

**I hereby give you notice that an
Ordinary Meeting of the Wereham Parish Council
will be held at Wereham Village Hall
on Tuesday 13 March 2018 At 7.00 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 8 March 18 and Circulated to Borough and County Councillor

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

AGENDA

In the event of an emergency / fire, I will shout "fire" and everyone should make their way to the nearest exit (**point out the three exits**) and assemble on the verge on the opposite side of the road

7.00 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 Openess and Transparency Notice

If anyone wishes to film the meeting they make themselves known so that any member of the public under age 18 or not wishing to be filmed can move to an area at the back of the room.

2.0 To consider **apologies for absence**

3.0 To receive Declarations of Interest on Agenda Items and Dispensation Requests.

4.0 To confirm as a correct record the Minutes of an Ordinary Meeting of the Parish Council held on 9 January 2018 (attached)

5.0 Matters Arising – As per Clerks report

6 **Wereham Village Hall**

6.1 From the Wereham Village Hall Charity including funding update

7 **Parish Council Management**

7.1 Approval of Internal Auditor

7.2 Draft Wereham Parish Council Retention Policy (attached)

7.3 BCKLWN Consultation – Tree Management Strategy (email 6 March)

7.4 GDPR – Computer Data and Website Safety (email 6 March)

8 **Village Management Issues**

8.1 Wereham Pond - In General including Pond Access Review and Bales

8.2 Drainage/Culvert in the Row

8.3 Sewage Drainage

8.4 Dog Waste Bins and Dog Fouling

8.5 Tree Management Quotes (Cemetery; Playing Field; Pond and St Margaret's Churchyard)

8.6 Streetlighting Contract and LED Installations (attached)

8.7 Play area inspection report (attached)

8.8 Moles 201819 (email 6 March)

8.9 Cemetery Headstone Safety (email 26 Feb)

8.10 Crossing on A134, Church Road End

8.11 Signposting in the Village (2 signposts Cavenham Lane and Gibbet lane arms missing)

- 8.12 To consider the results of the bi-monthly Risk Assessment inspection and agree any action required
Standard item verbal (Play area; Playing Field; Pond Area/A134; St Margaret's Churchyard; Cemetery) -
Verbal from Cllr John Millard
- 8.9 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways or
the Handyman (next visit w/c 4 April)

9 Planning

- 9.1 **To note decision received** for Barachel, Flegg Green – Construction of Three Dwellings and garages
replacing existing dwelling and outbuildings. Application permitted 23 Feb 18. Delegated Decision.

10 Finance

- 10.1 Accept accounts for January 2018 and February 2018 and agree cheques to be signed and payments
approved:

- (A) Financial Summary to 28 February 2018 (to be tabled)
(B) Financial Statement (to be tabled)

11 Councillors concerns and agenda items for next meeting – information only

12 Forward Work Programme – For information only

MAY 2018 Annual Parish Meeting and Annual Meeting of the PC

Approval of Internal Audit REport
Approval of Statement of Accounts
Approval of Annual Return
Policy Reviews
Election of Chair and Vice Chair
Church Clock
Annual Insurance Renewal

JULY 2018

Tree Management for following budget year
SAM 2 Data

SEPT 2018

Draft Parish Precept and Budget Setting – first draft
Return of External Audit, if applicable
Election 2019 Planning
Remembrance Day Wreath

NOVEMBER

Commissioning of Annual Playground Inspection

MARCH

Play area inspection report
SAM2 Data
Annual Insurance Renewal
Approval of Internal Auditor

ONGOING - Play Area, Churchyard, Pond, Playing Field; Cemetery Inspections Rota; Cllr Ratsey May; Cllr Bruce
July; Cllr Walker Sept, Cllr Hitching Nov; Cllr Koopowitz Jan; Cllr Millard March

13 Date of next meeting – Tuesday 8 May 2018 (Annual Parish Council Meeting and Annual Parish Meeting)

- 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.