

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 2nd October 2025**, commencing at **7.00pm**, held in the **West Dereham Village Hall**.

All Councillors are summoned to attend for the purpose of considering and resolving upon the business set out in the agenda below.

Members of the public and press are invited to attend to observe the meeting. Members of the public are invited to address the Chairman, regarding items on the agenda, at Item 5 of the agenda.

Clerk: *Samantha Bromley*

Dated: 26th September 2025

AGENDA

1. Apologies for Absence.

To receive and approve apologies for absence.

2. Declarations of interest.

2.1. Councillors are invited to declare any pecuniary or non-pecuniary interests on any subject on the agenda.

2.2. To consider any requests for dispensations.

3. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 4th September 2025.

4. Updates of items not elsewhere on the agenda.

4.1. The Planning Department has been contacted regarding questions on planning application 25/00937/AG at Hill House Farm. Awaiting response.

5. Open Forum for Public Participation.

5.1. To receive a report from Borough Councillor Peter Hodson, if present.

5.2. To receive a report from County Councillor Brian Long, if present.

5.3. To receive a report from the Police, if present.

5.4. To receive comments from members of the public.

*Members of the public are invited to address the Council, raising matters of concern or items for discussion pertinent to the agenda. The session will last for a maximum of **15 minutes** with contributions lasting a maximum of **3 minutes** from each person.*

6. Reports.

6.1. To receive a data report from the SAM2.

6.2. To receive an update on the monthly playground inspection report.

7. Playground.

7.1. To receive a report on the following:

7.1.1. zip wire tension tightening – Completed.

7.1.2. concrete pad quote – Awaiting quote.

7.1.3. top dressing under Multiplay (Side Climber)

7.1.4. Sign cost for MUGA – Preliminary quote received. To RESOLVE to AGREE to purchase a sign and AGREE wording.

- 7.1.5. Caloo maintenance schedule in particular for Cableway – Maintenance document received and circulated.
- 7.2. To note that the Clerk has invited the Playground Working Group to meet with the Council to discuss any outstanding concerns. Date to be confirmed.
- 7.3. To note that the Playground Working Group are planning a quiz night fundraising event to be held in November.
- 7.4. To note the Playground Working Group Terms of Reference and AGREE any action.

8. Open Spaces.

- 8.1. To RESOLVE to AGREE a cost to replace the millennium tree on the allotments and AGREE where the replacement shall be planted.
- 8.2. To receive a report on bus stop signage and an update on the application for £1k under Bus Shelter Grant Scheme.
- 8.3. Albanwise – to discuss and AGREE any action.

9. Farm Tenancy.

To confirm Cruso & Wilkin’s fee to prepare the tenancy documents and AGREE any action.

10. Cemetery.

- 10.1. To receive an update on actions taken to mitigate risks from potentially unsafe headstones.
- 10.2. To review the Council’s responsibility for the grass cutting maintenance of the churchyard.

11. Glazewing.

To receive an update and AGREE any action.

12. Planning Matters.

- 12.1. To consider a consultee response to planning applications received from King’s Lynn and West Norfolk Borough Council:
- 12.2. To consider consultee response to any other application received from King’s Lynn and West Norfolk Borough Council after the publication of the agenda:
<https://www.west-norfolk.gov.uk/mynearest?layer=planning&c=1>
- 12.3. To receive notifications of decisions made by King’s Lynn and West Norfolk Borough Council:
 - 12.3.1. 25/01196/F - Erection of outbuilding with integrated solar panels in the roof – Homefields, Basil Road, West Dereham, PE33 9RP. PERMITTED.

13. Finance.

- 13.1. To note that the balance of the Unity Trust Banking account is £30,152.29
- 13.2. To note the External Auditors report for 2024-25.
- 13.3. To note the Conclusion of Audit for 2024-25.
- 13.4. To note the bank reconciliation up to 31st August 2025.
- 13.5. To note the budget review.
- 13.6. To note that the following was an additional payment made in September 2025:

Payee	Description	Net	Vat	Gross	Method
PJ home and gardens	Grass Cutting August	£576.00	£0.00	£576.00	BACS

13.7. To note the following receipt in September 2025:

Payer	Description	Net	Vat	Gross	Method
Borough Council	Precept 2/2	£8,743.50	£0.00	£8,743.50	BACS

13.8. To note that the amount of £112.32 in back pay, relating to the NJC 2025/26 pay agreement (effective from 1 April 2025) for the Clerk at Spinal Column Point 22, has been included in the total for Staffing under item 13.7.

13.9. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	£1350.99	£0.00	£1350.99	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
PKF	External Audit	£315.00	£63.00	£378.00	BACS
Wave	Utilities	£22.88	£0.00	£22.88	BACS

**To include any invoices received after the publication of the agenda.*

14. Administration.

- 14.1. To review options for a replacement Parish Council mobile and AGREE any action.
- 14.2. To receive an update on obtaining access to OneDrive for securely storing Documents and AGREE any action.
- 14.3. To review outstanding actions ahead of the Clerk's maternity leave and AGREE any action.
- 14.4. To receive an update on the following complaints:
 - 14.4.1. Laurel hedge on junction of Hilgay Road and Basil Road
 - 14.4.2. Footpath (Highways) on bend of Church Road/Station Road.
- 14.5. To note the report of overgrowth covering the Brook Lane sign (Basil Road side) and agree any action.

15. Correspondence.

- 15.1. Borough Council: Beat Your Bills - Autumn/Winter. Circulated.
- 15.2. Police: OP Radium Support. Circulated.
- 15.3. Borough Council: Dragon Festival 2025. Circulated.
- 15.4. NCC: LGR Update - Business case for one unitary authority published. Circulated.
- 15.5. Borough Council: LGR Update for parishes. Circulated.
- 15.6. RAF Marham: 20250924-Royal Air Force Marham Community Update_ Advanced Notice of Night Flying. Circulated.
- 15.7. Member of Public: Councillor Drew re 6899312/HP110/1 Crimpleham PE33 Public Right of Way. Circulated.

16. Members' Matters.

No decision may be taken under this item.

17. Items for the next meeting.

Councillors to propose items for the next meeting.

18. Next meeting of the council.

To note when the next meeting of the Council will be held.

TO RESOLVE TO AGREE, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE FOLLOWING ITEMS DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS.

19. Staffing.

- 19.1. To agree a date for the Clerks appraisal with the Chair and Vice-chair.
- 19.2. To review and finalise arrangements for covering the Clerk's duties during her maternity leave.