**MINUTES OF THE WEST DEREHAM ANNUAL PARISH COUNCIL MEETING**

**HELD AT WEST DEREHAM VILLAGE HALL AT 7.00 pm**

**ON WEDNESDAY 3 MAY 2017**

**PRESENT (six Councillors)**: - Pam Bullas (PB), Claire Cann (CC) – Chair, Paula Kellingray (PK), Lorraine Hunt (LH)

Pam Walker (PW), and Claire Williams (CW).

Locum Clerk: Helen Richardson Clerk: Peter King

In attendance: Borough Councillor Sandra Squire (SS), County Councillor Brian Long (BL)

and eleven members of the public.

The Chairman welcomed everyone present and opened the 2017 Annual Parish Council Meeting.

48/17 **Election of Chairman and declaration of acceptance of office**

A proposal was made by PK and seconded by PW that CC should be elected as Chairman. No further nominations were received. It was agreed by all, that CC should be elected as Chairman. CC accepted the role and signed the declaration of office.

49/17 **Election of Vice Chairman and declaration of acceptance of office**

A proposal was made by CC and seconded by PB that LH should be elected as Vice Chairman. No further nominations were received. It was agreed by all, that LH should be elected as Vice Chairman. LH accepted the role and signed the declaration of office.

50/17 **Nominations of Councillors with special responsibility**

**Finance**: A proposal was made by CC and seconded by PW that PK should be elected to the post. No further nominations were received. It was agreed by all, that PK should be elected to the role.

**Footpaths**: A proposal was made by CC and seconded by LH that CW should be elected to the post. No further nominations were received. It was agreed by all, that CW should be elected to the role.

**Police**: A proposal was made by CC and seconded by PW that PK should be elected to the post. No further nominations were received. It was agreed by all, that PK should be elected to the role.

**Village Hall**: A proposal was made by CC and seconded by LH that PK should be elected to the post. No further nominations were received. It was agreed by all, that PK should be elected to the role.

**Youth**: A proposal was made by CC and seconded by PB that PW should be elected to the post. No further nominations were received. It was agreed by all, that PW should be elected to the role.

**Policies and Documents**: A proposal was made by CC and seconded by PW that PB should be elected to the post. No further nominations were received. It was agreed by all, that PB should be elected to the role.

51/17 **Apologies for absence**

Apologies had been received from Tom Foy (TF) who was unavoidably detained at work.

52/17 **Declaration of Interest on agenda items**

 CC noted that she had an interest in Item 12 on the Agenda (Current Planning Applications)

53/17 **Use of social media, audio recording of meeting and invitation for public contributions**

CC asked “Will anyone present be filming, recording, blogging, or tweeting during this meeting?” There was no response from the members of the public present. CC advised members of the public that if they wished to comment on any item, before a decision was made, they should raise their hand and they would be invited to speak.

54/17 **Minutes of the Parish Council meeting held on 6 April 2017**

CC confirmed all Councillors had seen the minutes of the Parish Council meeting held on 6 April 2017 and they were signed as a true record.

55/17 **Matters Arising from the Minutes**

 CC confirmed these were covered by reports.

56/17 **Chairman’s Report**

**Vehicle Operators licencing** – CC reported that there still had not been any feedback from the Traffic Commissioner regarding the proposed lorry park at Hill House Farm. CC added that she had been approached by a number of residents requesting information and confirmed that as soon as it was received, it would be made available.

57/17 **Locum** **Clerk’s Report**

1. **Post Box – Basil Road/Brooke Lane -** The Locum Clerk reported that she had been unable to make contact with the Post Office to confirm the process for reinstating the Post Box that had been stolen a couple of years ago. The Locum Clerk anticipated that it would be necessary to complete an appropriate form and adhere to the Post Office’s procedures.
2. **Allotments’ Theft** – The Locum Clerk reported that there had been another theft at the Allotments. The Locum Clerk had advised the affected hirer to keep a lock on their shed and to report the matter to the Police.
3. **New Parish Clerk** – The Locum Clerk and the new Clerk, Peter King have started to hold meetings to organise a handover of Parish Clerks responsibilities.
4. **The Recreation Goalposts** – The Locum Clerk reported that the deposit invoice from Bonnets had been received for 50% of the total cost, for payment this evening. It has been agreed with Bonnets that they should have the design prepared for the June Parish Council meeting.
5. **Millennium Tree Guard** – The Locum Clerk reported that she had spoken with Bonnets, who are looking into the possibility of making a new guard, as they believe that it may be cheaper than repairing the old one.
6. **Preparation of Audit** – The Locum Clerk reported that a lot of her time in the past month had been spent in preparing for the Internal Audit that is due to take place during the week commencing 15th May, when Sharon Wareham of Gooderstone will review all the necessary documents. The Audit Report will then be completed and proposed to the June Parish Council meeting for approval.

