



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the ordinary Parish Council meeting Held on Tuesday 12th August 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
G Robinson – Clerk and RFO
9 members of the public

2. To accept apologies for absence

It was **resolved** to accept apologies from Cllr J Tidman.
County Cllr M Kiddle-Morris.

3. To receive declarations of interest

Cllr McClenaghan declared an interest on item 7e, expenses claim.

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

Any expressions of interest in becoming a councillor should be directed to the clerk. The vacancies have and will continue to be advertised.

To allow time for public participation

A parishioner noted that the wreaths will be laid on the village war memorial on Sunday 9th November 2025. The parishioner is considering whether to book the Community Building for a social gathering afterwards but will do that nearer the time. Cllr Romanovsky noted that the clerk has placed an order to purchase of the wreaths.

A parishioner noted that there are several bins being left out between Lark Rise and the Massingham Road corner. Currently there are ten waste bins, and the parishioner feels they should be kept within the boundary of their own premises rather than where they are

as they are an eyesore. Cllr Romanovsky agreed bins should be kept on parishioners' own properties and not on green or pavement. Clerk to write to property owners.

Action: Clerk

A parishioner thanked councillors for all the hard work they have put into Parish Council work. Cllr Romanovsky duly thanked the parishioner for their support and noted there is usually a lot of positive feedback from parishioners.

5. To receive a report from District and County Councillors

The Clerk noted that the reports received are put on the website.

6. To approve the minutes of the Ordinary Parish Council meeting held Tuesday 20th May 2025 and matters arising

- a) To note that a parishioner has kindly taken over the responsibility of moving the SAM2 speed signs, on behalf of the Parish Council. Speed data will be published if it can be collected with the current equipment. (Issue raised during public participation) To note that Cllr Romanovsky will no longer be responsible for the SAM2 sign (item 8c)
Currently just awaiting the final hand over but this should be happening soon.
- b) To note parishioners' intentions to plant a crab apple tree on the grass area in front of Old Ostrich Pub
It was noted that this is not on Parish Council land, but NCC have approved the location and type of tree. If the tree does need maintenance, then this will fall to the Parish Council. But the parishioner planting the tree will take responsibility while they are available to do so. The parishioner has also refurbished the Old Ostrich sign, so area looks good.
- c) To note that the ROSPA inspection invoice was £110.40, max authorised £120.00 (item 11e)

Cllr Hargreaves proposed that the minutes of 20th May 2025 be signed as a true and accurate record of the meeting. This was seconded by Cllr McClenaghan and all agreed. It was **resolved** to sign the minutes.

7. Finance

- a) To receive bank account balances of the Parish Council as of 5th August 2025

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£2,546.72
Solar Fund Account (SFA) *****26	£18,844.65
Weasenham Parish Council Savings Account (WPCSA)*****36	£8,507.97
Weasenham Parish Council Reserves Account (WPCRA) *****46 (£9,000 Solar Fund reserve, £500.00 PC reserve, Interest £40.11)	£9,540.11

The Clerk further reported the balances as of 12th August 2025 are:

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£4,993.40
Solar Fund Account (SFA) *****26	£18,844.85
Weasenham Parish Council Savings Account (WPCSA)*****36	£8,507.97
Weasenham Parish Council Reserves Account (WPCRA) *****46 (£9,000 Solar Fund reserve, £500.00 PC reserve, Interest £40.11)	£9,540.11

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

Payee	Detail	A/C	Payment type	Received
Private Hire	CB Hire – 14/7	23	Post office Chq credit	£20.00
Private Hire	CB Hire Coffee morning – 3/6	23	Online credit	£5.00
Private Hire	CB Hire Coffee morning – 9/7	23	Online credit	£5.00
Private Hire	CB Hire – 22/7	23	Post office chq	£35.00
A/C 26	Interest	26	Online credit	£19.16
A/C 26	Grantscape grant	26	Online credit	£12,812.66
A/C 36	Interest	36	Online credit	£33.63
A/C 46	Interest	46	Online credit	£30.79
Private Hire	CB Hire – 6/8	23	Online credit	£5.00
NCC	Parish partnership grant	23	Online credit	£3,817.50

