

West Dereham Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 7th November 2024, at 7.00pm, in the West Dereham Village Hall.

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

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

Clerk: Samantha Bromley

1. Apologies for Absence.

Apologies were received from Cllr A. Caley (alternative commitment) and Mark 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 3rd October 2024 were approved and signed by the Chair following an amendment on item 14.7., to read 'quarterly', instead of 'weekly'.

4. Updates of items not elsewhere on the agenda.

4.1. The cycle storage grant claim has been submitted.

4.2. Western Highways have designers working on a scheme to install a drain on Station Road and have spoken to Glazewing regarding a road closure.

5. Open Form for Public Participation.

5.1. Borough Councillor Peter Hodson reported that new homes are being built in Downham Market and that assurance has been given that public amenities, such as doctors, dentists and school, are making provisions, although specifics have not been provided. Approval has been granted for 1135 new houses in West Winch. The Norfolk Crime Commissioner in King's Lynn is holding an online consultation for resident to have their say on what matters most to them about policing and crime in their area. This can be found on the Borough Council of King's Lynn & West Norfolk website. The Ukrainian community has donated a tree to the Borough Council as thanks for the number of homes that were opened up to accommodate them, this will be situated in gardens by the King's Lynn Town Hall. Groyne 7, 8 and 9 are to be removed from Hunstanton, these will not be replaced.

5.2. County Councillor Brian Long was not present.

5.3. To receive comments from members of the public.

None.

The Chair gave thanks and informed the meeting that Peter Ives had been maintaining the memorial ground, along with some minor refurbishments to the war memorial, including, cutting the grass, weeding and painting the poles.

6. Reports.

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

6.2. The weekly playground inspections were reviewed and the following noted:

7.2.1. Fencing bolts slight loose. These have now been tightened.

7.2.2. Brambles have been removed entirely from the edge of the dyke, adjacent to zip wire. Zip wire is 10+m from edge so does not pose a safety issue for this piece of equipment. Tractor tires have left the ground uneven. The Ground has since

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been flattened.

7.2.3. The tension of the zip wire is being monitored.

6.3. A report was received from Village Hall Committee, read by the Chair. See Appendix A.

7. Playground.

7.1. The Quarterly Playground Inspection Form was reviewed and it was AGREED to continue to use the weekly inspection forms for quarterly inspections, but for 2 inspectors to conduct the quarterly inspection for quality control. It was noted that a Nicky Brown and Emma Drew will be undergoing training to become playground inspectors.

7.2. It was noted that the brambles at St Andrew Recreational Grounds have been completely removed. Councillors discussed a number of options, including, allowing the brambles to regrow or removing them entirely and installing a fence or adding dirt heap to prevent children accessing the dyke. – Clerk to contact Peter Ives for a quote to remove the brambles via injecting the stems.

7.3. It was noted that Caloo needs to receive copies of quarterly inspections reports for the warrantee to be valid. – Clerk to email all inspection reports to Caloo for their records.

8. Open Spaces.

8.1. It was AGREED to hold an asset inspection and add photographs of Council assets to the asset register. Date to be confirmed in December's meeting.

8.2. It was noted that some of the aerial photos depicting the areas of ground maintenance which the Parish Council are responsible for require updating. – Chair to update.

8.3. The grounds maintenance tender letter was reviewed and it was AGREED that the value of liability required by contractors is to be 5 million, for the contract period to be 3 years and for contractors to provide a quote to the Parish Clerk by 10th January.

9. Funding.

It was decided not to apply for 50/50 funding from the Parish Partnership Scheme 2025/26.