58/17 **Handyman’s Report**

1. The Locum Clerk presented Roy, the Handyman’s report, noting that he had been unwell and was now catching up with outstanding items.
2. **Assets Inspection list** – The Locum Clerk noted that all the urgent items identified on the list produced on 1st April, had been rectified by the Handyman.

**c)** **SAM2** – The Locum Clerk reported that the Handyman had been moving the SAM2 as per schedule into the different roads in the village.

**d) General –** The Handyman has noted the latch on the Cemetery has become detached and removed. CC noted that a parishioner had agreed to repair it. The Handyman has removed a wheel and trim from the river at Stocks Bridge and noted that lower branches need to be removed. He had cleaned out the bus shelter and washed it down, also fixing a bracket on a downpipe. In the Garden of Remembrance, he has cut the tops off the Hawthorn bushes and removed the rabbit guards. CC offered to help with their disposal. The Handyman has removed the old concrete from the field in the goalpost area, cleaned the path by Bath Road, removed the algae and repaired the damaged gateway on Lime Kiln Road using his own recycled materials. It was noted that the handyman had incurred a cost in the region of £4.

59/17 **Police Report –** PKreported the local community police team noted that garden shed burglaries are on the increase again, plus the removal of garden furniture and ornaments. A parishioner noted that he was made aware of some white goods being deposited along the Ryston Road. CC responded that paint pots had also been deposited in Lime Kiln Road. CC added that the clean up team were contacted and had removed the items within two days and were thanked by the Clerk for their swift actions. CC noted that it had been reported in the national press that fly tipping is becoming a national problem and is costing a lot of money to deal with the matter.

60/17 **Village Hall Report** – PK reported on a recent ‘soul night’ that had raised £300 for hall funds. PK noted that the hall was planning an ‘Armed Forces Day’ on Sunday 25th June and requested that if villagers have any memorabilia or items connected with the forces that they might bring them to the hall to help create a display. PK also noted that she was looking for vintage vehicles to create a collection in the village hall car park. All planned events are advertised in the village magazine. PK commented that the Wednesday morning Café Cre8 coffee and cake morning that started in April was growing in numbers week-by-week being attended by local people of all ages.

61/17 **Broadband Report** - PW confirmed that there was no update report. PW and LH noted that they lived close together in The Row and that their broadband speeds were variable with one another. One parishioner in Basil Road noted that he had increased his monthly payments to improve his broadband speed, but was still unhappy with the service, also noting problems experienced with their phone service. Another parishioner in Basil Road noted he was receiving a regular service speed of 10.8Mb at 8.30am and commented that he had contacted his broadband provider as his speed had dropped from 14 to 8Mb. He added that he was advised that the service operates on a bandwidth of 15 different bands that provide variable speeds and that the provider needs to be contacted and requested to move the customer to a faster band. CC commented that the Parish Council were trying obtain a picture of the speeds and to collate information of the service in the area, but had received little response. CC noted that the Parish Council should continue to request further local information, advise parishioners to contact their service providers to request being move to a faster waveband and maintain details on the Parish website.

62/17 **Glazewing Report** – PB reported that the Glazewing’s agent had asked Steven Hall (Norfolk County Council’s responsible officer) for an extension of an extra week to their planning application. PB noted that this had been agreed and will now be the 5th May 2017. Furthermore, PB reported that there had been three confirmed incidents of ‘out of hours’ activity that Steven Hall had been made aware of. It was noted that residents near the site have noticed an increase in the number of flies that they have reported to the Environment Agency. PB notified Steven Hall of the fly situation and he had commented on the observed large number of gulls at the site that would indicate that there were indeed, flies present as they both would be interested in the same element of waste. Steven Hall had questioned how Glazewing would be able to remove the flies? PB referred back to comments made at 6 April Parish Council Meeting by Glazewing Director Jonathan Miles of a reassurance that this problem would not happen again.

