



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Parish Council meeting Held on Tuesday 17th September 2024 at 7.00pm 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 M Romanovsky – Chair, Cllr T McClenaghan – Vice Chair and
Cllr J Hargreaves.
G Robinson – Clerk and RFO
9 members of the public

2. To accept apologies for absence

All Councillors present.
Cllr M Kiddle-Morris absent, and no report sent.
Cllr R Hunter-Clarke gave his apologies and sent a report which will be put on the website. **Action: Clerk**

3. To receive declarations of interest

Cllr McClenaghan declared an interest on item 7c and 7f.

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

This is a regular agenda item until the vacancies are filled. Councillors will try and do a lot more to encourage people to consider becoming a councillor.

Action: All Councillors

To allow time for public participation

A parishioner has been informed that the Hempton recycling centre will be introducing a booking system starting from November 2024 and that it will be closed all day on Wednesdays from April. The parishioner would like to know if this is a cost cutting exercise and if there has been a consultation on this matter. The parishioner would like this question to be put to Cllr M Kiddle-Morris. **Action: Cllr Romanovsky**

A parishioner was disappointed with the district planning department as they sent a wrong outcome to an application recently. The district council should be made aware of this and the poor treatment of the applicant. The reason for this mistake so far has been that the wrong template was used. Cllr McClenaghan noted that he had asked for a call back from the planning department to discuss this error but that did not happen.

A parishioner asked why there were so many accounting errors in the last accounting period. Cllr Romanovsky noted that the parishioner had already raised these concerns with the external auditor, and the parishioner should wait for a reply from them.

5. To receive a report from District and County Councillors

No report from Cllr Kiddle-Morris but this will be followed up.

It was noted that most of the report from Cllr Hunter-Clarke discussed the new parking charges. He would like to come to the village to hold a surgery on a Saturday morning. It was agreed this would be a good idea, and the Parish Council would welcome this. It was agreed this should be arranged as soon as possible before weather gets colder.

Action: Clerk

6. To approve the minutes of the Ordinary Parish Council meeting held Wednesday 24th July 2024 and Matters Arising

It was proposed by Cllr Hargreaves that the minutes of the meeting held on 24th July should be accepted as a true and accurate record of the meeting. This was seconded by Cllr McClenaghan and finally agreed by Cllr Romanovsky too.

7. Finance

- a. To receive bank account balances of the Parish Council as of 10th September 2024

Balances were duly noted.

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£2,392.56
Solar Fund Account (SFA) *****26	£20,483.17
Weasenham Parish Council Savings Account (WPCSA)*****36	£3,040.68

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

Details of income were duly received.

Payee	Detail	A/C	Payment type	Received
Cash balance	March/April 2023 CB hire MR 22/8/24	23	Counter Cash deposit	£8.63
Coffee morning (DK)	CB hire August	23	Counter Credit (BACS)	£5.00
Cash	CB hire	23	Counter Cash	£20.00
BC	CB hire General election polling station	23	Counter Credit BACS	£150.00
Coffee morning (LM)	CB hire September	23	Counter Credit BACS	£5.00
Private hire	CB hire (RB)	23	Counter Credit BACS	£5.00

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

Payee	Detail	A/C	Payment type	Total Amount Payable
S2 Computers	IT - August	23	DD	£65.00
Parishioner	Pump chain – expense claim	23	BACS	£110.86
Westcotec	SAM2 battery	23	BACS	£100.80
HMRC	PAYE/NIC	23	BACS	£120.80
G Robinson	Wage and WFHA - Aug	23	BACS	£483.09
Eon	Charges from 1/7/24 – 31/7/24	23	DD	£59.64
Signs 4 less	TM – exp claim – New sign	23	BACS	£52.35
S2 Computers	IT - September	23	DD	£65.00
Shoreline	Grounds maintenance 0780	23	BACS	£560.00

- d. To note amounts paid that were different to the amounts minuted at the last meeting and May 24 meeting

Amounts were duly noted and approved.

Payee	Details	A/C	Amount minuted	Amount paid	Reason for difference
G Robinson	Wage - June	23	£462.29	£953.40	Amount calculated by Payroll package was different than expected
G Robinson	WFHA - June	23	£20.80		
G Robinson	Wage - July	23	£462.29		
G Robinson	WFHA - July	23	£20.80		
HMRC	HMRC	23	£120.80	£316.45	As above
Zurich Ins	Renewal	23	£858.06	£809.34	Clerks mistake*
May 24 meeting HMRC	HMRC	23	£241.60	£241.40	Amount calculated by Payroll package was different than expected

*Not Clerks's mistake as the amount quoted in a telephone call was £858.06

- e. Transfers between accounts

Details of transfers made were duly noted for running costs.

