

Minutes of West Dereham Parish Council

Meeting of the Parish Council Minutes

Thursday 4th June 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,
2 members of the public were present.
CC Sue Prigg and BC Peter Hodson

BUSINESS TO BE TRANSACTED.

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

26. WD 094 Welcome from the Chair and to receive Apologies for Absence. **(LGA 1972 s 85(1))**

No Apologies received – all present

26. WD 095 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 096 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 14th May 2026
(in accordance with standing order 12a)

The Minutes from May 14th – Proposed Cllr King – Seconded Cllr Glover – All Agreed and the minutes were duly signed by the chair.

26. WD 097 To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

Revisited later in meeting due to late arrival of CC and BC -

26. WD 098 Open Forum for Public Participation: an opportunity to hear from members of the public.
(15 minutes only in total)

Mop questioned the use of the QR code on the bus stop as it doesn't work, there is a very poor phone signal in the village and also there are many older members of the village that do not own or know how to use this method of scanning for bus timetables.

Council asked the Clerk to speak to the Bus Service providers to establish if an old type timetable can be supplied for the bus stops in the village. – **Clerk to Action**

There was also mention of planned works in the village by Anglian Water to replace the old watermain and what impact this will have on the roads within the village – **Clerk to check – with assistance from Cllr King.**

Signed _____

Dated _____

26. WD 099**Items to note:**

- New Email addresses for Councillors have been set up via Parish Online – These are available on the website to view – Clerk happy to assist if needed in setting up
- ECS Computers Ltd services have been cancelled – effective from the 31st of May with no additional costs.
- Glovers has now been notified regards the grass cutting – Contract has been signed and Insurances have been received.
- New Laptop now purchased – Microsoft 365 also purchased – New Clerk email operational.

Items Noted.

Agenda Items

26. WD 100 The Council discussed the historic footpath issue between Crimplesham and West Dereham – The council resolved that it would support any groups who wish to progress with this project – The council also resolved that there was nothing to report at this time – Historic issue.

26. WD 101 To Update – Polices –Financial Regulations – This item was deferred to July's Meeting.

26. WD 102 Council agreed that currently there is no more work needed on the village bus stops and if they were asked for upgrades in the future, they would consider applying for supported funding.

26. WD 103 Council agreed that funding should be considered for the future and to link this item with item 26.WD 080b – Chair to organise meeting.

26. WD 104 Council revisited the Millenium tree project and as the previous grass cutting contractor was to undertake this – Clerk was asked to enquire if Glover Environmental could assist with this – **Clerk to Action.**

26. WD 105 The Chair has agreed to organise the pads to be installed at the play area - **Chair to Action.**

26. WD 106 Council agreed that the top dressing of the play area was not required at this time and it will be monitored for the future – No Further action.

26. WD 107 Council agreed that the previous issues within the village with Glazewing had subsided – No Further action required.

County Councillor Sue Prigg was asked to introduce herself at this point – She explained that she is looking forward to working with the Parish Council and the parishioners –

Borough Councillor Peter Hodson reported on recent planning that the village has been notified of on the 3rd of June – CIL funding for major projects and asked the Clerk to make sure that he and Cllr Prigg had copies of the agenda prior to meetings.

Signed _____

Dated _____

Reports.

26.WD 108 Playground –

- Reports received - Grass has been cut this week – Bolts on swings have been examined and found to just be discoloured.
- This item was discussed previously in the agenda – **26 WD.103**

26.WD 109 Open Spaces / Allotments – Update / To Note

- a) Councillors Gore and King are to inspect the allotments and inform council if plot 4 is ready to let. Once plot is ready – Clerk will contact waiting list to progress -

26.WD 110 Cemetery – Update / To Note

- a. All records have been scanned to complete online burial records – Most of the action plan for the Cemetery has been completed – Records / Maps to be sent to Councillors – **Clerk to Action.**
- b. Council agreed to request updated quotes from previous contractors and then to action the Topple Test on the Cemetery Memorials – This needs to be completed every 5 years – **Clerk to Action**

26. WD 111 Planning Consultations

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

One full retrospective application (**25/02157/F**) and one lawful development application (25/02158/LDE) arrived with Council the day before the meeting (**03/06/2026**) . An extension is to be sort from the planning office to allow time for the Council to consider the applications - The extension will be requested by the clerk for the 6th of July - **Clerk to action**

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

Signed _____

Dated _____

Accounts & Finance including:**26. WD 112** To Note Balance of Accounts on 1st June 2026

To Note Balance of Accounts - 1st June 2026							
Unity Current Account						£3,084.16	
Unity Savings Account						£15,013.89	
Unity Cemetery Account						£5,931.59	
Total						£24,029.64	

26. WD 113 To consider/review the payments for June 2026

Payments for Authorisation									
HMRC	0.00	0.00	0.00	EP	HMRC - In Credit - No Payment Required				

Payments Made since last meeting									
Payee	Goods/Servi	VAT	TOTAL	DD/E	Supplier/Service				
HMRC	£ -	£ -	£ -	EP	HMRC - In Credit - No Payment Required				
ECS	£ 16.95	£ 3.39	£ 20.34	DD	ECS - Subscription - Inv 121083 - Paid - 11/05/26				
Glover Environment	£ 595.00	£ 119.00	£ 714.00	EP	Glover Environmental - One off Village Grass Cut - Inv 1774 - PAID - 19/05/26				
Clear Council Insur	£ 836.59	£ -	£ 836.59	EP	CC Insurance - 2026-27 - Inv LC003273 - Paid 19/05/26				
NALC	£ 170.30	£ -	£ 170.30	EP	Norfolk ALC - Annual Subscription - Inv 3062 - Paid 19/05/26				
Clerks SMP	£ 688.93	£ -	£ 688.93	EP	Clerks Pay - Month 2 - Info Only	Paid 29/05/26			
Clerks Pension	£ 194.32	£ -	£ 194.32	EP	Clerks Pension - Month 2 - Info Only	Paid 29/05/26			
Locum Clerk HRS	£ 702.29	£ -	£ 702.29	EP	Locum Hours - Month 2 - Info Only	Paid 29/05/26			
Locum Clerk EXP	£ 609.14	£ 119.83	£ 728.97	EP	Locum Exp - Month 2 - Info Only	Paid 29/05/26			

26. WD 114 To Note: money received –

To Note Income Received							
AJ Coggles	£ 250.00	£ -	£ 250.00		Burial Invoice		

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

Signed _____

Dated _____

26.WD 115 – Administrative – To Note –

- Cllr King stated that item 26.WD081 – Land Registration needs to be revisited, and we would need a Solicitor to look into this and apply on the council's behalf – A Quote was needed in the first instance - **Clerk to Action**
- Cllr King asked if the Chair had spoken to Highways about the Lural hedging – This has been done and the Chair is awaiting a response.
- Cllr Drew mentioned the Fist phone box has been refurbished and is ready to be placed on its pad in the village to house the second defibrillator.
- Adoption of the phone boxes is to be checked by the Clerk.
- Cllr Glover enquired that the Cemetery – Natural Burial area should be restricted to prevent trees from being planted in the future and only allow Shrubs and Roses – As not to block the view in the future – All Councillors agreed.

26. WD 116 - 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 –

This session was used this meeting to discuss sensitive information referencing the Cemetery Project.

26. WD 117 To receive Items for the next meeting agenda by Noon Thursday 25th June 2026.

26. WD 118 To confirm the date of the next meeting of the Parish Council scheduled for

Thursday 2nd July 2026 at 7:00 pm at the West Dereham Village Hall

26. WD 119 Close of meeting: - 20.57 – (8.57pm)

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 _____