A parishioner in Basil Road noted that the fly problem had definitely occurred on one recent day and then they seemed to disappear. PB added that all parishioners should remain vigilant. LH questioned whether Glazewing had forwarded any official recycling reports? CC responded that the Parish Council appeared to no longer receive them. LH commented that it might be a means of seeing if they acknowledge any reports. PB responded by noting that a Glazewing letter was distributed to residents in Station Road advising that all concerns with the company should be addressed to the email address sr@glazewing.co.uk, but that this was for the use of residents residing in Station Road only. CC noted the Parish Council will be delivering letters to all the residents of Station Road to suggest that any problems with Glazewing should be reported to the Parish Council, so that the situation can be monitored. It was noted that the Glazewing letter had not been sent to residents of Basil Road or the Parish Councillors. PB read out ‘a flavour of it’ “we fully understand that you could have a better cleaner activity at the end of Station Road, but we are there and have no intention of moving, so I’d rather make our operations less impacting on your lives having given this much thought, I’m setting up an email address sr@glazewing.co.uk – this is for the use of Station Road residents only. I will ensure all comments and complaints are investigated and get a response within a few days. This should nip any issues in the bud”. PB noted that Jonathan Miles also apologised for the fly infestation.

A Basil Road parishioner expressed concern at the number and the speed of vehicles of contractors travelling towards the Glazewing site. Another Basil Road parishioner mentioned that he had raised the issue of unsecured loads at the last Parish Council meeting with Jonathan Miles who had responded that he believed it was unlikely as the contractors risked losing their income, but would raise the matter with his ‘regulars’. PB noted that some months ago, footage received by Parish Council of unsecured vehicles approaching the Glazewing site had been submitted to the Police who stated they were unable to take any action and were more concerned that the footage had been taken illegally. A Basil Road Parishioner requested that when the Parish Council make any written communication with Glazewing that they make it clear that the demarcation does not stop with Station Road, but affects Basil Road and the whole village, whether the matters concerns transportation, flies, etc. and that a copy of the correspondence be shared amongst the Parishioners.

BL commented that he could not stress enough the importance that the appropriate regulatory authorities are informed so that they can take actions. BL added that parishioners and the Parish Council should by all means raise their concerns with Glazewing that there is a problem on a particular day but that information needs to be replicated and forwarded to the regulatory authorities. CC noted the co-incidence that since Glazewing had received a number of Breach of Condition Notices that from Norfolk County Council, after a gap of five years, they decided to attend a Parish Council meeting; she added that the Parish Council would be failing in its duty if it did not pass on to the appropriate authorities complaints from West Dereham residents.

63/17 **Finance.**

**a) Payments** - Accounts for approval and the monthly financial management report were submitted by the Locum Clerk and displayed on the overhead projector. She advised that the income and expenditure for March 2017 had now been confirmed and estimated figures for April had been inserted based upon invoices received.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payee** | **Cheque No** | **Net**  | **VAT**  | **Gross** | **Remarks** |
| Helen Richardson (Salary and Expenses April) | 100942 | 455.11 | £0.00 | 455.11 |   |
| Roy Poole (Handy man salary and expenses) | 100943 | 322.90 | 0 | 322.90 | Increase due to catch up following illness |
| EON – Streetlights | 100944 | 14.54 | 0.73 | 15.27 |   |
| Stephenson Smart - Payroll 201617 | 100945 | 168.00 | 33.60 | 201.60 |   |
| West Dereham Village Hall - Hall Hire Jan-March 17 | 100946 | 100.00 | 0.00 | 100.00 |   |
| BCKLWN - Dog Waste Bins | 100947 | 270.40 | 54.08 | 324.48 |   |
| NALC Annual Membership | 100948 | 123.73 | 0.00 | 123.73 |   |
| Came&Company Local Council Insurance | 100949 | 492.97 | 0.00 | 492.97 |   |
| Thomas B Bonnett - Goal Deposit | 100950 | 1100.00 | 220.00 | 1,320.00 |   |
| Wereham Parish Council – Printing | 100951 | 16.15 | 0.00 | 16.15 |   |
| Environment Agency - Drainage Rates 201617 - Allotment and FTB | 100952 | 16.23 | 0.00 | 16.23 |   |
| Post Office Ltd – HMRC | 100953 | £109.20 | £0.00 | £109.20 |   |
| **Total** |  | **3189.23** | **308.41** | **3497.64** |   |

CC commented that the Councillors had queried the Environment Agency invoice for Drainage rates for 2016/17 that relates to the allotments and Farm Tenancy business land. Noted that this had been clarified by the Locum Clerk and was cleared for payment.

CC reported that the Insurance payment of £492 was an annual payment, being part of a 3 year agreement, adding that the premium had increased due to a rise in Government tax and the additional cover for the new Village Gateways.

