

West Dereham Parish Council

Meeting of the Parish Council Agenda

Date of Notice: Friday 30th January 2026

Date of Meeting: Thursday 5th February 2026

Time and Place: 7:00 pm at West Dereham Village Hall

Councillors are summoned to attend, and the public is given notice of a Meeting of the Full West Dereham Parish Council for the purpose of transacting the business set out in the attached agenda.

Members of the public and press are welcome to attend this Parish Council meeting.

Signed: Rob Shaw PSLCC, Locum Clerk & RFO to West Dereham Parish Council

To comply with GDPR, meeting papers are supplied to Councillors via email.

Documents that are of a sensitive or confidential nature may not be available to members of the public.

*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960, s1 unless the presence is prejudicial to the public interest (s. 2).

BUSINESS TO BE TRANSACTED.

In accordance with LGA 1972, schedule 12 10(2) (b) which states that business must be specified

26. WD 01 Welcome from the Chair and to receive Apologies for Absence. **(LGA 1972 s 85(1))**

26. WD 02 To Receive Declarations of Interest in Items on the Agenda and consider any requests for dispensation. **(Localism Act 2011 s 31 s33)**

26. WD 03 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 8th January 2026
(in accordance with standing order 12a)

26. WD 04 To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

26. WD 05 Open Forum for Public Participation: an opportunity to hear from members of the public.

(15 minutes only in total)

26. WD 06

Items to note: Locum Clerk has now achieved access to the Unity Bank - Housework has begun clearing old Payee's and Members.

Scribe has been cancelled and will not renew in 2026. All data has been downloaded and saved on file should it be required.

Masson Sealy has been thanked for their continued support, and another set of labels has been requested due to the change in contact number.

The PC now has a landline number set up of 01366 666782. This is a cost-effective way of dealing with calls as there is no longer a need for separate equipment, top ups or contracts.

Mr Robin Goreham has been instructed as the internal auditor for the 2025/26 accounts at a cost of £65.00 – as minute – **Jan 12.4**

Informed VH of the change of Room hire for future meetings – All agreed – 26/01/26

Agenda Items

26. WD 07 To Update – Complaint – Laural Hedging – Hilgay Rd/ Basil Rd Junction - **All**

26. WD 08 To Discuss and Review the Website – Renew or Rebuild – Clerks Report - **All**

Reports.

26.WD 09 Playground –

- Reports received – Nothing to report.
- To Resolve a date for the meeting of the Parish Council and the Playground Working Group.
- Contractor has been contacted and given go ahead for pads to secure benches and to procure and install Millenium Trees as agreed.

26.WD 10 Open Spaces – To Note – Contractor has been contacted and instructed to procure and install Millenium Trees as agreed.

26.WD 11 Cemetery – Clerks report circulated to councillors prior to meeting.

26. WD 12 Planning Consultations

New Planning Application Consultations received from the Borough Council/NCC.

None.

Notices of Decision by Borough Council and County Council

None

26.WD 13 To Review and Update on the appeal submitted for application 24/01769/F (appeal reference - APP/V2635/W/25/3372985).

Discuss and Resolve

To enable sharing of a drainage expert's feasibility assessment between the Parish Council and SOWDAG (a community group), does the Parish Council wish to make a contribution in support of an objection assessment pertaining to Station Road.

2026

4th Feb - comments on the drainage plan (the plan, as submitted by the Appellants), to be in by 11.59 pm, 4th Feb

10th Feb - latest date Appellant comments to be in by

10th March - diarised date by the Planning Inspectorate if she determines there is a need to reopen the Hearing. The Planning Inspectorate said she hoped the remaining drainage element could be resolved by exchange of written communication but if there is a need to resume orally, 10th March was pencilled in for that reason.

Accounts & Finance including:

26. WD 14 To Note Balance of Accounts on 1st February 2026

26. WD 15 To consider/review the payments for February 2026 – To Note Payments for January 2026

26. WD 16 To Note: money received -

26. WD 17 To Note – Mr Robin Goreham, Internal Auditor, has been appointed at a cost of £65.

Invoices due for payment but received after the publication of the agenda may be considered.

26.WD 18 – Administrative –

To Note – Meeting of the Council to assess the Assets on the Councils register took place on Saturday 31st of January 2026

This was followed by an Inspection of the Allotments.

26. WD19 To resolve to move into a closed session, on the grounds of confidentiality in accordance with The Public Bodies Admission to Meetings Act 1960, s.1(2) - To accept - To discuss

26. WD 20 To receive Items for the next meeting agenda by Noon Thursday 26th February 2026.

26. WD 21 To confirm the date of the next meeting of the Parish Council scheduled for

Thursday 5th March at 7:00 pm at the West Dereham Village Hall

26. WD 22 Close of meeting: -

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion in accordance with Standing Order 9b. Please use the “Agenda Item Request Form” and include as much information as possible, including any proposal.