

MINUTES OF WEST DEREHAM PARISH COUNCIL MEETING
HELD AT WEST DEREHAM VILLAGE HALL
WEDNESDAY MAY 1ST 2013

Present: Mrs Claire Cann – Chairman, Mrs Pam Bullas, Mr Mark Dawson, Mrs Claire Page, Mrs Pam Walker.

7 members of the public

Papers presented to Councillors: Expenditure spreadsheet, Glazewing Report, Clerks' timesheet.

1. Election of Chairman

Mrs Cann was elected as Chairman, nominated by Mrs Bullas, seconded by Mr Dawson, all agreed.

2. **Declaration of Office** signed by the Chair and the Clerk.

3. Apologies for Absence accepted from:

Mr Foy; it was noted that Mr Foy will be present at the June meeting of the Parish Council

4. **Declarations of Interest:** Mrs Cann declared an interest in item 14.1 as the planning application relates to her property. Mrs Walker declared an interest in item 11 as her son works in the company who has previously provided the signs.

5. **Election of Vice Chairman:** two vice Chairs were elected: Mrs Pam Bullas and Mr Mike Dawson, proposed by Mrs Claire Page, seconded by Mrs Pam Walker, all agreed.

6. Approval of the Minutes.

The minutes of the Parish Council meeting held on 04/04/13 were agreed as a true record of the meeting with some minor amendments: page 3, line 4 addition of an s to Road, line 7, the word criteria changed to courtesy, 5.1 line 3 addition of an s to Council.

7. Matters arising from previous meetings.

Bath Road had been reported by the clerk and the works have been ordered. The Clerk was asked to check that the issue of drainage, the source of the problem was being addressed, rather than just the repair of the road.

Allotment gates; the Clerk had been unsuccessful in contacting the handyman to fit the gates and was asked to contact him [via Jim](#).

Close View and Barn vehicular access (11/00695/F), the Clerk had emailed the planning department and had received a telephone call from Mr Wilkinson who confirmed that the planning application was approved as a shared vehicle access with Close View. Both properties are served by existing access to Close View. Mr Williamson stated that he presumes that the owner will keep a legal right to access.

A discussion took place on the draft minutes being sent to Glazewing, which had been agreed at the last meeting. The Chair was concerned that:

- a company should have prior access to the draft minutes before any member of the public
- a company should be issued the minutes free that members of the public are required to pay for; members of the public pay for a copy of the Village Pump.
- the agreed minutes were available on West Dereham Parish Council's notice boards and the website and could be accessed easily and quickly.

Mr Dawson suggested that an alternative could be to canvas local companies to see if they would like to receive a copy of the minutes, Mrs Cann commented that an exception should not be made for anyone, the draft minutes should only be sent to the Village Pump as per the previous agreement; agreed minutes were available to all at the end of the month.

Mr Dawson expressed concern that continuing to alienate Glazewing and not demonstrate co operation is detrimental to the Parish Council. If the Parish Council continues with the entrenched position nothing will change.

Mrs Cann reiterated that the draft minutes should not be sent to anyone other than the village Pump, which had been agreed at a previous meeting; the Village Pump receives the draft minutes on or prior to the 15th of every month and is published after the 20th of the month.

It was agreed to put a copy of the agreed minutes up in the Village Hall. It was agreed that draft minutes should only be sent to the Village Pump. It was agreed that the minutes should say draft when they are sent to the Village Pump. It was agreed to put minutes and their distribution as an item on next month's agenda.

Meeting adjourned 8pm- open to floor, no comments from members of the public.

Meeting reconvened 8.01pm.

8. Reports

8.1 Chairman's Report:

- The Council elections are taking place in the Village Hall tomorrow. It was noted that parishioners had only received one item of correspondence from a Conservative candidate and some parishioners had received no correspondence at all.

