

# West Dereham Parish Council

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**Minutes of the Annual Parish Council Meeting held on Thursday 3<sup>rd</sup> October 2024, at 7.00pm, in the West Dereham Village Hall.**

**Councillors Present:** Cllrs Angela Caley, Andy Challen, Nick Drew (Chair), Stuart Glover, Keith Gore and Ann King.

**Public present:** 7 members of the public

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

Apologies were received and accepted from Cllr M. Norton (illness).

## 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 12<sup>th</sup> September 2024 were approved and signed by the Chair.

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

4.1. The Highways Officer has been contacted regarding concerns over the 60mph speed limits in the parish, particularly on Basil Road and Station Road due to the high number of HGVs which use these roads. The Council has been informed that he plans to visit the parish to see whether there is scope for change.

4.2. An order has been placed for the 6 Hoop Sheffield Cycle Stand from Broxap, 3 hoops will be installed at the playground and 3 outside of the Village Hall.

4.3. The planning department has been contacted to request that the Council is notified with non-material planning applications relevant to the parish.

## 5. Open Form for Public Participation.

5.1. Borough Councillor Peter Hodson was not present.

5.2. County Councillor Brian Long was not present.

5.3. To receive comments from members of the public.

5.3.1. A request was made for the minutes to be included in the Village Pump. - The Clerk explained that depending on when the meeting is held, it is not always possible to meet the deadline to have them published.

5.3.2. Referencing changes to the Cemetery Regulations, the Council was asked, with regards to the maintenance of trees, what would happen if the deceased's friends or family could not be contacted after several years? – It was noted that in that instance, the Council would meet to discuss next steps. The Council was informed that the original fee for a burial in the Natural burial Area had been set to cover these costs. The Council was then asked why statement (0) was removed. – The meeting was informed that wooden markers are being replaced with electronic markers. Lastly, concerns were raised regarding benches other than wood being allowed in the Natural Bural Area. – The meeting was informed that application for materials other than

wood, such as recycled plastic, would need to be submitted for the Council to make a decision.

- 5.3.3. Concern was raised over the lack of specification as to the maintenance of the Memorial Garden. – The meeting was informed that this would include all maintenance required, such as, cutting the hedges and grass and weeding around the memorial stones.
- 5.3.4. The Council was asked by a resident when the drain will be installed outside of her house as she has not heard anything further. – Chair to contact Borough Councillor Peter Hodson and County Councillor Brian Long.
- 5.3.5. It was noted that children were seen playing at the top of the goal post at St Andrews Recreational Ground and it was suggested that a small sign be placed at the location to deter this.

## 6. Highways

- 6.1. To receive a data report from the SAM2. CARRIED FORWARD.
- 6.2. It was noted that the Borough Council is providing 5 weight limit road signs for the parish. Locations proposed are Ryston Road, Hilgay Road and Wretton Road.

## 7. Playground.

- 7.1. The playground inspection protocol was reviewed and it was noted that it is now in line with training although it remains unclear which number on the risk score equates to which level of risk. – Levels of risk to be added to the form for reference. It was noted that the quarterly inspection is due and will be conducted using the Quarterly Inspection Form and then reviewed to ensure it is also in line with the training.
- 7.2. It was AGREED to secure the bench in the playground. – Cllr A. Challen to confirm the required distance from fence and Cllr N. Drew to secure.
- 7.3. It was AGREED for the brambles on St Andrews Recreational Ground to have an additional cut this year. – Clerk to Contact Nurture Landscapes.

## 8. Open Spaces

It was noted that 2 further plots have been requested. Once new tenants sign the tenancy agreement all allotment plots will be occupied. It was noted that there will be no rent for the first year of plot 2 due to the work required to bring it up to standard. It was noted that a 12 month notice and hedge cutting reminder has been sent to the Farm Tenancy tenant and that retendering will begin around March.

## 9. Planning Matters.

- 9.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 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: None.  
<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: None.

*(Cllr A. Caley joined the meeting)*

It was noted that a previous correspondence regarding the local plan (Borough Council of King's Lynn and West Norfolk Local Plan 2021-2040 - Consultation on Main Modifications. August - October 2024) was a personal perspective and the Council has been advised not to comment and to ensure that a representative from the Council

attends any updates from the Brough Council. The Council discussed concerns over the significant increase of the Boroughs remit for new houses and will therefore continue perusing the development of a neighbourhood plan for the Parish.

