Minutes of West Dereham Parish Council

Meeting of the Parish Council Minutes

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

Parish Councillors Present: Cllr Nick Drew, Cllr Ann King, Cllr Stuart Glover, Cllr Claire Jaques and Cllr Keith Gore – Locum Clerk/RFO – R Shaw,
4 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 184 Welcome from the Chair and to receive Apologies for Absence. **(LGA 1972 s 85(1))**

Cllr Mark Norton – Apologies for absence received.

26. WD 185 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 186 To Approve and Sign the Minutes of the Ordinary Meeting held on Thursday 1st October 2026

(In accordance with standing order 12a)

Minutes were proposed Cllr Glover – Seconded – Cllr Gore – All Agreed and were duly signed by the chair.

26. WD 187 To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)

This item was suspended until later in the meeting due to late arrival of the CC and BC to the meeting.

26. WD 188 Open Forum for Public Participation: an opportunity to hear from members of the public.

(15 minutes only in total)

MOP-1 has shared HGV photos with the Chair as discussed in the last meeting. These will be shared with other councillors and enquiries will be made into their suitability for the village.

It was also brought to the attention of the council that the Bus timetable still had not been installed at the bus stop. Council stated that this had been chased again. MOP has created a “Temporary” notice to be laminated and attached.

MOP – 2 enquired to how to follow up on items that have been discussed in previous meetings.

The Chair pointed the MOP to the website to read the minutes for resolutions and to look back when items had been deferred. If they have anything specific, they wish to know, then they can ask either the Clerk or the Council.

An absent MOP has asked for Clarification in relation to the Rights of Way at the very end of Station Road near Glazewing – Cllr King has requested the Locum Clerk look into this and possibly produce a map to be checked against actual signage on site. **Clerk to Action**

26. WD 189

Items to note:

- Clerk has been informed Bus Timetable will be installed shortly – Anglian Water Roadworks were blamed as reason for delay.
- A notice has been produced regarding hedge cutting – Published on website and noticeboards
- Notice was sent to Tenant of Farm allotment for hedge trimming.

Cllr King mentioned that in regard to the tenant of the farm allotment – the council was waiting for invoices for 2026 to be paid and a copy of Insurance to be received – Items will be chased -

Item Noted

Agenda Items

26. WD 190 – Council resolved to allow the application for the memorial plot to be placed – **Proposed Cllr Drew – Seconded – Cllr King – All Agreed - Clerk to Action**

26. WD 190a- The dates for 2027 meetings had an adjustment for the Annual Meeting to be added and then Council resolved to accept. These will be published on the website and notice board **– Clerk to Action**

26. WD 190b – It was resolved by council to pay all outstanding hours and accrued holiday to the Locum clerk at the end of his term in November.

26. WD 190c -The issue of the hedges has moved closer to a solution in regard to agreement for cutting – Council would like to understand when this work is due to be carried out. – Chair will liaise with Highways.

26. WD 190d – Clerk produced a Draft Terms of Reference – Policy pack and appraisal forms for the council to digest – These will be sent to all councillors for review and further adoption in a future meeting.
Clerk to Action

Reports.

26.WD 191 Playground –

- Reports received – None received but council assured these are taking place and circulation will be chased up.
- Alternative company has been approached for ZIP wire replacement parts. – Two quotes received.

More research is required into the parts needed for the Zip Wire - Chair to investigate.

26.WD 192 Open Spaces / Allotments – Update / To Note

a) To update – Group survey of Allotments to be organised – To assess condition and clear plots for rental.

Council agreed to meet at the allotments to provide a condition report before readying the site for rental again – waiting list for plots exists on Clerks laptop.

At this juncture of the meeting BC Peter Hodson and CC Sue Prigg read out their reports to the Council

26.WD 193 Cemetery – Update / To Note

a. It was resolved by council to employ the services of CDS to perform the Five year topple test at the Cemetery. **Clerk to Action**

26. WD 194 Planning Consultations

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

26/01593/F	West Dereham E: 565018 N: 301343	Construction of general-purpose agricultural building Oakhurst Hilgay Road West Dereham King's Lynn Norfolk PE33 9RN
26/01594/F	West Dereham E: 565018 N: 301343	HOUSEHOLDER: Single storey rear and side extensions to existing single storey dwelling and construction of garage Oakhurst Hilgay Road West Dereham King's Lynn Norfolk PE33 9RN

Notices of Decision by Borough Council and County Council –

25/02157/F - approved
25/02158/LDE - refused

Email for confirmation of Parish Council Responses received?
Confirmation of Number of Units and protocols for monitoring as per conditions of 25/02157/F

Cllr King will produce a statement for Planning regarding the discussions around 26/01593-F and 26/01594/F

An email was received from Planning to answer questions posed by the Council but further clarification is required for 25/02157/F and 25/02158/LDE – **Clerk to Action**

Accounts & Finance including:

26. WD 195 To Note Balance of Accounts on 1st November 2026

To Note Balance of Accounts - 1st November 2026		
Unity Current Account		£2,985.96
Unity Savings Account		£15,136.96
Unity Cemetery Account		£6,941.55
Total		£25,064.47

26. WD 196 To consider/review the payments for October 2026

Payee	Goods/Services	VAT	TOTAL	DD/EP	Supplier/Service
HMRC	311.77	0.00	**311.77**	EP	HMRC - Employer Contributions - Paid 23/10/26
Viking	37.49	7.51	**45.00**	EP	Viking - Stationary - Inv 4411106974 - Paid 23/10/26
Glover	391.67	78.33	**470.00**	EP	Glover Enviro - Grass Cutting - Inv 2401 - Paid 23/10/26
Clerk	275.45	0.00	**275.45**	EP	Clerk Hours - SMP - For Information only - Paid 23/10/26
Clerk	145.74	0.00	**145.74**	EP	Clerks Pension Payment - For information only - Paid 23/10/26
Locum	707.65	0.00	**707.65**	EP	Locums October Hours - For information only - Paid 23/10/26
Locum	21.99	0.00	**21.99**	EP	Locums October Expenses - Paid 23/10/26
TOTAL	**1,891.76**	**85.84**	**1,977.60**		

26. WD 197 To note income for October 2026

To Note Income Received -October					
Allotment Payment	65.00	0.00	£	65.00	

26. WD 198 To Note Payments for November 2026

Payments for Authorisation					
HMRC	547.26	0.00	**547.26**	EP	HMRC

26. WD 199 The proposed budget was discussed and Council resolved to adopt this for 2027/28
The budget will be published for Transparency on the Councils Website.

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

26.WD 200 – Administrative – None

26. WD 201 - 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 –

26. WD 202 To receive Items for the next meeting agenda by Noon Thursday 27th November 2026.

26. WD 203 The date of the next meeting of the Parish Council scheduled for

Thursday 3rd December 2026 at 7:00 pm at the West Dereham Village Hall

26. WD 204 Close of meeting: - 21.07 – (9.07pm)

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_____