

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 5th December 2024**, 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: 29th November 2024

AGENDA

1. Apologies for Absence.

To receive and approve apologies for absences.

2. Declarations of interest.

- 2.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any subject on the agenda.
- 2.2. To consider any dispensation requests.

3. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 7th November 2024.

4. Updates of items not elsewhere on the agenda.

- 4.1. Allotment rental invoices for September 2024 – September 2025 have been sent.
- 4.2. The Council's subscription to the Information Commissioners Office has been renewed until 12/11/2025.
- 4.3. The asset register has been updated.
- 4.4. The broken 'Bath Road' sign has been reported to the Borough Council.
- 4.5. Tender letters and accompanying supporting documents for the Council's Grounds Maintenance Contact have been sent.
- 4.6. Following an enquiry regarding the frequency of the bin collection in the Parish, the Council has been informed that the bins on St. Andrews Close and Church Road are emptied weekly and the St. Andrews walk bins are collective on alternative weeks.
- 4.7. The Council's Financial Risk Assessment has been updated following amendments agreed in November's Council Meeting.

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 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 the monthly playground inspection report.

7. Assets.

To AGREE dates to hold an asset inspection and take photographs of the assets for Council records.

8. Playground.

- 8.1. To consider planting trees at St. Andrews Recreational Ground and AGREE any action.
- 8.2. To note that the Clerk has made amendments to the Playground Policy following Council's amendments to the quarterly inspections. To review and confirm amendments.
- 8.3. To discuss the use of plastic bags being used for litter and AGREE a protocol for Playground Inspectors.

9. Planning Matters.

- 9.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:
 - 9.1.1. 24/01769/F – Land East Side, Station Road, West Dereham - Relocation of existing access; Change of use of the land for the stationing of 10 Gypsy / Traveller plots, each containing one static home and touring caravan. Associated hard and soft landscaping and ecological enhancements.
 - 9.1.2. 24/01814/0 – School Bungalow, Church Road, West Dereham – Outline Planning Permission with all Matters Reserved for: 9no. houses on old school site, including demolition of existing school house.
- 9.2. 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>
- 9.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:
- 9.4. To note that the following response has been submitted to the King's Lynn and West Norfolk Local Plan 2021-2040 Main Modifications Part 2 (Gypsy, Traveller and Travelling Showpeople) Consultation (October-November 2024):
 - 9.4.1. F122, page 4, 3rd line - We would like to respectfully suggest an expansion of the wording as follows: "...while respecting the interests, **needs and wellbeing** of the settled community
 - 9.4.2. F122, page 7, 6th line - We would like to respectfully suggest an expansion of the wording as follows: "...sustainable development **and of the settle community**"
 - 9.4.3. Referring to **F122, page 7**, paragraph heading **Caravans, Park Homes and Houseboats**. We would like to respectfully request that the comment within the consultation paper regarding "those who do not meet the planning definition for a Gypsy and Traveller or those who are classified as undetermined within the GTAA 2023" may possibly create loopholes that could compromise the integrity of the decision-making process and may lead to ambiguity, potential exploitation of the system for personal gain, undermine or compromise the fairness effectiveness and transparency of the process and decision-making, and **thus a robust mechanism be formulated and such formula or process is transparent and sits in the public domain** (e.g. your website).
 - 9.4.4. **F122, page 11, Item 2 continued**, "safeguard existing boundary

treatments...” We would like to comment that to be effective in the rural form, any screening, should be native species, and where possible mature specimens, not saplings.

9.5. To review neighbourhood plan options.

10. Finance.

10.1. To note that the balance of the Unity Trust Banking Account is £32,733.69.

10.2. To note that the National Joint Council for Local Government Services has announced that agreement has been reached on increased rates of pay, applicable from 1st April 2024. – Clerk to receive backpay of £229.32, which has been included in staffing costs under item 10.4.

10.3. To consider the 2025-26 budget and AGREE the precept.

10.4. To RESOLVE to AGREE the following payments:

Payee	Description	Budget	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	Staffing	£1403.52	£0.00	£1403.52	BACS
ECS Computers	Subscription	Subscriptions	£8.50	£1.70	£10.20	DD
CAN	Training	Training	£80.00	£0.00	£80.00	BACS
Hodson Office Supplies	USB	Office Supplies	£11.79	£2.36	£14.15	BACS

10.5. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
Renter	Allotment Plot Rent	£20.00	£0.00	£20.00	BACS
Renter	Allotment Plot Rent	£55.00	£0.00	£55.00	BACS
HMRC	VAT Refund	£17,636.53	£0.00	£17,636.53	BACS
Borough Council	Cycle Rack Funding	£380.00	£0.00	£380.00	BACS

11. Administration.

To discuss VE Day and AGREE any action.

12. Correspondence.

12.1. Norfolk ALC: Norfolk ALC AGM Resignation. Circulated.

12.2. RAF Marham: 20241128-RAF Marham Community Tour_Tues 03 Dec 24_10am-12pm-O. Circulated.

13. Members Matters.

No decision may be taken under this item.

14. Items for the next meeting.

Councillors to add items for the next meeting.

15. Next meeting of the council.

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