

# Minutes of West Dereham Parish Council

Meeting of the Parish Council Minutes

Thursday 14<sup>th</sup> May 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,  
0 members of the public were present.  
Apologies for absence -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 069** Election of Chairperson and Vice Chairperson -

- a) **To elect** a Chairperson and for them to sign the Declaration of Acceptance of Office  
**Cllr Nick Drew** was nominated – Proposed **Cllr King** – Seconded – **Cllr Gore** – **All Agreed**
- b) **To elect** a Vice Chairperson and for them to sign the Declaration of Acceptance of Office  
**Cllr Ann King** was nominated – Proposed **Cllr Drew** – Seconded – **Cllr Gore** – **All Agreed**  
Both Chair and Vice Chair signed the Declaration of Office

### **26. WD 070** Welcome from the Chair and to receive Apologies for Absence. **(LGA 1972 s 85(1))**

Apologies were received from BC Peter Hodson

### **26. WD 071** 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 072** To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 2<sup>nd</sup> April 2026

And the Annual Meeting Minutes held 2<sup>nd</sup> April 2026

#### **(in accordance with standing order 12a)**

The Minutes from both meetings – Proposed Cllr Norton – Seconded Cllr Gore – All Agreed and the minutes were duly signed by the chair.

### **26. WD 073** To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

None Present

### **26. WD 074** Open Forum for Public Participation: an opportunity to hear from members of the public.

(15 minutes only in total)

None Present

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**26. WD 074a** – The Parish Council would like to take a moment to remember those valued members of the parish who have recently passed away.

The Chair said a few words in relation to the recent passing of two upstanding members of the parish – Mr Glover and Mr Starling – Both Gentlemen had been in the village all their lives and it was noted that these two senior members of the Community will both be missed. A Huge thank you to their contributions to the community over the years was given by the Council and may they both rest in peace.

## **26. WD 075**

### **Items to note:**

- Insurance Quote – 2026-27 - Quote received from Existing insurer Clear Councils at a cost for 2026/27 is £836.59

The Quotes from other sources were not received in time and the above quote was accepted – All Agreed and payment to be made before the end of May for continuity – **Clerk to Action**

- Npower Account Updated as invoices being sent to previous clerk (2022) and was still main contact.

Item Noted

## **Agenda Items**

### **26. WD 076 To Resolve**– New Email addresses for Councillors – Clerks Report

The Council discussed the report and resolved that once ECS have been contacted to check on cancellation fees, if any, then this will be put in place – **Clerk to Action**

### **26. WD 077 To Update** – Polices –

Standing Orders – Reviewed and Adopted

Financial Regulations – Reviewed and Adopted

Further Policies will be updated over the next two meetings

It was noted that the Cemetery Documents needed to be added specifically to the Retention Policy – **Clerk to Action**

### **26.WD 078** – To Discuss and Resolve – ECS Computers – Transition away or Stay – Financial

This item was covered in the Clerks report to aid savings in the daily operation of the Council.

The Council resolved to Move away in favour of a cheaper alternative – Clerk to Action

### **26.WD 079** - Highways response to Laurel Hedging / Boundary Creep at Hilgay / Basil Road – ( email sent by Cllr King 24/04/26)

Cllr King has reminded the Highways Department of the seriousness of the current issue and that it has been raised with them four times over a long period to no avail – Cllr Drew agreed to escalate the issue.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Reports.

### 26.WD 080 Playground –

- Reports received – Bin to be emptied and Grass to be cut.  
The Grass has been cut as a one off process until a new contractor is put in place and the bin has been emptied by Cllr Drew
- To Resolve a date for the meeting of the Parish Council and the Playground Working Group – carried forward from March meeting  
This item has been deferred to a later date
- To Note the Annual ROSPA inspection has been booked – This will take place in June at a cost of £111.00 + vat  
Item Noted

### 26.WD 081 Open Spaces / Allotments – Update / To Note

#### a) **To Resolve** – Grounds Maintenance – Tender

The Grass Cutting Contract for the Village has been sent out to tender due to the resignation of the previous contractor – Six companies were asked to provide a tender for this contract – The quotes were reviewed and the Council resolved to employ the services of Glover Environmental – Proposed – **Cllr Norton** – Seconded – **Cllr Gore** – All Agreed  
A contract will be drawn up and Glover Environmental will be instructed to start in June – **Clerk to Action**

#### b) **To Discuss and Resolve** – Land Ownership and Title Registration

The Clerk has noted that on first investigation that two parcels of land may need to be re-registered – Councillors are to revisit the archive to check for previous Titles and Land registry will be contacted after that point – To be added to future agenda once archive has been searched.

