

**I hereby give you notice that an Ordinary Meeting of the Wereham Parish Council will be held at  
Wereham Village Hall on Tuesday 14 March 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: 9 March 2017 and Circulated to Borough and County Councilor*

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

**Ordinary Meeting of Wereham Parish Council**

**AGENDA**

**Tuesday 14 March 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 Ordinary Meeting of the Parish Council held on 10 January 2017. (pages 1 – 8 )

5.0 Matters Arising

6.0 **Correspondence Received**

6.1 New Community Infrastructure Levy (CIL) – Guidance notes circulated by email (pages 8 – 12 )

6.2 Parish Precept Communication (page 13 )

6.3 Locality 'How to Keep it Local' Guide – previously emailed

6.4 'Call to Action' Plunkett Foundation – previously emailed

6.5 Police Parish Newsletter January 2017 – previously emailed

6.6 EON – Increase of Deemed Contract Rates – previously emailed

6.7 NALC Newsletters – previously emailed

7.0 **Wereham Village Hall**

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

7.2 Site Safety and Contractor Use of Land for New Village Hall Build Project – Verbal from VH

7.3 Various Land Registry Issues to Resolve (previously circulated)

7.4 Approval of Wren Third Party Funding £5,375 – Verbal

7.5 Request to Use 'Bowling Green' for Events – Verbal from VH

8.0 **Village Management Issues**

8.1 Parochial Church Council Correspondence – Trees (page 14 )

8.2 Playing Field Re-Licence with Heygates (previously circulated on 5 March 2017)

8.3 Approval of Country Grounds Maintenance - Grounds Maintenance Contract from 1 April 2017 until 31 October 2019 (to follow)

8.4 Grounds Maintenance Audit Process and Weed Spraying 2016 Update – verbal

8.5 Annual Playground inspection results and other quotation verbal (pages 15 – 21 )

8.6 Cemetery Quotations - Boundary Establishment; Grass Establishment and Gate Latch (pages 22 - 23)

- 8.7 Mole Control Verbal Update and Ongoing Mole Control Quotation (page 24 – 25 )
- 8.8 Street Lighting Contract (pages 26 – 28 )
- 8.9 Tyre Fly Tipping
- 8.10 Defibrillator Update (leaflets circulated separately)
- 8.11 Letter from Parishioner for response.:
  - 8.11.1 Manor House (resolved in matters arising);
  - 8.11.2 Cars for sale on verge of highway;
  - 8.11.3 State of path near the Manor House at the A134 crossing;
  - 8.11.4 Pond clearance of debris where flooding may occur can the parish council clear out instead of a volunteer;
  - 8.11.5 Number of Ducks on the pond;
- 8.12 Parish Partnership Funding Result – Wereham Pond – Verbal Update
- 8.13 To consider the results of the bi-monthly play area inspection reports and agree any action required  
*Standard item verbal from Cllr B Bruce*
- 8.14 To consider the results of the bi-monthly Cemetery inspection reports and agree any action required.  
*Standard item verbal from Cllr B Bruce*
- 8.15 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways.
- 8.16 Beacons of Light – WW1 Commemoration Participation (page 29 - 30)

## 9 Planning

### 9.1 Planning Applications Received for Comment since the last meeting:

- (A) Planning Application – 16/02156/RM - Reserved Matters Application: Residential property and garage. Land Adj. Cromer Lodge Flegg Green Wereham King's Lynn. No Objections to two amendment documents sent for the Parish Council attention. Comments on the first provided regarding ensuring that the drainage is fully considered.
- (B) Hollies Development – New document revision dated 10 March 2017. Verbal Update.

### 9.2 Planning Decisions Received since the last meeting:

- (A) 16/02156/RM Land Adj. Cromer Lodge, Flegg Green. Reserved matters application: Residential Property and garage. Application Permitted. 3 February 2017. Delegated Decision.
- (B) 16/02159F Park House, Stoke Road. Two storey extension to rear of dwelling. Application permitted 8 February 2017. Delegated Decision.

9.3 For the Parish Council to Note: 16/00219/NMA\_1 | NON-MATERIAL AMENDMENT TO PLANNING CONSENT 16/00219/F: Construction of stand alone village hall with associated parking. On completion the existing village hall is to be demolished | Village Hall Church Road Wereham Norfolk PE33 9AP

9.4 Statement of Community Involvement (SCI) Consultation (page 31 – consultation doc emailed separately)

## 10 Finance

- 10.1 Accept accounts to 12 March 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 12 March 2017 (to follow)
  - (B) Financial Statement (to follow)
- 10.2 Printing Costs – Verbal Chair
- 10.3 Appointment of the Internal Auditor – Verbal Chair
- 10.4 Clerk Salary Increase 1 April 2017 (pages 32 – 36 )
- 10.5 Clerk Salary Tax Administration – Verbal Chair

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

12 **Forward Work Programme – For information only**

**Annual Parish Meeting – May 2017**

Invitation to West Dereham re Parish Plan

**Annual meeting of the PC - MAY 2017**

Approval of Year End Accounts

Approval Media and Press Policy

Other Policy Reviews

Approval of External Audit

Annual St Margaret's Church Clock Service

Council Administration

**JULY 2017**

Friends of Wereham Pond group to be established after pond repair.

**SEPT 2017**

Play Area funding

Return of External Audit

2018/19 Budgeting Plans

**NOV 2017**

Commissioning of Annual Playground Inspection

Draft Parish Precept and Budget 2018/19

**Jan 2018**

Wickstead Annual Playground inspection results

**ONGOING**

Boundary Marking on Field of New Building Plot – once ready

Play Area and Cemetery Inspections; Cllr Loake May; Cllr Ratsy July, Cllr Walker Sept, Cllr Hitching Nov; Cllr

Koopwitz Jan; Rota - Cllr Bruce March

**COUNCILLOR ACTIONS**

- None currently.

13 **Date of next meeting – Tuesday 10 May 2017. Annual Meeting of the Wereham Parish and Ordinary Parish Council 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.