

# West Dereham Parish Council

---

**DRAFT Minutes of the Parish Council Meeting held on Thursday 6<sup>th</sup> November 2025, at 7.00pm, in the West Dereham Village Hall.**

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

**Public present:** 2 members of the public

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

None.

## 2. Declarations of interest.

2.1. No declaration of any pecuniary or non-pecuniary interest was received.

2.2. No requests for dispensations were received.

## 3. Minutes.

The minutes of the Parish Council meeting dated Thursday 2<sup>nd</sup> October 2025 were approved and signed by the Chair.

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

4.1. To receive an update on purchasing a sign for the MUGA. DEFERRED.

4.2. All allotment plot holders have now been invoiced for the 2025/26 period. An email has been received from a tenant regarding the recent marking out of allotment plot 5D. The tenant raised a concern that spray paint used to mark out this neighbouring plot had accidentally got onto their fence, and noted that they avoid the use of any chemical sprays on their allotment. The tenant has since repainted the affected post and replaced the affected fencing and has since offered to assist with marking out plots in future to help prevent similar issues. There are currently three quarter-plots available to rent, and the Council has received two enquiries regarding these.

4.3. A follow-up email has been sent to County Councillor Brian Long regarding the installation of physical timetables at the bus stops for residents unable to access QR codes. Cllr B. Long has noted that QR codes are now standard, as updates are electronic and do not require reprinting signs, but he is going to confirm this.

4.4. The Playground Working Group are holding a quiz night on the 15<sup>th</sup> November 2025 at 7:00pm in the West Dereham Village Hall, to raise money to be earmarked for playground maintenance.

4.5. The Bus Shelter Grant Scheme for 80% funding to refurbish the bus shelter on Church Road was submitted, and the Parish Council's application had been successful, securing £189.60 towards the total cost of £237.00.

4.6. It was noted that a notice warning residents of potentially unsafe headstones in the Parish Council cemetery has been published in The Village Pump. The Chair added that the Council has received indirect feedback on this and, as a result, additional signage has been added to cemetery.

4.7. The Parish Council's new mobile phone and SIM card have been purchased and set up. The new contact number is 07597391684. The website has been updated accordingly.

- 4.8. The upgrade to Microsoft 365 Business Standard has been approved and is being processed. Once completed, an engineer will connect remotely to demonstrate how to access the Council's OneDrive.
- 4.9. Following concerns raised by residents regarding animal welfare in connection with planning application 24/00472/LDP, the matter has been reported to the RSPCA and DEFRA. All planning documents relating to the application have been reviewed and a report summarising the legal and planning context of the site has been shared with councillors.
- 4.10. Borough Councillor Peter Hodson has been made aware of the overgrowth covering the Brook Lane sign on the Basil Road side and is now progressing the matter.
- 4.11. It was noted that the issue of raised tree roots along Ryston Road was reported to NCC. The site has since been inspected and marked as resolved, with no further action currently possible as the roots cannot be removed or disturbed. However, it was noted that there have been incidents where the roots have caused damage to vehicles, and in one case left a resident unable to drive her car and waiting for roadside assistance for most of the day. - Clerk to contact NCC to advise that the Parish Council has added this matter to its risk register but is unable to resolve it as it falls under Highways' responsibility. The risk will therefore remain with NCC Highways.

## **5. Open Forum for Public Participation.**

- 5.1. Borough Councillor Peter Hodson provided an update on several matters, noting that the Borough Council had voted for a three-tier system while Norfolk County Council had voted in favour of a single unitary authority. NCC elections are currently scheduled for May 2026, though there has been discussion about the date potentially being moved back another year. He also reported on the Gypsy and Traveller site consultation, with a public meeting to be held at King's Lynn Town Hall on Tuesday 13th January 2026 and comments invited until 3rd December 2025; concerns were raised that full information relating to the appeal has not yet been shared with residents. In addition, he noted that the Remembrance Day Walk from the Downham Market Town Hall to the War Memorial had been rerouted due to roadworks, with the ceremony still taking place from the town hall.
- 5.2. Councillor Brian Long was not present.
- 5.3. The Police were not present.
- 5.4. To receive comments from members of the public.
  - 5.4.1. A resident enquired about the trees on Station Road opposite Abbey Cottages and whether any progress had been made following their previous discussion with the Chair. The Chair advised that he has not yet been able to speak to Highways regarding the matter but will be speaking with the relevant officer over the next few days.

## **6. Reports.**

- 6.1. To receive a data report from the SAM2. DEFERRED.
- 6.2. The monthly playground inspections report was received and it was noted that there have been no issues reported.

## **7. Playground.**

- 7.1. To receive a quote for the installation of a concrete pad to secure the playground bench and AGREE any action. DEFERRED.
- 7.2. To receive a quote for top dressing under the Multiplay Side Climber unit and AGREE any action. DEFERRED.

## 8. Open Spaces.

- 8.1. The Council reviewed the allotment tenancy agreement in relation to a request to plant a potted Millennium apple tree on a tenant's plot and agreed that this would not be permitted; alternative locations for planting the tree will be explored and added to the December agenda.
- 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. DEFERRED. It was noted that the Council had received some information regarding the ditches which will be reviewed further, including looking into riparian responsibilities, before speaking with them.