### 26.WD 082 Cemetery – Update / To Note

#### a. **To Note** – Burial will take place on 19<sup>th</sup> May 2026

Item Noted

### 26. WD 083 Planning Consultations

New Planning Application Consultations received from the Borough Council/NCC. – **NONE**

Notices of Decision by Borough Council and County Council –

**26/00253/F Frimstone Ltd Crimbleham Quarry** - Change of use of ex quarry weighbridge office to temporary agricultural workers dwelling  
Application Permitted -8 April 2026 -**Delegated Decision.**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**26/00129/F Land And Building E of Willow Lodge** - Proposed extension to existing cabin and change of use from agricultural store/ welfare room into a temporary agricultural accommodation.  
Application Withdrawn - 7 April 2026 - **Withdrawn Application**

**Accounts & Finance including:**

**26. WD 084** To Note Balance of Accounts on 1<sup>st</sup> May 2026

<b>To Note Balance of Accounts - 1st May 2026</b>			
<b>Unity Current Account</b>		<b>£6,941.90</b>	
<b>Unity Savings Account</b>		<b>£15,013.89</b>	
<b>Unity Cemetery Account</b>		<b>£5,681.59</b>	
<b>Total</b>		<b>£27,637.38</b>	

**26. WD 085** To consider/review the payments for May 2026

<b>Payments and for Authorisation</b>							
HMRC	0.00	0.00	<b>0.00</b>	EP	HMRC - In Credit -£1413.13	No Payment Required	
ECS	16.95	3.39	<b>20.34</b>	DD	ECS		
PJ Home & Garden	576.00	0.00	<b>576.00</b>	EP	PJ Home Inv 59 - Village Winter Tidy-		?
PJ Home & Garden	576.00	0.00	<b>576.00</b>	EP	PJ Home Inv 64 - March 2026-		

**26. WD 086** To Note: money received –

<b>To Note Income Received</b>				
BCKLWN - Precept - 1st Installment	£	9,500.00		13/04/2026
JM Simpson - SOWDAG	£	555.00		05/05/2026
A Birkyby - Donation towards SOWDAG	£	100.00		14/05/2026
		<b>£ 10,155.00</b>		

**26. WD 087**

- To Note – Internal Audit has taken place – See report  
The Internal Audit report was distributed prior to the meeting and Noted
- To Consider and approve the statements of accounts  
This information was distributed prior to the meeting and reviewed – All Agreed
- To approve Section 1 of the Annual Governance and Accountability Return 2025-26  
Section 1 of the AGAR was checked and Approved – Duly Signed by the Chair
- To approve Section 2 of the Annual Governance and Accountability Return 2025-26  
Section 2 of the AGAR was Checked and Approved – Duly Signed by the Chair
- To Note Exercise of Public Rights  
This was reviewed by Council – **Clerk to Action**
- To Review Bank Signatories – Mandate  
Current Bank Signatories – Check and one to be removed due to resignation – **Clerk to action**
- To Review CIL Funding reports  
Cil report – Nothing carried forward – Report to be returned to CIL

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**26. WD 088** – To Approve the purchase of a new laptop for the Clerk – Quoted at £479  
 The current Laptop is 6 years old and runs Microsoft 10 as its operating system.  
 Windows 11 was launched in October 2021 for reference.  
 Data and Security no longer update, and Office will not always operate as it should.

It was brought forward by the clerk that the current Laptop is now no longer fit for purpose and a replacement is overdue –

It was resolved by council that a new laptop may be purchased to aid the work of the council and to make sure that updates for Security and Data Protection is available at all times – There is currently £200 in this years budget and the shortfall will be taken from the VAT Claim that was over the budgeted amount.  
 Proposed – **Cllr Drew** – Seconded – **Cllr Glover** – All Agreed

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

**26.WD 089 – Administrative – To Note –**

Cllr Glover – Noted that there is a “Open Reach Fibre Cable “ laying in the hedge row near his property and needs to be reported – **Clerk to Action**

**26. WD 090** - 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 -

**26. WD 091 To receive Items for the next meeting agenda by Noon Thursday 28<sup>th</sup> May 2026.**

**26. WD 092 To confirm the date of the next meeting of the Parish Council scheduled for**

**Thursday 4<sup>th</sup> June 2026 at 7:00 pm at the West Dereham Village Hall**

**26. WD 093 Close of meeting: - 20.57 – (8.27pm)**

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 \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_