

# West Dereham Parish Council

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**DRAFT Minutes of the Annual Parish Council Meeting held on Thursday 2<sup>nd</sup> November 2023, at 7.00pm, in the West Dereham Village Hall.**

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

**Public present:** 12 members of the public and Borough Councillor Peter Hodson

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

Cllr T. Glover was absent.

## 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 meeting on Thursday 5<sup>th</sup> October 2023 were AGREED as a true and correct record and signed by the chair.

## 4. Updates of items not elsewhere on the agenda.

4.1. Remembrance Sunday – A poppy wreath has been ordered.

4.2. Defibrillator – Checked and logged on The Circuit.

4.3. Cemetery – The clerk has been working on obtaining the correct forms for procedures.

4.4. Highways – A road closure is scheduled for November/December 2023 to fill the potholes on The Row. Plans have been made to resurface Bath Road in 2024. A request has been made to do all of the grips in the village to assist with road drainage. Councillors met with the Highways Officer on November 2<sup>nd</sup> and discussed adding additional signage for the village, including a sign for Basil Road to highlight the tight blind bend and a sign on Church Road and the A134 to stop HGV lorries coming down Church Road, Lime Kiln and Bath Road. In addition, the road signs on A134 required cleaning, the possibility of moving the 30mph speed sign on Hilgay Road to include more of the road, the trod path on Church Road which needs cutting and the possibility of it being resurfaced.

## 5. Open Forum for Public Participation.

5.1. Borough Councillor Peter Hodson reported that planning application 23/01606/F has been 'called-in' and will be discussed and decided by a committee – date to be confirmed. He provided an overview of the official responses submitted for the planning application and informed the meeting that MP Liz Truss has written to the Chief Executive of Councils to support residents in having the planning application refused.

5.2. County Councillor Brian Long was not present.

5.3. To receive comments from members of the public.

5.3.1. A request for an update on planning application 23/01606/F was received. The resident was informed that the planning application has been 'called-in' and that the council will attend.

- 5.3.2. An enquiry was received regarding the overgrown permissive footpath at the Abby. The resident was informed that the landowner has been written to.
- 5.3.3. The meeting was informed that Openreach were seen cutting trees back and that it is anticipated that this is in preparation for fibre broadband. It was noted that MP Liz Truss write to the Chief Executive of Councils to support residents in having the planning application refused after receiving correspondence from residents concerned about the unsuitability of the location for the proposed development.
- 5.3.4. It was noted that the signpost by the school had fallen down. Cllr M. Norton reported that he has stood the sign back up and will concrete it back into the ground.

*Cllr A. Caley entered the meeting*

## 6. Playground Project

- 6.1. An amount of £95 a year to lease the recreation ground has been put forward by the borough council for the Parish Council to consider. If agreed then the new lease will be written and the council will be able to submit the Lottery Fund application. A funding application to FCC has also been started, which has a deadline of December 6<sup>th</sup>. Once submitted, both applications should be decided in 12 weeks.
- 6.2. It was RESOLVE to pay the annual rent of £95.00 to lease the recreational ground. Proposed Cllr A. Challen, seconded Cllr A. Caley. AGREED.
- 6.3. It was AGREED to investigate means and cost to clear brambles and prevent them from coming back.

## 7. Allotments

- 7.1. It was noted that allotment plots 2, 3 and 4 have been reserved.
- 7.2. It was RESOLVED to AGREE the cost to plough allotment plot 2, 3 and 4. Proposed Cllr M. Norton, second Cllr S/ Glover.

## 8. Planning Matters.

- 8.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 8.2. 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>
- 8.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council: None.

## 9. Finance.

- 9.1. It was noted that the Chair and Clerk authorised a payment to Anglian Water for the amount of £33.97 to pay the cemetery's utility bill.
- 9.2. The following receipts were noted:

| Payee            | Description | Net    | Vat   | Gross  | Method |
|------------------|-------------|--------|-------|--------|--------|
| Allotment Holder | Annual Rent | £20.00 | £0.00 | £20.00 | BACS   |

- 9.3. It was RESOLVED to AGREE the following payments, proposed Cllr A. Challen, seconded Cllr K. Gore.

| Payee           | Description               | Net     | Vat     | Gross   | Method |
|-----------------|---------------------------|---------|---------|---------|--------|
| Staffing        | Salary/HMRC/Pension       | £929.91 | £0.00   | £929.91 | BACS   |
| Clerk           | WFH Allowance             | £10.00  | £0.00   | £10.00  | BACS   |
| ECS Computers   | Subscription              | £8.50   | £1.70   | £10.20  | DD     |
| CGM             | Grounds Maintenance       | £596.13 | £119.23 | £715.36 | BACS   |
| Borough Council | Uncontested Election Fees | £45.50  | £9.10   | £54.60  | BACS   |
| Village Hall    | Hall Hire                 | £20.00  | £0.00   | £20.00  | BACS   |
| Viking          | Office Supplies           | £31.89  | £6.38   | £38.27  | BACS   |

*\*To also include any invoices received prior to the meeting.*

## 10. Administration.

- 10.1. It was AGREED to host the defibrillator training with East Anglian Air Ambulance on Monday 11<sup>th</sup> December and Tuesday 12<sup>th</sup> December. Times to be confirmed.
- 10.2. To review the draft Risk Register. Deferred.
- 10.3. It was AGREED to advertise for the position of a self-employed handyman until December 31<sup>st</sup>. Interviews will be held in January.
- 10.4. The Defibrillator policy was adopted. Proposed Cllr A. Challen, seconded Cllr A. Caley. AGREED.

## 11. Correspondence.

- 11.1. Resident: complaint regarding the length of cemetery grass. Received and noted.
- 11.2. Resident: comments received regarding the proposed noticeboard for Brooks Lane. Received and noted.
- 11.3. Norfolk ALC: Request to take part in the D-Day 80 event, 6<sup>th</sup> June 2024. Received and noted.
- 11.4. Zero Hour: Seeking support for the Climate and Ecology Bill. Received and noted.
- 11.5. Caringtogether: request to promote their new Norfolk befriending service. Received and noted.
- 11.6. Borough Council: Polling district review. Received and noted.

## 12. Members Matters.

- 12.1. Cllr N. Drew informed the meeting that Mr Peter Ives has kindly offered to tidy the remembrance garden ready for Remembrance Sunday. Councillors expressed their thanks and gratitude to Peter.
- 12.2. Cllr A. Challen encouraged those at the meeting to visit the Downham Market Tesco Store and vote for the West Dereham Playground Project. To vote, you take blue tokens from the till and insert them in the West Dereham Playground Project section of the clear box.

## 13. Items for the next meeting.

- 13.1. To review ground maintenance contracts.
- 13.2. To review the budget and decide on the precept for 2024/25.
- 13.3. To review the Earmarked Reserves.
- 13.4. To decide whether to install a Notice board on Brooke Lane.
- 13.5. To consider maintenance for the 2 village signs.

## 14. Next meeting of the council.

The next council meeting will be held on Thursday 7<sup>th</sup> December 2023 at 7:00pm

Meeting closed at 8:36pm