

Minutes of West Dereham Parish Council

Annual Meeting of the Parish Council Minutes

Thursday 2nd April 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,
4 members of the public were present.
Apologies for absence - NONE

BUSINESS TO BE TRANSACTED.

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

26. WD 46 Welcome from the Chair and to receive Apologies for Absence. (LGA 1972 s 85(1))

The Chair welcomed everyone to the meeting.

26. WD 47 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 48 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 5th February 2026 - (in accordance with standing order 12a)

The minutes of the Parish Council meeting dated Thursday 5th of March 2026

Cllr Glover – Noted emails addresses used on website – requested Council email address – to be put on next agenda – **Clerk to Action**

Proposed: **Cllr Gore** – Seconded: **Cllr Drew** – All Agreed -Minutes duly signed by the Chair.

26. WD 49 To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

There was no report from Borough Councillor Hodson due to his absence at this time.

26. WD 50 Open Forum for Public Participation: an opportunity to hear from members of the public.

(15 minutes only in total)

MOP 1 raise a query in regard to condition of passing places around the village. Cllr Drew responded that he would speak to highways to see if these can be assessed. Cllr Gore mentioned that they were in the April budget from Highways for a resurface – Cllr Drew to confirm.

Signed _____

Dated _____

26. WD 051**Items to note:**

- Defib Checks for Circuit and Maintenance Schedule – Clerk notified by Circuit as due.

Cllr Drew will do the required physical checks and update the Clerk to his findings.

- Viking – Stationary Supplier contacted – Invoices being sent to Mr P King – Clerk 2017-2020

Items Noted**Agenda Items**

26. WD 052 To Update – Second Councillor Vacancy is now eligible for Co-option. – **All**
Councillors resolved to advertise again for the current vacant positions on the Council

26. WD 053 To Resolve – Councillor Bio for website if required. – **All**
Councillors will review existing website bio's and send updated and new to Clerk to post.

Reports.**26.WD 054 Playground –**

- Reports received – All ok at the playground – Cllr Drew to clean items with assistance for the playground committee.

26.WD 055 Open Spaces / Allotments – Update / To Note

- a) **To Resolve** - Plot 4 – Letter of “Notice to Quit” sent 02/03/26 – 7 days’ notice – No Response–
Check Plot.

Councillors discussed and it was noted that previous tenant of Plot 4 had left the site and some rubbish had also been left. Cllr Drew to check and report back to council

- b) **To Discuss and Resolve** application for Green house / Polly tunnel to be allowed
on plots 5a, b & c.

Council resolved to allow with reservations to be pointed out to plot holder in respect of Glass houses not being ideal and the life span of Poly tunnels and the impact on the environment.

Clerk to Action

- c) **To Resolve** – Allotment co-ordinator for PC.

Cllr King agreed she would be the Allotment co-ordinator but via email only.

Details to be sent to allotment holders – **Clerk to action**

Signed _____

Dated _____

26.WD 056 Cemetery – Update / To Note

- a. **To Note** – Chris Black contacted to discuss Topple Tests – BCKLWN use **CDS – Item Noted**
- b. **To Note** – A message has been added to website under “Cemetery” heading to warn visitors of the possibility of loose memorials – whilst the council deal with this issue – **Item Noted**
- c. **To Note** – Historic paperwork found since last meeting has thrown up a couple more anomalies. Paperwork to be collated / checked and sent to councillors. **Clerk to Action**

26. WD 057 Planning Consultations

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

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

26.WD058 To Review and Update on the appeal submitted for application 24/01769/F (appeal reference - APP/V2635/W/25/3372985). – Appeal upheld and dismissed.

26.WD 059 To Review - SNN4 – 5823 -Change of Residential Property Address: From Brember, Lime Kiln Road, West Dereham to Rectory Corner, Lime Kiln Road, West Dereham, King's Lynn, PE33 9RT

Item Noted.

