

WEST DEREHAM PARISH COUNCIL

DRAFT Minutes of the Parish Council Meeting **held on Thursday, 17th July 2025 at 7 pm in West Dereham Village Hall**

Councillors present: Cllrs Andy Challen, Nick Drew (Chair), Keith Gore,
Ann King, Mark Norton

Public present: One member of the public

Clerk: Ann King (Temporary Clerk due to Ms Samantha Bromley illness)

1 Apologies for Absence

Apologies were received, and accepted, from Cllr Stuart Glover.

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 of the Last Meeting

The minutes of the Parish Council meeting held on Thursday, 5th June 2025 with minor typographical amendments were approved and signed by the Chair.

4 Updates of Items not Elsewhere on the Agenda

4.1 It was **AGREED** consideration should be given to planting commemorative memorial fruit trees to replace the dead Millennium Tree at the allotments and PJ Home & Gardens be requested to obtain prices, for consideration at the next meeting.

4.2 It was **NOTED** the overgrown brambles surrounding a utility pole on Ryston Road will be removed Monday 21st July 2025.

5 Open Forum for Public Participation

5.1 Apologies for his inability to attend had been received from Borough Councillor Peter Hodson.

5.2 County Councillor Brian Long was not in attendance.

5.3 No representative from the Police was present.

5.4 Public. A member of the public raised a concern regarding the brambles on the footpath on the bend between Church Road and Station Road:-

- 1) The Chair advised that the resident on the corner normally flails the hedge late Aug/early Sept.
- 2) It was **AGREED** PJ Home & Gardens will only trim any encroaching brambles across the footpath.
- 3) Cllr A Challen raised concern regarding the poor state of the footpath with the raised and exposed drain covers on this Highways footpath. It had never had a 'wearing course' applied, only a sub-base. It was **AGREED** Cllr K Gore would liaise with Highways within the week, and Cllr A Challen would add the element to the Risk Register.
- 4) It was **NOTED** that since the playground bin had been installed it had not been necessary to pick any litter there.

6 Reports

6.1 To receive a Data Report from SAM2.

6.2 The Monthly Playground Inspection Report had been circulated.

1) It was **AGREED** to tighten the zip wire. It was thought the hot weather had created the wire tension to fluctuate. It was **AGREED** the zip wire tension would be closely monitored. **2)** Cllr A Challen would supply zip ties to use above the toddler swing to deter the birds resting there.

- 6.3 The Annual Playground Inspection Report undertaken by RoSPA (Inspector Mr Dan Clift) dated 9th June 2025 had been circulated. Report findings were **NOTED** and remedial action would be taken accordingly. Actions **AGREED** were as follows:
- 6.3.1 Seating – It was **AGREED** to consider creating a concrete pad, to which the seat may be bolted to. Concrete pad to be priced.
 - 6.3.2 Cableway – Seated. To enable compliance of RoSPA inspection, it was **AGREED** to contact suppliers Caloo to request their annual maintenance recommendations to ensure the correct checks may be undertaken. The Inspector excluded this check due to chain covers being in place.
 - 6.3.3 Multiplay – Slide Climber. It was **AGREED** PJ Homes & Gardens would apply a top dressing to this play area. It was **AGREED** the regular inspection sheets should include that the 'protective surface under all bars and rings must be checked and kept in good condition'.
 - 6.3.4 MUGA – Single End. It was **AGREED** to obtain a sign, as determined by the Inspector's report. Price to be sought from previous supplier.
 - 6.3.5 Swing – Junior – 2-Bay 3 Seat. Bolts to be checked and it was **AGREED** new ones should be purchased locally at minimal cost.
 - 6.3.6 General – contact Caloo for their maintenance schedule of all items.

7 Playground

The Playground Working Group had confirmed it would be undertaking a fundraising event in 2025. It was **AGREED** all monies raised would go into the ringfenced Playground Account which was utilised for all playground costs. It was re-confirmed, as **originally AGREED** by the Parish Council, that no cost for the playground would be borne by the precept now or in the future.

8 Bus Shelter Funding

It was **NOTED** the new Bus Stops 'flag' with the words Bus Stop and bus stop number and timetable remain awaited from the County Council. It was **AGREED** this should be followed up with the County Council. It was **NOTED** there had been a QR code attached to the new poles of the new Bus Stops but such was not accessible to all, hence signage completion was necessary.

