

West Dereham Parish Council

Draft Minutes of the Parish Council Meeting held on Thursday 6th February 2025, at 7.00pm, in the West Dereham Village Hall.

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

Public present: 1 member of the public and Borough Councillor Peter Hodson.

Clerk: Samantha Bromley

1. Apologies for Absence.

Cllr Stuart Glover was not present.

2. Declarations of interest.

- 1.1. No pecuniary or non-pecuniary interests were declared.
- 1.2. No dispensation requests were received.

3. Minutes.

The minutes of the Parish Council meeting dated Thursday 5th December 2024 were approved and signed by the Chair, following an amendment to item 10.3., to read, ***In the absence of the anticipated NCC Council tax figures***, it was RESOLVED to AGREE to set the 2025-26 precept at...

4. Updates of items not elsewhere on the agenda.

- 4.1. The Council has submitted its precept requirements for 2025-26.

5. Open Forum for Public Participation.

- 5.1. Borough Councillor Peter Hodson reported that as a result of Devolution there will be no county election so current Councillors will continue in their posts at present. More information will be received following a series of meeting scheduled for this month. Once the Devolution process is complete, there will be no Borough or County Councillors. There will be 1 mayor and a new position combining the responsibilities of Borough and Council Councillors. Regarding application 24/01769/F, no decision has been made yet because the planning department are waiting to hear back from the Planning Inspector regarding allocated Gypsy and Traveller sites.
- 5.2. County Councillor Brian Long was not present.
- 5.3. To receive comments from members of the public: None.

6. Reports.

- 6.1. To receive a data report from the SAM2. CARRIED FORWARD.
- 6.2. An update on the monthly playground inspection report was received and the following points were raised:
 - 6.2.1. Benches and table not secured. – PC aware.
 - 6.2.2. The middle pull-up bar has a slight rattle on the western side, but is not loose. – PC to monitor.
 - 6.2.3. Entrance getting muddy where grass is worn away. – Chair to obtain grass matting for the entrance to prevent further damage.
 - 6.2.4. Zip wire will need adjusting as temperatures change. – Zip wire has been tightened.

6.2.5. All bolts have been checked and tightened.

7. Assets.

- 7.1. The restoration of the phone box is underway. It has been stripped down ready to paint and then glaze. The door still needs to be repaired.
- 7.2. It was RESOLVED to AGREE to purchase a small bin to attach to the playground fence. Proposed Cllr N. Drew, seconded Cllr A. Caley.
- 7.3. The following issues were highlighted from the asset inspection:
 - 7.3.1. 30mph sign on Ryston Road entry is slightly damaged – Clerk to report to the Borough Council.
 - 7.3.2. Street light blinking at times – clerk has contacted contractors to repair.
 - 7.3.3. Waste bin at St Andrews requires a new catch – Cllr S. Glover to source.
 - 7.3.4. Phone box on the corner of Church and Bath Road has damage to rear casting – noted for future repairs.
 - 7.3.5. Over grown hedge around the cemetery sign next to entrance – Chair to cut the overgrown hedge around the sign.
 - 7.3.6. The Village sign (South) mortar has cracked and needs renewing – noted for future repairs.
 - 7.3.7. Millenium oak tree is dead – noted for future consideration.
 - 7.3.8. Planters require replanting – noted that historically, two residents have replenished the planters.

8. Open Spaces.

- 8.1. It was AGREED to plant 1 Oak tree, 1 Rowan Tree and 1 Silver Birch, from Cllr A. Caley, to be randomly spaced in the southern corner of St Andrews Recreational Ground, providing there are no objections from the household opposite the location. Trees are to be planted this month. Peter Ives to provide the Council with tree guards.
- 8.2. To consider a quote from PJ Home and Gardens to inject the brambles on St. Andrews Recreational Ground with herbicide and AGREE any action. – *Discussed under item 16. DEFFERED.*
- 8.3. It was noted that the process to change a speed limit is as follows: First, the Council needs to obtain support from the Country Officer. Once obtained, NCC will then conduct a Network Safety Study where they will assess the roads and recommend a speed, this costs £5,000. Once the speed recommendation has been received, the council will then decide whether to move forward to obtain a Traffic Regulation Order (TRO). A TRO involves an external consultation process and if no objects are received then it could take as little as 12-15months. This costs a minimum on £10,000. The clerk noted that, following communications with the Highways Officer who has assessed the roads in the parish, inline with NCC's Speed Management Strategy, the roads do not qualify for a 30mph speed sign, despite the HGVs and heavy traffic flow. He advised that a Network Safety Study may suggest a 50mph but anything lower would be unlikely. It was AGREED that the Council will continue to gather evidence to challenge the criteria of the Speed Management Strategy.