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 – June & July	23	BACS	£1,199.34
HMRC	PAYE/NIC	23	BACS	£176.48
S2 Computers	IT support	23	BACS	£23.03
S2 Computers	IT support	23	BACS	£65.00
Eon	Electric	23	DD	£33.05
Wave	Water	23	DD	£18.23
NGM	Grounds Maintenance – July	23	DD	£864.00
ECS	IT Support	23	DD	£18.00
Eon	Electric	23	DD	£29.43
VRS, Boston	Paint (Container)	23	BACS	£91.20
Rudd Joinery	Wood deposit (Coronation Bench)	26	BACS	£78.85
Rudd Joinery	Wood balance (Coronation Bench)	26	BACS	£183.99

d) Transfers between accounts

From	To	Date	Amount
36	23	27/6/25	£3000.00

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
G Robinson	Wage – August (Prior to increase)	23	BACS	£607.78
HMRC	PAYE/NIC (Prior to increase)	23	BACS	£48.86
PKF	External audit	23 BACS £5,568.48 to be confirmed upon receipt of a credit note		
Cllr McClenaghan	Plaque	23	BACS	£16.90
G Robinson	Travel claim – PC Meeting	23	BACS	£21.60
G Robinson	Mobile phone top up	23	BACS	£10.00
NGM	Grounds Maintenance - August	23	DD	£864.00
NGM	Grounds Maintenance - Sept	23	DD	£864.00
ECS	IT Support	23	DD	£25.74
ECS	IT Support	23	DD	£43.74
Scribe	Accounting package	23	BACS	£414.72
Haller builders	Car park resurfacing	23	BACS	£9,162.00
Eon	Electric	23	DD	£32.67
Trf for VAT element	From A/C 23 to AIC 26 £180.00			£30.00
Trf for VAT element	From A/C 23 to AIC 26 £246.00			£41.00
Trf of funds from SF	From A/C 26 to AIC 23 – Container paint (net)			£76.00
Trf of funds from SF	From AIC 26 to AIC 23 – 50% car park resurfacing (net)			£3,817.50
Cllr McClenaghan	Screwfix – washers, nuts & bolts	23	BACS	£41.25

Cllr Hargreaves proposed to agree all the above amounts. This was seconded by Cllr Romanovsky, and all other councillors agreed.

- f) To consider donation to MacMillan charity coffee morning (October) £50.00
Cllr McClenaghan feels this is an important charity that will provide support to many parishioners or loved ones, during their lives. He proposed that £50.00 from the Solar Fund, if the grant manager agrees, be contributed towards the MacMillan charity coffee morning to be on 1st October in the Community Building. This was seconded by Cllr Hargreaves and all other councillors agreed.
- g) To consider laptop update to Windows 11 at a cost of £70.00 + VAT
Cllr McClenaghan proposed that the laptop be updated to Windows 11 at a cost of £70 + VAT. This was seconded by Cllr Hargreaves and all agreed.
- h) To confirm receipt during the period 010425 to 310725 the financial statements for April, May, June and July, 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 as stated above.

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

Budget line details	Original budget	Budget change	Reason
105 Rospa	£120.00	Reduce by £28.00 as final charge is £92.00	Lower than expected
9 Staff tax/NI	£330.00 + £8.00 May meeting	Additional £28.00	Based on April calculation, budget too low
77 NorfolkALC	£170.00	Reduced by 18.76 as final charge is £151.24	Lower than expected
9 Staff tax/NI	£330.00 +£8.00 May meeting	Additional £18.76	Based on April calculation, budget too low
80 Scribe	£450.00	Reduce by £104.40 as final charge is £414.72	Lower than expected
9 Staff tax/NI	£330.00 +£8.00 May meeting	Additional £104.40	Based on April calculation, budget too low
11 External audit fees	£3000.00	Additional £1,419.48 as final charge is more than budgeted	If necessary to be taken from Solar Fund and added to 2026/27 budget for repayment

