West Dereham Parish Council

Full Meeting of the Parish Council

Date of Notice: Friday 25th September 2026

Date of Meeting: Thursday 1st October 2026

Time and Place: 7.00pm at West Dereham Village Hall

Councillors are summoned to attend, and the public is given notice of a Meeting of the Full West Dereham Parish Council for the purpose of transacting the business set out in the attached agenda.

Members of the public and press are welcome to attend this Parish Council meeting.
Signed: Rob Shaw **PSLCC**, *Locum Clerk & RFO to West Dereham Parish Council*

To comply with GDPR, meeting papers are supplied to Councillors via email.
Documents that are of a sensitive or confidential nature may not be available to members of the public.

*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960, s1 unless the presence is prejudicial to the public interest (s. 2).

BUSINESS TO BE TRANSACTED.

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

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26. WD 161 Welcome from the Chair and to receive Apologies for Absence. **(LGA 1972 s 85(1))**

26.WD 162 – To Invite application for Co-Option to West Dereham Parish Council – To Discuss – Vote and resolve.

26. WD 163 To Receive Declarations of Interest in Items on the Agenda and consider any requests for dispensation. **(Localism Act 2011 s 31 s33)**

26. WD 164 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 3rd September 2026

(In accordance with standing order 12a)

26. WD 165 To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

26. WD 166 Open Forum for Public Participation: an opportunity to hear from members of the public.

(15 minutes only in total)

Parish Clerk: Rob Shaw PLSCC - **(CILCA – FILCA – PIALC)** **01366 666782**

clerk@westderehamparishcouncil.uk

26. WD 167

Items to note:

- Drainage / Ditch work has been programmed in by Highways for Church Road.

Agenda Items

26. WD 168 To Resolve 2026/27 Cemetery Regulations - revision of "Natural Burial Area" – Trees Sections A**, B, M** and **T** to be revised. – **All**

26. WD 168 a - Members Matters – **Cllr King**
26. WD 168 b **-** Trees & Hedges **– Cllr King**
26. WD 168 c **-** Local Plan **- All**

Reports.

26.WD 169 Playground –

a) Reports received – None
b) To Present RoSPA working sheet and Report
c) To discuss received quote from Caloo – reference Rospa Report - **082049**

26.WD 170 Open Spaces / Allotments – Update / To Note

a) **To update -** new tenancy agreements and annual invoices have been sent out in September with the letter of Notice of Increase in Rent (12 months' Notice as per Allotment regulations)

b) **To Note –** The tenants of Plots 2 & 3 (full plots) made notice on receipt of this year's invoice that they wish to vacate by the end of September.

c) **To update** - Farm Rent invoices have been sent. – April's invoice had not been and a letter of apology was drafted and included with both this year's invoices.

d) Dying tree on Willow Lane – has been reported and further investigation work is being carried outby NCC.

26.WD 171 Cemetery – Update / To Note

a. Quotes for Topple Testing – Stonemasons not quoting – Topple Test contractors to quote.
b. To Present Cemetery Action plan to Update on progress.

26. WD 172 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 173 To Note Balance of Accounts on 1st October 2026

26. WD 174 To consider/review the payments for September / October 2026

26. WD 175 To note income for September 2026

26. WD 176 To Note Payments for September 2026

26. WD 177 To Note QPAB and Bank Reconciliation for 2nd Quarter.

26. WD 178 To discuss proposed budget for 2027-28

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

26.WD 179 – Administrative –
Email sent to Freebridge regarding MOP request for clarity in use of caravans as residence within the village.

Email Sent to Customer Services at Anglian Water to respond to Loss of Business during watermain works. Response Now received – 22/09/26

Warranty Response from Caloo ***– "I can advise that the zip line is no longer the correct height as the line has become loose over time and requires tensioning.***
The nylon finger guards would have been present but are no longer present as they may have worn out or fallen out when being used as the line is no longer tensioned."

NCC Highways agreed to install a new temporary sign on Ryston Road until permanent signs installed.

26. WD 180 - 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 –

Agree date and process for the return of the Clerk – Finalise leaving date and handover for Locum Clerk - All

26. WD 181 To receive Items for the next meeting agenda by Noon Thursday 24th October 2026.

26. WD 182 The date of the next meeting of the Parish Council scheduled for

Thursday 5th November 2026 at 7:00 pm at the West Dereham Village Hall

26. WD 183 Close of meeting: -

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.

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