

# West Dereham Parish Council

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A Meeting of the Parish Council will take place on **Thursday 4<sup>th</sup> December 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.

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Clerk: *Samantha Bromley*

Dated: 28<sup>th</sup> November 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 6<sup>th</sup> November 2025.

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

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

4.2. To note that County Councillor Brian Long has confirmed that physical timetables are no longer being installed on bus stops and that the timetables can be accessed via the QR Code provided.

4.3. To receive an update on the Playground Working Group's quiz night, held on the 15<sup>th</sup> November 2026, to raise money for playground maintenance.

4.4. To receive an update on obtaining access to OneDrive for securely storing Documents.

4.5. To receive an update on concerns raised regarding the welfare of animals on land off Ryston Road.

4.6. To receive an update on clearing the overgrowth covering the Brook Lane sign (Basil Road side)

4.7. To receive an update on the raised tree roots affecting the road surface along Ryston Road.

4.8. To receive an update on changing the Parish Council's mobile number on the playground sign.

### 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.**

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

**8. Open Spaces.**

- 8.1. To consider alternative suitable locations for planting a replacement Millennium tree.
- 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.

**9. Cemetery.**

- 9.1. To receive an update on the Cemetery Action Plan.
- 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.

**10. Glazewing.**

To receive an update and AGREE any action.

**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:  
<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.
- 11.4. To consider the appeal submitted for application 24/01769/F (appeal reference APP/V2635/W/25/3372985) and agree a response.

**12. Finance.**

- 12.1. To note that the balance of the Unity Trust Banking account is TBC.
- 12.2. To review a draft budget for 2026-27 and AGREE any actions.
- 12.3. To appoint an Internal Auditor for the financial year 2025/26.
- 12.4. 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	TBC	TBC	TBC	DD
Masson Seeley & Co. Ltd	Sign for frame at playing field	£13.00	£2.60	£15.60	BACS

PJ Hone & Gardens	Grass Cutting – September (55)	£576.00	£0.00	£576.00	BACS
PJ Hone & Gardens	Grass Cutting – September (56)	£576.00	£0.00	£576.00	BACS

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

**13. Administration.**

- 13.1. To receive an update on the following complaints:
  - 13.1.1. Laurel hedge on junction of Hilgay Road and Basil Road
  - 13.1.2. Footpath (Highways) on bend of Church Road/Station Road.
- 13.2. To confirm the Parish Council’s meeting dates for 2026.
- 13.3. To review requirements relating to Assertion 10 to ensure that the Council is compliant.
- 13.4. To receive the Clerk’s list of actions to complete, in preparation for her maternity leave.
- 13.5. To confirm the draft Farm Tenancy agreement.

**14. Correspondence.**

- 14.1. County Council: Have your say: Government consultation on Norfolk’s local government future. Circulated.
- 14.2. G Group: Grounds Maintenance. Circulated.
- 14.3. Resident: regarding red flags On graves. Circulated.
- 14.4. Resident: West Dereham Parish Council Cemetery Risk Assessment. Circulated.

**15. Members’ Matters.**

No decision may be taken under this item.

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

Councillors to propose items for the next meeting.

**17. 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.**

**18. Staffing.**

To consider applications for the temporary Clerk & RFO maternity cover position and appoint a candidate to the role.