

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 4th September 2025**, commencing at **7.00pm**, 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: 29th August 2025

AGENDA

1. Apologies for Absence.

To receive and approve apologies for absence.

2. Declarations of interest.

2.1. Councillors are invited to declare any pecuniary or non-pecuniary interests on any subject on the agenda.

2.2. To consider any requests for dispensations.

3. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 17th July 2025.

4. Updates of items not elsewhere on the agenda.

4.1. The Council has preordered 1 poppy wreath which can be collected from October 2025. Payments can no longer be received via bank transfer.

4.2. The tire swing which was hanging from a tree on Parish Council land has been cut down and removed.

4.3. The Internal Audit passed with no concerns. The Council received 4 recommendations for 2025/26 which will be implemented by the Clerk.

5. Open Forum for Public Participation.

5.1. To receive a report from Borough Councillor Peter Hodson, if present.

5.2. To receive a report from County Councillor Brian Long, if present.

5.3. To receive a report from the Police, if present.

5.4. 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.*

6. Reports.

6.1. To receive a data report from the SAM2.

6.2. To receive an update on the monthly playground inspection report.

7. Playground Working Group – Fundraising Support and Clarification.

7.1. To review and respond to the conditions of the Playground Working Group.

7.2. To provide clarification as to what funds the Parish Council are seeking to draw on to

cover future costs to ensure long-term financial sustainability for the maintenance and the eventual replacement of the playground equipment.

8. Playground.

To receive a report on the following:

- 8.1. zip wire tension tightening
- 8.2. zip ties supplied
- 8.3. concrete pad quote
- 8.4. top dressing under Multiplay – Side Climber
- 8.5. Sign cost for MUGA – Singe End
- 8.6. Caloo maintenance schedule in particular for Cableway - Seated

9. Trees.

- 9.1. To AGREE any inspections required on any tree giving concern due to dry weather and AGREE is any should be added to the risk register.
- 9.2. To RESOLVE to AGREE a cost to replace the millennium tree on the allotments and AGREE where the replacement shall be planted.

10. Farm Tenancy.

- 10.1. To open the sealed bids received for the Farm tenancy and to consider and agree on the successful applicant.
- 10.2. To confirm Cruso & Wilkin's fee to prepare the tenancy documents.

11. Cemetery.

To discuss and agree the following:

- 11.1. Actions on the Cemetery Project Plan (GANTT chart)
- 11.2. Actions on marked-up plan for potentially unsafe headstones (ICCM 2022 report)
- 11.3. How to deal with potentially unsafe headstones (ICCM 2022 report)
- 11.4. Any working required for hazard management for the public in the cemetery, relating to potentially unsafe headstones.
- 11.5. Response from Diocese in relation to questions regarding consecration, grass and rabbit hole.
- 11.6. To review the Council's responsibility for the grass cutting maintenance of the churchyard.

12. Glazewing.

To receive an update and AGREE any action.

13. Planning Matters.

- 13.1. To consider a consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:
 - 13.1.1. 25/01196/F - HOUSEHOLDER -Erection of outbuilding with integrated solar panels in the roof – Homefields, Basil Road, West Dereham, Norfolk, PE33 9RP. Circulated.
- 13.2. 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>
- 13.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:
 - 13.3.1. 24/01769/F - Relocation of existing access; Change of use of the land for the stationing of 10 Gypsy / Traveller plots, each containing one static home and touring caravan. Associated hard and soft landscaping and ecological enhancements. - Land East Side Station Road West Dereham Norfolk.

14. Finance.

14.1. To note that the balance of the Unity Trust Banking account is £24,146.56

14.2. To note the following payments were made in July 2025:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	£1157.94	£0.00	£1157.94	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
PJ home and gardens	Grass Cutting July & Bramble Removal	£648.00	£0.00	£648.00	BACS

14.3. To note that the NJC 2025/26 pay agreement, effective from 1 April 2025, has been agreed and implemented. The clerk's back pay, totalling £112.32 and reflecting Spinal Column Point 22, has been calculated in line with the agreement and will be included in September's pay.

14.4. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	£1196.55	£0.00	£1196.55	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
NALC	Website Hosting Fee	£70.00	£14.00	£84.00	BACS
NALC	Annual Subscription	£170.30	£0.00	£170.30	BACS
Village Hall	Hall Hire – May 24 to July 25	£280.00	£0.00	£280.00	BACS
Scribe	Annual Subscription	£345.60	£69.12	£414.72	BACS

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

15. Administration.

15.1. To note that the Parish Council mobile is no longer working and to consider a replacement.

15.2. To receive an update on obtaining access to OneDrive for securely storing documents.

15.3. To review the following complaints:

15.3.1. Laurel hedge on junction of Hilgay Road and Basil Road

15.3.2. Footpath (Highways) on bend of Church Road/Station Road.

16. Correspondence.

16.1. Borough Council: Beat Your Bills - Autumn/Winter. Circulated.

16.2. Borough Council: Warm Homes: Local Grant (WH:LG). Circulated.

17. Members' Matters.

No decision may be taken under this item.

18. Items for the next meeting.

Councillors to propose items for the next meeting.

18.1. Albanwise – to discuss and AGREE any action.

18.2. Outstanding Action List – AGREE priority on outstanding matters.

18.3. Bus Shelter – to receive a report on signage and an update on the application for £1k under Bus Shelter Grant Scheme.

19. Next meeting of the council.

To note when the next meeting of the Council will be held.

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.

20. Staffing.

To discuss and agree arrangements for covering the Clerk's duties during her maternity leave, beginning Friday 2nd January 2026, including consideration of the role advertisement, terms of employment, pay scale and any allowances.