

West Dereham Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 12th September 2024, at 7.00pm, in the West Dereham Village Hall.

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

Public present: 4 members of the public and Borough Councillor Peter Hodson

Clerk: Samantha Bromley

1. Apologies for Absence.

Apologies were received 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 18th July 2024 were approved and signed by the Chair with the following amendments:

- 3.1. (7.3) The weekly inspection checklist was reviewed and it was AGREED to use the ROSPA checklist for quarterly inspections '**with the West Dereham PC top and tail sections**' and the Council's checklist for a more thorough quarterly inspection. A weekly rota will be created.
- 3.2. (7.8) Answers were provided for the playground project questions received '**on 18/07/2024 by Cllr A. King**'.
- 3.3. (15.1.) The Council can ask to be notified over non-material planning application. '**– Clerk to write to Council to request this.**'

4. Updates of items not elsewhere on the agenda.

- 4.1. Nurture Landscapes have been contacted to move the maintenance of the cemetery hedge forward to September.
- 4.2. The project report has been submitted online to Groundwork following completion of the Playground Project.
- 4.3. The project report has been submitted online to the FCC following completion of the Playground Project.
- 4.4. The money for a second defibrillator has been received and payment has been made to London Hearts. – Clerk to organise delivery.
- 4.5. The Village Sign has been reinstated. Edward Glover, as part of his bronze DofE award has carried out various repairs, including welding, stripping down the paint, repainting and reinstating. He also assisted Sean Ward in repairing the brickwork base and added a stone plinth for the plaque. The Chair expressed his gratitude, noting that that it was a good job and has brought the sign back to life.

Cllr A. King asked the meeting whether Councillors are allowed to comment or action on items raised in the public participation section of the previous meeting. Cllr A. King referenced bus stops which have been installed but don't have a bus stop sign of timetable and the Bath Road sign where

the word Road has fallen off. The Clerk informed the meeting that she has emailed regarding the bus stops and will be contacting Highways regarding the repair of the Bath Road sign. The Chair added that he too had made enquiries as to why the posts were installed with no sign or timetable and that it was explained to him that the bus stop signs come from a different department and take longer to arrange. It was noted that timetable holders have been added but no timetable.

5. Open Forum for Public Participation.

- 5.1. Borough Councillor Peter Hodson reported that the Ukrainians have thanked West Norfolk for hosting them as 200 people have opened up their homes and took in 400 Ukrainians, of which 134 were children. From 1st April 2025 second homes will be charged more Council tax. The ambulance handover time has reduced and they are seeing more within 60 minutes, statistics have increased from 66.7% to 96.7%. The Chair queried Cllr P. Hodson regarding having read in the Lynn News that the IDB receive 44% of general tax considering they get funding from several sources. Cllr A. King added concern whether they are doing enough to reduce their costs. Cllr P. Hodson responded that he has limited knowledge due to not being involved in that area.
- 5.2. County Councillor Brian Long was not present.
- 5.3. To receive comments from members of the public.
 - 5.3.1. It was noted that cracks have appeared on the surface of Lime Kiln Road, on the corner just past the church. – Chair to contact Glazewing.

6. Reports

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

7. Playground.

- 7.1. The playground Risk Assessment was reviewed and it was AGREED to make the following amendments:
 - 7.1.1. The document is to contain the creator's initials and document creations date, or, thereafter, modification date.
 - 7.1.2. Risk Description for Serial 1 to include 'repairs and maintenance'.
 - 7.1.3. Serial 3 to be removed once VAT has been reclaimed.
 - 7.1.4. Serial 4 to be removed as the sourced funding has met the cost of the selected equipment.
 - 7.1.5. Mitigation for Serial 5 to be amended to include 'to avoid an increase to the Precept'.

It was noted that the Chair had been in Contact with Caloo, stating that the Council has not been happy with their response in respect to the zip wire. An apology had been received from the Managing Director for Caloo's lack of response, explaining that there should be someone on site Tuesday morning.

