

**I hereby give you notice that an Ordinary Meeting of the Wereham Parish Council will be held at
Wereham Village Hall on Tuesday 12 September 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: Thurs 7 September 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 12 September 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 11 July 2017. (attached)
- 5.0** Matters Arising – As per Clerks report (attached)
- 6.0 Parish Council Management**
- 6.1 Conclusion of 2016/17 Audit Update
- 7.0 Correspondence Received**
- 7.1 Letter from Elizabeth Truss MP
- 7.2 Letter from AON Insurers (previously emailed)
- 7.3 Community Police Newsletter – July and August 2017 (previously emailed)
- 7.4 Norfolk Single Issue Silica Sand Review – no issues for wereham – to note.
- 7.5 Vision for Norfolk #V4N Email from CPRE – sent on 09.08.17
- 7.6 Norfolk Strategic Framework Consultation by 22 Sept 17 – sent 09.08.17
- 7.7 Parish Partnership Funding – Norfolk County Council – deadline Dec 2017 (previously emailed)
- 7.8 NALC Newsletters (previously emailed)
- 7.9 Flies Update – Note from Environment Agency (previously emailed 29.08.17)
- 8 Wereham Village Hall**
- 8.1 From the Wereham Village Hall Charity including funding update – Verbal from VH
- 9 Village Management Issues**
- 9.1 Wereham Pond Update
- a) In general
- b) Storm Drain
- c) Pathway clearance quotes (to be tabled)
- d) Meeting with Conservation Voluntary Trust – 21 August 2017 Update
- 9.2 St Margaret's Churchyard Update – Various Quotations (Rev Ken Waters in Attendance)
- a) Wall (to be tabled)
- b) Memorials (report circulated by email 26.08.17)
- 9.3 Tree Management Survey Results (Cemetery; Playing Field; Pond and St Margaret's Churchyard) (previously circulated by email on 17.08.17)

- 9.4 Re-siting of the Millennium Bench
- 9.5 War Memorial Preservation
- 9.6 Willow Tree Overhanging A134
- 9.7 Remembrance Day Wreath
- 9.8 Drainage at culvert (TF60414) Update – Verbal Cllr J Ratsey and Cllr B Bruce
- 9.8 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 P Walker
- 9.9 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 - NONE
- 10.3 Planning Decisions Received since the last meeting – NONE

11 Finance

- 11.1 Accept accounts for July 2017 and August 2017 and agree cheques to be signed and payments approved:
 - (A) Financial Summary to 31 August 2017 TO FOLLOW
 - (B) Financial Statement TO FOLLOW
- 11.2 Draft Parish Precept and Budget 2018/19 – first draft TO FOLLOW

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

13 Forward Work Programme – For information only

NOV 2017

- St Margaret's Church Clock Service Results
- Annual Playground Inspection Report
- Draft Parish Precept and Budget 2018/19 – second draft
- Possible Call for Local Sites Consultation Update - BCKLWN

JAN 2018

- SAM2 Data Review
- Approval of the Parish Precept and Budget 2018/19
- Draft Risk Assessment
- Council Insurance Quotations
- Appointment of Internal Auditor

MARCH 2018

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
- Annual Insurance Renewal

JULY 2018

- Play Area funding
- SAM 2 Data
- Commissioning of Annual Tree Survey

SEPT 2018

- 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 Hitching Nov; Cllr Koopwitz Jan; Cllr Bruce March; Cllr Millard May; Cllr Ratsy July; Cllr Walker Sept,

14 Date of next meeting – Tuesday 14 November 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.