9. Planning Matters.

- 9.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:
 - 9.1.1. 24/02278/F – The Old Coach House, Ryston Road, West Dereham, King's Lynn, PE339RL – Erection of an oak framed garage/games room. NO OBJECTION.
 - 9.1.2. 24/02266/F – Willow Farm House, Ryston Road, West Dereham King's Lynn, PE339RQ – Rear extension and alterations.NO OBJECTION.
- 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:

<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:

- 9.3.1. 24/01814/O – School Bungalow, Church Row, West Dereham, Norfolk. – Outline planning permission with all matters reserves for: 9no. houses on old school site including demolition of existing school house. REFUSED.

10. Finance.

10.1. It was noted that the balance of the Unity Trust Banking Account is £30,156.06.

10.2. It was noted that the following payments were made in January 2025:

Payee	Description	Budget	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	Staffing	£1089.81	£0.00	£1089.81	BACS
ECS Computers	Subscription	Subscriptions	£8.50	£1.70	£10.20	DD
Anglian Water	Utilities	Utilities	£38.75	£0.00	£38.75	BACS

10.3. It was RESOLVED to AGREE to make payments for Staffing, ECS Computer, Kings Lynn & West Norfolk and P J Home and Garden, and CARRY FORWARD payments to Nurture Landscape, proposed Cllr A. Caley, seconded Cllr A. Challen:

Payee	Description	Budget	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	Staffing	£1089.81	£0.00	£1089.81	BACS
ECS Computers	Subscription	Subscriptions	£8.50	£1.70	£10.20	DD
Nurture Landscapes	Grounds Maintenance – March 2024	Grounds Maintenance	£596.13	£119.23	£715.36	BACS
Nurture Landscapes	Grounds Maintenance – August 2024	Grounds Maintenance	£596.13	£119.23	£715.36	BACS
Nurture Landscapes	Grounds Maintenance – September 2024	Grounds Maintenance	£596.13	£119.23	£715.36	BACS
Nurture Landscapes	Grounds Maintenance – October 2024	Grounds Maintenance	£596.13	£119.23	£715.36	BACS
Kings Lynn & West Norfolk	Bin Waste Removal	Bins	£488.80	£97.76	£586.56	BACS
PJ Home & Gardens	Memorial Maintenance	Grounds Maintenance	£36.00	£0.00	£36.00	BACS

11. Administration.

It was RESOLVED to AGREE to appoint Sonya Blythe to conduct the 2024-25 internal audit, providing the fee does not exceed £130. Proposed Cllr A. Caley, seconded Cllr A. Challen.

12. Correspondence.

- 12.1. West Norfolk: Budget Proposal Published. Noted.
 12.2. Environment Agency: River Wissey Channel Survey. Noted.
 12.3. West Norfolk: West Norfolk Local Hero Awards 2025. Noted.
 12.4. West Norfolk: West Norfolk Economic Strategy - update on behalf of Economic Development Team. Noted. – Clerk to publish on website.
 12.5. West Norfolk: Invitation: Livestream Multi-agency Flood & Drought Summit Friday 31st January. Noted. Having attended, Cllr A. King reported that it was a landmark multi-agency summit, to discuss flooding and water management in Norfolk and the

actions that could collectively be taken as regards mitigation. Sectors involved were the NCC, Water Resources East, Association of Drainage Authorities, Norfolk Strategic Flooding Alliance, Anglian Water and the Environmental Agency. A panel discussion took place and questions were posted from the invited audience with 5 main outcomes being agreed upon.

12.6. Resident: Safety. Noted. – Clerk to write to Glazewing.

13. Members Matters.

It was noted that the Clerk, Chair and Cllr A. King attended the neighbourhood plan training.

14. Items for the next meeting.

- 14.1. To receive an update on planning application 24/00472/LDP.
- 14.2. To receive a report from the Police.
- 14.3. To discuss the Council pursuing a Neighbourhood Plan and AGREE any action.
- 14.4. To receive an update on the cemetery and AGREE any action.
- 14.5. To review Council policies, including the Asset Register and Risk Register.

15. Next meeting of the council.

The next meeting of the Council will be held on Thursday 6th March 2025 at 7PM in the West Dereham Village Hall.

It was RESOLVED to AGREE to exclude the press and public in accordance with the Public Bodies (admission to meetings) Act 1960 in consideration of the following items due to their confidential nature:

The Chair paused the Standing Orders.

16. Ground Maintenance.

It was RESOLVED to AGREE the award of the 2025 Grounds Maintenance Contract to PJ Home & Gardens, subject to the submission of all required documents as outlined in the tender letter by March 2025. The contract will commence in March 2025 as a one-year rolling agreement. At the end of each contract year, the agreement will automatically renew for a further year, provided both parties wish to continue. Proposed Cllr N. Drew, seconded Cllr K. Gore.

17. Street Light.

To consider quotes to repair the streetlight. DEFFERED.

Meeting Closed at 9:15pm