

**All members of the Wereham Parish Council are hereby summoned to attend the Ordinary Meeting of Wereham Parish Council on Monday 22 September 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: 17 September 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 6:45 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. To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council on 8 July 2025 and To Note the Matters Arising Report (A Representative from the Pangle Charity is attending on request by the Parish Council to provide an overview of the Charity).
4. Tree Management Survey and Diocese Response (Scots Pine Tree)  
To approve quotes as detailed in the tree survey June 2025 to other trees in St Margaret's Churchyard and to consider response, if any to the Diocese of Ely following admin charge to the Parish for tree felling on their behalf as per legislative mandate and agrees with the conditions of their 'Faculty to plant a tree on their land at the expense of the Parish.
5. Bi-Monthly Health and Safety Inspection  
To note and approve any actions identified in the inspection
6. Grounds Maintenance Contract  
To review the grounds maintenance contract ahead of obtaining quotes 3 year contract (annual performance review dependant).
7. Boundary of the Playing Field and Village Hall Car Park  
To consider further marking of the edge of the playing field and village hall car park boundary.
8. Remembrance Wreath  
To approve purchase of one wreath for Remembrance Sunday.
9. Email Address of the Parish Council  
To approve quotes from NALC to set up a Govt Compliant Website and Email Addresses for Councillors.
10. NCC Parish Partnership Fund 2025/26  
To consider any ideas for this fund, deadline early December.
11. Parish Council Printer  
To approve purchase of new laser jet printer and ink.
12. Register of Decisions  
To approve the payment of the grounds maintenance contractor invoice end of May for £821 exc VAT and payment to tree contract £800 felling of Scots pine tree.
13. Payments to Date  
To approve payments to date

14. Councillors' Concerns and Agenda Items for Next Meeting  
To receive concerns and agenda items for the next meeting and forward work programme.
15. Date of Next Meeting – Ordinary Meeting of the Wereham Parish Council Monday, 10 November 2025 at 6.45 pm in the Community Room, Wereham Village Hall.
16. 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 as follows: To Approve HR Matter: Clerks Pay

\* 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.