

# West Dereham Parish Council

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**Minutes of the Parish Council Meeting held on Thursday 5<sup>th</sup> December 2024, at 7.00pm, in the West Dereham Village Hall.**

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

**Public present:** 10 members of the public

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

None.

## 2. Declarations of interest.

1.1. No pecuniary or non-pecuniary interests were declared.

1.2. No dispensation requests were received.

## 3. Minutes.

The minutes of the Parish Council meeting dated Thursday 7<sup>th</sup> November 2024 were approved and signed by the Chair, following 3 amendments:

- Cllr A. Challen was removed from being present.
- The word 'quarterly' was added to item 7.3. to read 'quarterly inspections'.
- The following was added to item 10.4. after the word 'Sugar' on line 8 – as has been agreed by the Borough Council Planning Department in 2017.

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

- 4.1. Allotment rental invoices for September 2024 – September 2025 have been sent.
- 4.2. The Council's subscription to the Information Commissioners Office has been renewed until 12/11/2025.
- 4.3. The asset register has been updated.
- 4.4. The broken 'Bath Road' sign has been reported to the Borough Council.
- 4.5. Tender letters and accompanying supporting documents for the Council's Ground Maintenance Contact have been sent.
- 4.6. Following an enquiry regarding the frequency of the bin collection in the Parish, the Council has been informed that the bins on St. Andrews Close and Church Road are emptied weekly and the St. Andrews Walk bins are collective on alternative weeks.
- 4.7. The Council's Financial Risk Assessment has been updated following amendments agreed in November's Council Meeting.

## 5. Open Forum for Public Participation.

- 5.1. The Clerk read the following report from Borough Councillor Peter Hodson who was not present: Regarding planning application 24/01769/F, the information deadline for consultants is the 9<sup>th</sup> of December and the deadline for the site notice and public comments is the 16<sup>th</sup> of December. Several conversations have been had with the planning department with regards to this application on behalf of residents.
- 5.2. County Councillor Brian Long was not present.
- 5.3. To receive comments from members of the public:

- 5.3.1. It was noted that the Hilgay Road sign, on the junction of Ryston Road and Hilgay Road, is broken.
- 5.3.2. It was noted that there is water leaking onto a road which has been reported to the relevant authority.

## **6. Reports**

- 6.1. To receive a data report from the SAM2. CARRIED FORWARD.
- 6.2. The monthly playground inspection report was received and it was noted that the ground where the brambles were removed is still uneven. – The Chair informed the meeting that the ground has been rolled but may have to be rolled again.

## **7. Assets.**

It was agreed to hold the asset inspection on Saturday 11<sup>th</sup> January at 10:30am, weather dependent, and take photographs of the assets for Council records.

## **8. Playground.**

- 8.1. Cllr A. Caley noted that she has a variety of young trees to offer the Council, for free, to plant at St Andrews Recreational Ground. – Councillors to view trees and consider which type would be most suitable, how many would be required and where on the field they will be planted, prior to February's meeting.
- 8.2. It was noted that the Clerk has amended the Playground Policy in line with the Council's decision that 2 trained Councillors/volunteers would be present for the quarterly inspection for quality control. The Playground Policy was reviewed and amendments noted.
- 8.3. It was noted that a plastic bag, containing litter, has been repeatedly reported, by inspectors, to be hanging on the playground fence. It was AGREED that the protocol will be for playground inspectors to remove the plastic bag and dispose of it in the bin on St Andrews Close, if full.

## **9. Planning Matters.**

- 9.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:
  - 9.1.1. 24/01769/F – Land East Side, Station Road, West Dereham - Relocation of existing access; Change of use of the land for the stationing of 10 Gypsy / Traveller plots, each containing one static home and touring caravan. Associated hard and soft landscaping and ecological enhancements. OBJECT on the same grounds as previous application, 23/01606/F.
  - 9.1.2. 24/01814/0 – School Bungalow, Church Road, West Dereham – Outline Planning Permission with all Matters Reserved for: 9no. houses on old school site, including demolition of existing school house. OBJECT on the grounds that the proposal would disrupt the rural character of the area by introducing a 9-house development, conflicting with local and national planning policies that prioritise countryside protection. The development raises significant highway safety concerns due to increased traffic at an already busy and dangerous junction, compounded by inadequate infrastructure such as narrow roads, limited footpaths and lack of street lighting. The Council also highlights issues related to noise, light pollution and strain on local facilities and services, which are already overburdened. Additionally, the site is prone to flooding, lacks sufficient sewage management plans and threatens local wildlife and ecological balance, making the proposal incompatible with the area's rural nature.