Cllr A. Challen asked Councillors to contact him with any risks identified that are not currently on the playground risk assessment so this can be brought to the Council and added to the register.

Cllr A. Calley joined the meeting

- 7.2. The Playground Policy was reviewed and it was AGREED to make the following amendments:

- 7.2.1. To include what3words (group.elevate.headliner) under Facility Information.
- 7.2.2. To add 'volunteers' under Safe Environment, first bullet point.

- 7.2.3. To add 'cross referenced with the inspection risk rating under Safe Environment, second bullet point.
- 7.2.4. To amend the section Code of Conduct for Users of the Facility inline with the playground rules written on the playground sign.
- 7.3. The weekly playground inspection log was reviewed. Councillors requested the log to be changed to portrait so the content is clearer. – Cllr A. Calley to look at changing the format. It was noted that the first inspection is listed as the 10th of August due to a change in software from Google Forms to Jotform. This change was made because of restrictions in exporting information and setting up an automatic transfer of the information to the Clerk. Using Jotform, content remains the same but this new software is user friendly, allows you to compile and compare reports, complies with the format of the playground inspections training Councillors' received and, once completed and submitted, each form is sent to the Clerk. It was AGREED to add the 1, 2, 3 risk level, from the Playground Inspection Training Course, to the report. – Cllr A. Caley to include this in the format. Councillors discussed the zip wire, which has been recorded by inspectors as hanging below the recommended height with a small bolt missing which holds a piece of rubber in place. Questions were raised as to why the zip wire was not taken out of action as per protocol. It was explained that, following the Playground Inspection Course, equipment classed as defective would have to be risk of injury. PC inspectors deemed the zip wire as not being defective as there is no risk of injury. It was AGREED to update the protocol in the next meeting so it is in line with guidance from the training. Cllr A King queried whether a Service Level Agreement was in place. It was thought there was not but it was AGREED this would be investigated and Councillors advised accordingly. A request was made to improve communication via emails. It was AGREED that PC inspectors would conduct their visual inspections and refer the 1, 2, 3 risk level so it is clear what action it requires. It was noted that the zip wire will likely need ongoing adjustment and that when Calloo visit the site on Tuesday 17th September, Councillors who attend the site visit can discuss being shown how to adjust the tension in the zip wire for future maintenance which consists of a simple ratchet mechanism. Cllr A King queried if a parish councillor, or volunteer, modifies/adjusts/maintains a piece of equipment, and possibly not in accordance with requirements, if that would void the warranty or warranties. Cllr A King requested the warranty or warranties for the playground equipment from Caloo be circulated to councillors to assess accordingly
- 7.4. It was noted that the individual will be setting up a Go Fund Me page to raise money for the bench and would like the Parish Council to consider an appropriate place to install it. Decision DEFFERED until the money for the bench has been raised.

8. Cemetery

Thanks was given to Peter for tidying the memorial garden. The Cemetery Regulations were reviewed and the following amendments were made:

- 8.1. To remove the section New Advice.
- 8.2. Section (a) of the Natural Burial Area to be amended to read Memorial trees **may** be planted to mark each grave. The purchase and maintenance will be the responsibility of **family or friends**.
- 8.3. Section (c) of Natural Burial Area to include **a wooden memorial may be used to mark the grave but must be approved by the Council, either in a full Council meeting or electronically if no meeting is scheduled. This will be noted in the following meeting.**
- 8.4. Section (m) of Natural Burial Area to include **if a memorial tree is chosen, the grave will be sited at the foot of the tree facing East.**

- 8.5. Section (o) to be removed.
- 8.6. Section (t) to be amended to include ***must be approved by the Council and application for a non-wooden bench must be submitted to the Council for approval.***
- 8.7. Natural Burial Area burial fee to be amended to **£600** and to not include tree, maintenance or plaque, burial and interment of cremated ashes to be amended to **£600** and to not include tree, maintenance or plaque and interment of cremated ashes to be amended to **£600** and to not include tree, maintenance or plaque.

