

# West Dereham Parish Council

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**Minutes of the Annual Parish Council Meeting held on Thursday 18<sup>th</sup> July 2024, at 7.00pm, in the West Dereham Village Hall.**

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

**Public present:** 5 members of the public

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

Apologies were received from Cllrs K. Gore, A. Caley and A. Challen (alternative commitments).

## 2. Declarations of interest.

2.1. No pecuniary or non-pecuniary interests were declared.

2.2. No dispensation requests were received.

## 3. Minutes.

The minutes of the Parish Council meeting dated Thursday 6<sup>th</sup> June 2024 were approved and signed by the Chair.

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

4.1. All required documents have been sent to the external auditor.

4.2. To notes that the Play Park Grand Opening will be held at St Andrews Recreational Grounds on Saturday 20<sup>th</sup> July, 12 noon.

## 5. Open Forum for Public Participation.

5.1. Borough Councillor Peter Hodson informed the meeting that the Borough Council has a number of contractors lined up to complete maintenance work – this will include the path leading to St Andrew’s Recreational Ground. West Dereham is receiving 5 weight limit road signs – locations to be determined. CIL money is now available for organisations to use – criteria to be checked for eligibility. The Borough of King’s Lynn and West Norfolk has received 20 million pounds and residents are invited to have their say as to how the funds are spent - [visionkl@w-norfolk.gov.uk](mailto:visionkl@w-norfolk.gov.uk). A new Chief Executive has been appointed – Kate Blackmore.

5.2. County Councillor Brian Long was not present.

5.3. To receive comments from members of the public.

5.3.1. Concerns were raised regarding the size of the cabin which has been delivered for application 24/00472/LDP (Lawful Development Certificate). Questions were raised as to how many vehicles can be parked on the land and how the cabin, which is believed to contain a fitted kitchen, will be connected to electrical and water mains. It was also noted that there as currently less animals on the land than previously stated.

5.3.2. A request was received for the Council to provide provisions for the cemetery and war memorial to be maintained regularly.

5.3.3. Concerns were raised over the incompleteness of the bus stops which have no identifying sign or timetable.

5.3.4. It was noted that the word ‘road’ has fallen off the sign ‘Bath Road’.

## **6. Reports**

Cllr M. Norton reported on the data collected from the SAM2 (attached).

## **7. Playground.**

- 7.1. It was reported that the playground equipment has been installed and each piece stamped with a certificate of identification. ROSPA have inspected the equipment and each recommendation has been actioned. It was noted that the Council has been given 1 fence panel for free which was ordered by mistake from Calloo. This will be stored in the parish and used to replace a panel of the fence if and when required. The grass will be cut tomorrow in preparation for the playground open day. The Chair noted that this has been an incredible achievement and that the playground was designed and situated with inclusivity in mind – low fence with equipment spread within the fenced area as to not obstruct views, fenced to not disrupt dog walkers and it has been positioned to leave plenty of room on the field for other outdoor activities.
- 7.2. It was noted that James Grummitt and Chris Maloy have also been selected to conduct regular inspections of the playground.
- 7.3. The weekly inspection checklist was reviewed and it was AGREED to use the ROPSA checklist for weekly inspections and the Councils checklist for a more thorough quarterly inspection. A weekly rota will be created.
- 7.4. To AGREE to purchase items required following breakage to equipment. DEFFERED.
- 7.5. The Playground Policy was reviewed, amendments to be made for review at the next meeting.
- 7.6. A financial report was received. Detail of individual equipment to be added.
- 7.7. To discuss the possibility of having a memorial bench and AGREE any actions. DEFFERED.
- 7.8. Answers were provided for the playground project questions received.

## **8. Cemetery**

- 8.1. To review and make any amendments to the 2019 Cemetery Regulations. DEFERRED.
- 8.2. It was noted that there has been significant damage to one of the headstones in the Cemetery which is believed to have been caused when the grass was cut. The mother of the belated is in communication with Nurture Landscapes to resolve this.

## **9. Open Spaces**

To review the services provided by Nurture Landscapes and AGREE any actions. DEFFERED.

## **10. CIL Infrastructure Funding Governance and Applications 2024.**

- 10.1. It was noted that application submissions will open on 01 July 2024 at 08:00 and close 01 August 2024 at 17:00.
- 10.2. It was decided not to apply for funding for any additional projects and for the Clerk to forward the information to the West Dereham Village Hall.

