

**MINUTES OF WEST DEREHAM PARISH COUNCIL MEETING**  
**HELD AT WEST DEREHAM VILLAGE HALL at 7.30 pm**  
**THURSDAY 4 SEPTEMBER 2014**

**PRESENT (5 Councillors):** - Pam Bullas (PB), Claire Cann (CC) – Chairman, Lorraine Hunt (LH), Claire Page (CP), Pam Walker (PW)

Clerk: - Sarah Thorpe

7 members of the public were in attendance.

*Papers presented to Councillors: (i) Financial Management Report (spread sheet); (ii) expenditure (for approval); (iii) Glazewing Report.*

The Chairman welcomed everyone present and opened the meeting.

1. **Use of social media and audio recording of meeting.** CC asked “Will anyone present be filming, recording, blogging or tweeting during this meeting?” All members of the public present at this stage advised that they would not.
2. **Apologies for Absence.** Apologies have already been accepted for Cllr Tom Foy during his deployment in Afghanistan. Apologies were also received from Cllr Paula Kellingray (PK), as she was on holiday, Cllr Trevor Manley (TM) (Borough Council (BC)) and Cllr Brian Long (BL) (County Council (NCC)).
3. **Declarations of Interest.** No declarations were made.
4. **Minutes of the Parish Council Meeting held on 7 August 2014.** The Chairman confirmed all Councillors had seen the minutes of the last Parish Council (PC) meeting held 7 August 2014. These were agreed as a true record and signed by the Chairman.
5. **Reports.**
  - 5.1 **Chairman’s Report.**
    - 5.1.1. **War Memorial.** It has been confirmed by the Church Warden that the War Memorial does appear on the Assets Register for the Church where it is incorrectly referred to as belonging to the Church (war memorials are owned by their communities). This matter to be added to the agenda for the next PC meeting to formally approve adding it to the Village Assets Register with the PC taking responsibility for its maintenance. The Church Warden also confirmed that the Diocese had not funded the paving around the War Memorial.
    - 5.1.2. **Village Hall forthcoming events.** The Royal British Legion lunch is on Sunday 7 September and Harvest Festival supper is on Saturday 13 September. Both items are advertised in the parish magazine.
  - 5.2 **Clerk’s Report.**
    - 5.2.1 **Grange Farm.** Cllr Brian Long has spoken to the tenant, he is willing to provide answers to questions raised by the PC regarding pig farming in the village. One option was that he could attend the next PC meeting in October or maybe a separate meeting with the PC could be arranged before this date. It was agreed that initially a separate meeting was the preferred choice at this stage. Possible dates to be agreed at the end of the meeting.
    - 5.2.2 **Highway Rangers.** The team have visited the parish. They have referred the damaged sign for St Andrew’s Walk to the BC for repair. It was noted that the PC had not been informed that the Rangers were visiting the village and it was agreed to ask them to inform the PC in future of their planned visits so they could be directed towards the jobs that needed doing.

5.2.3 **BT Telephone Box adoption.** The contract has now been signed and returned by BT. They have removed their equipment and provided confirmation of the completion of the adoption with an information guide and a notice for display. It was agreed to ask for suggestions on possible uses for the boxes with the next notice.

5.2.4 **Pear Technology.** The third draft of the Cemetery map has been received but further work will still need to be done by Pear Technology.

5.3 **Handyman's Report.** Mr Andrew Sisley has just been appointed as the new Village Handyman. A list of outstanding work to be passed to him along with the Village Assets Register.

5.4 **Police Report.** PCSO Jane Edwards was not present and no report has been received from her prior to the meeting. It was agreed to ask her to provide a report for the meeting in future if she is unable to attend.

5.5 **Village Hall Report.** There have been three bookings recently and several bookings have been made for events in the coming weeks. The Bar continues to do well.

5.6 **Broadband Report.** PW advised that there had been a further update from Karen O'Kane (KOK) saying that the work is going to be significantly greater than first thought and consequently may take longer than originally expected, and that they cannot confirm a completion date at the moment. It was agreed that this was unacceptable as the information provided had only confirmed what was already known about the work needed and it therefore appeared that it was not accurate to say that additional time was needed as BT had been aware all along of the amount of work required. It was agreed to ask BL to talk to KOK about the delay and that the Clerk should find out more information on a recent relevant article in the Lynn News.

5.7 **Glazewing Report.** Glazewing had issued their September report by email, it covers the period from 26 July to 31 August. It advised that there had been two reported incidents in the period. The details are:

- 20th August – resident reported an articulated vehicle seen driving along Lime Kiln Road. When the vehicle arrived on site the driver was asked to use the prescribed route only. The driver apologised for any inconvenience he caused. The company he works for was also contacted and asked that any drivers use College Road access.
- 26th August – silver car driving at speed along Station Road towards Glazewing at 7am. Glazewing do not believe the driver of the vehicle works for them however they have spoken to their staff requesting that they follow the road speed limits at all times. They added that Station Road is a public highway, as such their powers are limited and they asked that any incidents are reported to the Police who are able to take more appropriate action.

Glazewing also advised that they have made a planning application for a building to cover a baling machine that is to be replaced on site.

## 6. **Finance.**

6.1 **Accounts.** Accounts for approval and the monthly financial management report were submitted by the Clerk. She advised that the income and expenditure for July 2014 has now been confirmed and that estimated figures for August have been inserted based upon invoices received.

