

Minutes of West Dereham Parish Council

Meeting of the Parish Council Minutes

Thursday 2nd July 2026 at 7:00 pm at
West Dereham Village Hall

Parish Councillors Present: Cllr Nick Drew, Cllr Ann King, Cllr Stuart Glover and
Cllr Keith Gore – Locum Clerk/RFO – R Shaw,
5 members of the public were present.
CC Sue Prigg and 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 120 Welcome from the Chair and to receive Apologies for Absence. **(LGA 1972 s 85(1))**

Cllr Mark Norton, CC Sue Prigg and BC Peter Hodson – Apologies Received prior to meeting

26. WD 121 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 122 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 4th June 2026
(in accordance with standing order 12a)

The Minutes from June 4th – Proposed Cllr King – Seconded Cllr Glover – All Agreed and the minutes were duly signed by the chair.

26. WD 123 To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

No Comments or reports due to absence from both CC and BC councillors.

26. WD 124 Open Forum for Public Participation: an opportunity to hear from members of the public.
(15 minutes only in total)

MOP informed the Council and other MOP that the new school land and buildings are to be sold by auction, and the current owner would like to offer the village the opportunity to purchase the plot before it goes to auction. The MOP stated that it had been made available for offers around £300k but had received no interest. Suggestions of a possible cop-op to purchase the plot was raised. The Chair gave his contact details to the MOP to receive updates on its progress.

Signed _____

Dated _____

Another MOP raised the concerns of Road Safety at the top of Basil Road – The obstruction caused by overgrown hedgerow restricting the view to allow traffic to pull in and out of the junction.

The Chair explained that this had been an issue on the Councils priority list for at least 18 months and that NCC Highways are more than aware of the issue and have allegedly written to the owner of the property on numerous occasions. This is now being escalated.

The Clerk is to contact Highways to confirm a boundary check of the property. **Clerk to Action**

Councillors expressed that this issue is something the new County Councillor could also assist with.

The same MOP asked about reduced speed limits within the village – It was explained that the criteria for this to be considered have not been met and was unlikely to happen.

A Third MOP asked if the council were aware of widening on Station Road and if it was in relation to the planning application for the storage yard – The Council responded that they believe it was due to the area being prone to flooding and that this was being done in response to this.

The Clerk read a letter from another MOP regarding HGV movements in the village on unauthorised roads and asked if it related to Glazewing – A possible new contractor who is not aware of agreed routes – The agreed route is Collage Road – Wretton Road – Old School Road, Church Road, Station Road. It was discussed that maybe standard SATNAV was being used and not commercial SATNAV as the current roads being used are not suitable for this size transport.

It was mentioned that the Clerk would write to Glazewing to enquire.

The Clerk had invited the Director and Transport Director to the meeting but failed to receive a response and they did not attend.

MOP would like to pass on their thanks to Anglian Water for only closing half of Church Road whilst they carry out the planned works to allow access.

The Chair , at this point, also raised many thanks from the Council to Mr Dale Glover and Mr Edward Glover for their amazing work refurbishing the old telephone box and for bringing it back to better than new for the proposed use of a new Defibrillator for the village.

The refurbished phone box is now in place and once the base has been installed it will be commissioned to take the defib – Further updates will follow.

Signed _____

Dated _____

26. WD 125

Items to note:

- Clerk has spoken to relevant bus companies to enquire about bus timetables – Clerk has been informed this is in hand and a new timetable will be installed at the Bus stop/s.
A rudimentary timetable, created by the clerk, has been published on the website in the meantime.
- Anglian Water Mains replacement is to take place from the 29th of June and, all being well, be completed by the end of August. More information has been sorted and a more comprehensive update is now available on the PC website, under the heading “Latest News”
- Clerk has double checked adoption of both Phone boxes and now has written evidence that they both had been adopted by WDPC in 2014 for peace of mind.
- New Clerk / Council emails have been sent to all contacts in the old email account – But the Clerk has not received emails for the playground inspections – Jot form format ?

Items Noted.

Agenda Items

26. WD 126 Financial Risk Assessment as deferred from June Meeting was agreed and duly adopted – **Proposed – Cllr Drew – Seconded Cllr King – All Agreed**

26. WD 126 a To Discuss and Resolve - West Dereham Foot Path Project for 2026 –

The clerk presented a report regarding a public engagement project for the summer – this item will be deferred until the meeting in September to allow a little more thought from councillors.

26. WD 126 b To Resolve 2026/27 Cemetery Regulations - revision of “Natural Burial Area” – Trees Sections **A, B, M** and **T** to be revised. – This item will be deferred until September to allow Councillors to discuss species and new wording for the regulations and instructions for publishing.

Reports.

26.WD 127 Playground –

- Reports received – Cllr Drew had a copy of the current report from the Playground working party and also discussed the latest RoSPA report – There are some small items to look at and will be updated as required once checked. Clerk to enquire to installation contractor in reference to RoSPA’s comments regarding regulations of Zip Wire. **Clerk to Action**
- To receive update for the meeting of the Parish Council and the Playground Working Group – carried forward from March 2026 meeting – Awaiting Dates

26.WD 128 Open Spaces / Allotments – Update / To Note

- To update** – Plot 4 – Has been examined and the top ¼ is clear – the rest of the plot, along with plots 5, 6 7 and 8 are overgrown and unkept. Clerk to contact current renters and request that this is dealt with- **Clerk to Action**
- To update** - Tree Planting - Review Quote from Glover Environmental – Advice from Glovers is to wait until later in the year – Councillors have heeded the advice and will revisit later in 2026.