Under the Bus Shelter Grant scheme it was **AGREED** to apply for funds in the sum of £1,000 to upgrade and refurbish the bus shelter by way of UPVC fascia board, and internal painting.

9 Farm Tenancy

In the absence of the Clerk, and needing to follow due process of opening tenancy applications in public, this item was **deferred** to September 4th 2025 meeting.

It was **AGREED** to engage Cruso & Wilkin to prepare the Farm Tenancy Agreement. It was **AGREED** the price quoted in the sum of £400 + VAT should be queried as in April 2025 it was quoted as £350.00.

10 Cemetery

1) It was **NOTED** fact-checking of the requirements in the ICCM report 2022 continues and the Diocese has been contacted regarding the possibility of increasing the consecration area and their guidelines on rabbit holes. However, the response from the Diocese representatives is to be followed up by Cllr A King for clarification. 2) It was **AGREED** the ICCM 2022 report findings should be placed into a GANTT Cemetery Project timeline, which Cllr A Challen **AGREED** to create. 3) Following the guidelines in the ICCM 2022 report, it was **AGREED**, i-Cloud storage should be investigated and a price should be sought from ECS computers. 4) St Andrew's church grass maintenance is the responsibility of the church but for some time has been undertaken by the Parish Council, and thus borne by the village precept. (The cemetery is the responsibility of the Parish Council.) It was **AGREED** Cllr A King should enquire if the Diocese could make a contribution thereto or resume the task. 5) It was **AGREED** Cllr A King should check the ICCM report guidelines on how to deal with any unsafe gravestones/those requiring attention. 6) It was **AGREED** the ICCM 2022 highlighted potentially unsafe headstones would be transferred to a marked-up plan by Cllr N Drew.

11 Glazewing

It was **NOTED** a complaint had been received from a resident regarding Glazewing traffic. It was **AGREED** a reply would be sent to the resident. It was **AGREED** to maintain dialogue with Glazewing and the Chair would visit them. It was also **AGREED** to arrange a meeting between Glazewing and Parish Councillors autumn 2025

12 Planning Matters

- 12.1 To consider a consultee response to planning applications received from King's Lynn and West Norfolk Borough Council – **none**.
- 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> - **none**.
- 12.3 To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:
- 12.3.1 25/00937/AG – Hill House Farm, Bath Road, West Dereham PE33 9TP – Agricultural Prior Notification: Proposed Agricultural Building. AG Prior Notification – **not required**. It was **AGREED** to write to the Planning Dept seeking clarification on what planning had been granted for as the building's use in the Application was stated as two purposes, and also the Application stated the building could not be seen from the road whereas it can be.

13 Finance

- 13.1 It was **NOTED** the balance of the Unity Trust Banking account had been advised as £27,712.24. In line with Parish Council protocol, it was **AGREED** the Clerk is to circulate a copy of the bank statement to the September 4th 2025 meeting.
- 13.2 Proposed by Cllr Andy Challen and seconded by Cllr Nick Drew, it was **RESOLVED** to **AGREE** the following payments:-

| Payee | Description | Net | VAT | Gross | Method | |
|--------------------------|------------------------------|----------|--------|----------|--------|------|
| Staffing | Salary/HMRC/Pension/WFHA | £1157.94 | 0 | £1157.94 | BACS | |
| ECS | Subscription | £8.50 | £1.70 | £10.20 | dd | |
| Computers | | | | | | |
| Community Action Norfolk | Subscription | £50.00 | 0 | £50.00 | BACS | |
| Sonya Blythe | Internal Audit | £130.00 | 0 | £130.00 | BACS | |
| RoSPA | Annual Playground Inspection | £108.00 | £21.60 | £129.60 | BACS | |
| ---credit--- | Wave Utilities | *credit | *£1.60 | 0 | *£1.60 | BACS |

Following publication of the Agenda:-

- A) An invoice from PJ Home & Gardens (village maintenance contract) had been received in the sum of £576.00, which was duly **APPROVED**.
- B) A wayleave payment in the sum of £213.32 from UK Power Networks, in respect of a telegraph pole, would be paid into the West Dereham Parish Council bank account.

14 Administration

- 14.1 Receipt of the Internal Audit by Sonya Blythe, dated 14 June 2025, was **NOTED** and the observations made are **NOTED** by the Parish Council and it was **AGREED** to take action to address the observations.
- 14.2 It was noted that the Notice of Public Rights of Way was displayed on Thurs, 19th June 2025, commencing on Fri, 20th June 2025 and ending on Thurs, 30th July 2025.
- 14.3 It was **AGREED** to pre-order one poppy wreath for Remembrance Day 2025.

