

Minutes of West Dereham Parish Council

Annual Meeting of the Parish Council Minutes

Thursday 5th March 2026 at 7:00 pm at
West Dereham Village Hall

Parish Councillors Present: Cllr Andy Challen –Vice Chair, Cllr Ann King and Cllr Mark Norton, Cllr Keith Gore – Locum Clerk/RFO – R Shaw,
CC Brian Long and 9 members of the public were present.
Apologies for absence - Cllr Nick Drew – Chair, Cllr Stuart Glover – BC Peter Hodson

BUSINESS TO BE TRANSACTED.

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

26. WD 23 Welcome from the Chair and to receive Apologies for Absence. (LGA 1972 s 85(1))

The Chair welcomed everyone to the meeting. Apologies received for Absence from Cllr Drew, Cllr Glover and BC Hodson

26. WD 24 To Receive Declarations of Interest in Items on the Agenda and consider any requests for dispensation. (Localism Act 2011 s 31 s33)

None Received

26. WD 25 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 5th February 2026 - **(in accordance with standing order 12a)**

The minutes of the Parish Council meeting dated Thursday 5th of February 2026

Proposed: **Cllr Challen** – Seconded: **Cllr Gore** – All Agreed -Minutes duly signed by the Chair.

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

County Councillor Mr Brian Long started his presentation with the fact that Norfolk County Council had presented and agreed their annual budget. It was a balanced budget, but central government had offered a lower-than-normal settlement rate. The shortfall was to be made up from Council tax in the area with councils being asked to increase the Council tax by the full 4.99%. Norfolk CC has stated that services to Adult care, Children’s services and roads will still be funded and possible more money will be set aside for these services. CC Long also announced that this would be his last visit to West Dereham due the nature of the next elections and the fact that the boundaries in which he operates will be changed. He also mentioned that the government has to announce whether the devolution process will be a singular, double or triple unitary proposition before the end of March and before the elections take place.

The chair thanked Cllr Long for his time given and assistance to West Dereham residents and the parish council

There was no report from Borough Councillor Hodson due to his absence.

Signed _____

Dated _____

26. WD 27 Open Forum for Public Participation: an opportunity to hear from members of the public.

(15 minutes only in total)

MOP 1 raise a query in regard to the building on the land at the Glovers – There has been excessive noise coming from the building out of hours and the MOP would like to know why, as the planning was to be for an Agricultural Store.

Cllr Gore interjected to suggest that he had been informed that it was a Grain store / General Agricultural store, but presumed that there was a haulage business being operated from the premises due to the amount of HGV's using Bath Road and noted the damage that had been done to the road – Possibly by the HGV's

The Clerk was asked to look into the 2 original queries listed on the application and provide confirmation.

Clerk To Action

MOP 2 – Wished to discuss planning application 26/00129/F – The MOP would like to object to the application on the grounds that there is no need for the current tenant of the land parcel to live on site as per the application. The MOP had stated that the previous tenant had managed to keep a number of Sheep on the plot successfully, without living on the site.

MOP 3 – Stated there should have been information uploaded to the planning portal in regards to a business being operated on the plot in question, by the 4th of March 26 – it was noted by MOP 3 that they had not seen this as of the 5th March.

MOP 3 was also questioned the development as previously the land had only been used for grazing.

MOP 4 – stated that there had been many concerns raised in relation to Animal welfare and as far as they were concerned these had been reported.

26. WD 028

Items to note:

Defib Checks for Circuit and Maintenance Schedule – Clerk notified by Circuit as due.

Cllr Challen will do the required physical checks and update the Clerk to his findings.

Clerk to Diarise the Checking of the Defib for continued operation and checks.