- 9.2. 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>
- 9.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council: None.
- 9.4. To note that the following response has been submitted to the King's Lynn and West Norfolk Local Plan 2021-2040 Main Modifications Part 2 (Gypsy, Traveller and Travelling Showpeople) Consultation (October-November 2024):
- 9.4.1. F122, page 4, 3<sup>rd</sup> line - We would like to respectfully suggest an expansion of the wording as follows: "...while respecting the interests, **needs and wellbeing** of the settled community
- 9.4.2. F122, page 7, 6<sup>th</sup> line - We would like to respectfully suggest an expansion of the wording as follows: "...sustainable development **and of the settled community**"
- 9.4.3. Referring to **F122, page 7**, paragraph heading **Caravans, Park Homes and Houseboats**. We would like to respectfully request that the comment within the consultation paper regarding "those who do not meet the planning definition for a Gypsy and Traveller or those who are classified as undetermined within the GTAA 2023" may possibly create loopholes that could compromise the integrity of the decision-making process and may lead to ambiguity, potential exploitation of the system for personal gain, undermine or compromise the fairness effectiveness and transparency of the process and decision-making, and **thus a robust mechanism be formulated and such formula or process is transparent and sits in the public domain** (e.g. your website).
- 9.4.4. **F122, page 11, Item 2 continued**, "safeguard existing boundary treatments..." We would like to comment that to be effective in the rural form, any screening, should be native species, and where possible mature specimens, not saplings.
- 9.5. It was noted that alternative options to a neighbourhood plan have been researched, however, these don't hold the weight of a neighbourhood plan. A neighbourhood plan can't contradict the local plan but allows the community the opportunity to set out a positive vision for how they want their community to develop. A neighbourhood plan is community led. Community engagement strategies were considered. The Clerk, Cllr N. Drew and Cllr A. King will be attending neighbourhood planning training on the 16<sup>th</sup> of January. The planning department has advised that it will cost the Council around £10,000 and may take up to 2 years to complete. Possible funding sources have been identified but more options will be sort. With a Neighbourhood Plan in place, the amount of CIL money the Council receives increases from 15% to 25%.

## 10. Finance.

- 10.1. It was noted that the balance of the Unity Trust Banking Account is £32,733.69.
- 10.2. It was noted that the National Joint Council for Local Government Services has announced that agreement has been reached on increased rates of pay, applicable from 1<sup>st</sup> April 2024. – Clerk to receive backpay of £229.32, which has been included in staffing costs under item 10.4.
- 10.3. The 2025-26 budget was reviewed and it was AGREED to reduce the grass cutting for the cemetery, the church yard and the verge to South of St Andrews Walk from once a week to once every 2 weeks to reduce costs. In the absence of the anticipated NCC Council tax figures, it was RESOLVED to AGREE to set the 2025-26 precept at £17,487.00. Proposed Cllr N. Drew, seconded Cllr A. Challen. This is a 1.42% increase.

10.4. It was RESOLVED to AGREE the following payments, proposed Cllr N. Drew, seconded Cllr K. Gore:

Payee	Description	Budget	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	Staffing	£1403.52	£0.00	£1403.52	BACS
ECS Computers	Subscription	Subscriptions	£8.50	£1.70	£10.20	DD
CAN	Training	Training	£80.00	£0.00	£80.00	BACS
Hodson Office Supplies	USB	Office Supplies	£11.79	£2.36	£14.15	BACS
Viking	Office Supplies	Office Supplies	£7.94	£1.59	£9.53	BACS

10.5. The following receipts were noted:

Payee	Description	Net	Vat	Gross	Method
Renter	Allotment Plot Rent	£20.00	£0.00	£20.00	BACS
Renter	Allotment Plot Rent	£55.00	£0.00	£55.00	BACS
HMRC	VAT Refund	£17,636.53	£0.00	£17,636.53	BACS
Borough Council	Cycle Rack Funding	£380.00	£0.00	£380.00	BACS

#### 11. Administration.

It was AGREED to light the beacon at 9:30pm on VE Day, following the Parish Council meeting on Thursday 8<sup>th</sup> May 2025.

#### 12. Correspondence.

- 12.1. Norfolk ALC: Norfolk ALC AGM Resignation. Noted.
- 12.2. RAF Marham: 20241128-RAF Marham Community Tour\_Tues 03 Dec 24\_10am-12pm-O. Noted.

#### 13. Members Matters.

- 13.1. It was noted that large trucks have been spotted driving down lime kiln lane.
- 13.2. It was noted that Norfolk County Council (NCC) will be launching a survey about tooth decay to find out public views about the fluoridation of water in Norfolk. Further information can be found here: <https://www.norfolk.gov.uk/article/61815/Fluoride-in-water>

#### 14. Items for the next meeting.

- 14.1. To receive an update on the restoration of the phone box.
- 14.2. To consider purchasing and attaching a small bin to the playground fence.
- 14.3. To consider which type and how many trees to plant at St Andrews Recreational Ground and the exact location they will be planted.

#### 15. Next meeting of the council.

It was noted that the next Parish Council meeting will be on Thursday 6<sup>th</sup> February 2024 at 7:00pm in the Village Hall.

Meeting Closed at 8:39pm