

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 6th November 2025**, 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: 31st October 2025

AGENDA

1. Apologies for Absence.

To receive and approve apologies for absence.

2. Declarations of interest.

2.1. Councillors are invited to declare any pecuniary or non-pecuniary interests on any subject on the agenda.

2.2. To consider any requests for dispensations.

3. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 2nd October 2025.

4. Updates of items not elsewhere on the agenda.

4.1. To receive an update on purchasing a sign for the MUGA.

4.2. To receive an update on the allotments.

4.3. To receive an update from the Clerk regarding confirmation from County Councillor Brian Long on the installation of a physical timetable at the bus stop for residents unable to access QR codes.

4.4. To note that the Playground Working Group are holding a quiz night on the 15th November 2026 at 7:00pm in the West Dereham Village Hall, to raise money for future playground maintenance.

4.5. To note that the Clerk has submitted the Bus Shelter Grant Scheme application for 80% funding to renew the bus shelter on Church Road. If successful the Council will receive £189.60 towards the total cost of £237.00.

4.6. To note that a notice warning residents of potentially unsafe headstones in the Parish Council cemetery has been published in The Village Pump.

4.7. To receive an update on the Parish Council's mobile phone.

4.8. To receive an update on obtaining access to OneDrive for securely storing Documents.

4.9. To receive an update on concerns raised regarding use of the land off Ryston Road.

4.10. To receive an update on clearing the overgrowth covering the Brook Lane sign (Basil Road side)

4.11. Raised tree roots which are affecting the road surface along Ryston Road outside of Whindrove Farm and adjacent to the wood for approximately half a mile have been reported to NCC.

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 a report from the Police, if present.
- 5.4. 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 an update on the monthly playground inspection report.

7. Playground.

- 7.1. To receive a quote for the installation of a concrete pad to secure the playground bench and AGREE any action.
- 7.2. To receive a quote for top dressing under the Multiplay Side Climber unit and AGREE any action.

8. Open Spaces.

- 8.1. To review the allotment tenancy agreement and decide whether to permit the planting of a potted Millennium apple tree on the tenant's plot.
- 8.2. To receive an update from the Chair regarding the meeting with the Albanwise Farm Manager about the hedgerow and ditches along The Row and Ryston Road, and to AGREE any further actions required to address maintenance and drainage concerns.

9. Cemetery.

- 9.1. To review the cemetery action plan and AGREE any action.
- 9.2. To review the Clerk's report on the legal position and arguments for and against the Parish Council continuing to fund the grass cutting of the open churchyard, and to RESOLVE to AGREE the Council's position.

10. Glazewing.

To receive an update and AGREE any action.

11. Planning Matters.

- 11.1. To consider a 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:
<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: None.
- 11.4. To note that an appeal has been submitted for application 24/01769/F (appeal reference number APP/V2635/W/25/3372985) and AGREE any action.

12. Finance.

- 12.1. To note that the balance of the Unity Trust Banking account is £30,255.54.
- 12.2. To review a draft budget for 2026-27 and AGREE any actions.
- 12.3. To note the following receipt in October 2025:

Payer	Description	Net	Vat	Gross	Method
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Allotment Plot Renter	Allotment Plot Rent	£65.00	£0.00	£65.00	BACS
Farm Tenancy Tenant	Rent – Final payment	£1600.00	£0.00	£1600.00	BACS
UK Power Network	Wayleaves	£213.32	£0.00	£213.32	Cheque

12.4. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	£1196.55	£0.00	£1196.55	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
Environmental Agency	Drainage Charges	£17.58	£0.00	£17.58	BACS
Village Hall	Hall Hire - September	£20.00	£0.00	£20.00	BACS
Village Hall	Hall Hire - October	£20.00	£0.00	£20.00	BACS

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

13. Administration.

13.1. To receive an update on the following complaints:

13.1.1. Laurel hedge on junction of Hilgay Road and Basil Road

13.1.2. Footpath (Highways) on bend of Church Road/Station Road.

13.2. To note that the Parish Council received a Freedom of Information request. A response was submitted and no further action is required.

14. Correspondence.

14.1. Police: OP Radium Support. Circulated

14.2. District Council: Nurdle Pollution Update – 27 October 2025. Circulated.

14.3. Resident: Car details. Circulated.

14.4. Flood & Water Management: PFR engagement pack and questionnaire. Circulated.

15. Members' Matters.

No decision may be taken under this item.

16. Items for the next meeting.

Councillors to propose items for the next meeting.

17. Next meeting of the council.

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