The Parish council now has a new website in place – you will find it at - www.westderehamparishcouncil.org

Items Noted

Agenda Items

26. WD 029 To Resolve alternative date for May PC Meeting due to Polling- **All**

It was discussed and resolved that the council will hold their full meeting on the 14th of May due to polling being held on the 7th. **All Agreed.**

Signed _____

Dated _____

26. WD 030 To Update – Complaint – Laural Hedging – Hilgay Rd/ Basil Rd Junction – **All**
Highways had been in touch to update the issues with the hedging encroaching on the junction. Three letters have been sent to the resident with no response – A further stronger worded letter will be sent by NCC, and an update will be forthcoming from Highways.

26. WD 031 To agree emails and / or contact numbers for councillors on new website – **All**
Councillors agreed to the below information being published.

Cllr King – Email address

Cllr Gore – Phone Number

Cllr Norton – Email address

Cllr Glover – Email address

Cllr Drew - Email address / Phone number

Also, a note to be added to the website to inform callers that the clerks number has an answer phone service – **Cler to Action**

Reports.

26.WD 32 Playground –

- Reports received – A Report was emailed to the council with items to address – Grass cutting was the main issue – The contractor for the Councils grass cutting attended the meeting and stated that the main grass in the play area was cut on the 5th and the rest will be completed on the 6th of March.
- To Resolve a date for the meeting of the Parish Council and the Playground Working Group. The suggested date will be discussed at the next meeting. This item was carried forward to the April meeting.

26.WD 033 Open Spaces / Allotments – Update / To Note

a) **To Note** – Allotment processes and relevant paperwork have been updated. A dedicated file for the allotments has been built with new and updated policies, rules and regulations etc –
The Council thanked the Clerk for his work so far on this project,
Proposed **Cllr Challen** – Seconded **Cllr Gore** – **All Agreed**

- b) **To Discuss** - Possible Rent Increase for Allotment sites for September 27 – 12 months’ notice period – **All**
After discussion the council did resolve that there would be a 10% increase in the plot rents for the allotments. This is to aid towards the running costs of the site. Due to the Allotment Act 1950 the tenants would require a 12 month notice period. On that basis the rent will increase after notification in September 2026. The rise will come into effect in September 2027
- c) Final three-quarter plots have been let; there are currently no plots available at this time. **Noted**

Signed _____

Dated _____

26.WD 034 Cemetery – Update / To Note

- a. **To Note** – A Cemetery working group was held on Monday 23rd February to discuss at what stage the council are now at with this project.

The Locum clerk has done a little work on this and the items below are now in place:

1. A Digital record of the burial book has been produced for the Burial ground, Natural Burial ground and the Remembrance Garden.
2. A full set of files are now on the laptop for each plot in each area with a photo id and all relevant forms will be added shortly – giving a digital record of every plot.
3. Forms and legally required paperwork have been completed.
4. All historic paperwork has been sorted through and archived into folders. –

The Council thanked the Clerk for his work so far on this project – **Items Noted**

- b. **To Discuss and resolve** - a new, topple test for the Cemetery due to the time elapsed since the last one.

Three quotes have been obtained but a fourth was requested by Cllr King from ICCM.

CC Long suggested asking a Chris Black from BCKLWN Cemeteries for a possible solution as the BC have trained personnel in this field. **Clerk To Action**

Also, required would be a Public Notice during the process to warn parishioners not to lean on or go near the headstones whilst this is in progress for their own safety and the safety of the Headstones. – **Clerk to Action**

26. WD 35 Planning Consultations

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

26/00253/F West Dereham - Change of use of ex quarry weighbridge office to temporary agricultural workers dwelling - Frimstone Ltd Crimplasham Quarry, Main Road, Crimplasham, Norfolk-

The council do not oppose the application but request more information on the lighting of the site based on the King's Lynn Dark Skies Policy.

26/00129/F Proposed extension to existing cabin and change of use from agricultural store/welfare room into a temporary agricultural accommodation. at Land And Building E of Willow Lodge Ryston Road West Dereham Norfolk

Cllr Challen read out some concerns in relation to this application – and stated that any information in relation to not supporting this application **MUST** be of Material consideration.

