



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Ordinary Parish Council meeting Held on Tuesday 17th October 2023 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.

Time Allocated to the Public

- A parishioner asked if the minutes of 15/8/23 were as minuted by previous Clerk. Cllr Romanovsky explained that they were, but as the previous Clerk did not minute the time allocated to the public, so he had duly added that minute.
- A parishioner commented that the path leading to the Community Building looks good.

Present

Cllr M Romanovsky – Chair, Cllr T McClenaghan – Vice Chair and Cllr C Donachie.

From item 3i – Cllr J Hargreaves

From item 3ii – Cllr K Spence

Locum Parish Clerk – Mrs G Robinson

Members of the public -11

1. To accept apologies for absence

All councillors of the Parish Council are present.

Apologies were received from Norfolk County Councillor Mark Kiddle Morris.

No other apologies received.

2. To receive declarations of interest

Cllr McClenaghan declared an interest in item 8b.

Cllr Romanovsky declared an interest in item 8b.

- 3. Co-Option: Weasenham Parish Council have followed the correct procedures for advertising and co-opting two new Councillors to join the team. We have the pleasure of introducing Ms Jackie Hargreaves and Mr Ken Spence as our prospective new Councillors.**

Proposals:

- i. Motion to propose Jackie Hargreaves joins Weasenham Parish Council as a Councillor (Weasenham St Peter)
Cllr McClenaghan proposed that J Hargreaves be co-opted onto Weasenham Parish Council, this was seconded by Cllr Donachie and agreed to by Cllr Romanovsky. Cllr Hargreaves duly signed an Acceptance of office form and was advised to complete a Declaration of interest form after the meeting.
- ii. Motion to propose Ken Spence joins Weasenham Parish Council as a Councillor (Weasenham All Saints)
Cllr McClenaghan proposed that K Spence be co-opted onto Weasenham Parish Council, this was seconded by Cllr Donachie and agreed to by Cllr Romanovsky. Cllr Spence duly signed an Acceptance of office form and was advised to complete a Declaration of interest form after the meeting.

- 4. Minutes from the Parish Council Meeting of Tuesday 15th August 2023 to be accepted, initialled, and signed**

Cllr McClenaghan proposed that the minutes be approved, this was seconded by Cllr Donachie and all agreed.

It was **resolved** to approve the minutes of 15th August 2023, as a true and accurate record of the meeting. The minutes were duly signed by Cllr Romanovsky.

- 5. Minutes from the Extraordinary Parish Council Meeting of Thursday 7th September 2023 to be accepted, initialled, and signed**

Cllr McClenaghan proposed that the minutes be approved, this was seconded by Cllr Donachie and all agreed.

It was **resolved** to approve the minutes of 7th September 2023, as a true and accurate record of the meeting. The minutes were duly signed by Cllr Romanovsky.

6. To Receive District & County Councillors Reports

Councillors received the following written report from County Cllr M Kiddle-Morris Member for Necton & Launditch, which was circulated prior to the meeting.
No district report was received.

7. Matters arising from Minutes of Tuesday 15th August 2023 (For Exchange of Information Only)

- a. From the minutes of the meeting dated 15th August 2023, Item 15: Staff Matters: The Parish Council formally accepted the former Clerk's resignation (Mrs Pickard) and wished her well for the future in her new appointment. A Locum Parish Clerk had been found to take over from Mrs Pickard and they completed a hand-over exercise but within a week the temporary Locum Clerk/RFO had changed her mind about the role at Weasenham. Two Council Associations helped to acquire a replacement Locum Parish Clerk & RFO. Mrs Gail Robinson joined Weasenham Parish Council as a temporary Locum Parish Clerk on 7th September 2023. Cllr Romanovsky further discussed the above situation and noted that as there was a period the Parish Council was without Clerk, the Councillors sought support from NorfolkALC and Norfolk PTS. At present the Parish Council is not advertising the Clerk position with NorfolkALC but will review the situation again in 3 months.

