



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Ordinary Parish Council Meeting Held on Tuesday 21st July 2026 at 7pm At Weasenham Community Building

1. To record the names of those present

Cllr T McClenaghan – Chairman, Cllr J Hargreaves, Cllr J Tidman and Cllr P Jackson
3 members of the public
G Robinson – Clerk

2. To accept apologies for absence

All present.

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

There were no declarations 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 suggested a tree is looked at as it looks like it's becoming a health and safety issue. There is one branch that has already come down. It is sited near play equipment. It was agreed that it would be looked into.
- A parishioner asked if the holes up to the carpark could be repaired. There are a couple of massive ones. A brief discussion followed on the ownership of the path.
- A parishioner asked about the grass cutting and in particular is it still being cut in this dry weather. The grass cutting is being done every two weeks. The contract states they will not cut if there is no grass growth, but additional cuts will be added at the end of the season, if required.

6. To receive a report from District and County Councillors

No reports received.

7. To approve the minutes of the Annual Parish Council meeting held Tuesday 19th May 2026 and Matters Arising

Cllr McClenaghan proposed that the minutes of 19th May 2026 should be signed as a true and accurate record of the meeting. This was seconded by Cllr Tidman, and all agreed. The minutes were duly signed by the Chairman.

- a. Item 11d – To clarify, the trf of £2000.00 from acc 36 to acc 23 was set up on 9th May but went through the bank on 11th May.
- b. Item 11c – To correct, the payment of £339.00 for the picnic bench which should have come from acc 26, the Solar Fund instead of acc 23. A trf to correct this was made on 14th July.
- c. Item 11e – No payments have been made to TGS as yet. This is because the invoices are being spread over 12 months and the PC would like them to be spread over the period of the season. The Clerk is negotiating this arrangement.
The Clerk reported that new invoices have been received - March £234.00, April £1026.00, May £684.00, June £684.00 and July £684.00 and will be considered at item 8e.
- d. GMACCS donation request has not been received yet. It was agreed the Clerk would find out if they are still running, what the future of the organisation is and if they would like a donation.

8. Finance

- a) To receive bank account balances of the Parish Council as of 14th July 2026

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£4,469.51
Solar Fund Account (SFA) *****26	£33,890.87
Weasenham Parish Council Savings Account (WPCSA)*****36	£9,589.55
Weasenham Parish Council Reserves Account (WPCRA) *****46	£3,506.27

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

Payee	Detail	A/C	Payment type	Received
Grantscape	Grant	26	Counter credit	£13,334.50
Barclays	Interest	26	Bank credit	£61.66
Barclays	Interest	46	Bank credit	£1.44
Barclays	Interest	36	Bank credit	£25.98
BDC	CB hire	23	Bank credit	£150.00
Private hire	Private hire 3/6/26	23	Bank credit	£5.00
Private hire	Private hire 1/7/26	23	Bank credit	£5.00
Private hire	CB Hire	23	PO credit	£40.00
HMRC	VAT	23	Bank credit	£1,023.68

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

Payee	Detail	A/C	Payment type	Total Amount Payable
HMRC	PAYE/NIC	23	DD	£34.17
Eon	CB electric - July	23	DD	£29.84
G Robinson	Wage & WFHA June	23	DD	£644.80
Eon	CB Electric - June	23	DD	£41.64
Anglian water	Water rates	23	DD	£21.85
ECS	IT Support	23	DD	£3.60
Playsafety	ROSPA	23	BACS	£114.00

d) Transfers between accounts

From	To	Date	Amount
36	23	2/6/26	£2,000.00
26	23	14/7/26	£339.00
26	23	17/7/26	£200.00
23	26	17/7/26	£13.14
23	26	17/7/26	£30.67
26	23	17/7/26	£16.90

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
NorfolkALC	Domain and email hosting	23	BACS	£84.70
Scribe	Accounting package	23	BACS	£446.40
ECS	IT Support - July	23	DD	£47.34
HMRC	PAYE/NIC M4	23	BACS	£35.97
G Robinson	Wage & WFHA July	23	BACS	£643.00
G Robinson	Travel	23	BACS	£52.80
ECS	IT Support - Aug	23	DD	£47.34
TGS	Grounds maint – March	23	BACS	£234.00
TGS	Grounds maint – April	23	BACS	£1,026.00
TGS	Grounds maint - May	23	BACS	£684.00
TGS	Grounds maint - June	23	BACS	£684.00
TGS	Grounds maint - July	23	BACS	£684.00
TGS	Grounds maint – Aug TBC	23	BACS	£684.00

