

MEETING OF WEASENHAM PARISH COUNCIL

MEETING MINUTES

Tuesday 20th JUNE 2023 AT 7PM

WEASENHAM COMMUNITY BUILDING

Councillors Present: Mr M. Romanovsky, Mr T. McClenaghan and Mr C. Donachie.

Also in attendance: Mrs K. Pickard (Clerk) and five members of the public.

Matters Raised Under Time Allocated to the Public

A member of the public thanked the new Council for the consultation sessions to discuss the options to replace the footpath.

A member of the public asked what Council intentions were regarding placing articles in the Church and Village magazine? Councillor Romanovsky responded, confirming articles for the magazine would continue and will not duplicate the Parish Council newsletter.

It was suggested that the Parish Council encourage people to individually propose articles for publication in the magazine.

Another member of the public enquired whether they needed to leave the meeting as they had an interest in a planning application to be discussed in Section 8. It was confirmed this would not be necessary.

The Meeting Went into Session

1. To accept apologies for absence

County Councillor Kiddle-Morris sent his apologies, this was accepted by the Council.

2. To receive declarations of Interest

Councillor McClenaghan declared an interest in item 6b.

3. To Agree a Dispensation for a Member with a Pecuniary Interest

A dispensation request was made to the Clerk for Councillor McClenaghan for his expenses.

Councillor Romanovsky proposed the dispensation is allowed, seconded by Councillor Donachie and carried.

4. Minutes from the Parish Council Meeting of 18th May 2023 to be Accepted, Initialled and Signed

Councillor Donachie proposed that the minutes were a true and accurate record of the meeting, seconded by Councillor McClenaghan and carried.

5. Matters Arising from Minutes of 18th May 2023 (For Exchange of Information Only)

Councillor Romanovsky referred to the previous minutes regarding Pump repairs and removal of tractor tyres, both these issues remain unresolved and will continue to be pursued.

6. Finance

a) Accounts to approve for payment.

Councillor McClenaghan proposed that all payments are made, seconded by Councillor Donachie and carried.

Payee – June 2023	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff payroll	June 23	BACS	£520.20	
Clerk expenses	Mileage (2 journeys)	BACS	£26.10	
S2	Monthly subscription	DD	£59.28	£9.40
E-On	Electricity	DD	£49.70	£2.54
Shoreline	June Cut / Mole removal	BACS	£750.00	
Force Fresh	Consumables	BACS	£33.53	
Viking	Printer Ink	BACS	£89.21	£6.24
		Total	£1,528.02	£18.18

b) Payments to approve for members with a pecuniary interest.

Councillor Romanovsky proposed that the payment is made, seconded by Councillor Donachie and carried.

Payee	Detail	Payment Method	Total Amount Payable
T McClenaghan	Printing flyers	BACS	£68.22
		Total	£68.22

c) Income to be reported.

Payee- March	Detail	Payment Method	Total Amount Received
HMRC	VAT Reclaim	BACS	£1800.65
Hire Fees	Hirer	BACS	£10.00
		Total	£1810.65

d) To agree a standing order for the Grass Cutting contract as per Financial Regulation 5.5b

The Clerk had raised the issue of the grass cutting contractor having different payment dates within the month, these do not align with Parish Council meeting dates.

The clerk recommended that in relation to financial regulation 5.5b a standing order is arranged for the amount for remainder of the contract.

Councillor McClenaghan proposed that the standing order is set up, seconded by Councillor Romanovsky and carried.

7. Annual accounts

a. To Receive the Internal Audit report and consider any actions necessary.

The Clerk circulated the Internal Audit report ahead of the meeting for consideration, reading out extracts from the report.

Councillors resolved to accept the report received and publish this on the website.

b. To Agree the Annual Statement of Governance

Councillor Romanovsky read out each statement individually for Councillors.

Five statements were ticked to acknowledge compliance and four were ticked as not compliant. These were recommendations by the Internal Auditor due to proper practice not being followed at the beginning of the financial year.

Financial Year 2023/2024

Councillor McClenaghan proposed that the Annual Statement of Governance is accepted, seconded by Councillor Donachie and carried

c. To Agree the 2022/2023 Parish Council Accounts
The Clerk circulated the document ahead of the meeting for consideration.

Councillor McClenaghan proposed that the 2022/2023 Parish Council accounts are accepted, seconded by Councillor Donachie and carried.

d. To Set the Period of 30 days for 'Exercise of Public Rights'
The Clerk had circulated proposed dates ahead of the meeting for consideration.

Councillor Romanovsky proposed that the period to exercise public rights is set from Monday 26th June 2023 to Friday 4th August 2023, seconded by Councillor McClenaghan and carried.

8. Land and Planning

a. To consider responses to Breckland District Council for any planning applications
TRE/2023/0155/TCA - WEASENHAM ST. PETER Forge House, The Green, PE32 2TD

Councillor Donachie proposed that the council respond with no objections, seconded by Councillor McClenaghan and carried.

3PL/2023/0613/F - Manor Farm Fakenham Road - Installation and operation of a 97kW ground mounted solar PV array with the boundary of Manor Farm business centre.

Councillor Donachie proposed that the council respond with no objections, seconded by Councillor McClenaghan and carried.

b. To Receive Report on Planning Decisions by Breckland District Council
None received.

9. Policies

a. To consider amendment to the Financial Regulations for the purpose of the Community building
In line with the Management Plan of the Community Building it was agreed the Clerk may spend up to £300 for essential equipment or items required.
The draft financial regulations had been circulated ahead of the meeting for consideration to reflect this.

Councillor McClenaghan proposed that the amendment to the financial regulations is accepted, seconded by Councillor Donachie and carried.