Signed _____

Dated _____

26.WD 129 Cemetery – Update / To Note

- a. Still awaiting quotes for Topple Testing – Clerk has chased.
It was also noted that the hedge cutting schedule may need to be reassessed / updated
Also noted was that the current arrangement for water would need to be addressed as the post currently used to hold the standpipe was no longer fit for purpose – Cllr Drew stated he would address this work.

26. WD 130 Planning Consultations

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

25/02158/LDE and 25/02157/F have been given an extension until 6th July for Parish Council Comments

It was agreed that Cllr Drew and Cllr King would draft a response to Planning – Clerk is away on the deadline date – Cllrs would respond.

Concerns around the above are – Noise – Lighting - Highways – Business Operation Times

Notices of Decision by Borough Council and County Council – **NONE**

Signed _____

Dated _____

Accounts & Finance including:**26. WD 131** To Note Balance of Accounts on 1st July 2026

To Note Balance of Accounts - 1st July 2026					
Unity Current Account					£3,729.10
Unity Savings Account					£15,079.14
Unity Cemetery Account					£5,959.95
Total					£24,768.19

26. WD 132 To consider/review the payments for July 2026

Payments for Authorisation						
HMRC	727.46	0.00	727.46	EP		
HMRC	306.19	0.00	306.19	EP		

26. WD 133 To Note: money received –

To Note Income Received								
Clear Councils Ins	£ 0.06	£ -	£ 0.06		Credit from Insurance			
HMRC	£ 2,795.37	£ -	£ 2,795.37		Employer Contributions Reimbursement			
Bank Interst	£ 65.25	£ -	£ 65.25		Savings Account			
Bank Interst	£ 28.36	£ -	£ 28.36		Cemetery Account			
			£ 2,889.04					

26. WD 134 To Note Quarterly Performance against budget report.

Report Attached to these minutes.

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

Signed _____

Dated _____

26.WD 135 – Administrative –

- a. Parishioner Complaint / Concern raised over early AM bird scarers – Wereham / West Dereham.

It was discussed by the council and agreed that this was an issue for Wereham Parish Council – Clerk to forward the information on.

Cllr Drew also mentioned that there was to be a donation from a member of the public to the council – details to follow

26. WD 136 - 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 –

Nothing To Discuss at this meeting

26. WD 137 To receive Items for the next meeting agenda by Noon Thursday 27th August 2026.

26. WD 138 The date of the next meeting of the Parish Council scheduled for

Thursday 3rd September 2026 at 7:00 pm at the West Dereham Village Hall

26. WD 139 Close of meeting: - 20.33 (8.33pm)

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 _____

West Dereham PC - Quarterly Financial Projections 2026-27									
EXPENDITURE	Budget Figures £	Reserves	Apr to Jun 26	Jul to Sep 26	Oct to Dec 26	Jan to Mar 27	Running Total	% spend	Notes
Clerk Salary / HMRC / Pension	15000	0.00	4,806.37	1,033.65	0.00	0.00	5840.02	38.93%	
Clerks Exp	170	0.00	43.98	0.00	0.00	0.00	43.98	25.87%	
Other Exp	50	0.00	0.00	17.62	0.00	0.00	17.62	35.24%	
Payroll	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	In House
Audit (internal & External)	350	0.00	70.00	0.00	0.00	0.00	70.00	20.00%	
Training	80	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Grass Cutting	5000	0.00	986.67	0.00	0.00	0.00	986.67	19.73%	Glover Environmental from June 2026
Project & Legal Costs	900	7,800.81	111.00	0.00	0.00	0.00	111.00	12.33%	RoSPA Annual Inspection -
Street Lights /Npower	55	0.00	53.96	0.00	0.00	0.00	53.96	98.11%	
Rental	335	0.00	379.34	0.00	0.00	0.00	379.34	113.24%	Cruso & Wilkins - Lease
Cemetery	1000	5,673.71	0.00	0.00	0.00	0.00	0.00	0.00%	Reserves now in own account - 20548979
Bank	84	0.00	21.00	0.00	0.00	0.00	21.00	25.00%	Charges
CIL	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Subscriptions & Website / Audit	633.2	0.00	517.52	0.00	0.00	0.00	517.52	81.73%	
Dog Waste	1054.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
BCKLWN	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
NCC	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Grants	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Election Fees	0	2,256.87	0.00	0.00	0.00	0.00	0.00	0.00%	
Clerks Laptop	100	100.00	385.83	0.00	0.00	0.00	385.83	385.83%	New Laptop May26
S137	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Insurance	810	0.00	836.59	0.00	0.00	0.00	836.59	103.28%	Renews June 27
DEFIB	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Water & Sewage	85	0.00	20.17	0.00	0.00	0.00	20.17	23.73%	Cemetery
VAT	0	0.00	422.71	0.00	0.00	0.00	422.71	100.00%	£239.01 to be claimed from March 2026 - In Cash Book
Contingency	0	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Total expenditure	25,706.76	20,831.39	8,655.14	1,051.27	0.00	0.00	9706.41	37.76%	
INCOME								%	
Precept	19,000.00	0.00	9,500.00	0.00	0.00	0.00	9500.00	50.00%	
Project & Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Allotment & Farm Rent	3,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Wayleaves	213.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
CIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Cemetery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	Burial Fee - 19th May26
Grants	0.00	0.00	655.00	0.00	0.00	0.00	655.00	100.00%	SOWDAG Donation & A Kirkby Donation towards Consultancy
Insurance	0.00	0.00	0.06	0.00	0.00	0.00	0.06	100.00%	
VAT	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
HMRC	0.00	0.00	2,795.37	0.00	0.00	0.00	2795.37	100.00%	Employers Credit - SMP
	24,123.32	0.00	12,950.43	0.00	0.00	0.00	12950.43	53.68%	

Signed _____

Dated _____