## **11. Planning Matters.**

- 11.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 11.2. 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>
- 11.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:

- 11.3.1. 21/01923/NMA\_2 - Homefields Basil Road West Dereham King's Lynn Norfolk PE33 9RP - *NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 21/01923/F : APPLICATION FOR VARIATION OF CONDITION 2 ATTACHED TO PLANNING PERMISSION 12/01720/F: Demolition of existing bungalow and associated ancillary outbuildings and the construction of one detached dwelling and garage. PERMITTED*
- 11.3.2. 24/00337/F - Bell Barn, Lime Kiln Road, West Dereham, King's Lynn, Norfolk PE33 9RT - Single Storey Extension to rear of property and Interior reconfiguration. PERMITTED.

## 12. Administration.

A request to use the area outside of the cemetery to park cars for an event being held in the church was considered and AGREED.

## 13. Finance.

13.1. It was noted that the balance of the Unity Trust Banking Account is £50575.41

13.2. It was noted that the following payment were made:

Payee	Description	Budget	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	Salary & Expenses	£1025.79	£0.00	£1025.79	BACS

13.3. It was RESOLVED to AGREE the following payments, proposed Cllr M. Norton, Seconded Cllr A. King:

Payee	Description	Budget	Net	Vat	Gross	Method
ECS Computers	Subscription	Subscriptions	£8.50	£1.70	£10.20	DD
NPTS	Councillor Training	Training	£44.00	£0.00	£44.00	BACS
Mrs Neave	Internal Audit & Mileage	Audits	£129.20	£0.00	£129.20	BACS
Wave	Utilities	Utilities	£16.53	£0.00	£16.53	BACS
NBB Recycled Furniture	Seat & Picnic Table	Playground	£999.00	£199.80	£1198.80	BACS
Cllr A. Caley	Reimbursement for Lock purchased at Screwfix	Playground	£13.82	£2.77	£16.59	BACS
Masson Seeley Signs	Playground Sign	Playground	£175.00	£35.00	£210.00	BACS

13.4. The following receipts were noted:

Payee	Description	Net	Vat	Gross	Method
Resident	Defibrillator Donation	£100.00	£0.00	£100.00	BACS
Resident	Defibrillator Donation	£250.00	£0.00	£250.00	BACS
H Brett & Sons Ltd	Additional Headstone Inscription	£100.00	£0.00	£100.00	BACS
HMRC	2023-24 VAT refund	£1314.80	£0.00	£1314.80	BACS

## 14. Correspondence.

14.1. Borough Council: Ringstead draft Neighbourhood Plan Consultation Notification. Noted.

14.2. County Council: Parish Updates – Planning. Noted.

- 14.3. Resident: Grass Verges/Restricted View. Noted.
- 14.4. Resident: Overgrown Shrubbery. Noted.
- 14.5. PPschemes: Invitation to Bid for Parish Partnership 2025/26. Noted.
- 14.6. West Norfolk: Asda Foundation - Investing in Spaces and Places. Noted.

**15. Members Matters.**

- 15.1. The Council can ask to be notified over non-material planning application.
- 15.2. It was noted that the Farm Tenancy has been reviewed and that in September 2024 the tenant will receive a notice of end-of-tenancy for September 2025.
- 15.3. It was noted that the Parish Council remains grateful to Amanda and Emma for filling the planters with flowers which are now in bloom and looking lovely and colourful.
- 15.4. Thanks was given to Tim for supplying the plants for the planters.
- 15.5. Thanks was given to the to the Masson Seeley Signs company for supplying and installing the sign at cost value.
- 15.6. It was noted in the Lynn News that construction of the new Community Hub in King's Lynn has gone over budget and questions were realised as to whether this would affect Council tax.
- 15.7. It was noted that the Council has almost received enough funds to purchase another defibrillator. An update will be provided at the next meeting.
- 15.8. To discuss having the war memorial and cemetery tidied for Memorial Day?

**16. Items for the next meeting.**

- 16.1. To review the grounds maintenance schedule.
- 16.2. To AGREE whether to renew or retender the grounds maintenance contract.
- 16.3. To receive an update on the defibrillator project.
- 16.4. PPschemes: Invitation to Bid for Parish Partnership 2025/26.
- 16.5. West Norfolk: Asda Foundation - Investing in Spaces and Places.
- 16.6. To review and AGREE the Playground Risk Assessment.
- 16.7. To review responsibilities for the Parish Council's facilities.
- 16.8. To review HR considerations.
- 16.9. To review and AGREE the Playground Policy.

**17. Next meeting of the council.**

It was confirmed that the next meeting of the Council will be held on Thursday 12<sup>th</sup> September 2024 at 7:00pm in the West Dereham Village Hall.