaghan proposed that £300 is put aside for all this. This was seconded by Cllr Hargreaves and all agreed. It was also noted that Councillors need to check if there is enough paint left over to complete the work on the combination goal.
- c) To consider the purchase of chopping board and tea towels for the CB, with maximum spend
Cllr McClenaghan noted previous items purchased for the Community Building kitchen. Cllr McClenaghan proposed that other items are purchased, including a chopping board and tea towels to a maximum value of £20.00. This was seconded by Cllr Tidman and all agreed.

10. To discuss matters relating to other community projects

- a) To decide on new location for the old dog waste bin
As there is a new dual-purpose bin in the vicinity of the old dog waste bin, the old bin can be relocated. Cllr McClenaghan suggested a position on Harpley Road, near to the end of the permissive footpath coming across the field from Lambert's Lane. The landowner is happy for the bin to be on their land. Cllr McClenaghan will seek a street furniture licence from NCC. Cllr McClenaghan made the proposal, Cllr Tidman seconded and all agreed.

- b) To note that the SAM2 is charged as required and continues to be repositioned as per schedule and to consider if it should be repaired or replaced.
- Cllr Romanovsky noted that the machine is being repositioned. However, the charger is not working correctly as there is a loose connection. Cllr Romanovsky proposed that a maximum of £120.00 is spent on a new charger. This was seconded by Cllr Tidman and all agreed.

11. To appoint trustees to the Fuel Allotment Charity

Cllr McClenaghan gave background information to the charity. Currently the trustees are: Vanessa Brumby, Anna Coke, Andrew Curry and Derek Wylde. The Parish Council is the appointing body for these trustees. All 4 trustees are happy to be reappointed. It was proposed by Cllr Hargreaves that all 4 trustees should be reappointed, this was seconded by Cllr McClenaghan and all agreed.

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

- a) To note Devolution and Local Government Reorganisation – District Council update held

Cllr McClenaghan noted that he, Councillors Tidman and Hargreaves, and the Clerk attended this online meeting. Cllr McClenaghan produced a summary of a relevant BBC document, which will be added to the website.

To allow time for public participation

A parishioner asked what the £280.80 Clerks expenses claim was for. Cllr Romanovsky explained that it was for the Clerk's travel during the year.

A parishioner asked about the PKF Littlejohn invoice and why an upper limit for payment was not set. Cllr Romanovsky noted that if the amount is excessive the Parish Council will challenge the charge.

A parishioner asked about the budget heading for External Auditor charge.

A parishioner asked about Fuel Allotment Charity appointments – Cllr McClenaghan briefly discussed.

A parishioner asked about the speed on Massingham Road, and if the data can be downloaded from the SAM2 equipment. It was noted that the SAM2 sign had been out of service for 6 or 7 months whilst the Council was trying to obtain a Memorandum Of Understanding but it has been back in service since the 8th July 2024.

13. To receive items for the next agenda

- Car park quotes
- Grounds Maintenance checks

14. To confirm date of next meetings

- b) The Green Charity 20th May 2025 6.00pm
c) Annual Parish Assembly 20th May 2025 6.30pm
d) Annual Parish Council meeting 20th May 2025 7.00pm
- Councillors noted that the dates and times of the next meetings.

15. 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 McClenaghan that the meeting move into a closed session. This was seconded by Cllr Tidman and all agreed to go into a closed session.

- a) To consider quotes for any other Playing Field improvements –
Cllr Tidman noted that around £25,000 is needed for playing field items.
It was suggested that the items are purchased separately with funding from different organisations. The Parish Council is considering asking The National Lottery, Waitrose and Asda for funding. Councillors discussed moving some of the play equipment currently on the field so that it is all sited together.
No quotes were considered at this meeting.
- b) To consider quotes for playground equipment
No quotes were considered at this meeting.
- c) To consider Clerk's annual review
The Clerk's annual review was conducted, reviewed and the signed as a correct record.