

# West Dereham Parish Council

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**DRAFT Minutes of the Parish Council Meeting held on Thursday 5<sup>th</sup> June 2025, at 7.00pm, in the West Dereham Village Hall.**

**Councillors Present:** Cllrs Nick Drew (Chair), Stuart Glover, Keith Gore, Ann King and Mark Norton.

**Public present:** 5 members of the public and Borough Councillor Peter Hodson

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

Apologies were received and accepted from Cllr A. Challen (alternative commitment). The Chair noted that Cllr A. Caley has formally resigned from the Parish Council due to increasing commitments elsewhere. The Council expressed sincere thanks for her time and contributions to the community, particularly for her dedication and hard work in bringing the playground project to completion. Her efforts have made a lasting impact on the community and she will be greatly missed.

## 2. Declarations of interest.

- 2.1. No pecuniary or non-pecuniary interests were declared on any subject on the agenda.
- 2.2. No dispensation requests were received.

## 3. Minutes.

The minutes of the Council meeting held on Tuesday 27<sup>th</sup> May 2025 were approved as a true and accurate record and signed by the Chair.

## 4. Updates of items not elsewhere on the agenda.

- 4.1. It was noted that the second defibrillator, which the Council has, is to be housed in the refurbished telephone box, to be sited on Station Road, opposite the old shop. The telephone box is in the process of being refurbished. So far, about 40 hours has been spent on the refurbishment. Refurbishments will include repainting, a new door, 3 lights, leather straps and handles for the door, a backboard and the word Defibrillator written on the glass. This should be completed, with a new base, by mid to late summer.
- 4.2. Cllrs A. King and K. Gore confirmed the maps (dated 2024) of West Dereham with locations of ditches, culverts, pipes, bridges and other useful data, as issued by Norfolk County Council via the Flood and Drought Summit attended by Cllr A. King January 2025, were correct.
- 4.3. It was noted that the questionnaire relating to the correspondence 'Local Government Reorganisation' closed on 20<sup>th</sup> May 2025.

## 5. Open Forum for Public Participation.

- 5.1. Borough Councillor Peter Hodson reported that 1110 homes are going to be built in West Winch and that the government has approved funding for an access road. There were 2 by-elections for the Borough Council today, due to receiving 2 Councillor resignations. The results will be published tonight. Following a meeting with the Chief Executive this morning regarding Unitary, they are proposing to put forward a 3-tier split with an office in the East of Norfolk, one in King's Lynn and one in Norwich. This will first be voted on by the Borough Council and then the public will be consulted in

September. More information will follow. The Chair thanked Cllr Hodson for organising the repair of the Bath Road sign.

5.2. County Councillor Brian Long was not present.

5.3. The Police were not present.

5.4. To receive comments from members of the public.

5.4.1. It was noted that the Bath Road sign has been repaired.

5.4.2. It was noted that lorries and tankers continue to travel down Bath Lane.

5.4.3. It was noted that there has been an increase of HGVs travelling along Hilgay Road and Ryston Road. There were at least 5 seen yesterday and another 2 this morning. Residents have tried to contact the Transport Manager at Glazewing with no success.

*The Chair addressed item 9 early as it related to concerns raised by residents.*

## **6. Reports**

6.1. To receive a data report from the SAM2. CARRIED FORWARD.

6.2. The monthly playground inspection report was received and the following noted:

6.2.1. The zip wire is to be monitored for tension.

6.2.2. The fence panel near the gate with the sign has a loose bolt at the bottom near the gate post. – This has been tightened.

6.2.3. A loose bolt is also apparent on the lower section of the central panel on the south side, near the small swings. – To be tightened.

## **7. Open Spaces.**

7.1. It was noted that the Council has been invited to submit an expression of interest for grant funding to support projects that create new and improved community infrastructure in West Norfolk. However, it was agreed not to submit an interest at this time, as the Council currently has no suitable projects planned and wishes to focus its attention and resources on the cemetery administration project currently in progress.

7.2. The Council considered the replacement of the Millennium Tree at the allotments. It was agreed to investigate a more suitable location for replanting the tree.

7.3. The Council discussed additional fundraising efforts to support the ongoing upkeep and maintenance of the playground. – Clerk to liaise with the Playground Committee to explore possible fundraising events and proposed dates. – Clerk to compare the Council's insurance premiums before and after the installation of the playground to determine the additional cost incurred.