8.2 Clerk's Report

- The rubbish bin has been ordered for the cemetery and will be on site within two weeks. Domestic households have been advised that they will receive bins before mid May.
- The Borough Council were contacted by the clerk with regards to the generator, it was clarified that planning permission is not required to run a generator. If the noise is an issue the Environmental Health Department can look into it. Individual complainants would need to contact the Borough Council directly with the relevant information. They will then issue log sheets for records of the noise to be recorded on. Miss Kellingray to feedback to residents.
- The clerk has requested that the temporary road signs in Bath and Lime Kiln Lane be removed, this is being investigated.
- The Clerk has emailed the PCSO with regards to the issue on the passing place, as yet, no reply has been received.
- The Clerk received a call from the borough Council with regards to the litter bin in Church Road. They cannot empty the litter bin until a liner is placed in the bin. The Clerk was instructed to seek prices for a new litter bin; it was recognised that the Parish Council cannot afford a new bin. To put the litter bin as an item for the next agenda.
- The litter along Station Road has been reported, the Council were in West Dereham last week clearing litter and the ditch in Station Road is much better. Clerk to send the Parish Council's thanks by email.

8.3 Police Report

Miss Kellingray has heard nothing from the PCSO and will visit the police Station.

8.4 Village Hall Report

The car park has been levelled and the sub base rolled and top dressed. Miss Kellingray gave thanks to Mrs Masters, Mrs Bullas and Mrs Paige who filled in the grant forms.

The Parish Council support for 2012 is to be spent to put blinds in throughout the hall, the Committee wanted to make sure that the money would not be needed elsewhere before spending it.

There has been a bi monthly fish and chip supper which has raised just over £1200 for local charities.

There is a sports taster day on the 18th May between the hall and the playing field as part of Norfolk Village Games Roadshow. It will be taking place between 11 and 3pm and all ages are welcome. Miss Kellingray confirmed that qualified instructors would be leading the sessions and stringent rules would be in place to ensure safety.

8.5 Broadband Update

Phase 1 roll out of the Better Broadband Project is to take place in Summer for implementation in the Autumn, everything is on track.

8.6 Glazewing Report

Mrs Cann summarised the report:

- No reported incidents
- No complaints received

A discussion took place on the planting scheme, on the planning application there is a planting scheme but it is not the same scheme as the Parish Council understood Glazewing were undertaking. The planting scheme to screen the skips is not on the planning application but it was the scheme agreed at the meeting with Glazewing and Elizabeth Truss on the

The Clerk was asked to approach Elizabeth Truss's assistant who was at the meeting to request a copy of the minutes of that meeting and ask Miss Truss to take it forward with Glazewing and Norfolk County Council.

Open to Floor

A Parishioner had telephoned Highways and reported that a post had been knocked down outside Oak Lodge in Station Road, Highways have been out and marked the spot with an X but nothing further has happened, since then another post has been hit and is falling over. The Clerk was asked to report to Highways and ask that when Highways come out to repair the first post they repair the second post as well.

The Clerk was asked what had happened with regards to the pot hole at St Andrews, it was about 3ft by 1ft, The clerk had no news and was asked to report it again.

9. Accounts

The Clerk went through the cheques to be authorized and the income.

Payee	Net	VAT	Gross	Inland Revenue	TOTAL
EFS Solutions	5.50	1.10	6.60		6.60
E-on	38.88		38.88		38.88
SLCC contribution divided by 6PC's (payable to Mrs Maguire)	29.00		29.00		29.00
Staff remuneration	288.60			72.15	360.75
Came and Company Insurance			371.65		371.65
Village Hall	1000.00		1000		1000.00
Total	361.98	0	74.48	72.15	1806.88

Income	
Precept	7499
Farm Business Payment	788
	8287.00

All Councillors agreed the payments to be made.

10. Annual Allotment Inspection

Saturday 25th May at 9am was agreed subject to Mr being able to attend. The Clerk to contact Mr to check that the date and time is convenient. Miss Kellingray gave her apologies.

11. Litter Picking and The Keep Clear Sign

The Clerk had received a response from the Borough Council with regards to litter, a ticket would be raised to clear rubbish that is in the Council's area. The Borough Council have Community litter picking kits that can be used. They consist of:

- 8x Hi-viz waist coats
- 8x Litter picking sticks
- 8x Pairs of gloves
- Bundle of black bags (about 25)
- Risk Assessment
- Method Statement

After a discussion it was decided that litter picking is necessary and that a note would be put out with the Village leaflet drop to ask for help from Parishioners in the Village, it was suggested that refreshments could be offered after the event in the Village Hall. Two litter picking kits would be requested, the clerk was asked to check whether they would be delivered, if so, at what cost and whether the Borough Council charged for the use of the litter picking kits.

