

West Dereham Parish Council

Minutes of the Parish Council Meeting held on Thursday 3rd April 2025, at 7.00pm, in the West Dereham Village Hall.

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

Public present: 3 member of the public, Borough Councillor Peter Hodson and County Councillors Peter Hodson

Clerk: Samantha Bromley

1. Apologies for Absence.

Apologies were received and accepted by Cllr A. Caley (alternative commitment).

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 Parish Council meeting dated Thursday 13th March 2025 were approved and signed by the Chair, following an amendment on 8.5., 'cost to benefit report' to read 'timeline'.

4. Updates of items not elsewhere on the agenda.

4.1. It was noted that an invoice for the Hooded Trimline 25TM Litter Bin has been received. Once payment is made, the item will be delivered.

4.2. It was noted that the allotment plan has been circulated to Councillors.

5. Open Forum for Public Participation.

5.1. Borough Councillor Peter Hodson reported that the trees on Willow Lane, off Ryston Road, have been determined to be the property of Norfolk County Council and therefore a Tree Protection Order is not necessary. NCC have had the state of the trees assessed and have identified one dead tree which they will look into having removed. The rest will remain. *(This report was received after item 8.)*

5.2. County Councillor Brian Long was not present.

5.3. The Police were not present.

5.4. To receive comments from members of the public:

5.4.1. It was noted that a resident has fallen over on one of the footpaths in the parish.

5.4.2. Concerns were raised with regards to matters arising on the land East of Willow Lodge on Ryston Road. – Clerk to report to the Planning Authority.

6. Reports

6.1. To receive a data report from the SAM2. DEFERRED.

6.2. The monthly playground inspection report was received and the following was noted:

6.2.1. The zip wire has been tightened.

6.2.2. A loose bolt on the sun shade attached to the big multiplayer unit has been tightened.

6.2.3. The bolts on the cycle rack have been tightened.

7. Open Spaces.

- 7.1. Concerns were raised with regards to the hedge next to the footpath between Church Road and Ryston Road. It is believed that the hedge may be planted on the wrong side of the footpath. – Chair to discuss with the landowner.
- 7.2. It was RESOLVED to AGREE to use RoSPA for the annual playground inspection, proposed Cllr A. Challen, seconded Cllr K. Gore.
- 7.3. It was noted that the Borough Councillor has contacted the Tree Officer regarding the row of trees along Willow Lane, off Ryston Road, who has visited the site in preparation for a Tree Protection Order to be place. The Borough Councillor is waiting for confirmation as to who owns the trees.
- 7.4. It was noted that the street light appears to be working correctly. DEFERRED until repairs required.

8. Cemetery.

To review cemetery report and AGREE any action. DEFERRED until June.

9. Farm Tenancy.

The Farm Tenancy advert and letting particulars were reviewed and AGREED. – Clerk to advertise.

10. Planning Matters.

- 10.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 10.2. 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>
- 10.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:
 - 10.3.1. 24/01769/F - Land East Side, Station Road, West Dereham, Norfolk - Relocation of existing access; Change of use of the land for the stationing of 10 Gypsy / Traveller plots, each containing one static home and touring caravan. Associated hard and soft landscaping and ecological enhancements. REFUSED.
- 10.4. It was noted that the decision for planning application 24/01814/O has been appealed. It was AGREED to submit a response in support of the Planning Authority's decision to refuse the appeal.

11. Finance.

- 11.1. It was noted that the balance of the Unity Trust Banking Account is £24,413.58
- 11.2. Finances for the playground were reviewed and noted.
- 11.3. It was RESOLVED to AGREE the following payments, proposed Cllr K. Gore, seconded Cllr N. Drew:

Payee	Description	Budget	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	Staffing	£1089.91	£0.00	£1089.91	BACS
ECS Computers	Subscription	Subscriptions	£8.50	£1.70	£10.20	DD
Viking	Officer Equipment	Office Equipment	£7.94	£1.59	£9.53	BACS
Borough Council	St Andrew's Recreational Grounds Annual Rent	Playground Rent	£95.00	£19.00	£114.00	BACS

ICCM	Annual Subscription	Subscriptions	£105.00	£0.00	£105.00	BACS
P J Home & Gardens	Grounds Maintenance	Grounds Maintenance	£576.00	£0.00	£576.00	BACS

12. Administration.

- 12.1. Actions from the asset inspection were reviewed:
 - 12.1.1. Dead trees – replacement trees to be sourced by Peter Ives.
 - 12.1.2. Mortar on village sign (south) on Church Road – Cllr N. Drew to renew.
 - 12.1.3. Telephone box on Station Road – currently being refurbished.
 - 12.1.4. Planters on Church Road – Cllr A. King and and Peter Ives to review Condition of planters.
 - 12.1.5. Bin catch broken – Cllr S. Glover to replace needs replacing.
- 12.2. To adopt a protocol for addressing questions raised on social media. DEFERRED pending feedback from the Borough Councillor.
- 12.3. The Risk Register was reviewed and AGREED. The Risk Management Record layout was reviewed and AGREED. Councillors to read through all Risk Management Records for review.
- 12.4. Plans for the VE Day 80th Anniversary 2025 were discussed and the following arrangements were agreed:
 - 12.4.1. Beacon to be lit at 9:30pm
 - 12.4.2. Church bells to be rung. – Clerk to speak to the Church administration.
 - 12.4.3. Village Hall to open the bar after the lighting of the beacon. – Chair to organise.
- 12.5. Protocols for the Clerk receiving the Council's post were reviewed. It was AGREED for the Clerk to continue using her home address.

13. Correspondence.

- 13.1. NCC: Local Government Review in Norfolk. Noted.
- 13.2. NCC: Dog & Litter Bin Services 2025/26. Noted.
- 13.3. Planning: Notification about MHCLG Housing Delivery Test Result Recalculation (26 March 2025). Noted.

14. Members Matters.

- 14.1. The Chair noted that he has seven boxes of Parish Council documents that need Storing in the Village Hall. – Chair to organise.
- 14.2. The meeting was reminded that public consultation for Devolution closes on the 30th April 2025.
- 14.3. Councillors were requested to review the email 'West Dereham map of ditches, culverts etc' to identify any inaccuracies.

15. Items for the next meeting.

- 15.1. To review the Financial Risk Assessment.
- 15.2. To discuss concerns that the hedge at the junction of Hilgay Road and Basil Road is obstructing the view of drivers and AGREE any action.

16. Next meeting of the council.

It was noted that the next meeting of the Council will be the Annual Parish Meeting at 7:00pm, followed by the Annual Parish Council Meeting at 7:30pm, to be held on Thursday 8th May in the West Dereham Village Hall.

Meeting closed at 8:58pm