



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Ordinary Parish Council meeting Held on Tuesday 19th December 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 why the Green Charity account is on the agenda as it is not a parish council matter. Why are the accounts so much in arrears on the charity website? Cllr Romanovsky noted that these matters can be addressed at the appropriate agenda item, later in the meeting.
- A parishioner noted that a village group is looking to do another get together on the village playing field and will start the planning for this in the new year. They would like some support/advice from the Parish Council if that would be ok. The event will be held the first weekend in July. Councillors were happy to support and feel this would be a good social opportunity for the village. The group would like to use the Community Building. Cllr McClenaghan added details of how the Parish Council would be able to support such an event.

Present:

Cllr M Romanovsky – Chair, Cllr T McClenaghan – Vice Chair, Cllr K Spence and Cllr J Hargreaves

6 members of the public

G Robinson – Locum Clerk/RFO

1. To accept apologies for absence

Cllr M Kiddle-Morris sent his apologies.

Cllr Romanovsky reported that Mr Donachie had resigned, and this has been accepted. The Parish Council would like to thank him for his hard work and diligence while being a Councillor.

2. To receive declarations of interest

Cllr McClenaghan declared an interest in item 6d.

3. To approve the minutes of the Parish Council meeting held Tuesday 17th October 2023

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

It was **resolved** to approve the minutes of 17th October 2023, as a true and accurate record of the meeting. The minutes were duly signed by Cllr Romanovsky.

4. To Receive District & County Councillors Reports

Councillors received reports for November and December from County Councillor M Kiddle-Morris. These reports will now be going on the Parish Council website next to the agenda and minutes details.

No report from the District Councillor.

5. Matters arising from the minutes of Tuesday 17th October 2023 (For Exchange of Information Only)

- a. Greens Charity mandate update – This is in progress; it has not been possible to move forward with this yet. Cllr Spence and Cllr Hargreaves have not got their card readers and passwords yet.
- b. Village Pump update – Now back in place. The Parish Council may be looking to put some kind of fence or barrier around the pump in the future to try and protect it, so it is not knocked over again. Councillors are exploring ideas.
- c. Electrical quotes update – Cllr McClenaghan reported we are all aware that we have a new path to this building, very generously funded by a local businessman. The next step is to provide lighting along the length of the path. We wish to install seven bollard-type lights. In line with the Financial Regulations, we prepared an Invitation to Quote letter to be sent to five selected contractors. Two failed to respond to the invitation. Three attended the site to assess the work required, one dropped out at this stage. Two systems of activating the lights have been offered. Passive Infrared Sensors and a latch key system, whereby all lights are activated by a single key. To properly assess the two provided quotations, a scoring matrix was developed. Each contractor would receive a certain number of points based on the quality of what they were offering, the innovation demonstrated and, important, but not the deciding factor, the cost. This matrix has been completed by all four Councillors and will be discussed in closed session at the end of this meeting.
- d. Slow Ways/Footpaths update – Cllr Spence reported as per last meeting that slow ways are trying to link footpaths between villages. He completed a 20-minute training session and found there are four rights of way signs missing. These have all been reported to the District Council and it is their responsibility to replace them. Cllr Spence encouraged parishioners to make reports of missing signs or highway

errors via the County Council website. Cllr Spence noted another path that is very overgrown – he will report this too. Cllr Spence suggested another road that could do with a footpath being opened up. Low street to the Harpley Road would be beneficial.

- e. Financial matters relating to the cash being deposited into Solar account.
The Locum Clerk explained that cash received was paid into the Solar account in the absence of a paying in book for the Community account. Cllr Romanovsky noted that the bank account names do not overly correspond with the actual purpose of the account.

6. Finance

- a. To receive bank account balances as of 13th December 2023

Account name	Balance
Weasenhams Parish Council Community Account (WPCCA) *****23	£1629.84
Solar Fund Account (SFA) *****26	£15,994.38
Former Highways & Surveyors Account (FHSA) *****12	£983.11
Weasenhams Parish Council Savings Account (WPCSA)*****36	£4000.65
Weasenhams Greens Charity Account (WGCA) *****07	£1400.42

Cllr Romanovsky noted that an amount for Greens Charity insurance was paid from the WPCCA just prior to the last meeting as there is no access to the WGCA at the moment. This will be paid back to the WPCCA at the next earliest opportunity. The WPCSA attracts a good amount of interest, however the WPCCA needs to have a good working balance.