Mrs Walker remained silent. A discussion took place with regards to the Keep Clear sign, the issue had been raised with a Councillor. Cars parked near the bus shelter at the front of the Village Hall and blocked the footpath, leaving little space for pedestrians. It was noted that there is space for people to walk around the cars using the concrete pad and consideration was given as to whether a sign should be purchased as there was no guarantee that people would heed the sign. It was agreed for a note to be circulated as part of the Village leaflet drop asking people not to park there and to keep the footpath clear. Mrs Walker made one comment which was authorised by the chairman.

A Parishioner commented on the footpath between the Village Hall and the first planter, it is getting narrower because the bank is falling away on the path side. The Clerk was asked to contact the Drainage Board to ask them to visit the site.

A Councillor reported that tree roots are causing a problem on the footpath side of the ditch between the bus shelter and the first planter.????

12. Registration with the Information Commissioners Office (ICO)

It was agreed that the Parish Council are duty bound to register with the ICO as part of Data Protection requirements, all agreed to register. The Information Publication Scheme is to be discussed at the discussion group.

13. Annual review of Standing Orders and Financial Regulations

Councillors had read through the documents prior to the meeting. Both documents had been reviewed thoroughly last year. Mrs Cann asked for comments from Councillors.

Financial Regulations:

It was noted that it would be good to complete a three year budget.

It was agreed on 1st December 2011 that there would be a nominated Councillor for finance who would meet with the Clerk/Responsible Finance Officer quarterly and record the meeting in the Clerks' report. This has not been happening but it was agreed that it needs to happen.

All Councillors agreed that the Financial Regulations should remain the same.

Standing Orders:

The Clerk commented that the Standing Orders should have West Dereham Parish Council's name on them and that they should have a date of review and a date to be reviewed. The Chair clarified that the amendments had been minuted previously and actioned.

All Councillors agreed that the Standing Orders should remain the same.

14. Planning Applications received for consultation.

Mrs Cann left the room. The Vice Chair introduced the planning application:

Single storey pitched roof extension to existing outbuildings and flat roof linked to main house with external paved area at The Old Rectory Lime Kiln Road West Dereham, Kings Lynn
13/00452/F

Support all Councillors agreed

Mrs Cann entered the room and re joined Councillors.

Notice of Decision-two storey extension at 2 Abbey Cottage, 2 Station Road, West Dereham, planning permission refused . A Councilor expressed concern that the planning permission had been refused and commented on the unbelievably high standard that is required with regards to domestic properties as opposed to commercial applications.

15. Correspondence

Norfolk County Council - A letter had been received from Highways regarding the proposed stopping up of Willow Lane explaining that public vehicular use is no longer necessary; however it includes provision to retain a public footpath. The Letter asks the Parish Council to give a response and complete the consent form.

A discussion took place with the following comments made:

Norfolk County Council is legally within its rights.

There is another public footpath to the left of the proposed site which could be used for walkers.

It is an ancient right of way.

No gates/stiles are allowed to be used at the entrance to the property.

The Parishioners affected have contacted the Parish Council recently and are very concerned, they were asked to keep it quiet and not tell anyone.

The Clerk was asked to contact the County Council and tell them that the Parish Council need time to consider the situation and will ensure that their response is given to the County Council within a week. Councillors were asked to correspond by email ensuring names were not used.

2 Leaflets from Norse

Get Ready to Soar from tchc about a start up business support programme, to be displayed in the Village Hall.

Cafe Cluster event in Ranworth

Best in West Norfolk

Active Norfolk

HMRC PAYE booklet

NALC – feedback from Cafe Cluster events around Norfolk

Monthly Report from Elizabeth Truss, upcoming surgeries, one being held in Downham Market, information is available on the website.

16. Any Further reports/items for the next agenda.

Next Agenda:

Rubbish bin at the bus shelter

Bird scarers

Review of the Parish Councils' risk assessment

Nominate Councillor for Finance

The Clerk was asked to find out from Miss Howarth when the Cemetery Survey would be started.

The meeting was closed at 9.22pm

MATTERS RAISED IN OPEN SESSION- none

Meeting Closed 9.23pm

Chairman's Signature..... Date.....