

West Dereham Parish Council

Minutes of the Parish Council Meeting held on Thursday 8th May 2025, at 7.30pm, in the West Dereham Village Hall.

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

Public present: 6 member of the public,

Clerk: Samantha Bromley

1. Election of Chair and Vice-chair.

- 1.1. Cllr N. Drew was elected as Chair and signed the Declaration of Acceptance of Office, proposed Cllr K. Gore, seconded Cllr A. Caley.
- 1.2. Cllr A. Challen was elected as Vice-chair and signed the Declaration of Acceptance of Office, proposed Cllr K. Gore, seconded Cllr S. Glover.

2. Apologies for Absence.

None.

3. Declarations of interest.

- 3.1. An updated Register of Interests was received from Cllrs M. Norton, K. Gore, N. Drew and A. King. Remaining Councillors are to send theirs to the Clerk prior to the next meeting.
- 3.2. No pecuniary or non-pecuniary interests were declared.
- 3.3. No dispensation requests were received.

4. Minutes.

The minutes of the Parish Council meeting dated Thursday 3rd April 2025 were approved and signed by the Chair.

5. Updates of items not elsewhere on the agenda.

- 5.1. The annual playground inspection has been booked.
- 5.2. The Farm Tenancy has been advertised on the Parish Council's website and Facebook page, noticeboards and in The Village Pump.

6. Open Forum for Public Participation.

- 6.1. Borough Councillor Peter Hodson was not present.
- 6.2. County Councillor Brian Long was not present.
- 6.3. The police were not present.
- 6.4. To receive comments from members of the public: None.

7. Reports.

- 7.1. To receive a data report from the SAM2. DEFERRED.
- 7.2. The playground inspection report was received and the following was noted:
 - 7.2.1. Rubbish collected – rubbish bin to be installed in the coming month.
 - 7.2.2. Glass pots of nail varnish left in play area, one of which was broken – have been removed.
 - 7.2.3. Bolt on the left hand flower is loose, still secure, no immediate risk – bolt to be tightened but will require a ladder.

Cllr A. Challen joined the meeting.

8. Playground.

It was noted that the top of the picnic bench was stained with nail polish and then removed; in removing the nail polish the surface of the table was slightly damaged. – Cllr A. Caley to apply a protective wax.

9. Planning Matters.

9.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.

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: None.

<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. 25/00381/LDP - The Old Coach House, Ryston Road, West Dereham, King's Lynn, Norfolk, PE33 9RL - Application for a Lawful Development Certificate for the proposed erection of a detached home office to garden area. WOULD BE LAWFUL.

10. Administration.

10.1. The Financial Risk Assessment was reviewed and the following amendments were Made:

10.1.1. The Council not being quorate, Council reputation and Farm tenancy to be added to the Financial Risk Assessment.

10.1.2. Heritage Room to be removed from section 'Employees'.

10.1.3. 'Any damage to the laptop is to be reported and a PAT test scheduled' to be added to section 'Assets'.

10.1.4. Cllr A. Caley to add goal posts to the weekly playground inspection.

10.1.5. Grade II description to be added to the War Memorial.

10.1.6. Location of telephone boxes to be added.

10.1.7. Annual allotment inspections to be amended to twice a year.

10.1.8. Clerk laptop back up to be amended to monthly.

10.1.9. New section to be added for the Defibrillator being installed on Station Road.

10.2. Concerns were raised that the hedge at the junction of Hilgay Road and Basil Road is obstructing the view of drivers. It was noted that, following a letter from Highways, the hedge was cut back; however, it was still obstructing the view of drivers. Since then, the hedge has grown and requires a further cut. – Cllr N. Drew to contact the Highways Officer.

11. Finance.

11.1. It was noted that the balance of the Unity Trust Banking Account is £3,1740.54.

11.2. Receipts and payments for the financial year 2024-25 were noted.

11.3. A bank reconciliation up to 31st March 2025 was received.

11.4. It was RESOLVED to AGREE section 1 of the AGAR, the Annual Governance Statement.

11.5. It was RESOLVED to AGREE section 2 of the AGAR, the accounting statement.

11.6. The Explanation of Variances was noted.

11.7. It was RESOLVED to AGREE the following payments, proposed Cllr A. Challen, Seconded Cllr N. Drew:

Payee	Description	Net	Vat	Gross	Method
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Staffing	Salary/HMRC/Pension	£1157.94	£0.00	£1157.94	BACS
Borough Council	Dog Bin Waste Removal	£878.80	£175.76	£1054.56	BACS
NPower	Street Lighting	£82.28	£0.00	£82.28	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
ECS Computers	Domain Renewal	£25.00	£5.00	£30.00	BACS
P J Home & Garden	Ground Maintenance	£576.00	£0.00	£576.00	BACS

11.8. The following receipts were noted:

Payee	Description	Net	Vat	Gross	Method
Borough Council	Precept (1 st half)	£8743.50	£0.00	£8743.50	BACS
Resident	Cemetery Plot Reservation	£500.00	£0.00	£500.00	BACS

12. Correspondence.

- 12.1. Planning Enforcement: 25/00155/UNAUTU Land And Building E of Willow Lodge Ryston Road West Dereham. Noted. – Clerk to follow up.
- 12.2. Borough Council: Adoption of King's Lynn and West Norfolk Local Plan 2021-2040. Noted. Noted.
- 12.3. Borough Council: Dog and Litter Bin Charges. Noted.

13. Members Matters.

- 13.1. Cllr A. Challen noted fly tipping between Mill Lane and Crimbleham. – Cllr A. Challen to Report.

14. Items for the next meeting.

- 14.1. To consider a replacement millennium tree at the allotments.
- 14.2. To receive an update on the Cemetery.
- 14.3. To review the Council's insurance policy.
- 14.4. To discuss the Correspondence 'Local Government Reorganisation'.
- 14.5. To receive an update on the installation of the second defibrillator.

15. Next meeting of the council.

The next meeting of the Council will be held on Thursday 5th June 2025 at 7:00pm in the West Dereham Village Hall.

Meeting closed at: 8:42pm