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

Payee	Detail	A/C	Payment type	Received
Cllr C Donachie	Training cost refund	WPCCA	DC	£30.00
Loftus	Insurance claim (Village pump)	WPCCA	DC	£144.00
Breckland Council	Polling station fee	WPCCA	DC	£150.00
NorfolkALC	Refund – website	WPCCA	DC	£70.00
Orman Carroll Farm	Rent	FHSA	DC	£300.00
10.17.09	CB Hire	SFA	DC	£15.00
14.3624	Sale of items (books etc)	SFA	DC	£63.00
Discs sold	Sale of items	SFA	DC	£5.50
Barclays	Interest	SFA	DC	£54.72
Barclays	Interest	WPCSA	DC	£0.65
Barclays	Interest	FHSA	DC	£13.98

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

Payee	Detail	A/C	Payment type	Total Amount Payable
K Pickard	Back pay 9/12/23	WPCCA	BACS	£128.00
S2 Computers	IT Support 6/12/23	WPCCA	DD	£60.30
K Pickard	Expenses claim - WIX website 9/12/23	WPCCA	BACS	£108.00
Shoreline	Grounds maintenance NVREF0154 28/11/23	WPCCA	BACS	£480.00
Eon	Electric 17/11/23	WPCCA	DD	£62.21
S2 Computers	IT Support 6/11/23	WPCCA	DD	£60.30
Eon	Electric 27/10/23	WPCCA	DD	£65.85
AOT engineering	Village pump repair	WPCCA	BACS	£144.00
Parishioner	Refund 20/10/23	WPCCA	BACS	£10.00

d. To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Total Amount Payable
Breckland Council	Uncontested election charge WAS	WPCCA	BACS	£75.00
Breckland Council	Uncontested election charge WSP	WPCCA	BACS	£75.00
Eon	Electric 19/12/23	WPCCA	DD	£119.50
Locum Clerk	Sept, Oct and Nov 2023	WPCCA	BACS	£1057.94
NALC	NorfolkALC Conference (1145 & 1137)	WPCCA	BACS	£75.00
NALC	New Cllr training	WPCCA	BACS	£72.00
Steward Safety	Fire extinguisher	WPCCA	BACS	£14.40
Mr McClenaghan	Newsletter printing charges – expenses claim Cllr McClenaghan	WPCCA	BACS	£61.90

Cllr Hargreaves proposed that the payments should be made, this was seconded by Cllr McClenaghan, and all agreed.

- e. To appoint an internal auditor for the year ended 31st March 2024 – This item will be considered at the end of the meeting.
- f. To consider holding a separate meeting on 24th January to approve the budget and precept requirement for 2024/25 – It was agreed that a meeting would be held on the 16th January 7pm. Cllr Romanovsky suggested that a meeting of the WGC could be held before that meeting for 6.15pm, this was also agreed.
- g. To consider Parish Partnership bid for 2 village gateways – Cllr Romanovsky noted that many villages in Norfolk have village gateways and perhaps this would be a good idea for two points on the A1065 as it is such a busy section of road. The Parish Partnership pay 50% of these costs. The full cost of the project is £7,520.08,

and the grant application has been made for £3,760.00. Cllr Spence asked if Highways have to actually install the gateway or can it be done ourselves. Cllr Romanovsky has asked Cllr Kiddle-Morris if we can have alternative installer. A previous sign in the village was partially funded by Cllr Kiddle-Morris' budget so if a similar handout can be given then perhaps the gateways could be achievable. This project will be considered as part of the budget.

h. To consider defib application from Cllr Hargreaves

Cllr Hargreave reported that the cabinet has been installed and an application to the British Heart foundation for a defibrillator has been made. Alternatives will be sought if that application fails, which will be investigated if necessary.

7. To consider Land and Planning Matters

a. To consider applications - Any application that appears on the District Council planning portal up to the date of the meeting that requires 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.

b. To consider responses/Decisions to Breckland District Council for any planning applications

- Ref No: [TRE/2023/0282/TCA](#) Decided 07-11-23 Decision CA No Objection
Location: WEASENHAM ST.PETER The Old Rectory Massingham Road, PE32 2TB
- Proposal: Assortments of Trees requiring Crown Lifting 3-4 metres to 6-7 metres and one Pollard and a long the highway to raise to 5.5 metres of prune back from the road 1-1.5 metres (Tree Work App CA)
- Ref No: [TRE/2023/0301/TCA](#) Decided 07-11-23 Decision CA No Objection
Location: WEASENHAM ST.PETER 25 Lamberts Close, PE32 2TE
- Proposal: Group 1 - Crown lift the group to 3 metres, clear roof by 1.5m (Tree Work App CA)
- Ref No: 3PL/2023/0918/VAR Location: Weasenham St Peter: The Fox and Hounds Public House, Fakenham Road Variation of conditions – Approved.

c. To consider address notifications

None to consider.

d. To consider correspondence

None to consider.

8. To receive an update on Community Building matters

a. Vehicles driving across the playing field and other green spaces in the village

This issue has been raised by parishioners and they asked if perhaps a road is needed, but councillors felt this is not possible. The new path is suitable for requirements. If a hirer has a lot of things to get to the building, then it is ok to bring the car up to the building, but this must be kept to a minimum.