- j) To consider the Risk Management Policy
Cllr McClenaghan proposed that the previously circulated final version of the Risk Management Policy be adopted. This was seconded by Cllr Romanovsky and all agreed.
- k) To confirm receipt of the External Auditor final report 2023/24 and certificate and to note areas for attention
The Clerk noted that the External Auditors final report 2023/24 and certificate are on the website with a Parish Council response.
- l) To carry out the following AGAR related items for the financial year 2024/25
- i. The Annual Governance Statement (Section 1) to consider changes in view of the receipt of the External Auditors report and comments for 2023/24
It was proposed by Cllr McClenaghan that considering the External Auditors report 2023/24, assertions 1 and 2 be changed from 'yes' to 'no'. This was seconded by Cllr Hargreaves and all agreed.

8. Land and Planning

- a) Consider planning applications – No applications to consider.
- b) Receive planning decisions – No decisions to receive.
- c) Consider correspondence
 - PL/2025/1126/TCA – removal of conifer, details were noted.

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

- a) To resolve to appeal the PKF invoice – Cllr McClenaghan proposed to ratify this decision. This was seconded by Cllr Hargreaves and all agreed.

- b) To resolve to publish a response to 'Parish Notes' and a response to the 2023/24 External Audit Report – Cllr McClenaghan proposed to ratify this decision. This was seconded by Cllr Romanovsky and all agreed. Cllr McClenaghan noted that a copy of the Parish Notes and response to the External Audit Report can be collected on the way out for those that do not have access to the internet.

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

Cllr McClenaghan led on the report of the following items:

- a) Play equipment update
Cllr Hargreaves noted that work on acquiring new play equipment quotes is in progress, no additional information to provide at this time.
- b) Coronation bench update including the relocation
Cllr McClenaghan noted that the coronation bench metal work has been sandblasted, zinc coated and repainted and is looking excellent. This work has been done free of charge. Nine new iroko wood slats have been purchased to replace the old timber together with a new brass plaque displaying the original wording. Stainless steel bolts, nuts and washers for bench have also been purchased. The bench will be reassembled over the next couple of weeks. Following the May meeting, a notice was posted on the Council website and on the village Facebook page asking for views on re-siting the bench to the area near the war memorials as the current position near the path leading to the Community Building is not ideal. The response received was 100% positive to move near the war memorials. Consequently, the bench will be re-sited in that location, as per the decision made in May. The current plastic bench that is near the monument could go to the Lamberts Close area as a resident had requested this. This will only be done after consultation with Flagship and the community. Cllr McClenaghan proposed the above changes should be made once agreed. This was seconded by Cllr Hargreaves and all agreed. Cllr Hargreaves to take this matter up with Flagship, to agree a location.
Action: Cllr Hargreaves
- c) To review grounds maintenance grass cutting on the playing fields and other areas in the village and other grounds maintenance across the village
It was noted that grass cutting is all going as scheduled and the contractor is doing a good job.
- d) Storage container at the playing field
The storage container has now been jet washed and painted with a suitable product to preserve it. Cllr McClenaghan and Cllr Romanovsky carried out the task with the valued assistance of two parishioner volunteers, Mr Graham Crow and Mr Brian Avery. The paint was funded by the Solar Fund.
- e) Update regarding the goal posts
These are now in place and were funded by FHS charity money, so no precept money was used to fund these.
- f) Update on the portable toilet
This has now been removed, with credit being given to the Clerk for assisting in finding someone to take it.