<b>Payee</b>	<b>Cheque No</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Clerk's Salary & expenses for August 2014	100754	550.03		550.03
Mazars – External Audit for 2013/14	100755	100.00	20.00	120.00
CGM Ltd – July grounds maint & allotment hedge	100756	241.50	48.30	289.80
<b>Total</b>		<b>891.53</b>	<b>68.30</b>	<b>959.83</b>

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

6.2 **External Auditors Report.** The Clerk advised that the Annual Return had now been completed by the External Auditors and that their report contained no comments or suggestions. It was therefore appropriate to consider that the PC had acted correctly in all matters affected by the Audit. It was agreed to display the 'Notice of conclusion of the audit and right to inspect the Annual Return' on the PC notice boards along with a copy of the External Auditors Certificate.

6.3 **Budget for 2015/16.** Copies of the Budget for 2014/15 had been circulated to all. At this stage consideration was given to any additional items that should be added for 2015/16. It was agreed that the list of repairs to village assets should be examined to consider if any additional budget was required for these repairs or if they could be handled by the Village Handyman. Members of the public were invited to comment on the budget for 2015/16. No new items were identified but a comment was made that it was hoped that the PC was not considering a large increase in the precept for 2015/16 following the substantial increase agreed for 2014/15. CC reiterated the reasons for the decision to increase the precept for last year, which she explained were well documented in the PC minutes from September to December 2013, and advised that the PC had no wish to make a substantial increase again for the coming year.

7. **Willow Lane Footpath.** It has been agreed that the footpath will be reinstated along with an additional, more attractive, permissive path around the edge of Willow Farm. Gates are to remain in place on the original footpath as sheep are to be kept on the land. A reply to be issued to NCC Highways with the wording that the PC has agreed to the removal of the highway rights across the area identified and reluctantly agreed to the retention of the footpath because it believes that current draft legislation when passed would allow a suitable compromise.

8. **Membership of the Thinking Fuel Oil Buying Scheme.** Norfolk Rural Community Council (NRCC) is currently offering free lifetime membership to their Thinking Fuel Oil Buying Scheme. The PC is able to obtain a community membership which will enable any residents living in the village to register with the scheme at no additional cost and then order oil as part of the monthly order that is placed by the scheme. The savings are on average 9% cheaper than the market price. It was agreed that the PC should join the scheme and that details would be displayed on the PC website.

9. **Review of PC Data Protection Policy.** It was agreed by all that no amendment was needed to this policy.

10. **Planning Applications.**

10.1 **C/2/2014/2016 - Glazewing Ltd: Erection of a building to house a replacement waste baler and generator with associated improvements to bunding and landscaping arrangements along the southern site boundary.** A letter had

been received from NCC advising of the planning application. Information was printed from the NCC website prior to the meeting as the hard copy of the documents had not yet arrived. It was agreed that there was too much information in

the application for it to be considered at this meeting and that an extra meeting would need to be arranged before 23<sup>rd</sup> September to consider the response of the PC. It was also agreed that as some of the information is very technical the Clerk would establish if specialist advice could be obtained using the provision granted under the Sustainable Communities Act. It was also agreed to ask BL for any information he has on this application. Parishioners were invited to comment and one mentioned that the building seemed much taller than the other surrounding buildings. A date for the additional meeting to be agreed at the end of this meeting.

10.2 **14/00967/F – Avalon, Hilgay Road: Extension to dwelling.** Permission has been granted by the BC.

11. **Correspondence.**

11.1 A letter has been received from The Norfolk Hospice Tapping House advising of their move to Hillington and asking the PC to consider a donation. The PC makes no provision for donations to charity in the precept and the standard reply to be issued advising them of the options available for an event to raise funds at the Village Hall.

11.2 A letter has been received from a company providing bus shelters to local councils.

11.3 An information leaflet has been received from Wicksteed playgrounds.

11.4 An email has been received from one of the allotment tenants who is unhappy with the introduction of deposits as he had to clean up plots that had been left in a poor state by the previous tenant when he took them over in 1993. It was agreed to reply advising him that any tenant who keeps their plot in good order will not be liable to pay for someone else to clear it up for them. It is not the responsibility of the village to underwrite the shortcomings of individual allotment holders. It most certainly is the job of the PC to protect village assets at as little cost to the villagers as possible. This contract was rewritten 12 months ago and the subject of widely advertised public discussion at PC meetings. Allotment holders have the security of a tightly drawn contract for the Farm Business Tenancy to protect themselves; the same goes for all contracts for tenanted land held by the PC on behalf of the village. A separate bank account will be opened to hold the deposits.

12. **Parish Council assets**

12.1 **Repairs to the Bert Starling seat.** A quote has been received of £225 to refurbish the seat. A donation of £100 has been offered towards the cost by a relative of Mr Starling. It was agreed that the PC should have the seat repaired and pay the additional £125 from the budget allocated to cover maintenance to village assets.

12.2 **Cemetery Pillars & Gates** – CC provided three sketches of possible options for the gates. It was agreed that all Councillors should be consulted on this decision. Only one quote had so far been received for the pillars. It was agreed that a decision could not be made until further quotes were obtained.

13. **Other Business – Any Additional Reports and Items for Inclusion on the next Agenda.**

13.1 Chequers Cottage to Knapp House on Station Road – concrete bollards have been pushed aside. To refer to Highways.

13.2 Footpath from Village Hall to start of Hilgay Road needs attention. To refer to Highways/Rangers.

13.3 Station Road – large posts have been knocked down near Trident.

13.4 LH and CP offered their apologies for the next PC meeting.

The official meeting concluded at 9.05pm and was opened to the floor for general comment.

**Open Forum.**

- Thanks were expressed to the PC by one of the owners of Willow Farm for their help with the Willow Lane Footpath.
- A possible abandoned car was mentioned on Station Road.

**Closure.** The Chairman thanked everyone for attending and final closure of the meeting was at 9.06pm.

**Next ordinary meeting of the Parish Council is on Thursday 2 October at 7.30pm with Open Surgery from 7.00pm.**

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Chairman's signature .....

Date .....