## 9. Cemetery.

- 9.1. The cemetery action plan was reviewed and the council AGREED to focus on transferring all Excel documents relating to the cemetery onto the cemetery action plan, with clearly named tabs, and to obtain a quote to convert the existing hard-copy records into a soft-copy PDF. The potentially unsafe headstones that have been identified were discussed, with three possible courses of action noted: (1) inform the family and allow them to resolve the issue; (2) inform the family but, if they are unable or unwilling to act, the Parish Council undertakes the work; or (3) if no family can be reached, the Parish Council proceeds with the work. A quote will also be sought for a secondary inspection by a stonemason to determine whether this is a worthwhile approach going forward.
- 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. DEFERRED – Clerk to request a breakdown from PJ Home & Gardens confirming what his insurance covers, including personal injury and any damage to the church, headstones, or other parts of the property. A breakdown of the cost of the grass-cutting carried out at the cemetery will also be requested. The Council thanked the Chair for arranging for the war memorial to be tidied and made presentable ahead of Remembrance Sunday,

## 10. Glazewing.

The Council had intended to contact Glazewing regarding ongoing concerns about HGVs using unsuitable local roads, but ran out of time to do so. It was suggested that the Council request a copy of their traffic management plan and the planning conditions attached to their current operations.

## 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: None.  
<https://www.west-norfolk.gov.uk/mynearest?layer=planning&c=1>
- 11.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council: None.

It was noted that an appeal has been submitted for application 24/01769/F (appeal reference APP/V2635/W/25/3372985). This was partly discussed under item 5.1 when concerns were raised with the Borough Councillor. Communications are expected to be issued over the next few days to advise residents on how and where to submit their comments. The Parish Council encouraged every member in each household to respond and engage. We are still awaiting confirmation of the specific elements of the application that have been appealed.

## 12. Finance.

- 12.1. It was noted that the balance of the Unity Trust Banking account is £30,255.54.  
12.2. The council reviewed and discussed the draft budget for 2026-27. CARRIED FORWARD.

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

- 12.3. The following receipts in October 2025 were noted:

Payer	Description	Net	Vat	Gross	Method
Allotment Plot Renter	Allotment Plot Rent	£65.00	£0.00	£65.00	BACS
Farm Tenancy Tenant	Rent – Final payment	£1600.00	£0.00	£1600.00	BACS
UK Power Network	Wayleaves	£213.32	£0.00	£213.32	Cheque

- 12.4. It was RESOLVED to AGREE the following payments, proposed Cllr A. Challen, seconded Cllr A. King:

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
Environmental Agency	Drainage Charges	£17.58	£0.00	£17.58	BACS
Village Hall	Hall Hire - September	£20.00	£0.00	£20.00	BACS
Village Hall	Hall Hire - October	£20.00	£0.00	£20.00	BACS
Clerk	Mileage – deposit cheque, collect phone, collect sim card	£25.92	£0.00	£25.92	BACS
Clerk	SIM card Reimbursement	£10.00	£0.00	£10.00	BACS
Clerk	Phone Reimbursement	£19.99	£5.00	£24.99	BACS

## 13. Administration.

- 13.1. To receive an update on the following complaints:
- 13.1.1. An update was received regarding the complaint about the laurel hedge at the junction of Hilgay Road and Basil Road; the Highways Officer visited the property on Monday but the owners were not in and stated that he would revisit the site.
- 13.1.2. An update was received on the footpath at the bend of Church Road/Station Road. The path has been marked up and is ready to be worked on; however, the Council was informed that a road closure will be required near Bath Road due to the bend, so the work may take longer than anticipated. It was noted that this is a trod path, not a formal footpath. The Highways Officer also mentioned that the two drop areas on Wretton Road are scheduled to be completed in the near future.
- 13.2. It was noted that the Parish Council received a Freedom of Information request. A response was submitted and no further action is required.

#### **14. Correspondence.**

- 14.1. Police: OP Radium Support. Noted.
- 14.2. District Council: Nurdle Pollution Update – 27 October 2025. Noted.
- 14.3. Resident: Car details. Noted.
- 14.4. Flood & Water Management: PFR engagement pack and questionnaire. Noted.

#### **15. Members' Matters.**

- 15.1. Confirmation that the minutes on the website are updated if they are amended before they are signed was given.
- 15.2. It was noted that there is a spare seat on the Council - Clerk to readvertise.
- 15.3. It was noted that the Council received a £250.00 donation from a new resident in appreciation for the Council patience with the disturbance on Lime Kiln Road.
- 15.4. It was noted that the Santa Hat Fun Run will be held on Sunday 28th December 2025 and that participants can run, walk, or cycle.

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

- 16.1. To review requirements relating to Assertion 10 to ensure that the Council is compliant.
- 16.2. To review and discussed the draft budget for 2026-2.
- 16.3. To receive the Clerk's list of actions to complete, in preparation for her maternity leave.

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

It was noted that the next meeting of the Council will be held on Thursday 4<sup>th</sup> December 2025 at 7:00pm in the West Derham Village Hall.

*Meeting Closed at 9:28pm*