CC noted that the payment to the Borough Council for the Dog Bin Waste Emptying would now be paid following the Locum Clerk’s enquiry as the empty space where the bin had been had apparently been cleared regularly although this had not been noticed by anyone in the village.

A parishioner queried the E.On electric bill CC noted the Parish Council had changed from electric to an LED lamp post and confirmed that it was annual cost.

A parishioner queried the Bonnets quotation to provide the goalposts and questioned the number of quotes received. CC confirmed that 4-5 quotes had been received and reviewed and noted the acceptance of the Bonnet’s quotation was based on cost and statutory safety requirements – The parishioner offered to provide the name and address of another business that might quote for any future works.

The payments were considered and approved. Cheques to be signed at the end of the meeting.

**RESOLVED**: Payments as above approved.

**b) Cash Flow 2016/17** - The Locum Clerk noted that the cash flow showed the accounts as at the end of March 2017 for the financial year, ahead of audit showing the whole cash flow for 2016/17. The Locum Clerk noted a final income of £24,616, this being in excess of the original budget of £20,000. The expenditure for the year was noted as £29,826 carrying forward £9,107 to the current year, 2017/18.

CC asked for clarification of the earmarked sums for items carried forward into the new year (2017/18) and the Locum Clerk confirmed that these were £1500 goalposts and a certain amount of contingency and the monies for elections, village green and village signs.

**c) Cash Flow 2017/18** – CC detailed suggested increases that were displayed on the overhead projector.

LH questioned the monies for the new laptop and software? CC and the Locum Clerk advised that it was shown under the heading of Admin in the 2016/17 Cash Flow to be carried into the current year.

**d) Review of Handyman’s pay** – CC noted that the Handyman’s pay was reviewed every year under the terms of the contract. CC commented that she felt he performed his duties satisfactorily and the Council proposed an increase of 1.5% that would increase his salary from £8.00 to £8.12 per hour.

**RESOLVED:** To increase the Handyman’s pay by 1.5% to £8.12 per hour.

e) To consider the Parish Council Insurance for 2017/18 – CC noted that this had been agreed when discussing the Payments earlier in the Agenda under item 63/17 a.

64/17 **To consider Parish Council Internal Affairs and Policies** – CC noted that this would also include those items from point 14 on the Agenda.

1. **Statement of Internal Control 2016/17** – CC noted that the Statement had been circulated to all Councillors. PB noted one or two typos, however the councillors were happy with the content.
2. **Review the Content of Councillors’ Register of interests Forms** – CC reported no change. CW noted an address change to be added to the Parish Council website by the Clerk. PB to update her status to retired. LH noted no change. PK noted no change. PW noted no change.
3. **Cemetery Fees** – CC reported that there were some increases. CC and the Locum Clerk noted the following increased fees to the meeting.

|  |  |  |
| --- | --- | --- |
|  | **Parishioner** | **Non-Parishioner** |
| Burial of still born | No fee | £250 |
| Burial of child under 12 years | No fee | £250 |
| Burial (over 12 years) | £250 | £1000 |
| Purchase of EROB for a burial plot | £150 | £600 |
| Interment of Cremated ashes | £130 | £520 |
| Purchase of EROB for cremation plot | £100 | £400 |
| Erection of headstone/tablet | £150 | £300 |
| Additional inscription | £100 | £200 |

CC noted that any income raised from cemetery fees is ring fenced and used for the purpose of the cemetery only. In response to a parishioner’s question, the acronym EROB was identified as ‘Exclusive Rights of Burial’.

A parishioner questioned the length of time that a plot may be used. CC commented that in rural areas, the land of a burial plot is not purchased, but is occupied. The Locum Clerk noted that is typical for the interred to remain indefinitely in rural areas and that it is only London that uses different rules due to lack of available space. CC noted that the rules applied to the St Andrews Churchyard are regulated by the Diocese of Ely as opposed to the Cemetery where the Parish Council is the legal burial authority.

In response to a parishioner’s question CC commented that EROB plots tend to be purchased where family members wish to be buried beside each other.