From	To	Amount
36	23	£3000.00 2/8/24
26	23	£1500.00 13/8/24

- f. To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
Wreath - RBL	Wreath x 2	23	BACS	£40.00
RBL	Donation	23	BACS	£10.00
Eon	Electric 17/9/24	23	DD	£61.46
Anglian Water	Water 22/9/24	23	DD	£56.22
Morrisons	CB cleaning materials TM exp claim	23	BACS	£13.85
Signs 4 less	Sign – TM exp claim	23	BACS	£18.74
Starboard systems	Accounting package	23	BACS	£414.72
G Robinson	Wage – Sept TBC	23	BACS	£462.29
G Robinson	WFHA – Sept TBC	23	BACS	£20.80
HMRC	PAYE/NIC	23	BACS	£120.80
Shoreline	Grounds maintenance	23	BACS	£355.00

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

- g. To consider financial net position
Councillors received the financial net position. The Clerk highlighted both £251.65 new printer and £43.62 repairs showing currently as and overspend. These items require underspend cost centres to be reallocated to cover these amounts.
- h. To note invitation to apply for Parish Partnership grant funding 50%, deadline 6th December 2024
After considering the application criteria it was agreed to get quote for car park resurfacing. Cllr McClenaghan to take this forward. It was also agreed to consider doing one white village gate at a time as both would be too expensive to be done in one financial year. It was agreed these applications would be made. It was noted that a disabled access sign is needed for the entrance to the Community Building car park so that all areas are clear of parked traffic. This is to be discussed with owner of property first. **Action: Cllr McClenaghan/Cllr Romanovsky**
- i. To consider donation request from Great Massingham Area Community Car Scheme
Cllr Romanovsky noted that the previous years' a set of accounts were obtained to check this was a valid charity and worth contributing to. Last year £200 was donated. Cllr McClenaghan proposed that £200 should be donated again and that this was already in the budget. Cllr Hargreaves seconded this, and Cllr Romanovsky agreed too. It was resolved to make a £200 donation.
- j. To consider making a donation to MacMillan charity and purchase of refreshments to be provided after the Remembrance Sunday gathering at the war memorial
Cllr McClenaghan proposed a donation of £50 should be made to the MacMillan charity and up to £30 should be donated for refreshments as part of the Remembrance Sunday gathering. This was seconded by Cllr Hargreave and Cllr Romanovsky also duly agreed. Last year 50 people came to the war memorial and more than thirty came back to the Community Building for refreshments.
- k. To explain changes made to 2023/24 AGAR Section 1 and Section 2
The Clerk reported:
Changes to Section 2 – Accounting Statements
Box 4. From £4581, corrected to £4451. Reduced by £130 to exclude Clerks travel costs.
Box 6. From £24463, corrected to £24593. Increased to include £130 Clerks travel costs.
Box 9. From £87,213, corrected to £87,293. Increased to include £80 vacuum cleaner.

Changes to Section 1 – Annual Governance Statement

Box 7. We took appropriate action on all matters raised in reports from internal and external auditors. Changed from Yes to No.

The Parish Council did not include the correct amounts in Box 4 and Box 6 as noted by the internal auditor for the year 2022/23 audit.

Cllr Romanovsky proposed that these changes be ratified, this was seconded by Cllr McClenaghan and Cllr Hargreaves also agreed. It was agreed to make these changes to the 2023/24 AGAR, add this to the website and send to the External Auditor.

- I. To consider alternative IT support provision, and consider quotes provided

The Clerk reported that the current charge is in the region of £800 per year, which seems excessive. The Parish Council is investigating alternative provision; however, the current providers contract ends in June 2025. Councillors discussed the possibility of coming out of the contract and paying a fee, as this may still see an overall saving. Cllr McClenaghan proposed that the Parish Council be allowed to make a decision prior to the next meeting if a saving which outweighs a penalty can be identified. This was seconded by Cllr Hargreaves and Cllr Romanovsky also agreed.