#### 10. Administration.

- 10.1. The 2025 meeting dates were agreed. – Clerk to upload to the PC website.
- 10.2. The asset register was reviewed. – Clerk to add defibrillator, playground sign, 2 benches, a picnic table and bike rack.

#### 11. Finance.

- 11.1. It was noted that the Council's Unity Trust Banking Account balance is £21,733.32.
- 11.2. It was noted that a VAT return was submitted for the amount of £17,636.53.
- 11.3. A bank reconciliation and update on reserves was received and noted. It was RESOLVED to AGREE to transfer the remaining funds of £1558.78, earmarked for the Playground Project, into funds earmarked for Playground Maintenance. Proposed Cllr N. Drew, seconded Cllr A. Caley.

*It was noted that residents have been very generous with the donations to purchase a second defibrillator for the village. - Chair to identify cost to install the defibrillator on a post adjacent to phone box, using the supply from the phone box for the cabinet. It was noted that if someone needs to access a defibrillator they are given the location of several within their location, therefore, the defibrillator should be checked for use. The Chair confirmed that the defibrillator on the Village Hall received monthly checks and once the other defibrillator is installed that too will receive monthly checks.*

- 11.4. It was RESOLVED to AGREE the following payments, proposed Cllr A. Caley, seconded Cllr A. King:

Payee	Description	Budget	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	Staffing	£1044.98	£0.00	£1044.98	BACS
ECS Computers	Subscription	Subscriptions	£8.50	£1.70	£10.20	DD
Viking	Office Supplies	Office Supplies	£135.69	£6.14	£141.83	BACS
Broxap	Bike Stand	N/A - Funding	£380.00	£76.00	£456.00	BACS

#### 12. Correspondence.

- 12.1. West Norfolk: Public Space Protection Order (Dog Control Order) renewal December 2024. Noted.
- 12.2. West Norfolk: FW: 20240812-Royal Air Force Marham Community Update\_Advance Notice of Night Flying 30 Sep-03 Oct. Noted.
- 12.3. West Norfolk: Consultation: Help finalise Economic Vision and Strategy for King's Lynn and West Norfolk. Noted.

#### 13. Members Matters.

- 13.1. The following was reported from the weekly playground inspections:
  - 13.1.1. Whilst the ball catcher was securely fixed, one of the nuts to the soffit required tightening. – Completed.
  - 13.1.2. A cover nut on the round swing top fixing fell off when tested. This was recovered and I will be refitted. – Completed.
  - 13.1.3. The zip wire has been tightened.
  - 13.1.4. The benches are yet to be secured.
- 13.2. It was noted that there is a large pothole on St Andrews Close. Cllr A. Caley informed

the meeting that she has reported this but was informed that this is a Borough Council road and not a Highways road. This has been forwarded to the Borough Council. – Chair to speak to Borough Councillor Peter Hodson.

- 13.3. It was noted that the Memorial Garden maintenance has started. The grass, hedges and lavender have been cut and weeded and the memorial cleaned. Railings are still to be painted.
- 13.4. It was noted that the pylons go from Lincolnshire to Walpole and then from Norwich to Tilbury and that there doesn't seem any in between. – Cllr A. King to enquire with County Councillor Brian Long whether there are any plans for this.

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

- 14.1. To consider an asset inspection and adding photographs of Council assets to the asset register.
- 14.2. To consider mapping who has grounds maintenance and upkeep responsibilities for different areas in the Parish.
- 14.3. To receive a monthly report from Village Hall Committee.
- 14.4. To consider the 2025-26 budget and AGREE the precept.
- 14.5. To consider starting actions towards implementing a Neighbourhood Plan.
- 14.6. To receive an update on the retendering of the ground maintenance contract.
- 14.7. To receive an update on whether Calloo need to receive copies of the quarterly inspections for the warrantee.

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

The next meeting of the Council will be on Thursday 7<sup>th</sup> November 2024 at 7:00pm in the West Dereham Village Hall.

Meeting closed at: 8:40pm