Cllr King stated that an email attached to the planning application had stated that there were complications around the BCKLWN Local Plan – item LP36 – which states in respect of Temporary Occupational Dwellings that if a new dwelling is essential to support a new rural based activity, it should normally, for the first three years, be provided by a caravan or other temporary accommodation.

It was also mentioned that the business information needed to be sent to planning by the 4th of March and this, as of the meeting held, had not been seen. The applicant, who attended the meeting confirmed that this had been done.

The decision at this time was not to support at this stage and reassess the parish council's input when further information was presented.

Signed _____

Dated _____

It would be prudent to note that the Parish Council consider the impact of all planning applications they are asked to pass comment on within the community by referring to the BCKLWN Local Plan. They consider many factors such as existing site use, noise, smell and fumes, environmental features, Green Belt, Conservation Area, impact on neighbour viability, public rights of way and sustainability.

The Parish Council are only consultee's in this process; they DO NOT make the final decision in any planning applications.

26.WD 036 To Review and Update on the appeal submitted for application 24/01769/F (appeal reference - APP/V2635/W/25/3372985).

The Parish Council will verbally inform at the meeting that they believe the drainage calculations are incorrect.

The next review of this case is to be held on the 10th of March at 10am via Teams / Online

If you have registered, then you will receive an automatic invite to the meeting.

Notices of Decision by Borough Council and County Council

None

Signed _____

Dated _____

Accounts & Finance including:

26. WD 37 To Note Balance of Accounts on 1st March 2026

To Note Balance of Accounts - 1st March 2026					
Unity Current Account					£21,922.66
Unity Savings Account					£0.00
Unity Cemetery Account					£0.00
Total					£21,922.66
Payments for Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP	Supplier/Service
HMRC	444.84	0	444.84	EP	Deductions for Month 11
Payments Made since last meeting					
Payee	Good / Services	VAT	TOTAL	DD/EP	Supplier / Service
ECS	16.95	3.39	20.34	DD	Software Subscription
Clerks Hours	605.73	0.000	605.73	EP	Hours SMP
Clerks Pension	219.06	0.000	219.06	EP	Pension for Feb
Locum Clerk Hours	729.73	0.000	729.73	EP	Hours for Feb
Locum Clerk	143.33	26.67	170	EP	Expenses for Feb
Unity	6.00	0.00	6.00	DD	Service Charge
To Note Income Received					
NCC - Bus Stop Funding	189.60	0.00	189.60	EP	Grant payment
Allotment Rent	17.50	0.00	17.50	EP	Rental
Allotment Deposit	75.00	0.00	75.00	EP	Rental

26. WD 38 To consider/review the payments for March 2026 – Above.

26. WD 39 To Note: money received - None

26. WD 40 To Note – Internal Transfers and Contractual payments do not need the authorisation of the full council as per Councils Financial Regulations.

But will be noted on the following Agenda and Minutes.

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

Signed _____

Dated _____

26.WD 041 – Administrative – To Note –

- **Not received invoice from Parsons Consulting engineers to date – Clerk to chase Week Commencing 09/03/26**
- **Clerks Pension rates will drop to 19.5% from 22.5% from 1st April 2026 until 31st March 2029 – Noted**
- **Stocks Bridge has now had a tarmac repair – possibly carried out by the Norfolk Rangers. Noted**

At this stage of the meeting, Cllr Challen read out his resignation letter to the Council and Public Gallery and thanked everyone concerned for the time he had spent on the council -He also encouraged the public to apply for the position of councillor on the West Dereham Parish Council as it was a satisfying but often a mis understood role.

Cllr Challen was thanked for his valued service to the council and the greater parish. He will be sadly missed.

26. WD 042 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

Nothing to discuss this month.

26. WD 043 To receive Items for the next meeting agenda by Noon Thursday 26th March 2026.**26. WD 044 To confirm the date of the next meeting of the Parish Assembly is scheduled for**

Thursday 2nd April at 6.30 pm followed by the meeting of the Full Council at 7:00pm at the West Dereham Village Hall

26. WD 045 Close of meeting: - 8.14pm (20.14)

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.

Signed _____

Dated _____