7.4. The Council considered the issue of overgrown brambles surrounding a utility pole on Ryston Road, which are beginning to encroach onto the highway. Due to the presence of overhead power lines, it was noted that any cutting work may fall under close proximity working regulations and may require specialist contractors, as standard clearance limits apply within 2 metres of a power line. – Cllr K. Gore to report to Highways. - Clerk to send contact details for the Highways Officer to Cllr A. King.

7.5. The Council reviewed the current status of the grounds maintenance work. The Chair invited Mr Ives (grounds maintenance contractor) to provide an update. Mr Ives offered his apologies for recent delays, citing personal matters, but confirmed that insurance and other arrangements are now in place. He hopes to resume normal work patterns from next week. It was also reported that a tyre swing has been attached to a tree at Stocks Bridge. As this is located on Parish Council land and poses a potential safety hazard, it was agreed that it should be removed.

## **8. Cemetery.**

The Chair read through a few of the action points provided from the 2021-22 ICCM cemetery review. The following was mentioned:

8.1. Action 1: The Clerk attended Cemetery training on 6<sup>th</sup> June 2023.

- 8.2. Action 2: The Clerk noted, that whilst there is no longer a grounds person to assist with more practical cemetery functions, if something has needed doing or checking in the cemetery then the Chair has always made himself available. The Chair noted that he believes this action was in relation to a previous issue with undertakers not having clear guidance on what to do with surplus soil. This has been resolved as a procedure was agreed and is being followed.
- 8.3. Action3: It was noted that a digital map has been created. The Chair noted that he has had a quote to have an electronic map created, which would include a GPS survey of the exact location of every burial in the cemetery. Once fact checking has been completed then this can be explored further.
- 8.4. Action 4: It was noted that fact checking is in process.
- 8.5. Action 5: It was noted that fact checking is in process.
- 8.6. Action 14: It was noted that action 14 states that digital records should be backed onto a memory stick, however, on page 10 of the ICCM report states that it should be backed up on a cloud-based system. – Clerk to explore cloud-based systems.
- 8.7. Action 6: It was noted that this action has been completed, the Council has installed a documented process by which graves can be purchased, issued a deed of grant number and provided with an exclusive right of burial deed once purchased.
- 8.8. Action 7: The Clerk noted that she has some paperwork to support the completion of this action, which was obtained through the training attended, however, this action has not been started as fact checking is still in process.
- 8.9. Action 12: It was noted that this process has been put in place and that it must be treated sensitively by any Council member attending.
- 8.10. Action 13: It was noted that physical records must be stored in a fireproof cabinet or alternative and moved away from the Clerk being responsible for keeping these at their own property. The Council discussed storing physical records in a cabinet at the Village Hall.
- 8.11. Action 19: It was noted that the cemetery review took place in 2022 and 37.5% of all memorials within the site were identified as problematical. – Clerk to investigate.
- 8.12. Action 22: It was noted that re-engage with the Diocese and their solicitors to establish clear, definitive boundaries for the existing, consecrated area could take some time – Clerk to contact Diocese to begin this process.
- 8.13. Action 26. It was noted that action 26, consecrating more ground within the cemetery, could be completed at the same time as action 22.

## **9. Glazewing.**

The Chair provided an update on communications with Glazewing regarding the ongoing issue of reported dangerous driving and unsanctioned HGVs using Bath Road and other unsuitable routes through the village. A letter was sent to Glazewing following resident concerns and a request was made to meet with the Chair to discuss the matter further.

During the meeting, Glazewing representatives acknowledged that HGVs using these roads are a problem, but stated they have limited control over contractors, as they are not directly employed by Glazewing. Contractor visits typically occur on Tuesdays, Wednesdays and Thursdays, with drivers arriving unannounced. The Chair noted having personally spoken to HGV drivers using inappropriate routes and found many are relying on phone-based satellite navigation rather than commercial-grade systems. It was also reported by Glazewing that a tracker had been covertly installed on their own lorries and that speed monitoring data between Old School and College Road showed the highest recorded speed of 42mph. They believe their own drivers are complying with road and speed expectations. It was clarified that Glazewing's lorries are based in King's Lynn, that the large lorry observed carrying a 12-yard skip was likely a contractor's vehicle. Glazewing also stated that they cannot currently vet or control which contractors attend their site. They did, however, acknowledge that improved signage could help prevent future misuse of routes such as Church Road. It was agreed to continue engaging with

Glazewing and to encourage further action on their part, including driver guidance and signage improvements. – Chair to maintain an open dialogue with Glazewing, report feedback of noticeable increases HGV using inappropriate routes, discuss potential additional signage for contractors, raise the need for contractors to be issued with routing maps before leaving the facility and discuss other possible solutions.