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

f) To consider net position

The net position as at 30/6/26 is on the website and no alterations were suggested at this time.

g) To agree a formal response to PKF 2024/25 accepted objections

Cllr McClenaghan noted that it was reported at the May meeting that we had been asked by the External Auditor to provide a formal response to the remaining 10 objections raised against the 2024/25 accounts. There were 38 objections, with 28 objections having been dismissed by the Auditor, leaving 10 objections to formally make a response to. That formal response has now been written and disseminated to all Councillors for comment. All Councillors have read the formal response and had the opportunity to contribute to it.

Cllr McClenaghan proposed to agree the formal response and forward it to the External Auditor. 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 – None

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

There were none.

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

a) Play equipment update

Cllr McClenaghan noted that the Parish Council continues to progress this project. It can take several weeks between a visit from a supplier and them supplying a quote and drawings of their proposals. As previously stated, once we have enough quotes and some detail about possible grants, we will go back to the public for final approval, or not, as the case may be.

Cllr Hargreaves noted final quote has been received and she has started work on grant application.

b) To consider the purchase of decking oil and brushes for the new picnic bench to be funded by the Solar Fund.

The new picnic bench is in place between the container and the fir tree. It's in an ideal place to enjoy some shelter from the sun when out walking. The bench timber is pressure treated to prevent rot but can be further treated to add extra protection and improve the appearance. For that reason, Cllr McClenaghan suggested that the Parish Council purchases an appropriate oil and, if required, a couple of brushes for the job. This would be done at the end of August. Cllr McClenaghan proposed up to £60 should be made available for this and come from Solar Fund. Cllr Jackson seconded and all agreed.

c) To consider the purchase of small AC unit or fans

During the recent high temperatures, it was felt by users that fans or a small portable air conditioning unit, or a combination thereof, may be beneficial for the building. A portable unit would need an exhaust pipe going out of a window. Cllr McClenaghan noted that if we go for an air conditioning unit, we could be looking at around £500. We have been offered a donation towards the cost, if we go down this route. The remainder may come from the Solar Fund, if Grantscape would agree. Or we could look at two fans, ideally wall mounted to prevent any trip hazard with trailing cables. Cllr McClenaghan explained why he thought that air conditioning would not be a good idea and invited any thoughts on the matter. A brief discussion followed. Cllr McClenaghan proposed a couple of wall mounted fans at a cost of no more than £150 should be purchased. This was seconded by Cllr Tidman and all agreed. This will be funded by the precept.

d) To consider the purchase of a replacement vacuum cleaner

Cllr McClenaghan reported that unfortunately, the Community Building vacuum cleaner has failed. He was using it a while back and there was a smell of burning. It was immediately turned off and taken out of service. He stripped it down, as far as is possible by the consumer, and can find no blockages or other issues. He tried it again and the motor ground to a halt.

Members have had a chat about the way forward and, given that it's two years old, out of warranty and can be replaced at minimal cost, the thought is that we should purchase a replacement rather than potentially waste money on a professional inspection and repair. Therefore, Cllr McClenaghan proposed that we spend up to

£100 on a replacement vacuum cleaner. This was seconded by Cllr Jackson and all agreed. This purchase will come from the precept.

e) To consider the ROSPA report

Cllr McClenaghan reported that the Parish Council has received the RoSPA report on the current play equipment inspection. There are a few minor issues to be addressed, but no critical issues. Recommended actions will be addressed over the coming weeks. A few items, although deemed safe, may be approaching the end of their life. This will be monitored closely.

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

There were none.

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 review policies

- a) Community Building Access Statement
- b) Health and Safety Policy
- c) Safeguarding policy
- d) Vexatious Policy
- e) Community Building Risk Assessment

All policies were reviewed and altered where appropriate. Cllr McClenaghan proposed that they should be approved and adopted and added to the website. This was seconded by Cllr Jackson and all agreed.

15. To receive items for the next agenda

- Parish Partnership grant

16. To confirm date of next meeting

15th September 2026 at 7.00pm

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

17. 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 Hargreaves and all agreed.

- a) To discuss confidential correspondence and the council's duty of care to staff and members.

Cllr Hargreaves proposed that the Parish Council take the appropriate action regarding correspondence received in support of the Parish Council's commitment to care for staff and Councillors' wellbeing. This was seconded by Cllr Tidman and all agreed.