

**All members of the Wereham Parish Council are hereby summoned to attend the  
Ordinary Meeting of Wereham Parish Council on Monday 14 July 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: 9 July 2025.

Circulated to Borough and County Councillor. Helen Richardson, Parish Clerk and RFO

**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 6:30 and 6.45 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. Election of Chairperson and Vice Chairperson  
To Elect a Chairperson and Vice Chairperson to sign the Declaration of Acceptance of Office for Chairperson and Vice Chair Person
4. To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council on 13 May 2025 and To Note the Matters Arising Report
5. Tree Management – Scots Pine Tree St Margaret's Church Yard and Tree Management Survey Costs  
To approve work to the Scots Pine Tree in St Margaret's Churchyard and Commission of the Tree Management Survey.
6. Wereham Playing Field  
To consider approval for request to use the playing field for Village Hall 'Stall Holders' for a Monthly Car Boot.
7. Speed Management Sign  
To approve costs for a fixed speed management sign through the Parish Partnership Fund
8. The Pangle Charity  
To approve co-option on to the Charity as a Trustee.
9. Bi-Monthly Health and Safety Inspection and to Commission the Annual Playground Inspection  
To note and approve any actions identified in the inspection and approve Commission of the Annual Playground Inspection to be completed end of August/Early September.
10. Email Address of the Parish Council  
To approve for the current Website Host Company to Provide the Clerk with a matching compliant email address and transfer gmail.com account to the new email.
11. Register of Decisions  
To approve the payment of the grounds maintenance contractor invoice end of May for £684.22 exc VAT and £470 x2 Tree Contractors July 2025.
12. Payments to Date  
To approve payments to date
13. Councillors' Concerns and Agenda Items for Next Meeting  
To receive concerns and agenda items for the next meeting and forward work programme.
14. Date of Next Meeting – Ordinary Meeting of the Wereham Parish Council Monday, 8 September 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.