1. **Action Plan** – CC noted that the Action Plan is reviewed every year, but can be added to at any time. CC commented that the Handyman still needs to refurbish one of the phone box doors, but he advised that the cost would amount to £300. There were no additional amendments raised by the Councillors.
2. **Locum Clerk Contract** – The Councillors confirmed that they had seen the Contract for the employment of the Locum Clerk and were content with it.
3. **Sickness Absence Policy** – CC advised the meeting that whereas there is a Clerk Employment Contract, the Councillors felt that there should be a Sickness Absence Policy. PB and LH discussed a number of policy clauses and made amendments to the following sections: 4.1 (Sickness Absence Reporting procedure), 5.1 and 5.2 (Evidence of Incapacity) 7.1, 7.2 and 7.3 (Sick Pay), 12.1 (Return-To-Work Interviews), 13.2 (Returning to Work from Long-Term Sickness Absence) 14.1.c , 14.2, 14.6 (Sickness Absence Meetings Procedure) 16.1 (Stage 1: First Sickness Absence Meeting) 17.1 (Stage 2: Further Sickness Absence Meeting(s)), 18.1 (Stage 3: Final Sickness Absence Meeting) 19.2 and 19.5 (Appeals). PB to send amendments to the Locum Clerk and Clerk to update the website.

**RESOLVED:** The Councillors agreed to raise the cemetery fees.

 The Councillors were content with the Action Plan

 The Councillors were content with Locum Clerk’s Contract

 The Councillors were content with the amendments to the Sickness Absence Policy

65/17 **Planning Applications (2)**

1. Planning Application Consultation 17/00849/F – Windwards, The Row, West Dereham

CC noted that the application was to build a single room extension to a bungalow. There were no comments from the Councillors and no objections received from the parishioners present. The Councillors Supported the Application.

1. West Dereham Applciation17/00042/TPO – The Old Rectory, St Andrew’s Walk, West Dereham

The Locum Clerk noted a tree management application containing some preserved trees requiring surgery. There were no comments from the Councillors and no objections received from the parishioners present. The Councillors had No Observations to make regarding the Application.

66/17 **Parish Assets - West Dereham War Memorial**

**– Invitation to Comment on Consultation Report from Historic England**

CC stated that because of the end of the First World War centenary in 2018, The Parish Council is mindful of a national initiatives such as, installing a beacon, applying for a grant to add the names of the West Dereham Second World War dead to the main War Memorial and seeing whether the West Dereham War Memorial could be added to a national list of those of special interest. CC noted that the Parish Council had completed an application and forwarded a booklet written by PB and another member of the West Dereham Heritage Group about the fallen men of from West Dereham and subsequently, received a response from Historic England whereby they had produced a consultation document. CC commented that the website link that Historic Britain had provided, confirmed the information received from the Parish Council, but did not provide details of the factors they had applied in considering the Parish’s application. The Councillors agreed that there was no additional information that could be forwarded to Historic England in support of the application.

67/17 **To receive further reports/items of business for items at the next Parish Council meeting.**

a) Telephone Box

b) Local Broadband

68/17 – **Date of Next Meeting – Thursday 1st June 7.00pm for 7.30pm**

CC on behalf the Parish Council expressed their sincere thanks to Helen Richardson, the Locum Clerk who has covered the role of Clerk in the interim period, between Parish Clerks and whose standards of professionalism had been extremely high.

69/17 **- Open Forum**

a) A parishioner commented that the SAM2 speed monitor was a very good thing for the village and felt that it was having a positive effect in reducing drivers’ speeds. CC added that it was hoped it would be a good investment and would provide useful information when the recorded monitoring data was analysed.

b) A parishioner expressed concern at the increase in heavy vehicle traffic travelling along Bath Road from the A134, noting the vehicles were up to 44 tonnes in weight and some tankers were carrying liquid fertilizer.

CC commented that the Parish Council had picked up on two applications, to park large vehicles at Hill House Farm in Bath Road. CC noted that the Parish and Borough Councils are unable to object to the proposals, however individuals living in the village had issued letters of objections and the local Borough and County councillors had raised concerns with the Highways Department.

BL commented that normally with any weight limit there is a designated list of people who are exempt on the weight restrictions and that can cause problems for enforcement, unless the local police are holding a list, there is a very remote chance of identifying of determining who can and can’t travel along restricted roads. BL added that there is also the problem that contracted vehicle owners can change after a period of time.

CC noted the number of apparently different businesses, utilizing the parking and storage at Hill House Farm in Bath Road. A local parishioner noted that the liquid fertilizer was being transported in large vehicles and then being distributed into smaller vehicles. He expressed concern with the risk of leakage running into local drainage ditches when the transfer between vehicles was taking place.

**Closure.** The Chairman thanked everyone for attending, and final closure of the meeting was at 9.08 pm.

**Next meeting is the Parish Council Meeting on Thursday 1st June 2017 at 7.30pm with Open Surgery from 7.00pm.**

Clerk: Peter King - Email: clerk@westderehamparishcouncil.uk Telephone: 07910 782946

Chairman’s signature …………………………………… Date ……………………………