As a side note Cllr McClenaghan noted for information that details regarding vehicles on side of road has been passed to Breckland Council.

8. Finance

- a. To ratify a payment made prior to the Parish Council meeting as a matter of necessity:
It was reported that a payment was made to Zurich regarding the Charity Insurance Premium due date 16th October 2023. This was to prevent the policy lapsing. This payment was made on the advice of the Locum Clerk/RFO. The annual premium is £171.56 (see October Payments). A transfer will be made from the appropriate charity account back to the Parish Council account for this amount.

b. Accounts to approve for payment

Payee – September 2023	Detail	Payment type BACS/DD	Total Amount Payable
S2 Computers (Sept23)	IT Support	DD	£60.30
E.On Next	Electricity	DD	£46.77
Anglian Water Business	Water	DD	£62.87
Shoreline (Inv. #2897)	Grass Cut/Moles	BACS	£780.00

Payee – October 2023	Detail	Payment type BACS/DD	Total Amount Payable
GMC Car Scheme	Donation – paid as requested and in line with budget	BACS	£200.00
S2 Computers (Oct23)	IT Support-paid	DD	£60.30
Scribe	Annual Subscription -	BACS	£345.60
NALC (Training)	Being an Effective Councillor (x3 Councillors)	BACS	£108.00
Cllr. McClenaghan	PitP Reclaim Expenses – Cllr gave a run-down of these costs	BACS	£180.14
Per Pro Services	Internal Auditor Invoice	BACS	£304.80
Cllr. Romanovsky	Remembrance Sunday Wreaths -	BACS	£50.00
Zurich Insurance	Weasenham Green Charity - paid	BACS	£171.56
Breckland District Council	To repay all monies paid on behalf of WPC, May to August 2023	BACS	£7013.96
Cllr. Romanovsky	Electrical cable for Community Building Path (see notes below)	BACS	£195.00
Shoreline	Grass cutting/moles	BACS	£660.00
Eon next	Electricity	DD	£63.71
Eon next	Electricity	DD	£47.91

Cabling for the path needed to be paid for before the path is laid – it was deemed necessary. The Clerk is delegated authority to make this decision via Weasenham Community Building management plan. Cllr Romanovsky explained that it had not been possible to source locally £195.00.

Cllr McClenaghan proposed that the above payments should be made, this was seconded by Cllr Hargreaves and all agreed. It was duly **resolved** to make the payments.

Cllr Romanovsky reported that Barclays missed the Greens Charity details off the mandate change form, therefore at present the Parish Council is not able to access that account. This is now being corrected.

b. Income to be reported

Payee – Sept/Oct 2023	Detail	Payment type	Total Amount Received
CB Private Hire (MR)	Parents/Stakeholders Mtg.	BACS	£10.00
Breckland DC	Precept	BACS	£8388.12
Party in the Park	Proceeds from Village Event 9 th September 2023	Cash	£753.07
CB Private Hire (JJ)	FROG Quiz/Art Group	Cash	£40.00
CB Private Hire (BB)	Private Hire/Family	Cash	£5.00
PitP Revenue (DK)	DVD collection	BACS	£26.73
Bank Interest	Community a/c		£1.79
Bank Interest	Solar a/c		£24.10

c. To report current bank account balances as of 17th October 2023.

Main Community Account	£7,212.00
Solar Fund Account	£15,856.16
Former Highways & Surveyors account	£ 8,669.13
Savings account	£0.00
Weasenham greens charity account	No access at this point

d. Variances: To report and explain differences between previous PCM agenda finance tables versus actual amounts paid in/out of bank accounts for the period April 2023 to September 2023.

It was noted that there may be some under payments by Breckland council and Eon payments do not seem to match invoice. These matters are to be investigated and resolved.