Action: Clerk

The ICO, Cllr McClenaghan noted that he has carried out the internal checks for the period April to June and a few weeks into July too. Any concerns were adequately addressed with the Clerk.

8. To consider getting quotes for grounds maintenance for the 2025 grass cutting season and decide which areas to be included, to consider reducing cuts.

Cllr Romanovsky noted that last year this was not an easy process. This year there has been a contract in place. Cllr Romanovsky would like to start getting quotes in for the next season so figures can be considered well in advance. Councillors discussed the areas to be cut, two areas, one on the A1065, the other on the Massingham Road that are the responsibility of NCC perhaps should not be part of the contract as they are the responsibility of NCC. Councillors also considered reducing the number of cuts of the church yard. Councillors noted that the contract could be split between contractors to encourage more contractors to quote. Cllr Romanovsky suggested using an online app to do a survey, along with a flyer as a good way to engage with parishioners to give feedback. It was agreed to get quotes in the coming weeks.

Councillors discussed using the Solar Fund money to pay for grass cutting on the village green.

9. Planning applications

There were no applications to consider.

10. Planning decisions

3PL/2024/0573/F change of use from former public house to single residential dwelling (C3). Weasenham St Peter: The Fox and Hounds Public House, Fakenham Road – Granted with conditions. **Action: Cllr Romanovsky**

11. To consider policies:

Code of Conduct
Complaints policy
Complaints procedure
Co-option policy
Inspections Procedure
Publication Scheme
Standing Orders
Risk Management policy
Dignity at work policy
Equality and diversity policy
Financial Regulations

It was agreed to review these by the next meeting in November, ready for ratification.

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

- a) To ratify decision to increase insurance provision to include 4m by 8m party tent donated to Parish Council. For period 25/7/24 to 31/8/24 nil cost. For period 1/9/24 to 31/8/25 £10.08.
Cllr McClenaghan proposed to ratify this decision, this was seconded by Cllr Hargreave and additionally agreed to by Cllr Romanovsky.
- b) To ratify decision to make repairs to the SAM2 sign as it was found the battery would not charge.
Cllr Hargreaves proposed to ratify this decision, this was seconded by Cllr McClenaghan and additionally agreed to by Cllr Romanovsky.
- c) To support application 3PL/2024/0629/F – New Barn at Tithe Farm
Cllr McClenaghan proposed to ratify this decision, this was seconded by Cllr Hargreaves and additionally agreed to by Cllr Romanovsky.
- d) To ratify the purchase of a sign for the play area and to note that is in position
It was noted that the safety sign was a recommendation of RoSPA. Cllr Romanovsky proposed to ratify this decision, this was seconded by Cllr McClenaghan and additionally agreed to by Cllr Hargreaves.

- e) To ratify changes to fence specifications
Cllr McClenaghan outlined the reason for the changes. The cost including VAT raises overall from £2,500 to £2,700 because of additional two new gate posts. VAT to be claimed. Cllr Hargreaves proposed to ratify this decision, this was seconded by Cllr Romanovsky and additionally agreed to by Cllr McClenaghan. Work to start on this at the end of month or beginning of next month.

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

- a) To consider changing the CBMP, item 6 to note that the PC will not accept cash payments for hire of the building.
Cllr McClenaghan noted that there is still a regular CB customer that is paying by cash, therefore this rule will come into effect from 1st October. Cllr McClenaghan to let them know. The Clerk read out suggested changes to the wording of the CBMP:
6.1 All bookings of the Community Building must be paid in advance and preferably by BACS bank transfer. Payments cannot be made by cash.
6.2 Cheque payment booking fees will be passed to the Chairman or Clerk for banking. A receipt will be given for the payment and the transfer will be recorded on the Scribe accounting software.
It was proposed by Cllr Hargreaves that this change would be made, this was seconded by Cllr McClenaghan and Cllr Romanovsky also agreed. It was noted that aside from the CB hire, there may need to be some limited cash handling for events, e.g. tombola.
- b) To monitor defib for battery being down to one bar and agree that new battery will be purchased as soon as it fails
Cllr McClenaghan reported that the defib is on one bar at moment, which means 25%. If the one bar flashes, it is down to 15%. It was agreed the defib should be checked at each visit. At the point when it is down to one bar flashing a new battery will be purchased without waiting to be agreed at a meeting. Prices will be checked before purchasing. Cllr McClenaghan proposed this way forward. Cllr Hargreaves seconded, and Cllr Romanovsky also agreed.
- c) To consider applying for free trees from woodland trust and where they could be placed
Councillors invited suggestion of where free trees could be placed. If people want the Parish Council to make an application, volunteers will be needed to plant them.
- d) To approve the purchase of weather proofing paint for the combination goal and other play equipment
Cllr McClenaghan noted that the play equipment could do with a treatment so that it lasts longer. Cllr McClenaghan proposed that a maximum of

£150 is set aside for this. This was seconded by Cllr Hargreaves and Cllr Romanovsky also agreed.

