



# WEASENHAM PARISH COUNCIL

Serving  
Weasenham Saint Peter and Weasenham All Saints

## **Minutes of the Ordinary Parish Council meeting Held on Tuesday 17<sup>th</sup> March 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  
3 members of the public  
G Robinson – Clerk

**2. To accept apologies for absence**

Apologies were given by Cllr M Kiddle-Morris.

**3. To receive declarations of interest**

Cllr McClenaghan declared an interest in item 8e.

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

There were no expressions 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 how the up-and-coming Parish Council elections will be funded from the 2026/27 budget. It was noted that there are no Parish Council elections this May, but there are Norfolk County Council elections.
- A parishioner asked if play equipment was being discussed at this meeting. It was noted that it is an agenda item later in the meeting. It was agreed Cllr McClenaghan would send the information requested to the parishioner.

## 6. To receive a report from District and County Councillors

A report was received from Cllr Kiddle-Morris which Cllr McClenaghan briefly went through. It will be added to the Parish Council website in the coming days.

## 7. To approve the minutes of the Ordinary Parish Council meeting held Tuesday 13<sup>th</sup> January 2026 and matters arising

- a. To correct an error made in item 8e – WIX was £129.60 not £126.60 as stated in the minutes

The Clerk explained that a WIX payment of £126.60 was reported at the last meeting and stated the corrected figure was £129.60.

- b. To note details of 2026 seasonal grass cutting contract

The contract for the 2026 grass cutting season has been awarded to Top Garden Services. TGS will provide a slightly longer cutting season this year, starting in March and going through to mid-November. All areas will be cut every two weeks. The cost of the contract is £5130 + VAT. Once the VAT is reclaimed, it will represent a saving of over £900 on last year's contract, which is positive news.

Cllr McClenaghan proposed that the minutes of 13<sup>th</sup> January 2026 be signed as a true and accurate record of the meeting. This was seconded by Cllr Tidman and the remaining Councillors all agreed too.

## 8. Finance

- a) To receive bank account balances of the Parish Council as of 11<sup>th</sup> March 2026

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£1,428.18
Solar Fund Account (SFA) *****26	£20,833.71
Weasenham Parish Council Savings Account (WPCSA)*****36	£7,063.57
Weasenham Parish Council Reserves Account (WPCRA) *****46	£504.83

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

Payee	Detail	A/C	Payment type	Received
Private hire	Frog quiz 12/2	23	Bank credit	£55.00
Private	Donation 12/2 Ringfenced for grass seed/plants at carpark	23	Bank credit	£250.00
Private hire	CB hire for 4/3	23	Bank credit	£5.00
Barclays	Interest 2/3	26	Bank credit	£52.61
Barclays	Interest 2/3	36	Bank credit	£19.10
Barclays	Interest 2/3	46	Bank credit	£1.28

It was noted that the £250.00 donation was made by Judy Grimwood, and Cllr McClenaghan gave a thank you to her for this kind donation.

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

Payee	Detail	A/C	Payment type	Total Amount Payable
Eon	CB electric 17/2	23	DD	£52.48
G Robinson	Wage & WFHA 18/2	23	BACS	£623.20
HMRC	PAYE/NIC18/2	23	BACS	£55.77
Eon	CB electric /3	23	DD	£66.07

d) Transfers between accounts

From	To	Details	Date	Amount
36	23	From savings	19/1/26	£1,000.00

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
G Robinson	Wage & WFHA - March	23	BACS	£623.40
HMRC	PAYE/NIC	23	BACS	£55.57
ECS	IT Support - March	23	DD	£43.74
ECS	IT Support - April	23	DD	£43.74
G Robinson	Travel	23	BACS	£21.60
Top Garden Services	Grass cutting - March	23	BACS	£684.00
Top Garden Services	Grass cutting - April	23	BACS	£684.00
Cllr McClenaghan	Laptop cable - Amazon	23	BACS	£12.99

Cllr Jackson proposed that the above payments be agreed, this was seconded by Cllr Hargreaves and all agreed.

f) To confirm receipt during the period 010126 to 280226 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

Cllr McClenaghan noted a correction to the above statement and that it should read 'January and February' instead of 'October, November and December'. It was agreed by all Councillors that the documents had been received.

g) To consider net position and any budget changes necessary – a review of performance against the budget

The Clerk noted that no budget changes were being made as the financial year end is in a couple of weeks. The actual figures will be reviewed against the budget then. There are enough funds in the bank for expenses to the year end.

h) To consider setting up a Standing Order to pay Top Garden Services

The Clerk noted that a Standing Order was set up last year for the grounds maintenance contractor and that could be done this year. However, the Clerk suggested that this should not be done until the Councillors are happy with the work being completed. Cllr McClenaghan proposed that work should be monitored and a Standing Order should not be set up yet. If the work goes well then, a Standing Order to cover payment should be set up. This was seconded by Cllr Tidman and all agreed.

