

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 8th January 2026**, commencing at **7.00pm**, held in the **West Dereham Village Hall**.

All Councillors are summoned to attend for the purpose of considering and resolving upon the business set out in the agenda below.

To Comply with GDPR, meeting papers are supplied to councillors via email. Documents of a sensitive or confidential nature may not be available to members of the public.

Members of the public and press are invited to attend to observe the meeting. Members of the public are invited to address the Chairman, regarding items on the agenda, at Item 5 of the agenda.

Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 (s1) unless the presence is prejudicial to the public interest (s2)

Clerk / RFO : Rob Shaw PSLCC

Dated: 2nd January 2025

Business to be transacted.

This is in accordance with LGA 1972 Schedule 12 10(2) (b), which states that the business must be specified.

AGENDA

1. Apologies for Absence - (LGA 1972 s85(1))

To receive and approve apologies for absence.

2. Declarations of interest – (Localism Act 2011 s31 & s33)

2.1. Councillors are invited to declare any pecuniary or non-pecuniary interests on any subject on the agenda.

2.2. To consider any requests for dispensations.

3. Minutes - (Standing Order 12a)

To approve and sign the minutes of the Parish Council meeting dated Thursday 4th December 2025.

4. Updates of items not elsewhere on the agenda.

4.1. To note that the temporary clerk is now in place – Hand over on 16th of December 2025 and officially started on 1st of January 2026

5. Open Forum for Public Participation.

5.1. To receive a report from Borough Councillor Peter Hodson, if present.

5.2. To receive a report from County Councillor Brian Long, if present.

5.3. To receive a report from the Police, if present.

5.4. To receive comments from members of the public.

*Members of the public are invited to address the Council, raising matters of concern or items for discussion pertinent to the agenda. The session will last for a maximum of **15 minutes** with contributions lasting a maximum of **3 minutes** from each person.*

6. Reports.

- 6.1. To receive a data report from the SAM2.
- 6.2. To receive an update on the monthly playground inspection report.

7. Playground.

- 7.1. To receive a quote for the installation of a concrete pad to secure the playground bench –
To discuss in closed session
- 7.2. To receive a quote for top dressing under the Multiplay Side Climber unit –
To discuss in closed session.

8. Open Spaces.

- 8.1. To consider Species for planting replacement Millennium trees- Suggestions
- 8.2. To receive an update from the Chair regarding the meeting with the Albanwise Farm Manager about the hedgerow and ditches along The Row and Ryston Road, and to AGREE any further actions required to address maintenance and drainage concerns.

9. Cemetery.

- 9.1. To receive an update on the Cemetery Action Plan. – Quotes obtained from 1 source regarding digital copies– See quotes sent with meeting pack
- 9.2. To review the Clerk's report on the legal position and arguments for and against the Parish Council continuing to fund the grass cutting of the open churchyard, and to RESOLVE to AGREE the Council's position.

10. Glazewing.

- 10.1 To receive an update and AGREE any action.

11. Planning Matters.

- 11.1. To consider a consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 11.2. 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>
- 11.3. To receive notifications of Applications made by King's Lynn and West Norfolk Borough Council: **25/0197/F** – The Old Coach House, Ryston Road, West Dereham PE33 - Erection of an oak framed garage / games room revised position from previous approval
24/02278/F
- 11.4. To consider the appeal submitted for application 24/01769/F (appeal reference APP/V2635/W/25/3372985) and agree a response.
- 11.5. To receive notifications of decisions made by King's Lynn and West Norfolk Borough

12. Finance.

- 12.1. To note Clerk has no access to bank – unable to share information until rectified.
- 12.2. To note that the balance of the Unity Trust Banking account is TBC.
- 12.3. To review and agree draft budget for 2026-27 –
Precept must be applied for by 31 /01/2026
- 12.4. To Note - Internal Auditor appointed for the financial year 2025/26.
- 12.5. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	£1196.55	£0.00	£1196.55	BACS
ECS Computers	Subscription				DD
Hall Hire	Hall Hire for December Meeting	£20.00	£0.00	£20.00	BACS

**To include any invoices received after the publication of the agenda.*

13. Administration.

- 13.1. To confirm the draft Farm Tenancy agreement.
- 13.2. To Review and Adopt GDPR and IT policies in line with Assertion 10 of the AGAR
- 13.3. To Review and Adopt Social Media Policy
- 13.4. To Agree a date in January to inspect the Asset Register
- 13.5. To Agree schedule to inspect the Allotments
- 13.6. To agree to set date for Policies to Review.

14. Correspondence.

15. Members' Matters.

- No decision may be taken under this item.
- To Discuss Cllr Challen decision to Resign from the Council in 2026

16. Items for the next meeting.

- Councillors to propose items for the next meeting.

17. Next meeting of the council.

- To note the next meeting of the Council will be held on the Thursday 5th February 2026 at 7:00pm in the West Dereham Village Hall.

TO RESOLVE TO AGREE, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE FOLLOWING ITEMS DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS.

Agenda Item 7, Agenda Item 9 – Discuss Locum Clerks Priorities and Handover

18. Meeting Closed: