

**I hereby give you notice that an Ordinary Meeting of the Wereham Parish Council will be held at
Wereham Village Hall on Tuesday 14 November 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 8 Nov 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 14 November 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 12 September 2017. (attached)
- 5.0 Matters Arising – As per Clerks report (attached)
- 6.0 **Correspondence Received**
- 6.1 NALC Newsletters (all previously emailed)
- 6.2 Police Newsletter for October 2017 (previously emailed 17.10.17)
- 6.3 Police Issues Briefing – 27 Nov 17 – Cllr J Hitching
- 7 **Wereham Village Hall**
- 7.1 From the Wereham Village Hall Charity including funding update
- 8 **Village Management Issues**
- 8.1 Wereham Pond
- a) Maintenance in General
- b) Fishing
- c) Storm Drain Enquiry (circulated by email on 29 Oct)
- d) Dredging Enquiry (circulated by email on 29 Oct)
- e) Ongoing Grounds Maintenance – quote for discussion
- 8.2 St Margaret's Churchyard
- a) Wall (circulated email on 31 Oct)
- b) Memorials
- c) Tower Safety – Cllr P Walker
- d) Annual Church Clock Service – Cllr J Ratsey
- 8.3 Tree Management Quotes (Cemetery; Playing Field; Pond and St Margaret's Churchyard)
- 8.4 Land Registration Access and Bowling Green Land – to Note (emailed 26 Oct)
- 8.5 Street Lighting Upgrade and Maintenance Contract (attached)
- 8.6 Re-siting of the Millennium Bench
- 8.7 Village Handyman – for discussion
- 8.8 Play Area Rubber Matting Pressure Wash Quotation
- 8.9 Multi-sports Equipment
- 8.10 British Sugar Glasshouse Address Consultation (attached)
- 8.11 EU Sugar Quotas British Sugar (emailed 31 Oct)
- 8.12 General Data Protection Regulations

- 8.13 Clerk Training with NALC 2018 – Annual Meetings; Planning and Standing Orders (three sessions)
- 8.14 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) - Verbal from Cllr J Hitching
- 8.15 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways.

9 Planning

- 9.1 Planning Applications for Consideration during the meeting - NONE
- 9.2 Planning Applications Received for Comment since the last meeting :
17/01807/F Extension to create 2 bedrooms and shower/en-suite 1 Queens Close Wereham, PE33 9AX – no objections or comments.
17/00151/TREECA - Manor House Stables Church Road Wereham, PE33 9AP - T1 Eucalyptus Tree - Remove 2 lower limbs right side reduce by 4m left side limbs within Conservation Area

10 Finance

- 11.1 Accept accounts for September 2017 and October 2017 and agree cheques to be signed and payments approved:

 (A) Financial Summary to 31 October 2017 TO FOLLOW
 (B) Financial Statement TO FOLLOW
- 11.2 Draft Parish Precept and Budget 2018/19 – second draft - TO FOLLOW

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

13 Forward Work Programme – For information only

JAN 2018

Approval of the Parish Precept and Budget 2018/19
 Appointment of Internal Auditor
 Tree Management Update

MARCH 2018

Draft Risk Assessment
 SAM2 Data Review
 Annual Insurance Renewal

Annual Parish Meeting and Annual Meeting of the PC - MAY 2018

Approval of Year End Accounts
 Policy Reviews
 Approval of Audit
 Council Administration
 Election of Chair and Vice Chair

JULY 2018

Play Area funding
 Tree Management for following budget year

SEPT 2018

SAM 2 Data
 Draft Parish Precept and Budget Setting – first draft
 Return of External Audit
 Election 2019 Planning
 Remembrance Day Wreath
 Commissioning of Annual Playground Inspection

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

14 Date of next meeting – Tuesday 9 January 2018

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.