The defibrillator pads need to be replaced at a cost of £72.50 plus VAT. Cllr Romanovsky proposed, Cllr Spence seconded that the pads should be replaced, and this was agreed.

Cllr Romanovsky further noted that there is an awful lot of vehicles driving across the Green spaces in the village and perhaps parishioners should be reminded to avoid this. Amazon need to be told not to drive across The Green and other vehicles stop churning up the verges. Another vehicle is blocking an access area Cllr Romanovsky to follow this up.

9. To consider keeping a Councillor training register

Cllr Romanovsky noted that this was matter was suggested at a recent training session. Cllr Romanovsky has created a recording document. Cllr Spence suggested that in future the document is on separate sheets in Excel. It shows all types of training undertaken, including free training, the cost of training and the value of the training undertaken.

10. To review Councillor lead responsibilities

The following lead roles were agreed:

Cllr McClenaghan – ICO and notice board.

Cllr Spence - SAM2 and Churchyards

Cllrs Spence and Cllr Romanovsky footpaths

Cllr Hargreaves - Street furniture

NorfolkALC link person – to decide at next meeting after more information is found out about this role.

11. To consider policies for adoption

- a. Biodiversity policy – must be adopted by January 2024, there is a minimum requirement and should be considered when planning applications are made. The Parish Council does not need to pay for a survey, District Council will have to do that. Included is a biannual report and this works well with any plans that are part way through. Cllr Spence discussed some aspects of the plan incorporated in the policy. Cllr Hargreaves noted that Flagship is keen to join with the Parish Council on these matters. Cllr Spence proposed that the policy should be adopted. This was seconded by Cllr Hargreaves, and all agreed. The policy will be reviewed again in two years.
- b. Communication Strategy
Cllr McClenaghan discussed the matters in the policy. Cllr McClenaghan proposed that the policy should be adopted. This was seconded by Cllr Romanovsky, and all agreed. Cllr Romanovsky discussed the Civility and Respect declaration. It was agreed this would be pledged at a future meeting.

12. Highways

- a. To receive updates regarding roads/highways –
Lots of surface water in various areas of the village. A parishioner is willing to meet with highways to find a working solution in the New Year. Rougham End of the highway is totally flooded again and needs to be raised with the local MP. Parishioners need to take pictures and report this on the County Council website. Drains at a particular area are blocked.
- b. To give feedback about specific issues that have been previously reported.
Sign still needs to be fixed, Cllr Romanovsky has followed this up with Cllr Kiddle-Morris and this is over 80 days outstanding. 8th Feb the village name sign will be fixed.

13. To receive general correspondence via email during the month and consider any further actions required

Concern about an HGV on Dodma Road that blocked the road and that it is because the Satnavs have directed traffic those ways. Satnav companies have been written to; to make alternative routes. An 'Unsuitable for HGV' sign is being requested. Potholes around the green pathways is the responsibility of those living across the green and not for the Parish Council to pay for this. Landlord of properties has been contacted, to make sure that they repair this for their tenants.

Meeting to Be Suspended for Further Time Allocated to the Public

£300 rental amount outstanding – Cllr Romanovsky noted the Clerk is following this up.
80 days for the charity overdue – This is being addressed.
Flood discussed and noted dyke full of rubbish.
Discussed cutting of footpaths and the footpaths in the village was discussed in general.

14. To receive items for the next agenda

Budget and precept requirement
Financial matters

15. To set a date for the Greens Charity

16th January 6.15pm

16. To consider meeting dates for 2024

Suggested - 24/1/24, 19/3/24, 21/5/24, 16/7/24, 17/9/24, 19/11/24.
Cllr Romanovsky outlined the reasons to change the pattern of meetings. The Parish Council must have a meeting in May. Cllr Romanovsky proposed that the 2024 meetings should be held on 16/1/24, 19/3/24, 21/5/24, 16/7/24, 17/9/24 and 19/11/24. This was seconded by Cllr Spence, and all agreed.

17. To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)

It was resolved to close the meeting.

- a. To consider Community Building footpath lighting quotations
Cllr McClenaghan proposed that the Wenson Valley quote should be accepted. This was seconded by Cllr Romanovsky, and all agreed.
- b. To consider Clerk/RFO recruitment
It was agreed Cllr Romanovsky would take further advice from NorfolkALC or Norfolk Parish Training and Support on the recruitment process.
- c. To consider grounds maintenance quotes
It was agreed the Parish Council needs to have further discussions with the current provider to remove some areas from the quote.
- d. Internal auditor
Cllr McClenaghan proposed that the NorfolkALC quote should be accepted. This was seconded by Cllr Romanovsky and all agreed.