Minutes of West Dereham Parish Council

Meeting of the Parish Council Minutes

Thursday 3rd September 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,
3 members of the public were present.
CC Sue Prigg and BC Peter Hodson – Later Arrival

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

26. WD 140 Welcome from the Chair and to receive Apologies for Absence. **(LGA 1972 s 85(1))**

26. WD 141 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 142 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 2nd July 2026

(in accordance with standing order 12a)

The Minutes from July 2nd – Proposed Cllr King – Seconded Cllr Gore – All Agreed and the minutes were duly signed by the chair.

26. WD 143 To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

County Cllr Sue Prigg stated that individual councillor budgets for highways and community funding had been cut – the Highways budget had been amalgamated into the main Highways budget and the Community Budget had been amalgamated into the Fire Service Budget for this Financial Year – NCC are calling to remind all to get their influenza jabs this year and there will be an initial court hearing in October in relation to the Local Government restructure – Devolution

Borough Cllr Peter Hodson reported on the refurbishment programme for Custom House in King's Lynn and that going forward the responsibility to "call in" planning may well fall to the Parish Council and no longer the borough councillors. He also made comment to recent by-elections in the wider area.

26. WD 144 Open Forum for Public Participation: an opportunity to hear from members of the public.

(15 minutes only in total)

The first MOP wanted to raise some observations that the Anglian Water reinstatement works had over run and have had a detrimental impact on the residents and businesses within the village – No signage had been put up prior to the works commencing in relation to notice that businesses where still open. This then leading to lost revenue for those businesses affected – He asked if the Parish Council could enquire to possible compensation for the losses – **Clerk to investigate**

The Second observation was to discuss the uses of Caravans / Mobile homes in driveways of the village as residential dwellings and whether or not this could be looked into. – **Clerk to investigate**

The second MOP wished to thank the Parish Council for their continued efforts within the village and stated he would like to make a donation to the Parish Council as a way of a Thank You for the work that they do.

The Councillors gratefully accepted his acknowledgment.

26. WD 145

Items to note:

The Parish Council would like to take a moment to remember Mr R Carter and Mr V Kellingray who sadly passed away and were interned into the West Dereham Cemetery in August 2026.
Some interesting moments were then shared amongst those who were present about both families which also included that Mr Carter represented GB in the 1972 Olympics in Munich in the open trap shooting category.

Agenda Items

26. WD 146 Cllr Drew revealed that the refurbished phone box, now in station road, will be ready for Defib deployment in the next few weeks. The second phone box will be uplifted shortly and refurbished over the winter months to be reinstated as a heritage point for the village.

26. WD 146 a It was resolved that an introduction to the public for the new West Dereham Foot Path Project for 2026 will be put together by the clerk – This project will hopefully map the footpaths and byways within the village for the future and the council hope to engage the community in the project – More to follow

26. WD 146 b The regulations for the Natural burial area are to be updated to remove the permission for trees as a memorial as to protect the open sky's view from the Cemetery in years to come – The tree allocation will be replaced with low level shrubs & Hedges to be kept in line with existing boundaries.

26.WD 146 c Cllr King discussed the possible introduction of By-laws into the village in regards to open spaces and verges to help prevent their demise and protect them for perpetuity – **Clerk to research by-laws and other suitable alternatives**

26.WD 146 d **Update from Highways** regarding Laurel Hedge – Boundary Check - a meeting with the NCC Highways Department is to be held shortly with the landowner to ascertain the boundaries and whether or not the current obstructed view of the junction can be resolved.

Signed _____ Dated_____

Reports.

26.WD 147 Playground –

- Reports received – Cllr Drew stated that there has recently been nothing to report at the Play area
- To receive update for the meeting of the Parish Council and the Playground Working Group – carried forward from March 2026 meeting – Awaiting Dates
- A quote has been received from Caloo and the question of warranty was asked – **Clerk to Confirm**

26.WD 148 Open Spaces / Allotments – Update / To Note

a) **To update -** A new lock has been placed on the allotment vehicle access gates – code is held and a new chain and lock has been added to the gates nearest the bungalow – tenant holds the only key.
b) **To update** - Current tenant of plot 6d will vacate by the end of 2026 – he will pay his annual rent and then be reimbursed the difference when he vacates.
c) **To Inform** – New tenancy agreements and annual invoices will be sent out in September with the letter of Notice of Increase in Rent (12 months' Notice as per Allotment regulations)

Items Noted

26.WD 149 Cemetery – Update / To Note

a. Still awaiting quotes for Topple Testing – Clerk has chased.
b. A Request for a memorial was received – The Council resolved to agree to the installation.

26. WD 150 Planning Consultations

New Planning Application Consultations received from the Borough Council/NCC. –

NONE

Notices of Decision by Borough Council and County Council –

NONE

Accounts & Finance including:

26. WD 151 To Note Balance of Accounts on 1st September 2026

To Note Balance of Accounts - 1st September 2026		
Unity Current Account		£2,700.41
Unity Savings Account		£10,079.14
Unity Cemetery Account		£6,759.95
Total		£19,539.50

26. WD 152 To consider/review the payments for September 2026
None at this time.

26. WD 153 To note income for August 2026

To Note Income Received			
06 August 2026	Bowers FD - Inv WDPCC 26-0002		400.00
20 August 2026	Peasgood & Skeates - Inv WDPCC-26-0003		400.00

26. WD 154 To Note Payments for August 2026

Payments for Authorisation					
Payments for August 2026 Authorisation					
Payee	ces	VAT	TOTAL	P	Supplier/Service
HMRC	307.51	0.00	**307.51**	EP	HMRC - Contributions - Month 4
Glover	391.67	78.33	**470.00**	EP	Glover - Inv 2092 - July Maintenance -
PKF Littlejohn	210.00	42.00	**252.00**	EP	PKF Littlejohn - External Audit - Inv SB20260724 -

26. WD 155 To Note that the AGAR has now been completed and all required information is now published on the Parish Council website.

26.WD 155a – To note that the NJC have now published the annual salary increase of 3.3%
This pay increase is to be backdated to the 1st of April 2026.

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

Signed _____ Dated_____

26.WD 156 – Administrative –

a) A request for Hedge work – Lime Kiln to Church Road – Letter sent to property by highways.

26. WD 157 - 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 –

The return of the Clerk after her Maternity leave

26. WD 158 To receive Items for the next meeting agenda by Noon Thursday 24th September 2026.

26. WD 159 The date of the next meeting of the Parish Council scheduled for

Thursday 1st October 2026 at 7:00 pm at the West Dereham Village Hall

26. WD 160 Close of meeting: - 8.58pm

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_____