

Members of the Public and Press Welcome to Attend

*Agenda published: 5 March 2019
and Circulated to Borough and County Councillor
Helen Richardson
Clerk to Wereham Parish Council and
Financial Responsible Person*

AGENDA

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. The Meeting will start formally after this section.

- 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 A) To confirm the Minutes of the Ordinary Meeting of the Parish Council held 8 January 2019
B) Matters Arising (Clerks Report)
- 5 Village Management Issues**
- 5.1 Approval: Tree Management Survey – 2 Year Works Approval
- 5.2 Approval: Tree Climbing Survey Report (Trees within St Margaret’s Church and One the Pond), if available
- 5.3 Discuss/Approve: Annual Play Area Inspection Report Feb 19
- 5.4 Approval: Pond Bank Erosion Solution
- 5.5 Approval: Churchyard Gates Painting Cost
- 5.6 Approval: Goal Posts
- 5.7 To Note: Designation of Wereham War Memorial – Awarded Listed Building Status
- 5.8 To Discuss: St Margaret’s Church Tower and Commissioning of Clock Servicing
- 5.9 To Approve: Training for Handyman to be Pond Board Controller
- 5.10 Discussion: Bi-monthly Risk Assessment Verbal from Parish Clerk & RFO and agree any action required by the Parish Council, Rangers or Highways
- 6 Parish Council Management**
- 6.1 To Discuss: Parish Council 2 May 2019 Elections
- 6.2 Approval: Clerk Cemetery Training – 26 June 19 (NALC)
- 6.3 Approval: Parish Council Long Term Projects List
- 6.4 Approval: Internal Auditor for 201819 Accounts
- 6.5 Approval: Revised Complaints Policy
- 6.6 Approval: Revised Equality Policy
- 6.7 Approval: Adoption of Policy for Dealing with Abusive, Vexatious or Abusive Complaints
- 6.8 Approval: Councillor Dropbox Folder and Councillor Email Address
- 7 Planning Applications Received for Consultation**
- 7.1 19/00300/F Proposed Garage and Art Studio. at Two Cottages St Margaret’s Hill Wereham Norfolk PE33 9FN
- 7.2 19/00303/F Two storey Extension and Alterations to dwelling at 1 Crown Gardens Wereham King's Lynn Norfolk PE33 9BG

7.3 19/00324/F Extension to dwelling at The Old Stables Row Springs Farm The Row Wereham, King's Lynn Norfolk

8 Finance

8.1 Accept accounts to 1 March 2019 and agree cheques to be signed and payments approved in accordance with list to be circulated to councillors at meeting. Financial Summary and Payment Approvals

8.2 Approval of Use of Online Banking and Amendment to Financial Regulations

9 Forward Work Programme – For information only (* over-page)

10 Councillors concerns and agenda items for future meetings

11 Cllr Colin Sampson BCKLWN and Cllr Martin Storey NCC Update

12 Date of next meeting – Tuesday 14 May 2019 – Annual Parish Meeting and Annual Meeting of the Parish Council.

13 EXCLUSION OF PRESS AND PUBLIC

The Council 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. To discuss any urgent HR issues, Contracts or Legal Proceedings. To Discuss Parish Council Owned Land and HR Item.

***Forward Work Programme**

14th MAY (Annual Parish Meeting and Annual Meeting of the Parish Council)

Audit Return*

Election of Chair and Vice Chair*

Declaration of Acceptance of Office Returns

Code of Conduct

Declaration of Interests (Pecuniary and Non-Pecuniary) (within 28 days)

Dispensation Requests

Spending Return and Declaration (within 28 days)

Annual Insurance Renewal*

Standing order review *

Financial Regulations Review*

Authorised Signatory Review

Whole Councillor Training – “How to be an Effective Councillor”*

Chairman Training

Consider Public Awareness of New Council

Approval of Tree Management Survey

JULY

Approval of Revised Cemetery Regulations* (Fees Reviewed Nov 18 next time May 2020)

Hiring of the Playing Field

SEPTEMBER

Tree Management for 2020

Commission of Quotations for Grounds Maintenance Contract 2020/21 Onwards

NOVEMBER

Commissioning of Annual Playground Inspection

Draft Parish Precept and Budget Setting

Approval of Grounds Maintenance Contract 2020/21 onwards

JANUARY

Approval of Parish Precept and Budget

MARCH

Receive Annual Playground Inspection Report

ONGOING - Play Area, Churchyard, Pond, Playing Field; Cemetery Inspections Rota; Cllr Ratsey May; TBC July; TBC Sept; TBC Nov; TBC Jan; TBC March;