

**All members of the Wereham Parish Council are hereby summoned to attend an
Ordinary Meeting of
Wereham Parish Council on
Monday 11 March 2024 At 6.45 pm
(Will start sooner after 6.30 pm if no Public present)
to be held in the Community Room,
Wereham Village Hall, Church Road, Wereham**

Members of the Public and Press Welcome to Attend
*Agenda published: 6 March 2024
and Circulated to Borough and County Councillor
Helen Richardson, Parish Clerk and RFO*

6.30 pm Public Comments / Questions on Parish Issues (Prior to Meeting)

This Slot is for public participation prior to the commencement of the meeting, then from that point on the public are **not permitted to speak** without permission from the Chair.

*** Public to Note: All are to observe and follow the Parish Council's approved Standing Orders. Please see sections overleaf for your information covering 'Disorderly Conduct at Meetings' and 'Meetings Generally'.**

6.45 pm – Ordinary Meeting Agenda

(Note the meeting will start between 6.30 and 6.45 pm if no public present)

1. To Note Openness and Transparency Notice
2. To Consider and Accept apologies for Absence
3. To Note Declarations of Interest on Agenda Items and Dispensation Requests
4. To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 8 January 2024 and To Note the Matters Arising Report
5. To Consider and Approve Any Response in Regard to Planning Appeal Holme Oak Stoke Road Wereham King's Lynn Proposed construction of 4 residential units in existing footprint of agricultural barn benefiting with prior approval including the demolition of existing agricultural barn. Appeal reference: APP/V2635/W/23/3334048. LPA Reference: 23/00848/F
6. To Approve Any Action in Relation to Greening our Communities Fund Project; Associated Costs and Acceptance of Donated Items
7. To Consider Request to Use Playing Field
8. To Approve Any Action or Costs as a Result of the Bi-Monthly Health and Safety Inspection including Village Caretaker Hours for Jan and Feb 2024
9. To Approve Tree Management Survey Contractor for Summer 2024
10. To Discuss and Approve Parish Council News flyer
11. To Approve Acceptance of Portrait of the King
12. To Approve Payroll Services 2024/25
13. To Approve Commission of Internal Auditor – 2023/24 Accounts
14. To Approve Commission Annual Playground Inspection Report
15. To Approve 2024/25 Wereham PC Action Plan
16. To Approve Review of the Audit Procedure, Payroll Procedure and Retention Policy
17. To Approve Register of Decisions on Email to be Ratified a) Groundwork quote Biodiversity Project and b) Payment of Tree Planting Costs at Pond (CIL Fund)
18. To Approve Payments to date
19. To Note Councillors Concerns and Agenda Items for next meeting and forward Work Programme
20. To Approve Date of Next Meeting – Annual Parish Meeting on Monday 13 May 2024 at 6.30 for 6.45 pm, followed by the Annual Meeting of the Wereham Parish Council both in the Community Room, Wereham Village Hall

*** Standing Orders (Extract) Available on Website > Policies**

Disorderly conduct at meetings

- a *No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.*
- b *If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.*
- c *If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.*

3. Meetings Generally

- a *Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*
- b *The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.*
- c *Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.*
- d *In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.*
- e *A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.*
- f *A person who speaks at a meeting shall direct his comments to the chairman of the meeting.*
- g *Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.*

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