10. Planning Matters.

10.1. To consider 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.

10.4. Planning application 24/01689/FM - Land At E566627 N298166, College Road, Wissington, Wereham, Norfolk - Creation of a new water storage reservoir in connection with the sugar beet processing and the animal feed drying technology from the British Sugar site was discussed. It was noted that the Parish Council would like to be consulted on applications related to British Sugar as West Dereham is one of the closest parishes to the factory and sits directly under the prevailing wind, and therefore, effected by smoke, smells and sounds. – Clerk to request to be consulted on planning matters in relation to British Sugar as has been agreed by the Borough Council Planning Department in 2017. It was AGREED to submit a response to this planning application noting comments and concerns regarding light pollution (with reference to the Dark Skies Policy), increased noise, dust and odours and how these will be mitigated, reiterating IDB's concerns that the Wretton Pumping Station is not adequate if a problem occurs with the reservoir and requesting that West Dereham be removed from the Traffic Plan.

- 10.5. It was noted that Cllr A. King has been researching and gathering information on Neighbourhood Plans, sources include, Borough Councillor Peter Hodson, County Councillor Brian Long, government documents and Council Clerks. It was noted that the Clerk, Cllr N. Drew and Cllr A. King will be attending Neighbourhood Plan Training on the 16th January. It was decided for research to be carried out on alternative options to a Neighbourhood Plan. Further Action CARRIED FORWARD.

11. Administration.

- 11.1. The Parish Council's Risk Assessment was reviewed. – Clerk to add the playground and defibrillator. It was RESOLVED to AGREE to purchase a memory stick up to the amount of £30.00.
- 11.2. It was noted that the Village Hall will be unavailable to hire on 1st May 2025 and it was AGREED to hold the APM and APCM on May 8th.

12. Finance.

- 12.1. It was noted that the balance of the Unity Trust Banking Account was unavailable.
- 12.2. It was noted that an incorrect amount was AGREED and paid to Glover Ltd on 19/05/2024 for the amount of £100 and it was RESOLVED to AGREE to pay the remaining £20.00, proposed Cllr K. Gore, seconded Cllr A. King.
- 12.3. The External Auditor's Report and Conclusion of Audit was noted.
- 12.4. To consider the 2025-26 budget and AGREE the precept. CARRIED FORWARD. *The Chair asked Councillors to review the draft budget prepared by the Clerk in preparation for December's meeting.*
- 12.5. It was RESOLVED to AGREE the following payments, proposed Cllr N. Drew, 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
Cllr N. Drew	Poppy Wreath Reimbursement	Section 137	£20.00	£0.00	£20.00	Cheque
NPTS	Neighbourhood Planning Training	Training	£156.00	£0.00	£156.00	BACS
PKF	External Audit	Audits	£210.00	£42.00	£252.00	BACS
Peter Ives	Memorial Garden Maintenance	Cemetery Earmarked	£299.00	£0.00	£299.79	BACS

**To include invoices received after publication of the agenda.*

13. Correspondence.

- 13.1. Resident: Hedge Complaint, Basil Rd/Hilgay Rd Junction. Noted.
- 13.2. Planning Inspectorate: WA010004 - Fens Reservoir - EIA Scoping and Consultation and Regulation 11 Notification. Noted.
- 13.3. West Norfolk: King's Lynn and West Norfolk Local Plan 2021-2040: Main Modifications Part 2 (Gypsy, Traveller, and Travelling Showpeople) Consultation (17th October- 29th November 2024). Noted.
- 13.4. NCC: Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications. Noted.

14. Members Matters.

- 14.1. Cllr A. King informed the meeting that she has contacted County Councillor Brian Long to find out what is happening with the pylons between Norfolk and Tilbury. It was noted that Cllr Brian Long believes that there are already pylons established through Norfolk

so those would be used.

14.2. It was noted that in 2025 there is going to be a flood summit at County Hall for the EA Met Office, the IDB and Council's.

15. Items for the next meeting.

15.1. To agree a date for an asset inspection and to take photographs of the assets.

16. Next meeting of the council.

It was noted that the next Parish Council meeting will be held on Thursday 5th December 2024 at 7:00pm in the West Dereham Village Hall.

Meeting Closed at 8:50pm