

# West Dereham Parish Council

Annual Meeting of the Parish Council

**Date of Notice:** Friday 8<sup>th</sup> May 2026

**Date of Meeting:** Thursday 14<sup>th</sup> May 2026

**Time and Place:** 7.00pm at West Dereham Village Hall

**Councillors are summoned to attend, and the public is given notice of a Meeting of the Full West Dereham Parish Council for the purpose of transacting the business set out in the attached agenda.**

Members of the public and press are welcome to attend this Parish Council meeting.

*Signed: Rob Shaw PSLCC, Locum Clerk & RFO to West Dereham Parish Council*

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

\*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 (s. 2).

## **BUSINESS TO BE TRANSACTED.**

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

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**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
- b) **To elect** a Vice Chairperson and for them to sign the Declaration of Acceptance of Office

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

**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)**

**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)**

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

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

(15 minutes only in total)

**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.

## **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  
Zurich has not responded to the request for a quote at this time.
- Npower Account Updated as invoices being sent to previous clerk (2022) and was still main contact.

## **Agenda Items**

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

**26. WD 077 To Update** – Polices –

Standing Orders,

Financial Regulations

View others on Website to review and update dates

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

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

## **Reports.**

### **26.WD 080 Playground –**

- a) Reports received – Bin to be emptied and Grass to be cut.
- b) To Resolve a date for the meeting of the Parish Council and the Playground Working Group – carried forward from March meeting
- c) To Note the Annual ROSPA inspection has been booked – This will take place in June at a cost of £111.00 + vat

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

- a) **To Resolve** – Grounds Maintenance - Tender
- b) **To Discuss and Resolve** – Land Ownership and Title Registration

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

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

## **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 Crimplesham Quarry** - Change of use of ex quarry weighbridge office to temporary agricultural workers dwelling

Application Permitted -8 April 2026 -**Delegated Decision.**

**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

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

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

#### **26. WD 087**

- a. To Note – Internal Audit has taken place – See report
- b. To Consider and approve the statements of accounts
- c. To approve Section 1 of the Annual Governance and Accountability Return 2025-26
- d. To approve Section 2 of the Annual Governance and Accountability Return 2025-26
- e. To Note Exercise of Public Rights
- f. To Review Bank Signatories – Mandate
- g. To Review CIL Funding reports

**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.

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

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

**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: -**

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.

Parish Clerk: Rob Shaw PLSCC - (CILCA – FILCA – PIALC)

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