## 10. Planning Matters.

- 10.1. To consider a consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 10.2. To consider consultee response to any other application received from King's Lynn and West Norfolk Borough Council after the publication of the agenda: None.  
<https://www.west-norfolk.gov.uk/mynearest?layer=planning&c=1>
- 10.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council: None.

## 11. Finance.

- 11.1. It was noted that the balance of the Unity Trust Banking account is £28,153.16
- 11.2. It was RESOLVED to AGREE the following payments, proposed Cllr N. Drew, seconded Cllr K. Gore:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	£1157.94	£0.00	£1157.94	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
Wave	Cemetery Water	£37.02	£0.00	£37.02	BACS
P J Home & Garden	Grounds Maintenance	£576.00	£0.00	£576.00	BACS

## 12. Administration.

A comment was recently posted on social media expressing concern about the length of the grass in the cemetery. It was noted that the grass has been cut and that the contractor had previously been instructed by the diocese not to cut it shorter than 4 inches. It was also observed that there are numerous rabbit burrows throughout the cemetery, which are contributing to uneven ground and may be causing damage to equipment used for maintenance. The Council discussed the need to verify whether there is a specific guideline or statutory requirement regarding grass cutting height in a cemetery and to seek advice on how to manage rabbit activity in cemeteries. – Clerk to verify with the diocese if there is a formal guideline or statutory rule regarding the minimum length grass should be cut in cemeteries and protocols in relation to rabbit activity and the damage caused by burrowing.

## 13. Correspondence.

- 13.1. Planning: RE: Planning Application 24/01689/DISC\_B – Discharge of Conditions 3, 6 and 9 from Planning Permission 24/01689/FM. Noted. – Clerk to respond for further clarification in relation to the agreement made in November 2017
- 13.2. NCC: Norfolk Minerals and Waste Local Plan - Notice of Adoption. Noted.
- 13.3. Borough: RTS switch off in June – please help us reach vulnerable utility customers. Noted. – Chair to put in Village Noticeboards.
- 13.4. Borough: Planning Parish Update Sessions. Noted. – Clerk to book Cllr N. Drew onto the Thursday 12<sup>th</sup> June session and Cllr A. King on to the Wednesday 25<sup>th</sup> June session.
- 13.5. Planning: 25/00155/UNAUTU Land And Building E of Willow Lodge Ryston Road

West Dereham. It was noted that the officers comments regarding the feeding and shelter of horses were inaccurate based on current planning guidance; that the reference to land subdivision did not address concerns about formal allotment-style division rather than temporary electric fencing; and that Willow Lane is an adopted highway, confirmed by the Borough Council's ownership of roadside trees, which may affect the planning implications of a new access point. - Clerk would write again to request a formal site visit and raise these matters for reassessment.

- 13.6. Planning: Planning Appeal Notification 24/01814/O. It was noted that another objection has been submitted.

#### **14. Members' Matters.**

- 14.1. It was noted that application Ref: 6899312/HP110/1, to designate a Public Right of Way (PROW) along a walking route between West Dereham and Crimplesham, was submitted in June 2023. The Clerk noted that the individual who initiated the application and gathered evidence for the application has been in contact with NCC and was informed that the application and evidence provided is currently under review and a decision should be made before the end of the 2025.
- 14.2. It was noted that a concern was raised by a resident regarding a drone flying at low level over her garden late one evening. The Council will monitor the situation and, should further incidents be reported, consider publishing guidance and information on drone use on the Parish Council website.
- 14.3. It was noted that British Sugar has been given £7.5million by the government as funding towards a £37million project to install emission-cutting technology, including heat pumps and carbon capture. The £37million project is said to revolutionise the on-side drying process with gas dryers replaced by steam dryers to save energy.
- 14.4. It was noted that the Laurel hedge on Hilgay Road/Basil Road corner still needs to be cut back. – Clerk to send Cllr A. Kind the Highways Officer's contact details.

#### **15. Items for the next meeting.**

- 15.1. To receive an update on the cemetery administration project.
- 15.2. To consider fundraising options from the Playground Working Group to raise money for the upkeep and maintenance of the playground.
- 15.3. To receive an update on Glazewing.

#### **16. Next meeting of the council.**

To note that the next meeting of the Council will be held on Thursday 3<sup>rd</sup> July 2025 at 7:00pm in the West Dereham Village Hall.

*Meeting closed: 8:41pm*