- g) To consider the purchase of grass seed for the area where the original soil heap was and wildflower seed etc for the new banked area

The soil heap that was created when the new path was built, has now gone together with the soil from the car park resurfacing work, and has been banked up alongside the tarmac path leading to Lamberts Close. To help improve the appearance of the area Cllr McClenaghan proposed that grass seed is put on the original area and bulbs and wildflower seeds are put on the banked areas beside the path. It was proposed that a £125 max allowance using Solar Fund funds be used to purchase grass seed and bulbs. This was seconded by Cllr Hargreaves and all agreed. Cllr Hargreaves noted that a donation could be requested from another local organisation and will follow this up.

Action: Cllr Hargreaves

- h) To consider the purchase of a picnic table

Cllr McClenaghan proposed that a maximum of £450 should be set aside for the purchase of a picnic bench. This would come from the Solar Fund and would be sited between the container and the large tree. This idea was suggested by a parishioner as the area will afford some shade on the Recreation Field during the hotter weather. This was seconded by Cllr Romanovsky and all agreed.

- i) Update on car park resurfacing

The car park resurfacing has been completed and looks brilliant, a vast improvement on what was there before. There has been favourable feedback from parishioners already. Haller Builder's team were thanked for doing an excellent job. It was noted there is Terram Matting and between 150 and 200mm of hardcore underneath the shingle that will help prevent weeds coming through while allowing rainwater to drain through it. There may be some surface weeds as a result of airborne seeds, so the area will need to be maintained. The cost was £7,635 net. This was funded by a 50% grant from NCC parish partnership fund and 50% from the Solar Fund.

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

There were no matters relating to other community projects to discuss at the meeting.

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

- a) To note the summary of transactions being displayed on the Parish Council website for 2024/25.
- b) To confirm the use of funds to paint the container £91.20.
- c) To confirm the use of funds for GMCCS donation £200.00.
- d) To confirm the use of funds for grass seed.
- e) To confirm the use of funds for a picnic table.
- f) To confirm the use of funds for 50% cost of the car park resurfacing.

The above items were noted.

13. To consider policies

a) Vexatious behaviour policy

Cllr McClenaghan proposed that the vexatious behaviour policy is still fit for purpose and should be adopted for continued use. This was seconded by Cllr Romanovsky and all agreed.

14. 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

All items of correspondence were circulated during the month via email. There were no items that required to be considered at the meeting for further action.

15. To consider changes to email addresses in line with AGAR assertion 10 requirement and cost to implement this

Having received information including prices from three suppliers, it was proposed by Cllr McClenaghan that a maximum of £260 should be agreed to be spent to change and maintain for a year, the email addresses for the Parish Council in line with the requirements of assertion 10 of the AGAR. This was seconded by Cllr Hargreaves and all agreed.

Action: Clerk

16. To confirm completion of the ROSPA inspection and note necessary actions to be taken

Cllr McClenaghan reported that that annual ROSPA inspection took place in June. As a result, a couple of minor issues were found, that need to be addressed. They can be undertaken free of charge. There were no major issues.

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

It was noted that the above regular information was circulated during the month to councillors. No matters were identified beyond those already identified on the agenda that require an action at this time.

To allow time for public participation

A parishioner asked when councillor/s will be leaving as previously reported locally. Councillors gave no specific date but will support the Clerk with the 2024/25 objections received before resigning.

18. To receive items for the next agenda

No items received for the next agenda at this time.

19. To confirm date of next meetings

- a) Parish Council ordinary meeting – 18th November 2025 at 7.00pm
- b) Green Charity – 18th November 2025 6.15pm
- c) FHS Charity – 18th November 2025 6.45pm

Those present noted the dates and times of the next meetings.

It was agreed that because the July meeting was delayed until this evening, it was decided to cancel the September meeting and hold the next meeting in November.

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 into a closed session. This was seconded by Cllr Romanovsky and all agreed.

- a) To consider quotes for playground equipment

There were no quotes to consider at this time.

- b) To consider LGS pay agreement and Clerk's back pay

It was proposed by Cllr Hargreaves to authorise the Clerk's back pay in line with the LGS pay agreement. This was seconded by Cllr McClenaghan and all agreed.