9. Land and Planning: Any application that appear on the District Council planning portal up to the date of the meeting that require the consultation of the Parish Council will be considered by the Councillors at their scheduled meeting, even if they are not listed on the agenda.

- a. To consider responses to Breckland District Council for any planning applications:

Reference: 3PL/2023/0918/VAR Deadline 26th October 2023

Proposal: Variation of Condition No 2 On 3PL/2020/1224/F - Revised site layout and erection of proposed cart shed/garage to the front

Location: WEASENHAM ST. PETER: The Fox and Hounds Public House Fakenham Road

Cllr Romanovsky noted that there are some parishioner objections, which have been reported. Cllr McClenaghan noted that one concern was the loss of the pub's car park. He explained that a large part of the car park was lost when the permission for the additional three-bedroom house was granted some two years previously and that this current application does not change that fact. This application is basically an alteration to that original planning permission to move the house back slightly on the plot and then add a cart shed style garage. After discussion it was **resolved** to support the application. The Asset of Community Value could still happen if the Parish Council would like to go forward this this. Cllr Romanovsky is now investigating this possibility.

- b. To Receive Report on Planning Decisions by Breckland District Council
Ref No: 3PL/2023/0689/F Decided 31-08-23 Decision Refusal
Location: WEASENHAM ST. PETER The Fox and Hounds Public House Fakenham Road, PE32 2TD Proposal: Change of Use from Public House to Residential Dwelling (C3) (Full)

10. To discuss tenders (in view of the forthcoming budget planning season)

- a. Grass cutting
b. Mole control
c. Any other

The grounds maintenance requirements were discussed. It was agreed that an accurate specification needs to be created before quotes are sought. Cllr McClenaghan suggested that some volunteers could take up grass cutting in particular areas of the village to reduce grounds

maintenance costs. It was agreed that quotes would be sought as soon as possible and ready for the purpose of budget planning.

It was agreed that electricity providers, IT support and other services should also be looked at to see if better prices can be found.

11. To discuss parish assets

- a. To receive an update about the village pump.

Cllr Romanovsky discussed the background to the broken village pump situation. The cast iron pump located in village was knocked over by an Amazon vehicle. This shattered the pump. From investigations there are very few businesses that can make this repair. The matter is now in hands of claims company. If the claim is under £1000 one quote is required and if over £1000 then 2 quotes should be sought. Cllr Romanovsky is handling this matter and working with the claims company. He will report back at the next meeting.

- b. To formally receive the new Community Building path onto the asset register.

The path is now complete, and the lighting is still to be added. The community is generally pleased with the path. Once the lighting bollards are added these can be added too.

- c. To schedule a full review of Parish Council assets and to update the register and the website.

It was agreed more details of locations of assets to be added to the record.

12. Community Building

- a. To receive an update on the path to the Community Building.

Cllr Romanovsky reported that the path in place and bollards are to be added. Cllr McClenaghan addressed concerns about width of path. The advice given from the building contractor was to build at 1m, having spoken to both Norfolk County Council and the District Council building control managers, they are satisfied that this is an adequate width and a big improvement on the last path.

- b. To receive an update with regards to the electrical tenders.

Cllr McClenaghan has drafted a work specification and look to bring quotes to the next meeting for consideration. Cllr Romanovsky discussed the footings needed for the bollards and maybe this will need a separate contractor for that work. Councillors discussed possibilities for lighting but will take advice from contractors.

- c. To receive an update relating to ongoing improvements, maintenance/repairs of the Community Building.
Cllr McClenaghan noted that the base boards are not fully treated yet, so would the Parish Council like to consider having those treated. The original building needs to have contrasting colours which the Parish Council has now realised should have been done to meet regulations. The Parish Council would like to do this before the winter sets in. It was proposed by Cllr Romanovsky that Councillors would be delegated to spend a maximum of £200 on paint or wood treatment as necessary, this was seconded by Cllr Spence and all agreed. The above was resolved upon.