Signed _____

Dated _____

Accounts & Finance including:

26. WD 60 To Note Balance of Accounts on 1st April 2026

26. WD 61 To consider/review the payments for April 2026 – Above.

26. WD 62 To Note: money received – None

West Dereham Financial Report for Agenda					
To Note Balance of Accounts - 1st April 2026					
Unity Current Account					£4,433.81
Unity Savings Account					£10,000.00
Unity Cemetery Account					£5,673.71
Total					£20,107.52
Payments for Authorisation					
Payments Made since last meeting					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic	Supplier/Service
HMRC	444.84	0.00	444.84	EP	HMRC - Month 11- Paid 09/03/26
ECS Computers	16.95	3.39	20.34	DD	ECS Computers - Subscription - Inv 119437 - - Paid 10/03/26
Norfolk PTS	190.00	38.00	228.00	EP	Norfolk PTS Annual Subscription - Inv 30590 - Paid 09/03/26
WDVH	70.00	0.00	70.00	EP	WDVH - Rental for 8 hours - PC Meetings - Inv 153- Paid 09/03/26
Wave	37.06	0.00	37.06	EP	Wave - Cemetery Water Inv - 15963923 - Paid 11/03/26
Wave	19.01	0.00	19.01	EP	Wave - Cemetery Water Inv - 16317697 - Paid 25/03/26
Parsons Consulting Engineers	855.00	171.00	1026.00	EP	Parsons - Consultancy Services - Inv 17001705 - Paid 25/03/26
BCKLWN	95.00	19.00	114.00	EP	BCKLWN - Playing Field Rental - Inv BC110357385 - Paid 25/03/26
Viking	38.09	7.62	45.71	EP	Viking Stationary for Year End - Inv 4410537828 - Paid 25/03/26
Locum Clerks Hours	656.89	0.00	656.89	EP	L-Clerks Hours for March - Paid 25/03/26
Locum Clerks Exp	21.99	0.00	21.99	EP	L-Clerks Expenses for March - Paid 25/03/26
Clerks Hours	689.14	0.00	689.14	EP	Clerk Hours for March - SMP - Paid 25/03/26
Clerks Pension	209.64	0.00	209.64	EP	Clerks Pension Contributions - March - Paid 25/03/26
TOTAL	3,343.61	239.01	3,582.62		
To Note Income Received					
HMRC	0.00	1774.48	1774.48		VAT Reclaim - 09/24 to 02/26
To Note HMRC Credits					
Month 10 - 6th Jan to 5th Feb		427.02			
Month 11 - 6 Feb to 5th March		435.84			
Month 12 - 6th March to 5th April		N/A until 10th April			

26. WD63 To Note – To Note – Agar Forms for External Audit have been received – Clerk to finalise end of year 2025-26 – Work Done and sent to IA on 02/04/26

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

Signed _____

Dated _____

26.WD 064 – Administrative – To Note –

- Original queries for application for 25/00937/AG – a request has been made for these to be addressed as raised in July 2025 - Noted
- Note regarding answer phone available is now on website contact page as requested. – Noted
- Cllr Glover raised a point in regard to Stocks Bridge – Wall being removed and replaced with sandbags – to be monitored
- Cllr Glover also asked what was happening with Grounds Maintenance and asked if it had started – Clerk presented schedule and stated he would pass this on to the groundsman.
- Cllr Drew and King asked if a letter could be drafted to the Diocese of Ely regarding the control of Rabbits in the Church yard and the liabilities of the grass cutting. – **Clerk to Action**

BC Peter Hodsoin arrived at the meeting at 7.49pm –

He was thanked for his help in the Statin road planning appeal – He also confirmed that planning application 26/00179/F had been withdrawn today.

He then briefly touched on the devolution decision of three unitary councils and more information will follow.

26. WD 065 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 in April.

26. WD 066 To receive Items for the next meeting agenda by Noon Thursday 7th May 2026.

26. WD 067 To confirm the date of the next meeting of the Parish Council scheduled for

Thursday 14th May 2026 at 7:00 pm at the West Dereham Village Hall

26. WD 068 Close of meeting: - 20:00 (8.00pm)

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 _____