Action: Cllr McClenaghan

- e) To approve the purchase of weather proofing paint for the storage container

Cllr McClenaghan noted that the container is watertight but is an eyesore. Cllr McClenaghan proposed that £150 be set aside to paint the container. Cllr Hargreaves seconded this, and Cllr Romanovsky also agreed.

Action: Cllr McClenaghan

- f) To approve the purchase of a replacement basketball hoop (rim and net) and its backboard

Cllr McClenaghan noted that the current backboard and hoop are not looking good and proposed that £150 be set aside for a replacement. Cllr Hargreaves seconded this, and Cllr Romanovsky also agreed.

- g) To approve the purchase of an additional padlock for the SAM2 sign
Cllr Romanovsky noted that an additional padlock is needed for the SAM2. The Parish Council has a padlock which will be used if it fits. However, it does not fit Cllr Romanovsky proposed a maximum of £20 should be used to purchase a padlock. This was seconded by Cllr McClenaghan and Cllr Hargreaves also agreed.

- h) To consider the purchase of a microwave for heating food in the Community Building

Cllr McClenaghan noted that it could be used for heating up food, rather than preparation of food and suggested size and amount to be spent. Cllr McClenaghan proposed that a maximum of £180 be set aside for the purchase and PAT test. This was seconded by Cllr Hargreaves and Cllr Romanovsky also agreed.

14. To discuss matters relating to other community projects

- a) To approve going out to get quotes for refurbishing the bench adjacent to the old bowling green. Refurbishment to include the replacement of wooden slats and appropriate work on the cast iron framework including blasting and painting

Cllr McClenaghan proposed the above, this was seconded by Cllr Hargreaves and Cllr Romanovsky also agreed.

- b) To discuss the potential replacement or improvement of the noticeboard opposite the bus stop and to consider the fixing places of newly acquired defibrillators at the end of the track

It was agreed to put this question to parishioners in the next newsletter.

15. To receive SAM2 Sign update, noting that the SAM2 sign was reinstated on 7th August with a new battery fitted to replace the faulty battery

The SAM2 sign has been reinstated and records are being kept of its location. Cllr Romanovsky noted that the battery records the level of charge, and the

battery charger perhaps will need to go back to the purchaser as it does not seem to be working correctly.

16. To receive an update on the new defibrillator

Cllr Hargreaves stated that a meeting needs to be held to discuss the way forward on this defibrillator issue. Cllr Romanovsky asked Cllr Hargreaves to offer dates when she would be available to have such a meeting.

To allow time for public participation

A parishioner asked for the Net Position to be published. The Clerk noted what the Net Position figures show and suggested that the document is published with the agenda ahead of the meetings.

A parishioner asked why the payroll figures are different at the meeting from those published on the agenda. The Clerk confirmed that the payroll is not run until closer to the meeting and therefore the agenda figures are estimates. It was agreed that the agenda figures would show 'TBC' next to them.

Parishioner asked if the car park fencing was considered for a parish partnership application. Cllr McClenaghan noted that last year's Parish Partnership application deadline had already gone when this matter was considered.

17. To receive items for the next agenda

Policies

To appoint an internal auditor for 2024/25

18. To confirm date of next meeting 19th November 2024 7.00pm and FHS charity 6.45pm

The dates and times of the next meetings were noted.

19. 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. This was seconded by Cllr Hargreaves and Cllr Romanovsky also agreed.

To consider door pad quotes – It was resolved to go with Haller Developments Ltd quote of £727.50 plus VAT. Proposed Cllr Hargreaves, seconded Cllr Romanovsky and Cllr McClenaghan agreed.

To consider fence lighting quotes – It was resolved to go with Wensum Valley's quote of £995 plus VAT.

Proposed Cllr Hargreaves, seconded Cllr Romanovsky and Cllr McClenaghan agreed.