

**I hereby give you notice that the Annual Meeting of the Wereham Parish Council will be held at  
Wereham Village Hall on Tuesday 9 May 2017 At 8.15 pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Members of the Public and Press Welcome to Attend

*Agenda published: 3 May 2017 and Circulated to Borough and County Councilor*

*Helen Richardson  
Clerk to Wereham Parish Council and Financial Responsible Person*

**Annual Meeting of Wereham Parish Council  
AGENDA  
Tuesday 9 May 2017 at 8.15 PM  
Wereham Village hall**

8.15 pm **Public Comments / Questions on Parish Issues.**

*An opportunity for public comments and questions. Items relevant to the agenda will be incorporated into later discussions. All new items will be noted for the next meeting.*

- 1.0 **Election of Chairperson** and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.
- 2.0 Openess and Transparency Notice
- 3.0 To consider **apologies for absence**
- 4.0 To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 5.0 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 14 March 2017. *(Attached separately)*
- 6.0 Council Administration – previously emailed on 22.04.17

**To receive any amendments to the following documents (to be signed by Chair):**

- 6.1 Standing Orders
- 6.2 Financial Standing Orders
- 6.3 Financial Risk Assessment
- 6.4 Working Party Terms of Reference
- 6.5 Complaints Policy
- 6.6 Planning Application Comments Procedure
- 6.7 Reminder of Data Protection/Code of Conduct. *Verbal reminder by Chair*

**To agree the following actions:**

- 6.8 Staffing Committee representatives to the Clerk.
  - 6.9 Councillors as per Internal Audit Recommendation of a Finance Committee/Appoint Internal Control Officer.
  - 6.10 Training requirements for Councillors.
  - 6.11 The following timetable of dates. – 11 July 2017; 12 September 2017; 14 November 2017; 9 January 2018; 13 March 2018 and 8 May 2018 (AGM)
- 7.0 **Correspondence Received**
- 7.1 Community Police Newsletter – April 2017 (previously circulated)
  - 7.2 Nominate a good cause to receive funding from West Norfolk Recycling Rewards *(pages 1 - 2)*

- 7.3 BCKLWN - Notification of Property Address change formerly Shop and 1 Vine House to: The Post House, Church Road, Wereham (previously emailed 28.04.17)
- 7.4 Application to Erect a Headstone in Cemetery
- 7.5 NALC Newsletters – previously emailed
- 8.0 **Wereham Village Hall**
- 8.1 Update from the Wereham Village Hall Charity including funding update – Verbal from VH
- 9.0 **Village Management Issues**
- 9.1 Clerks Report – May 2017 – Any Queries/Comments (pages 3 – 4 )
- 9.2 Tyre Fly Tipping Update (pages 5 – 6 )
- 9.3 Defibrillator Signage Position Decision (5x)
- 9.4 Drainage at culvert (TF60414) – Cllr Ratsey and Cllr Bruce Update
- 9.5 Tree on Field (Ivy and Litter)– Quotation for Discussion – Verbal Chair
- 9.6 To consider the results of the bi-monthly play area inspection reports and agree any action required  
*Standard item verbal*
- 9.7 To consider the results of the bi-monthly Cemetery inspection reports and agree any action required.  
*Standard item verbal*
- 9.8 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways.
- 10.0 **Planning**
- 10.1 **For Consideration** 17/00694/F | Demolition of existing dilapidated detached garage and replacement with new timber framed unit. Widening of vehicular access and installation of new gates, and repair/replacement to boundary fencing and walls | Tudor Lodge Church Road Wereham King's Lynn Norfolk PE33 9AP
- 10.2 **Planning Applications Received for Comment since the last meeting:**
- (A) Hollies Development – New document revision dated 10 March 2017. Verbal Update
- (B) Planning Application: 17/00037/TPO (Tree Management). Land At the Row Wereham King's Lynn Norfolk PE33 9A – Comments returned on 19 April 2017 in regard to Tree Conservation.
- 10.3 **Planning Decisions Received since the last meeting:**
- None.
- 10.4 **BCKLWN – Call for Sites** – Local Plan Review 2016-2036 Update (pages 7 – 10 )
- 11 **Finance**
- 11.1 Accept accounts to 6 May 2017 and agree cheques to be signed and payments approved in accordance with list to be circulated to councillors at meeting
- (A) Financial Summary to 6 May 2017 TO FOLLOW
- (B) Financial Statement TO FOLLOW
- 11.2 To receive External Audit Papers (inc Assets Review) plus Internal Audit Report response letter. Papers include yearend figures for 31 March 2016 also for approval. (pages 11 - 20 )
- 12 **Councillors concerns and agenda items for next meeting – information only**
- 13 **Forward Work Programme – For information only**

## **JULY 2017**

Friends of Wereham Pond group to be established after pond repair.  
 Village Hall Build Site Safety Update.  
 Tree Survey Quotations Approval  
 Defibrillator Funding Surplus  
 Annual St Margaret's Church Clock Service  
 SAM2 Data Review

Weight Restriction Signs – Flegg Green  
St Margarets Church Wall  
Telephone Box Refurbishment Update  
Pond Storm Drain Clearance Quotation

**SEPT 2017**

Possible Call for Local Sites Consultation - BCKLWN  
Play Area funding  
Return of External Audit  
2018/19 Budgeting Plans  
Tree Survey Results

**NOV 2017**

Commissioning of Annual Playground Inspection  
SAM2 Data Review  
Draft Parish Precept and Budget 2018/19

**JAN 2018**

Wickstead Annual Playground inspection results  
Approval of the Parish Precept and Budget 2018/19

**Annual meeting of the PC - MAY 2018**

Approval of Year End Accounts  
Approval Media and Press Policy  
Other Policy Reviews  
Approval of Audit  
Council Administration

**MARCH 2018**

SAM2 Data Review

**ONGOING**

Boundary Marking on Field of New Building Plot – once ready  
Play Area and Cemetery Inspections; Cllr Ratsy July, Cllr Walker Sept, Cllr Hitching Nov; Cllr Koopwitz Jan; Rota -  
Cllr Bruce March; Clerk May

**COUNCILLOR ACTIONS**

- None currently.

**13 Date of next meeting – Tuesday 11 July 2017.**

**14 EXCLUSION OF PRESS AND PUBLIC**

The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing ). Opportunity for Clerk to discuss any HR issues.