10. To discuss parish assets

a. To receive an update on the repair to the village pump
The clerk confirmed that this has been delegated to Councillor Donachie as the Councillor responsible for street furniture.
Councillor Donachie reported making contact with the Contractor, they were willing to inspect the pump, at a cost of between £300.00 and £500.00. No instruction issued to date.
It was agreed that the Clerk would obtain information regarding Amazon delivery in case we need to make an insurance claim to recover cost of repairs.

b. To agree the relocation of the strimmer
Due to the petrol required for the strimmer it was agreed that the storage room of the Community Building was not compliant with health and safety.

Councillor McClenaghan proposed that the strimmer is relocated to Councillor Donachie's property, seconded by Councillor Romanovsky and carried.

c. . To agree the relocation of the printer

Councillor Romanovsky proposed that the printer is relocated to Councillor McClenaghan's home for the purpose of printing Parish Council documents, seconded by Councillor Donachie and carried.

11. To receive an update on the Community Building

Councillor McClenaghan reported that the Community Building is still being used by two regular groups.

- a. To agree the purchase of a vacuum cleaner.

It was agreed that a small vacuum cleaner is required for the cleaning of the Community Building, by hirers. The Clerk contacted the consumables supplier who provided a quotation for a Truvox VTve Eco tub vacuum for £79.99.

Councillor McClenaghan proposed that the vacuum cleaner is purchased for £79.99, seconded by Councillor Donachie and carried.

12. To receive an update on the proposed new path to the Community Building including:

- a. Update on the public works loan application

The Clerk reported that there was no further update from the PWL application.

- b. Updates from the various public consultation events at the Community Building

Councillor Romanovsky reported that dates had been published to carry out public consultation on the footpath and consider different options available.

When the final consultation is complete, Councillors will provide an update on which option is going to be selected moving forward.

- c. Updates regarding alternative options

Councillor Romanovsky reported that the different options are as follows:

Option A: To proceed with the plan proposed by the interim council spending £25, 000 as per the original set of plans.

Option B1: A proposal made by the new Parish Council that is still under consideration £11.8k Materials and plant only.

Labour mainly supplied by a community work force. Keep the path in current position remove and dispose of rubber matting. Dig out and install wet mix concrete that forms a slab finish 150 mm thick.

Option B2: A proposal made by the new Parish Council that is still under consideration; £10.1k Materials and plant only.

Labour mainly supplied by a community work force. Move the path to a new position nearer to the fence line, remove and dispose of rubber matting. Dig out and install wet mix concrete that forms a slab finish 150mm thick.

Option C: A proposal made by the new Parish Council that is still under consideration; Move the path to a new position nearer to the fence line. Dig out and install a crushed concrete base, add a weed retarding layer, refit existing matting and hard pack with pea shingle.

Option D: A proposal made by the new Parish Council that is still under consideration:

Labour mainly supplied by a community work force. Take up existing rubber matting, relay earth base and reinstate rubber matting in the same location with shingle spread over the top to infill mesh.

13. To receive an update on the village inspections conducted by the new Parish Council

- a. Faults/defects identified.**

Churchyard required weeding and rubbish removal.

At the end of School Road the drainage is blocked with soil

- b. Maintenance**

The slats on the seat next to the pond require replacement.

There is a sign at the end of Dodma Road that requires removal of vegetation, Councillor Donachie will spoke to the resident and was granted permission to do so. Ultimately the signs needs extending or relocating by Breckland Council to prevent the need for drastic vegetation clearance.

- c. Reporting**

Councillor Romanovsky has reported 23 road defects, 12 road signs were cleaned, 11 signs were cleared of vegetation and 2 manhole covers require attention.

14. Highways

a) To Receive Reports of Highways Faults / Matters for Attention

Reported above.

b) To receive an update on the drainage work at the Village Green

Councillor Kiddle-Morris confirmed that this work is still ongoing.

c) To receive an update regarding the safe crossing of children to access the school.

Councillor Kiddle-Morris advised he is awaiting an update from the LLFA and the Highway safety design team which is not expected until the end of the week or early next week. Post meeting note: this has now been extended until end of August.

d) To receive an update on the tyres in the car park

Council still awaiting a response from Breckland Council regarding arrangements to collect the tyres.

e) To discuss the working party for the Green

Councillor Romanovsky suggested that this could be carried out as part of a Weasenham Ground force team.

15. To agree the Parish Council meeting dates for 2023/2024 including

- a. Changing the frequency of Parish Council Meetings to one meeting every 2 months

Councillor Donachie proposed that the Parish Council meet every 2 months, seconded by Councillor McClenaghan and carried.

- b. Agreeing the specific dates for all Parish Council meetings throughout 2023

It was agreed that the dates for the duration of 2023 are:

Tuesday 15 August

Tuesday 17 October

Tuesday 19 December

16. Correspondence (For Exchange of Information Only)

Councillor Romanovsky referred to correspondence received from a resident who had expressed concern that only three Councillors were in office, it was clarified this was not something the Council could control. Councillor Romanovsky reported that Councillors would look to advertise for potential co-opted Councillors in July/August.

Meeting to Be Suspended for Further Time Allocated to the Public

A member of the public asked if the footpath was relocated to the side of the fence, would the container be moved? Councillor Romanovsky responded that it would not need to be as there is sufficient room.

A member of the public then offered to donate crushed concrete for the purpose of the footpath and Councillors thanked him.

It was raised that there may be an extraordinary meeting called to discuss the outcome of the consultations.

17. Any Item to be Reported for the Next Agenda

Update on the footpath

Village Pump

Update on co-option

Highways work

18. To Confirm the Date & Time of the next Meeting

It was agreed that the next meeting would be held on 15th August at 7pm

The meeting closed at 8.08pm

_____ (Chairman) _____ Date