- i) To note position regarding the 2024/25 External Audit  
The Clerk noted that there has been no further correspondence with the External Auditor regarding the 2024/25 AGAR. Therefore, the audit has not been concluded yet.
- j) To consider donation requests
  - Great Massingham Community Car Hire (payment April)  
Although the request for a donation has not been received yet it is likely to be received in April for £200.00. Cllr Jackson proposed that £200.00 should be donated to Great Massingham Community Car Hire. This was seconded by Cllr Tidman and all agreed. The Chairman noted that the donation would come from the Solar Fund as the scheme is a benefit to parishioners in Weasenham.
- k) Internal Control Councillor to note completion of internal checks  
Cllr McClenaghan noted that checks up to the end of December 2025 have been carried out. January and February's records will be checked over the coming days.

## 9. Land and Planning

- a) Consider planning applications - None
- b) Receive planning decisions - None
- c) Consider correspondence
  - **For information Reference No:** PL/2026/0178/TCA **Site Address:** The Old Vicarage Massingham Road, Weasenham **Proposal:** T1 Cedar, T2 Prunis and T3 Western Red Cedar - To remove all of the above to ground level
  - **For information Reference No:** PL/2026/0077/TCA **Site Address:** Weasenham Hall Rougham End, Weasenham **Proposal:** Lime tree - Complete felling

The Parish Council was informed of these for information, they were not out for consultation.

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

A replacement laptop charger was purchased due to the original one being faulty. It was felt necessary for safety reasons.

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

- a) Play equipment update  
As was the plan, the Parish Council held three two-hour consultation sessions in early February. This was to allow residents to give us their views on purchasing new, additional play equipment for the Recreation Field. We received some positive feedback and suggestions on what equipment people, including children, would like to see. We are in talks with three play equipment suppliers and will update on progress at the next meeting in May. Cllr Hargreaves further noted that it was good to see children engage with the consultation process.

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

No further matters to discuss.

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

- a) To receive updates on authorised Solar Fund funding

The Clerk noted that there were no Solar Fund updates to give. A yearly report is being maintained which will be added to the website at the end of the financial year.

### **14. To consider policies**

- a) Community Building Management Plan

Councillors reviewed the document prior to the meeting making a few alterations as felt necessary. Cllr McClenaghan proposed that the Parish Council accept the document is still fit for purpose and set the next review date for March 2028. This was seconded by Cllr Hargreaves and all agreed.

### **15. To consider Community Asset Transfers**

Cllr McClenaghan stated as reported at the last meeting, Breckland District Council are 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 (which includes part of the pavement leading from the Close to the path), and a small strip of land in front of the houses on School Road.

It was Cllr McClenaghan's intention to attend an information session in Dereham on the subject, but a last-minute personal matter intervened. He did, however, email BDC for further details. This was followed up by a very useful phone call.

There would appear to be very little benefit to be gained in Weasenham Parish Council taking on these two bits of land. The pavement and path may need to be resurfaced at some point in the future, which would be expensive. We would also be responsible for any injury caused by a broken surface etc.

The grass on School Road is already cut by Highways. There would be no benefit in the Parish Council taking ownership of it.

There is no financial support coming from BDC if we take on these areas.

In Cllr McClenaghan's view, there is no tangible benefit in taking on the responsibility for them. The only slight downside of not owning it, is we may wait a little longer, than we would currently, if either of the areas require maintenance etc., after the demise of BDC. Cllr McClenaghan invited discussion. Cllr Hargreaves felt that land transfers would be more relevant to parishes with larger pieces of land.

Cllr McClenaghan proposed then that we write to BDC and decline the offer to have the land transferred to Weasenham Parish Council ownership. This was seconded by Cllr Jackson and all agreed.

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

None

**17. To give an update on highway issues**

The hedge on the property at the junction of Dodma Road and Rougham End, which is restricting the view of the Give Way sign, has still not been cut back. This has once again been reported to Highways. The Clerk noted that no update had been received back from Highways.

Lambert's Lane is currently being repaired, as opposed to resurfaced.

**18. 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.

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

- Play equipment updates

**20. To confirm date of next meetings**

- a) Parish Council ordinary meeting – 19<sup>th</sup> May 2026 at 7.00pm

The next ordinary meeting is in July, but the next meeting, which is the mandatory Annual Meeting of the Parish Council, will be on 19th May at 7pm, immediately preceded by Annual Parish Meeting at 6.30pm and a meeting of the Green Charity at 6.45pm.

**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 Tidman proposed moving into a closed session. This was seconded by Cllr Hargreaves and all agreed. All those present were thanked for their attendance and bid good night.

- a) To consider Clerk's annual review

The Clerk's annual review has been completed.