Minutes of West Dereham Parish Council

Meeting of the Parish Council Minutes

Thursday 1st October 2026 at 7:00 pm at West Dereham Village Hall

Parish Councillors Present: Cllr Nick Drew, Cllr Ann King, Cllr Stuart Glover, Cllr Mark Norton and Cllr Keith Gore – Locum Clerk/RFO – R Shaw,
4 members of the public were present.
CC Sue Prigg and BC Peter Hodson – Later Arrival

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

26. WD 161 Welcome from the Chair and to receive Apologies for Absence. **(LGA 1972 s 85(1))**

CC Sue Prigg and BC Peter Hodson – Apologies for absence received.

26.WD 162 – To Invite application for Co-Option to West Dereham Parish Council – To Discuss – Vote and resolve.

A MOP was invited to introduce themselves to the Council as a potential candidate for Co-Option.

After the introduction the council voted and resolved to co-opt Claire Jaques to West Dereham Parish Council. Declaration of Office and Declaration of Interest forms were issued and Cllr Jaques was invited to join the council for the rest of the meeting.

26. WD 163 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 164 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 3rd September 2026

(In accordance with standing order 12a)

The Minutes from September 3rd were adjusted for wording of one item – Proposed Cllr King – Seconded Cllr Gore – All Agreed and the minutes were duly signed by the chair.

26. WD 165 To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

A report from CC Prigg was read out by the clerk and a report from Cllr Hodson was read out by the Chairman.

26. WD 166 Open Forum for Public Participation: an opportunity to hear from members of the public.

(15 minutes only in total)

MOP noted that on a recent visit to Denver they had noticed some HGV signage that they thought would be well placed with West Dereham – Photos and more information to follow**.**

26. WD 167

Items to note:

- Drainage / Ditch work has been programmed in by Highways for Church Road.

Item Noted

Agenda Items

26. WD 168 **To Resolve** 2026/27 Cemetery Regulations - revision of "Natural Burial Area" – Trees Sections A**, B, M** and **T** to be revised. – **All**

The council resolved to change and update the wording of the policy **– Proposed Cllr Drew – Seconded Cllr Gore – All agreed - Clerk to action**

26. WD 168 a - Members Matters – **Cllr King**
Cllr King discussed that the Bus timetable still had not been installed on the Bus stop **– Clerk to investigate**

Cllr King presented the Chair - In recognition of Cllr Drew's unwavering amount of time devoted to the village, not just to the Parish Council, but also the Village Hall, the cemetery, walks to raise money, and the more formal events such as Remembrance Sunday, the villagers presented a gift to Cllr Drew as a token of their appreciation. Acknowledgement was also given to Mrs Drew for her support alongside Cllr Drew.

26. WD 168 b **-** Trees & Hedges **– Cllr King**

Cllr King then proposed that the council perform an audit of the trees under the councils remit due to the unprecedented weather we have experienced this summer.
It was also discussed that parishioners are to be reminded that hedges on property boundaries need to be maintained - overgrown brambles and unruly hedges are encroaching on footpaths and roads within the village. – A notice should be placed on the PC website – **Clerk to Action**
The hedges on the tenanted land also need to be addressed and the Clerk was asked to write to the tenant **– Clerk to action**

26. WD 168 c **-** Local Plan **– All**
Cllr King was present at the online meeting for the New Local Plan that the borough council has been tasked with and also attended a meeting in Downham Town Hall with the Borough Council – a report was read out at this juncture to inform MOP and Councillors alike as to the work to be done. Report at Appendix.1

Reports.

26.WD 169 Playground –

- Reports received – None
- To Present RoSPA working sheet and Report
- To discuss received quote from Caloo – reference RoSPA Report – **082049**
-

Items were presented and Council resolved to find alternative company to quote for required works due to the cost implications from Caloo

26.WD 170 Open Spaces / Allotments – Update / To Note

a) **To update -** new tenancy agreements and annual invoices have been sent out in September with the letter of Notice of Increase in Rent (12 months' Notice as per Allotment regulations)

b) **To Note –** The tenants of Plots 2 & 3 (full plots) made notice on receipt of this year's invoice that they wish to vacate by the end of September.

c) **To update** - Farm Rent invoices have been sent. – April's invoice had not been and a letter of apology was drafted and included with both this year's invoices.

d) Dying tree on Willow Lane – has been reported and further investigation work is being carried outby NCC.

All Items were Noted.

26.WD 171 Cemetery – Update / To Note

a. Quotes for Topple Testing – Stonemasons not quoting – Topple Test contractors to quote.

Council resolved to revisit companies to provide quotes for service. – **Clerk to Action**

b. To Present Cemetery Action plan to Update on progress.

The Clerk presented the updated action plan for the Cemetery to show that 95% of the work required has now been completed. The Clerk also presented a digital copy of all burial registers and maps of the site. The Chair and the council then thanked the Clerk for his work on this project.

26. WD 172 Planning Consultations

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

NONE at time of Agenda being published

Notices of Decision by Borough Council and County Council –

NONE at time of Agenda being published

Two items had then been presented to Council since publication of the agenda
The retrospective planning application – 25-02157-F and the Lawful development certificate – 25-02158-LDE
The decision had been made with conditions – The Parish Council will write to the planning department to clarify the decision and what it means for the village in laymen's terms as it was deemed unclear.

