

**I hereby give you notice that an Ordinary Meeting of the Wereham Parish Council will be held at
Wereham Village Hall on Tuesday 13th September 2016 At 7.00 pm**

Members of the Public and Press Welcome to Attend
(Requests for accompanied documents on the agenda can be made to the Clerk)

Agenda published: 8 September 2016

Mrs Helen Richardson
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**Ordinary Meeting of Wereham Parish Council
AGENDA
Tuesday 13th September 2016 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** – Cllr J Ratsy.

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

3.1 To confirm as a correct record the **Minutes** of the Ordinary Meeting of the Parish Council held on 12 July 2016. (attached separately)

4.0 **Matters Arising**

5.0 **Correspondence Received**

5.1 Letter from Anglia Computing (**non-essential print pack**)

5.2 Services in Village Review Response sent (**non-essential print pack**)

5.3 CGM Internal Changes Update to 31 October 16 (**non-essential print pack**)

5.4 Norfolk ALC and Community Action Norfolk CAN newsletters – *Circulated via email where appropriate*

6.0 **Wereham Village Hall**

6.1 Update from the Wereham Village Hall Charity - Verbal

6.2 Lease of Wereham Playing field (**page 1 main pack**)

7.0 **Village Management Issues**

7.1 Complaints Received re Dog Fouling at The Row (**page 2 main pack**)

7.2 Letter re Pond and Manor House (**page 3 main pack**)

7.3 Letter re School Lane Road Safety (**pages 4 main pack**)

7.4 Costs of Cutting The Row Verges at A134 Owned by NCC Highways (**page 5 main pack**)

7.5 Costs of Grounds Maintenance of Queens Close Land owned by Freebridge Community Housing (**page 6 main pack**)

7.6 Approval of Quotations Received in regard to Grounds Maintenance Contract from 1st Nov 16 (**attached separately**)

7.7 The Auditing of Grounds Maintenance Contracts – Verbal from Chair

7.8 Cemetery Hedge Cut Quotation (**page 7 main pack**)

7.9 To consider the results of the bi-monthly play area inspection reports and agree any action required
Standard item verbal from Cllr P Walker

7.10 To consider the results of the bi-monthly Cemetery inspection reports and agree any action required.
Standard item verbal from Cllr P Walker

7.11 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways.

8.0 Planning

Planning Applications Received for Comment:

- 8.1 For Consideration: Residential Development for 10 Dwellings at Hollies Farm, Flegg Green, Wereham (Full application can be viewed online – (pages 8 – 9) (separate pack attached for ease though only extract of docs available online)
- 8.2.1 16/00116/TREECA - T1 Ash Tree T2 Sycamore Tree, Remove within Conservation Area, Scillonia Cottage, School Lane, Wereham, PE33 9AW (can be viewed from online portal)

Planning Decisions Received since the last meeting:

- 8.2.2 Ponderosa, College Road, Wereham, PE33 9AZ – Change of use from agricultural to equestrian use – No objection.

Other Planning information received:

- 8.4 Heacham Decision and 5 Year Supply of Housing – for information (page 10 main pack)
- 8.5 SADMP Modifications Report – for information (attached separately as large docs, pages referring to Wereham detailed at the top of each document)
- 8.6 The planning inspectorate West Dereham Parish was designated as a neighbourhood area with effect from 20 July 2016. This enables West Dereham Parish Council to produce a neighbourhood development plan covering the town area.

9 Parish Council Management Issues

- 9.1 Feedback from Cllr Hitching following attendance at ICCM Cemetery Management Course

10 Finance, Insurance and Grant Funding

- 10.1 Parish Partnership Funding Application (pages 11 - 15)
- 10.2 Accept accounts to 6th September 2016 and agree cheques to be signed and payments approved in accordance with list to be circulated to councillors at meeting (both attached separately)
- Financial Summary to 6 Sept 16
 - Extract of July – Sept Financial Spreadsheet
- 10.3 Mazars External Auditors Retuned Audit to year ending 31 March 16 with no items for Parish Council to consider. The Clerk will arrange to publish the statement confirming the return on the website.

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

12 Date of next meeting – Tuesday 8th November 2016. Ordinary Parish Council Meeting.

13 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.

FORWARD PROGRAMME – For information only NOVEMBER 2016

Site Safety and Contractor Use of Land for New Village Hall Build Project – Village Hall Committee to attend
St Margaret's Church Clock Servicing Costs.
Tree Logic revisit of Oak Tree No.13 Update
Approval of Cemetery Policy
Approval of Dealing with Press and Media Policy
Commission of Wickstead Annual Inspection of Play Area
Transparency Fund Application Result
Land Registry of the Village Hall
Precept Working Party to be agreed

JANUARY 2017

Parish Precept to be agreed
Wickstead Annual Playground inspection results
Defibrillator Application Result

APRIL 2017

Friends of Wereham Pond group to be established. Further investigations on hold until after the repair of the pond wall. April 2017.

JUNE 2017

VAT Return

ONGOING

Play Area funding has not yet been found. Clerk to keep on list of actions.

Tesco Carrier Bag Fund – Pam and Gail to investigate.

Boundary Fencing on Field of New Building Plot – once ready

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

COUNCILLOR ACTIONS

- Cllr Storey to advise on potential funding programmes to tap into the pond area – ongoing
- Cllr Sampson to advise on Devolution as it develops - ongoing