13. Party in the Park

- a. To receive an update/review about the Village event that took place on Saturday 9th September 2023.
Cllr McClenaghan noted that this was a great success and gave a general report on this event. He noted that prior to the event five Risk Assessments were prepared. And an event management plan was in place. £250 was granted from solar fund but only £180.14 was spent. Noted profit £599.66.
Cllr McClenaghan thanked all the volunteers on the day and for the donations of items. There are some surplus books, CD's and DVD's from the event and he intends to open up the Community Building at some point for a book sale.
- b. To make recommendations regarding any future events based on experiences of this event.
A meeting debrief has been held and went through all matters. This is formally being put together for the Parish Council records ready for future events.

14. To discuss whether it would be appropriate for the Parish Council to provide an opportunity for the Primary School Children from Weasenham CoE Primary Academy to attend a Christmas Party

- a. at the Community Building and ...
- b. To discuss the possibility of inviting the pupils of Weasenham CoE Primary Academy to use the CB for a Christmas event. Cllr McClenaghan explained that this idea was worthy of consideration based on the original information that the school was not holding any Christmas events for the children this year. However, new information received indicates that there are several events planned by the school and that

further consideration of this issue was no longer required.

15. Highways

- a. To receive updates regarding roads/highways
- b. To give feedback about specific issues that have been previously reported
 - Cllr Romanovsky noted that a sign has been "taken out" (demolished by a vehicle) at the junction near the Fox and Hounds pub has reported this already. It will probably take 6 weeks to be repaired.
 - The village sign '**Weasenham**' at the south side of the village was reported well over 6 weeks ago and has still not been fixed.
 - Deep potholes in the village have been reported.
 - App fix my street – was recommended last year. And potholes fixed rapidly.
 - Members of the public can report potholes directly themselves to Norfolk County Council via their website.

16. Correspondence (For Exchange of Information Only)

To receive a report about a new initiative called 'Slow Ways' with a view to investigate further the benefits to residents and the wider community of Weasenham and the surrounding areas.

Cllr Spence reported on this initiative and noted that he is looking to set up a walkway through Weasenham. He explained that there are couple of footpath signs that are missing. Cllr Spence would like to encourage parishioners to walk the routes and report their findings on the app Slow Ways. It was agreed that Cllr Spence would feed back more information at the next meeting.

Meeting to Be Suspended for Further Time Allocated to the Public

Points that members of the public commented on:-

- A member of the public reported that a signpost on Church Lane to the school is broken and laying in hedge.
- Massingham Road, at the Dodma Road grass should be maintained by Anglian Water/Highways, not cut by WPC.
- Church yards for the villages are not closed therefore grass cutting by WPC is not obligatory.
- Has the building door been inspected – the width of door is not a concern. And the path width is fine too. Cllr Donachie noted that up to 60 people in the building is fine.
- Cllr. Romanovsky discussed the rubber matting at Community Building entrance and has taken some advice with a view to make an improvements with the material that has been provided free of

charge.

- There is a plan in place to deal with the spoils from the path (in Spring 2024).
- It was noted the Parish Council has paid for the Green Charity insurance rather than payment from the Green charity account. It was explained that once the charity bank account is accessible this will be paid back. The Parish Councillors recognised that this procedure was not ideal but felt there was a risk if the insurance provision was not up to date.
- A parishioner discussed the Fox and Hound planning application.
- It was reported that a road closed sign has gone missing behind salt bin, on account of a flood. The sign goes into the road when there is a flood. Clerk to notify highways that it is needed and needs to be replaced.

17. Any item to be reported for the next agenda

- Slow ways update – to be a supporter of this initiative.
- Update on work at the Community Building
- Village pump
- Value of having a training register
- Review councillor responsibilities

18. Date and time of the next meeting – Will be held on Tuesday 19th December at 7.00pm.

Councillors noted that date and time of the next meeting.

The meeting closed at 20.50.