Accounts & Finance including:

26. WD 173 To Note Balance of Accounts on 1st October 2026

To Note Balance of Accounts - 1st October 2026	
Unity Current Account	£4,905.56
Unity Savings Account	£15,136.96
Unity Cemetery Account	£6,941.55
Total	£26,984.07

26. WD 174 To consider/review the payments for September / October 2026

Payments for Authorisation					
HMRC	311.77	0.00	**311.77**	EP	HMRC

26. WD 175 To note income for September 2026

To Note Income Received - September						
Memorial Placement		150.00	0.00	£	150.00	
Allotment - Plot 5d		20.00	0.00	£	20.00	
Saving Account Interest		57.82	0.00	£	57.82	
Cemetery Account Intere:		31.60	0.00	£	31.60	
Precept 2nd Instalment		9500.00	0.00	£	9,500.00	
TOTAL	**£**	**9,759.42**	**£ -**	**£**	**9,759.42**	

26. WD 176 To Note Payments for September 2026

Payments Made since last meeting					
Payments for September 2026 Authorisation					
Payee	**Goods/Services**	**VAT**	**TOTAL**	**DD/EP**	**Supplier/Service**
HMRC	157.88	0	157.88	EP	HMRC - Employer Contributions - Paid 23/09/26
Glover	391.67	78.33	470.00	EP	Glovers Environmental - Grass Cutting - Inv 2219 - Paid 23/09/26
Clerk - SMP	733.53	0	733.53	EP	Clerks SMP Payment for September - Info only - Paid 23/09/26
Clerk Pension	194.32	0	194.32	EP	Clerks Pension Contributions for September - Info only- Paid 23/09/26
Locum Clerk	730.13	0	730.13	EP	Locum Clerks Hours for September - Info only - Paid 23/09/26
Locum Clerk	21.99	0	21.99	EP	Locum Clerks Expenses for September - Info only - Paid 23/09/26
TOTAL	**£ 2,229.52**	**£ 78.33**	**£ 2,307.85**		

26. WD 177 To Note QPAB and Bank Reconciliation for 2nd Quarter.

Quarterly Performance Against Budget and the Bank reconciliation for the 2nd quarter were presented, checked and signed.

26. WD 178 To discuss proposed budget for 2027-28 – A draft budget was presented to council to discuss.

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

Signed _____ Dated_____

26.WD 179 – Administrative –
Email sent to Freebridge regarding MOP request for clarity in use of caravans as residence within the village.

Email Sent to Customer Services at Anglian Water to respond to Loss of Business during watermain works. Response Now received – 22/09/26

Warranty Response from Caloo ***– "I can advise that the zip line is no longer the correct height as the line has become loose over time and requires tensioning.***
The nylon finger guards would have been present but are no longer present as they may have worn out or fallen out when being used as the line is no longer tensioned."

NCC Highways agreed to install a new temporary sign on Ryston Road until permanent signs installed.

Items Noted

26. WD 180 - 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 –

Agree date and process for the return of the Clerk – Finalise leaving date and handover for Locum Clerk - All
A meeting will be requested with the Clerk, currently on Maternity leave, to plan for her return to work.

26. WD 181 To receive Items for the next meeting agenda by Noon Thursday 24th October 2026.

26. WD 182 The date of the next meeting of the Parish Council scheduled for

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

26. WD 183 Close of meeting: - 8.56pm

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_____

Appendix 1.

Meeting 1st October 2026
Item 168c

Cllr King had recently joined an on-line, interactive, 'Scoping Consultation' and a drop-in session at Downham Market, both organised by King's Lynn & West Norfolk Borough Council for Parish Councils, entitled 'People, Opportunities, Places' outlining the creation of the next Local Plan 2026-2044, which was very informative. The Borough Council was liaising with Parish Councils as it wished to understand the opinions of residents as to where housing should go, what issues areas faced, and their views in general.

The Borough Council has 2.5 years to produce the next Local Plan, which is to include a government mandatory housing requirement of 8,500 new homes by 2044, and will also include recent new planning rules. Parish Council and parishioners' participation in a Borough Council on-line survey was encouraged. People, Opportunities, Places. (you can scroll across to just access the Scoping Consultation survey if you wish)

In the first 'Call for Sites' Jan-May 2026 750+ sites had been put forward. Sites have to meet certain selection criteria and will not automatically be pursued. The second 'Call for Sites' was 1-29 Sept 2026. Numbers put forward are unknown at this stage. The sites may be found on an interactive map
https://bcklwn.maps.arcgis.com/apps/instant/sidebar/index.html?appid=7450e0df9771465f8bc94817b80d67fa

The Timetable for the Local Plan 2026-2044 is:

2026 By 31 Oct 2026	GATEWAY 1	There is a checklist to get through this Gateway.
2027 May/June	Draft Plan	
Nov	GATEWAY 2	Planning Inspector assesses, and produces a report whether hit milestones and can proceed, or will give advice if additional work is required.
2028 March/April	Final Plan	
Nov	GATEWAY 3	Planning Inspector advises whether the Local Plan can go ahead or not to the examination stage.
Late **2028**/early **2029**	Examination	
2029 May	Adoption	

Signed _____ Dated_____