All members of the Wereham Parish Council are hereby summoned to attend the Ordinary Meeting of Wereham Parish Council on Tuesday 18 November 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: 13 November 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 Ordinary Meeting of the Parish Council on 22 September 2025 and Extraordinary Meeting on 6 October 2025 and To Note the Matters Arising Report

4. Highway Safety - A134
   The Chair to present for approval a letter to a senior NCC Highways Official to express concern around the need for their responses to planning applications to be in-keeping with the individual nature of the A134 which runs through Wereham parish.

5. Grounds Maintenance Contract
   To approve the grounds maintenance contract (3 year contract: annual performance review dependant).

6. Boundary of the Playing Field and Village Hall Car Park
   To approve quote to mark the edge of the playing field and village hall car park
   .
7. Quotes for Maintenance Jobs: Play area and Pond
   To approve quotes following annual play area inspection. Quote from separate work Wickstead and Handyman (to repair entrance ground to play area). Including other maintenance to include replacement of noticeboard perspex and installation of second bat box in a tree on the pond. This also includes movement of one dog bin if required.

8. Dog Waste Bins
   To approve action to resolve issues with 2 of 6 bins not quite reaching emptying cycle.

9. Tree Hazard Management Survey
   To approve a tree hazard management survey on all areas of the Parish January 2026.

10. Quotes for Replacement Streetlight Column Church Road
    To approve quotes to replace a street concrete column on Church Road earmarked funds within budget.

11. Bi-Monthly Health and Safety Inspection and approve purchase of Emergency Items
    To note and approve any actions identified in the inspection and to approve purchase of three cones and hazard tape to be kept in an emergency.

12. SLCC Annual Membership
    To approve this membership for the Clerk.

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

13. Register of Decisions and Payments to Date
    To approve register of decisions for the payment of the grounds maintenance invoice for September 2025 for £990 including VAT and Payments presented 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, 12 January 2026 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.