

# West Dereham Parish Council

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**DRAFT Minutes of the Parish Council Meeting held on Thursday 8<sup>th</sup> January 2026, at 7.00pm, in the West Dereham Village Hall.**

**Councillors Present:** Cllrs Nick Drew (Chair), Andy Challen (Vice Chair) , Stuart Glover, Keith Gore, Ann King and Mark Norton.

**Borough Councillor:** Peter Hodson

**Public present:** 1 member of the public (MOP)

**Clerk:** Rob Shaw PSLCC (Locum)

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

None.

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

2.1. A declaration of non-pecuniary interest was received by Cllr Glover regarding planning application in section 11.3 and by Cllr Drew regarding any discussion of rent payments to the village hall whilst discussing the budget.

2.2. No requests for dispensations were received.

## 3. Minutes. - (Standing Order 12a)

The minutes of the Parish Council meeting dated Thursday 4<sup>th</sup> of December 2025 were approved by all and duly signed by the Chair.

## 4. Updates of items not elsewhere on the agenda.

4.1. To note that the temporary clerk is now in place – Hand over on 16<sup>th</sup> of December 2025 and officially started on 1<sup>st</sup> of January 2026 – Chair introduced Rob Shaw as the Locum Clerk to the council and welcomed him to West Dereham PC. - Noted

## 5. Open Forum for Public Participation.

5.1. Borough Councillor Peter Hodson provided an update on several matters, noting first that a MOP had made contact regarding a complaint over activities in a garden space – This issue has been raised with the Planning department enforcement officers, and they have been instructed to deal with the complaint. BC Hodson also mentioned that he will be speaking at the Planning Appeal ref Station Road.

There has been discussion within BCKLWN in relation to the provision of a new swimming pool at an estimated cost of £46 million, this existing pool will remain open until the new facilities are opened. It has also been discussed that there will be a restaurant and or café in the rear of the Guild Hall to generate income to recoup some of the costs of the refurbishment program.

A discussion is to be made this week in relation to the Elections to be held in May. If they go ahead the PC meeting date will be changed.

- 5.2. Councillor Brian Long was not present.
- 5.3. The Police were not present. – Cllr King requested that the police beat manager for West Dereham, PC Jamie Cowen be invited to the next meeting - **Clerk to Action**
- 5.4. To receive comments from members of the public.
  - 5.4.1. A new resident to the village attended the meeting for the first time to offer his gratitude for the warm welcome received when moving to the village and thanked the Parish Council for their efforts – The MOP left the meeting at approx. 8.30pm

## 6. Reports.

- 6.1. To receive a data report from the SAM2 – The SAM2 camera is at present not being used so no report will be available at this time and this item, it was agreed, will be removed from future agendas until such time as relevant.
- 6.2. The monthly playground inspections report was received, and it was noted that there have been no issues reported. The Chair instructed the Councillors that the new sign had been installed, and adjustments had been made to some of the equipment. The next quarterly inspection will take place in February 2026. The Council also requested the Clerk to pass on their thanks to Masson Sealy for their assistance in producing the new phone number signs FOC. – **Clerk To action**

## 7. Playground.

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

## 8. Open Spaces.

- 8.1. To consider Species for planting replacement Millennium trees- Suggestions  
The Groundman Contractor has suggested to the Council that the two trees to be planted could be a Willow and a Sycamore – The council resolved to plant two sycamores – One in the Buriel Ground and one at Stocks Bridge – The Groundman Contractor is to be notified of the council's decision and to proceed with the procurement of the two saplings on the councils behalf and to action the planting of the trees.  
Proposed **Cllr Drew** – Seconded **Cllr Gore** – **All Agreed** – **Clerk to Action**
- 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. The Chair stated that no contact had been made at this time and this will be revisited in the future. **Item Deferred for this meeting.**

## 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 to councillors prior to the meeting.

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The received quote for digitalising the current records was deemed an expensive process and that this could be done in house to save money. This will be revisited and added to the Cemetery Action plan.

- 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. This item was discussed briefly, and a decision was made to defer this item until the budget had been resolved.

## 10. Glazewing.

To receive an update and AGREE any action. –

It was mentioned that there had been less traffic movement in the village of late and this item will be deferred to a later date- The Clerk mentioned that there is historic communication on the councils website that is overdue to be removed. Council agreed to remove this before starting any further discussion – **Clerk to 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: **25/01947/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**  
 This item had exceeded the cut off date for response – Cllr King had spoken to the planning department and had this extended – The council agreed to respond with “No Objection” – This response will be sent to planning on the 9<sup>th</sup> of January 2026 –  
 Cllr Glover abstained from the discussion relating to the disclosure of non-pecuniary interest at 2.1 of this agenda.
- 11.4 To consider the appeal submitted for application 24/01769/F (appeal reference APP/V2635/W/25/3372985) and agree a response.  
  