9. Grounds Maintenance

- 9.1. The ground maintenance schedule was reviewed and it was AGREED to include the playground area to the recreational ground cut, to add the memorial garden to be cut every 2 weeks, bramble maintenance to be cut once a year and to add an additional mid-year cemetery hedge cut, providing the hedge is inspected and no nesting birds are present.
- 9.2. It was RESOLVED to AGREE to retender the grounds maintenance contract to companies and sole traders.

10. Cycle Rack.

It was RESOLVED to AGREE to purchase the 6 Hoop Sheffield Cycle Rack from Broxap Street Furniture. Proposed Cllr A. Clae, seconded Cllr N. Drew.

11. Funding.

- 11.1. To consider options for the Parish Partnership Scheme. DEFFERED.
- 11.2. It was noted that the deadline for the Asda Foundation Grant – Investing in Spaces and Places has passed.

12. Planning Matters.

- 12.1. To consider 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: None.
<https://www.west-norfolk.gov.uk/mynearest?layer=planning&c=1>
- 12.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council: None.

13. Administration.

- 13.1. It was AGREED to review and update the asset register in the next meeting. – clerk to review prior to the meeting.
- 13.2. It was AGREED for minutes to be watermarked DRAFT until they are approved at the following meeting and to use the term CARRIED FORWARD when an item is to be discussed in the next meeting.

14. Finance.

- 14.1. To note that the balance of the Unity Trust Banking Account is £TBC. Not available.
- 14.2. A bank reconciliation and update on reserves, up to August 2nd, was received and noted. Clerk to provide another once payment for the playground project had been made and VAT reclaimed.
- 14.3. It was noted that the following payments were made in August:

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

14.4. It was RESOLVED to AGREE the following payments, proposed Cllr A. Challen, seconded Cllr N. Drew.

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
Nurture Landscapes	Grounds Maintenance April - July	Maintenance	£2980.65	£596.13	£3576.78	BACS
Scribe	Accounts Software	Subscriptions	£345.60	£69.12	£414.72	BACS

14.5. The following receipts were noted:

Payee	Description	Net	Vat	Gross	Method
CIL Funding	Playground Funding	£30000.00	£0.00	£30000.00	BACS
Resident	Defibrillator Donation	£100.00	£0.00	£100.00	BACS
Cllr A. Caley	Playground Opening Event – Money Raised	£135.00	£0.00	£135.00	BACS

15. Correspondence.

- 15.1. District Councillor: Major Modifications to the Local Plan - A personal perspective. Noted.
- 15.2. District Councillor: Borough Council of King's Lynn and West Norfolk Local Plan 2021-2040 - Consultation on Main Modifications (August - October 2024). – will look at before consultation and any comments be sent electronically to clerk.
- 15.3. West Norfolk: Gambling Act 2005 - Statement of Principles Review. – noted.
- 15.4. Resident: Safety. Noted.

Cllr A. Challen left the meeting

- 15.5. Resident: Ditch Problems. Noted.

16. Members Matters.

- 16.1. Borough Councillor Peter Hodson, noted that he had received an email response from Councillor Brian Long who explained that the newspaper article which mentioned the 44% received by the IDB may have been misleading as is not 44% of the entire Council Tax budget, but 44% of Council Tax raised which equates to roughly 3.5 million, whereas the entire budget for the Council is 20 million.
- 16.2. It was suggested that new Councillors, on election or co-option, would benefit from a paper information pack.

17. Items for the next meeting.

- 17.1. To review and agree the playground inspection protocol inline with training.
- 17.2. To consider securing the benches in the playground and AGREE any action.
- 17.3. To review the asset register.
- 17.4. To receive a bank reconciliation and update on reserves.
- 17.5. To receive an update on the allotments & farm tenancy and AGREE any action.
- 17.6. To consider further bramble maintenance and AGREE any action.
- 17.7. To AGREE the 2025 meeting dates.

(The Chair paused the Standing Orders)

18. Next meeting of the council.

It was noted that the next meeting of the Council will be on Thursday 3rd October at 7:00pm in the West Dereham Village Hall.

Meeting Closed at 9:04pm