All members of the Wereham Parish Council are hereby summoned to attend the Ordinary Meeting of Wereham Parish Council on Monday 9 March 2026 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: 4 March 2026

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 13 January 2026 and To Note the Matters Arising Report

4. Playing Field Posts
   To approve action to continue to installation approved posts and chain along the playing field edge nearest to the Village Hall's car park.

5. Tree Management Hazard Survey
   To approve the actions and cost in relation to the January 2026 (18 month) Tree Management Survey.

6. Village Signs
   To approve quote to print the attached bulk order of new signs for village managed areas.

7. Conduit Sign
   To approve action relating to renewal of the metal sign on the conduit and any costs involved.

8. Bat Boxes
   To approve action in relation to the remainder two bat boxes, whether that be installation on Parish Council land or approve to dispose of.

9. Litter Picking
   To approve support in holding a community litter pick in Wereham, avoiding main highway areas.

10. Mole Contractor Services 2026/27
    To approve the costs for Mole Contractor Services for 2026/27

11. Bi-Monthly Health and Safety Inspection
    To note and approve any actions identified in the inspection.

12. Internal Auditor 2025/26 Accounts/AGAR
    To approve an internal auditor for the 2025/26 Accounts/AGAR

13. Arnold Baker Administration Reference Book 14th Edition
    To approve purchase of this updated book.

14. Exclusive Right of Burial Certificate Book

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

To approve purchase of Exclusive Right of Burial Certificate book.

15. Policy Reviews: Anti-Bullying and Harassment Policy; Review of Planning Comments Procedure and Adoption of the Website Accessibility Statement (NALC template)
    To approve review of the anti-bullying and harassment policy and the Planning comments procedure. Also approve adoption of a Website Accessibility Statement

16. Wereham Parish Council Action Plan 2026/27
    To approve the Action Plan 2026/27 including closure of the 2025/26 Action Plan and those items that are to be deferred to the following year.

17. Payroll Services Costs 2026/27
    To approve the costs for Payroll Services for 2026/27

18. Payments to Date; Increase in Bank Fee and Register of Decisions Made Between Meetings i) Payment to AM to PM Services £602.
    To approve payments to date as presented and approval of an increase of £1per month Banking Service Fee

19. Agenda Items for Next Meeting and Councillors' Concerns
    To receive concerns and agenda items for the next meeting and forward work programme.

20. Meeting Dates 2026
    To approve meeting dates rest of 2026 all 6.45 pm: Tues 12 May (1day later than usual); Mon 20 July (1 week later than usual); Mon 14 Sept and Mon 9 Nov.

21. Date of Next Meeting – Annual Meeting of the Wereham Parish Council Tuesday 12 May 2026 at 6.45 pm in the Community Room, Wereham Village Hall. Including the Annual Parish Meeting which is prior to this meeting at 6.30 pm

* 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.