

West Dereham Parish Council

The Annual Meeting of the Parish Council will take place on **Thursday 8th May 2025**, commencing at **7.30pm**, 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.

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.

Clerk: *Samantha Bromley*

Dated: 01st May 2025

AGENDA

1. Election of Chair and Vice-chair.

- 1.1. To elect a Chair and sign the Declaration of Acceptance of Office.
- 1.2. To elect a Vice-chair and sign the Declaration of Acceptance of Office.

2. Apologies for Absence.

To receive and consider apologies for absences.

3. Declarations of interest.

- 3.1. To receive Councillors' updated Register of Interests
- 3.2. Councillors are invited to declare a pecuniary or non-pecuniary interest on any subject on the agenda.
- 3.3. To consider any dispensation requests.

4. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 3rd April 2025.

5. Updates of items not elsewhere on the agenda.

No decision may be made under this item.

- 5.1. The annual playground inspection has been booked.
- 5.2. The Farm Tenancy has been advertised on the Parish Council's website and Facebook page, noticeboards and in The Village Pump.

6. Open Forum for Public Participation.

- 6.1. To receive a report from Borough Councillor Peter Hodson, if present.
- 6.2. To receive a report from County Councillor Brian Long, if present.
- 6.3. To receive a report from the police, if present.
- 6.4. 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.*

7. Reports.

- 7.1. To receive a data report from the SAM2.
- 7.2. To receive the playground inspection report.

8. Playground.

To discuss potential damage to the picnic bench and AGREE any action.

9. Planning Matters.

9.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.

9.2. 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>

9.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:

9.3.1. 25/00381/LDP - The Old Coach House, Ryston Road, West Dereham, King's Lynn, Norfolk, PE33 9RL - Application for a Lawful Development Certificate for the proposed erection of a detached home office to garden area. WOULD BE LAWFUL.

10. Administration.

10.1. To review the Financial Risk Assessment.

10.2. 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.

11. Finance.

11.1. It was noted that the balance of the Unity Trust Banking Account is £31740.54

11.2. To note receipts and payments for the financial year 2024-25.

11.3. To receive a bank reconciliation up to 31st March 2025

11.4. To RESOLVE to AGREE section 1 of the AGAR, the Annual Governance Statement.

11.5. To RESOLVE to AGREE section 2 of the AGAR, the accounting statement.

11.6. To note the Explanation of Variances.

11.7. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£1157.94	£0.00	£1157.94	BACS
Borough Council	Dog Bin Waste Removal	£878.80	£175.76	£1054.56	BACS
NPower	Street Lighting	£82.28	£0.00	£82.28	BACS

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

11.8. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
Borough Council	Precept (1 st half)	£8743.50	£0.00	£8743.50	BACS
Resident	Plot Reservation	£500.00	£0.00	£500.00	BACS

12. Correspondence.

12.1. Planning Enforcement: 25/00155/UNAUTU Land And Building E of Willow Lodge Ryston Road West Dereham. Circulated.

12.2. Borough Council: Adoption of King's Lynn and West Norfolk Local Plan 2021-2040. Circulated.

12.3. Borough Council: Dog and Litter Bin Charges. Circulated.

13. Members Matters.

No decision may be taken under this item.

14. Items for the next meeting.

To receive items from Councillors for inclusion on the next agenda.

15. Next meeting of the council.

To note that the next meeting of the Council will be held on Thursday 5th June 2025 at 7:00pm in the West Dereham Village Hall.