

**All members of the Wereham Parish Council are hereby summoned to attend the
Ordinary Meeting of Wereham Parish Council on
Monday 13 January 2025 At 6.45 pm
to be held in the Wereham Village Hall, Community Room, Church Road, Wereham, PE33 9AP**

Members of the Public and Press Welcome to Attend
Agenda Published: 8 January 2025
Circulated to Borough and County Councillor
Helen Richardson, Parish Clerk and RFO

Cllr Jacki Hitching - A Minutes Silence will be held in memory of Jacki who sadly passed away in December. In terms of her role as a Councillor for Wereham it is noted with great admiration that she had served for the past 10 years, joining in May 2015.

Public Participation (First 15 minutes)

This slot is for public comments and questions on parish issues before the meeting starts.

After this period, public participation is only allowed with the Chair's permission.

Note: All attendees must observe the Parish Council's approved Standing Orders, including sections on 'Disorderly Conduct at Meetings' and 'Meetings Generally'. More info overpage.

Ordinary Meeting Agenda

(Note: The meeting will start between 6:45 and 7:00 pm if no public is present)

1. Openness and Transparency Notice & Apologies for Absence
To consider and accept apologies for absence.
2. Declarations of Interest
To note declarations of interest on agenda items and dispensation requests.
3. Minutes of the Previous Meeting
To confirm as a correct record the minutes of the Ordinary Meeting on 11th November 2024 and note the Matters Arising Report.
4. Norfolk County Council Subsidised Trees
To approve application and purchase of trees.
5. Garden of Remembrance – Wereham Cemetery
To approve improvements and costs associated with the improvements to the Garden of Remembrance area in the Wereham Cemetery.
6. Wereham Cemetery Memorial Inspection
To approve an inspection and associated costs of the memorials in the Wereham Cemetery.
7. Church Yard Trees
To approve a quote for work to trees in the churchyard and application to the CIL fund in January.
8. Second Defibrillator
To approve seeking funding for a second defibrillator.
9. Speed Management Sign
To approve a location of the Current speed sign.
10. Donation to Cats Protection Charity– In Memory of the Late Cllr Jacki Hitching
To approve donation to the Cats Protection Charity (S137/GPC Powers).
11. Change to Banking Signing Authority
To approve a Councillor to be a Signing Authority for the Parish Council Banking approvals.
12. Action Sheet 2024/25
To note the action sheet progress.
13. Parish Budget and Precept 2025/26
To approve budget and precept for 2025/26.

*Helen Richardson, Wereham Parish Clerk and Financial Responsible Person
Tel: 0779 500 6811, werehamPC@gmail.com*

14. **Payments to Date**
To approve payments to date.
15. **Register of Decisions Made of Email**
To ratify the decisions made on email between meetings
 - Approval to send previous objection to the Class Q Application Holme Oak to the BCKLWN Planning Officer and other letters of objection. 04.12.24
16. **Councillors' Concerns and Agenda Items for Next Meeting**
To receive concerns and agenda items for the next meeting and forward work programme.
17. **Date of Next Meeting**
To approve the date of the next meeting – Monday, 10 March 2025 at 6.45 pm 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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