 A response has been drafted by the Chair and Cllr King – This was presented to the Full council for scrutiny and it was agreed that it would be sent to the planning inspector as a response to the ongoing appeal. This week there had been a new drainage plan added and there seemed to very little adjustment other than that it would create the need for more spoil to be removed- creating more HGV Vehicle movement at the site. It was discussed that movement of the access to the site was on a road of only 3 metres in width and that this was unsuitable. Work is also required regarding the ownership of the drain ditch at the rear of the site as these cross multiple owners land.  
 The Chair and Vice Chair will attend the meeting with BC Hodson.
- 11.5 To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:  
**None.**

## 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. This will be resolved by the next meeting – The Clerk asked for the December Bank statements to be sent to him to balance and reconcile the accounts to the end of December 2025 – **Cllr Challen to action**

12.3. To review and agree draft budget for 2026-27 – The budget was revisited line by line by the full council – The Locum Clerk suggested some items on the budget had no resource and this may cause complications in the financial year of 2026/27. The council took this onboard and the budget was agreed. The final budget was Proposed by Cllr Drew – Seconded Cllr Challen – All Agreed – The Precept will be £19,000 for 2026/27 a small increase in line with inflation.

This equates to approx. £8.48 increase on a Band D property from last year.

Precept must be applied for by 31 /01/2026 - **Clerk to Action**

12.4. To Note - Internal Auditor appointed for the financial year 2025/26. – The internal auditor will be changed for 2025/26 due to cost saving as agreed in the budget. New Auditor to be informed – **Clerk to Action**

12.5. The following invoices were resolved for payment. The Clerk is to check the bank statements up to December to make sure everything has been cleared and paid. – **Clerk To Action**

12.6.

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

*The Chair paused the Standing Orders so the meeting could continue past two hours.*

### 13. Administration.

13.1. To confirm the draft Farm Tenancy agreement-  
Cllr King has been dealing with this and progress is being made.

13.2. To Review and Adopt GDPR and IT policies in line with Assertion 10 of the AGAR -  
The new IT policy was presented to the council for adoption – This was reviewed and duly adopted – This will be published on the Councils website – **Clerk to Action**

13.3. To Review and Adopt Social Media Policy  
The new social media policy was presented to the council for adoption – This was reviewed and duly adopted – This will be published on the Councils website – **Clerk to Action**

Both Policies were Proposed **Cllr Drew** – Seconded **Cllr Challen** – **All Agreed**

13.4. To Agree a date in January to inspect the Asset Register  
The date was agreed of 31<sup>st</sup> of January 2026 – All to meet at the Village Hall at 10am

13.5. To Agree schedule to inspect the Allotments  
This will follow on from the Asset register review on the 31<sup>st</sup> of January 2026

13.6. To agree to set date for Policies to Review-  
It was agreed to start the policy review process in May as this is in line with updates from NALC

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**14. Correspondence.**

14.1. One email informing of a webinar from the ICCM was circulated to councillors.

**15. Members' Matters.**

- 15.1. Confirmation was obtained from Cllr Challen that he plans to step down from the council in March- This is sadly due to work commitments – The Council thanked Cllr Challen for all his hard work in the past and wished him all the best for the future – Cllr Challen will be missed at future meetings.
- 15.2. Cllr King made note to the clerk that the SR71 pension form needs to be sent to Norfolk Pensions this week – **Clerk to Action**
- 15.3. Cllr King also noted that a Copy of the minutes need to be sent to the Village Pump in word format by the 15<sup>th</sup> of the month for publication – **Clerk to Action**

**16. Items for the next meeting.**

Councillors to propose items for the next meeting to the Clerk - Deadline 12 Noon on 30<sup>th</sup> January 2026

**17. Next meeting of the council.**

It was noted that the next meeting of the Council will be held on Thursday 5<sup>th</sup> of February 2026 at 7:00pm in the smaller room of the West Derham 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.**

Two quotes for work required in the village were discussed. One quote for bench bases was accepted, and the second will be revisited in the future.

The supplier of the quote will be duly informed to proceed with the works. **Clerk to Action**

*Meeting Closed at 9:58pm*

Signed \_\_\_\_\_ - Date \_\_\_\_\_