

**I hereby give you notice that an Ordinary Meeting of the Wereham Parish Council will be held at
Wereham Village Hall on Tuesday 11 July 2017 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: 5 July 2017 and Circulated to Borough and County Councillor

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

**Ordinary Meeting of Wereham Parish Council
AGENDA
Tuesday 11 July 2017 at 7.00 PM
Wereham Village hall**

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

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 the Annual Meeting of the Parish Council held on 9 May 2017. (Attached separately)

5.0 Matters Arising – As per Clerks report (attached pages 1 – 2)

6.0 Parish Council Management

6.1 Parish Council Vacancy Co-Option (applications circulate on email – note of process attached pages 3-5)

6.2 Annual Insurance Renewal (previously circulated on 30.06.17)

7.0 Correspondence Received

7.1 Community Police Newsletter – June 2017 (previously circulated)

7.2 Community Action Norfolk Funding Newsletters (previously circulated)

7.3 Wereham Village Hall Supporters Update – June 2017 (previously circulated)

7.4 BCKLWN Boundary Review Consultation – deadline for response 4 September 2017 (previously circulated)

7.5 BCKLWN - Notification of a New Property Address: Stag Lodge, Bens Lane, Wereham (previously circulated)

7.6 Telecommunications Aerial Article (previously circulated)

7.7 Parish Partnership Funding – Norfolk County Council – deadline Dec 2017 (attached pages 6 - 9)

7.8 NALC Newsletters (previously emailed)

8 Wereham Village Hall

8.1 Update from the Wereham Village Hall Charity including funding update – Verbal from VH

8.2 Village Hall Build Site Safety Update

9 Village Management Issues

9.1 Wereham Pond Report (attached pages 10 – 11)

9.2 St Margaret's Churchyard Report (attached pages 12 - 13)

9.3 Tree Management Survey Quotations (attached pages 14 – 19)

9.4 Playing Field Licence with Heygates (clerk bringing hard copy previously circulated)

- 9.5 Tree on Field – Ivy – Verbal Cllr B Bruce
- 9.6 SAM2 Data Review (attached pages 20 - 21)
- 9.7 Drainage at culvert (TF60414) Update – Verbal Cllr J Ratsey and Cllr B Bruce
- 9.8 Defibrillator Funding Update (attached page 22)
- 9.9 Advertisement Opportunities within the Village – Phone Box – Verbal Cllr P Walker
- 9.10 To consider the results of the bi-monthly inspection report and agree any action required *Standard item verbal* (Play area; Playing Field; Pond Area/A134; St Margaret's Churchyard; Cemetery) (attached pages 23 – 25)
 - New Play Area – No Dogs Sign - £9 plus VAT for approval
- 9.11 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways.

10 Planning

- 10.1 **Planning Applications for Consideration during the meeting** - NONE
- 10.2 **Planning Applications Received for Comment since the last meeting:**
Tree Planning Application 17/00085/TREECA – The Paddock, Cavenham Road – No Comments.
- 10.3 **Planning Decisions Received since the last meeting –**
Hollies Development – 10 Dwellings. Application Permitted on 23 June 2017
Tudor Lodge Garage Approved.

11 Finance

- 11.1 Accept accounts to 31 May 2017 and 30 June 2017 and agree cheques to be signed and payments approved for June 2017 in accordance with list to be circulated to councillors at meeting
 - (A) Financial Summary to 31 May and 30 June 2017 TO FOLLOW
 - (B) Financial Statement TO FOLLOW
- 11.2 Transparency Fund Application 201718 (attached page 26)

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

13 Forward Work Programme – For information only

SEPT 2017

St Margaret's Churchyard Update (Boundary, Trees, Memorials and Clock Service) – Rev Ken Waters Attending
War Memorial Preservation
Possible Call for Local Sites Consultation Update - BCKLWN
Return of External Audit
Draft Parish Precept and Budget 2018/19 – first draft
Tree Management Report Update

NOV 2017

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

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
Policy Reviews
Approval of Audit
Council Administration

MARCH 2018

SAM2 Data Review
Play Area funding

ONGOING

Play Area and Cemetery Inspections; Cllr Walker Sept, Cllr Hitching Nov; Cllr Koopwitz Jan; Rota - Cllr Bruce March; Vacant Cllr May; Cllr Ratsy July

14 Date of next meeting – Tuesday 12 September 2017

15 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.