15 Correspondence

- 15.1 Norfolk County Council 'Local Government Reorganisation Norfolk' dated June 2025 had been circulated and thus **NOTED**.
- 15.2 Correspondence received from a member of the public dated 14th June 2025 raised concern as to the length of the West Dereham Churchyard grass. During this period there had been some miscommunication as to the length grass should be around headstones and clarification had to be sought and thus awaited from the church but it was **NOTED** the grass is now short and ultra-soft strimming wire had been purchased to avoid any damage to headstones.
- 15.3 Planning Enforcement: 25/00155UNAUTU, Land and Buildings east of Willow Lodge, Ryston Road, West Dereham. A response to the Parish Council's latest communication had been received from the Borough Council but had not responded to all the queries posed, thus it was **AGREED** to revert requesting a full response.
- 15.4 A communication from the Borough Council entitled 'Future Norfolk' had been circulated and thus **NOTED**. The posters relating to this survey had been placed in village noticeboards and further information may be found at www.futurenorfolk.com
This survey is due to close on 1st August 2025.

16 Members Matters

- 16.1 A matter was raised and **NOTED** that there may be communication issues with the Clerk's mobile and this should be investigated for any malfunction.
- 16.2 It was **NOTED** Highways response continues to be awaited re the laurel hedge on the corner of Hilgay Road/Basil Road.
- 16.3 It was **NOTED** Cllrs Nick Drew and Ann King had attended the KL&WN Borough Council 'Parish Planning Update Sessions' June 2025. It was **NOTED** it had been advised at this session that the Government (Ministry of Housing Communities and Local Government) has withdrawn funding for Neighbourhood Plans for those not lodged by the date of the Government's decision, 12th June 2025.
- 16.4 A parishioner had highlighted that the countryside charity, CPRE, was asking for people to email their MPs on the Planning & Infrastructure Bill currently making its way through Parliament so that people may give their views on the character of their neighbourhood.

17 Items for the Next Meeting (4th September 2025)

- 17.1 Cemetery – to discuss and AGREE:-
 - a) actions on the Cemetery Project Plan (GANTT chart).
 - b) actions on marked-up plan for potentially unsafe headstones (ICCM 2022 report)
 - c) how to deal with potentially unsafe headstones (ICCM 2022 report)
 - d) any wording required for hazard management for the public in the cemetery if any headstones are dangerous.
 - e) response from Diocese (consecration, grass and rabbit holes)
- 17.2 Churchyard Grass (invite Janet Tanton)
- 17.3 Farm Tenancy tenders.
- 17.4 Trees on Parish Council land – discuss and AGREE any inspections required on any trees giving concern due to dry weather and AGREE if any should be added to the Risk Register.
- 17.5 Glazewing – to discuss and AGREE action.
- 17.6 Albanwise – to AGREE action.
- 17.7 Outstanding Action List – AGREE priority on outstanding matters.
- 17.8 Allotment Millennium Tree Replacement – to discuss and AGREE cost of replacement tree(s) and its(their) placement within the allotment.
-] 17.9 Complaints – to receive UPDATES on
 - a) Laurel hedge on junction of Hilgay Road and Basil Road
 - b) Footpath (Highways) on bend of Church Road/Station Road
- 17.10 Playground – to receive a REPORT on
 - a) zip wire tension tightening
 - b) zip ties supplied
 - c) concrete pad quote
 - d) top dressing under Multiplay – Slide Climber
 - e) sign cost for MUGA – Singe End
 - f) Caloo maintenance schedule, in particular for Cableway – Seated
- 17.11 Bus Shelter – to receive a REPORT on
 - a) signage
 - b) application for £1k under Bus Shelter Grant scheme
- 17.12 Finance – to receive an UPDATE on Internal Audit dated 14 June 2025 Actions
- 17.13 Administration – to receive and UPDATE and AGREE actions on
 - a) PC mobile telephone
 - b) i-Cloud storage cost

18 Next Meeting of the Parish Council

To note the next meeting of the Parish Council will be held on Thursday, 4th September 2025.

19 Conclusion

There being no further item for discussion, the meeting concluded at 9 pm.