

**MINUTES OF WEST DEREHAM PARISH COUNCIL MEETING**  
**HELD AT WEST DEREHAM VILLAGE HALL at 7.30 pm**  
**THURSDAY 4 JULY 2013**

**PRESENT:-** Mrs Pam Bullas, Mrs Claire Cann – Chairman, Mr Tom Foy, Ms Paula Kellingray, Mrs Claire Page, Mrs Pam Walker  
PCSO – Watlington Team  
Allotment Liaison Officer – Richard French  
7 members of the public

*Papers presented to Councillors: Budget, Expenditure spread sheet, Glazewing report, Clerk's timesheet.*

The Chairman welcomed all to the meeting.

**1. Apologies for Absence**

None

**2. Councillor Vacancy**

The Chairman said that Mark Dawson had resigned from the Parish Council. His job has made it increasingly difficult to attend meetings or to undertake any training. The Chairman recorded the thanks of Mark Dawson's fellow Councillors for his expert contribution in a number of areas, which would be sorely missed. The Parish Council wished the Dawson family well in their house move. The Clerk would inform the Borough Council of the vacancy which would also be advertised in the village leaflet drop.

**3. Declarations of Interest**

None

**4. Approval of Minutes**

The Minutes of the Parish Council meeting on 6 June 2013 were agreed as a true record.

**5. Reports**

**5.1. Chairman's Report**

At the last meeting the Chairman noted that to date no work had taken place at the Cemetery extension. However, the area has now been seeded with grass and poppies and Councillors and any volunteers will plant spring bulbs in the autumn.

**Highway Signs**

Some of the signs which had been left in the village for the past six months have now been collected but some still remain; there are some behind the phone box in Church Road and a diversion sign at the bottom of Lime Kiln Road. The Clerk was asked to contact Andy Wallace (Highways) again to have them removed.

**Bath Road Drainage**

After County Councillor Brian Long contacted Andy Wallace (Highways) the Parish Council was notified that Bath Road is to be resurfaced. Pam Walker confirmed that Andy Wallace had said Highways would investigate where the water which is causing the damage is coming from.

### **Litter Picking**

A Litter picking event has been arranged for Saturday 3 August and will be advertised in the village notice.

### **Highway Rangers**

The Highway Rangers will be in West Dereham in the week beginning 5 August. The Clerk has notified the Rangers to clear grass and weeds from the Church Road pathway from Hilgay Road to the Village Hall. The Chairman asked people to tell the Clerk or Councillors if there was anything else that needed doing.

### **'White Gate' Speed Signs**

Councillors were interested in the 'white gate' style support on the speed limit signs in Fincham. Highways had confirmed that the signs would need to be funded by the Parish Council; the Clerk will ask Highways for the costs.

### **Norfolk Association of Local Council's Summer Conference**

The Chairman and Pam Walker attended the Norfolk Association of Local Council's Summer Conference at Norwich earlier in the day. The focus was on localism, Parish Councils and neighbourhood plans which – due to the exorbitant cost - are really designed for larger Councils. While it is better to have a neighbourhood plan, it would take around two years to produce and cost in the region of £12,000 which West Dereham could not afford. The presentation on Parish Councils as Trustees for Village Halls was relevant as West Dereham Parish Councillors are Custodial Trustees of the Village Hall. The Chairman and Pam Walker will pay for their conference attendance themselves.

## **5.2 Clerk's Report**

All matters were covered elsewhere on the agenda.

## **5.3 Police Report**

The PCSO reported that there have been three calls to the police from West Dereham in the last month; two suspicious calls and one concerning a small house fire. Councillors reported a motorbike roaring through the village at night. In the village leaflet drop people had been reminded to report any non-emergency incidents on the 101 police number. Several members of the public commented on hearing shotgun fire at night.

PCSO Jane Edwards had been attending events in the village which was much appreciated. The next SNAP meeting is on 17 July in West Dereham Village Hall. There had been an internal police review and the area PCSOs have been allocated to four 'hotspots'; this does not include West Dereham.

## **5.4 Village Hall Report**

There have been two summer barbecues, a quiz night and bingo which were well received and enjoyed by all. The Armed Forces Day went well and raised just under £400 in the bar and £78 for the Bridge for Heroes charity who would like to have a stall at the Village Hall on Armed Forces Day next year. The Village Hall bar took just over £1,000 in the last month.

## **5.5 Broadband Update**

Pam Walker reported she had heard on Radio Norfolk that 20% of Norfolk will not get Broadband. West Dereham is supposed to go live in September but this now looks unlikely as it is not listed on the website. Pam Walker had emailed Norfolk County Council asking when West Dereham would receive Broadband but received only a general reply. The Chairman suggested that Karen O'Kane should be invited back to West Dereham to explain where the Village now stood in relation to Broadband. The Clerk was asked to write to her.

## 5.6 Glazewing report

No planning applications and no incidents were recorded on the report. The Chairman confirmed with the Clerk that Glazewing had been emailed about accessing the minutes. Concern was raised about a Glazewing lorry driving through the village with three skips and an upended car. It was reported that there is a dreadful smell of waste food which grows stronger further down Station Road. A member of the public had previously complained about the smell. The Clerk was asked to liaise with Pam Bullas to write a letter to the Environment Agency. The Chairman had stopped a skip lorry travelling down Lime Kiln Road after it had taken down a number of large tree branches. The driver confirmed that he was going to Glazewing and was using Satnav. The Clerk will approach Highways to ask if a Glazewing sign could be attached to the household and waste recycling sign on the A134 so that lorries might follow the sign rather than relying on a Satnav.

## 6. Accounts

The Clerk detailed the cheques to be authorised and Councillors checked the invoices.

### Accounts for Approval July '13

Payee	Net	VAT	Inland Revenue (Post Office)	National Insurance	Gross
CGM Landscapes	1,392.00	278.40			1,670.40
Staff remuneration	247.99		63.00	3.51	314.50
Anglian Water	14.07				£14.07
stationary & stamps/ink	36.68	5.71			42.39
<b>Total</b>	<b>1690.74</b>	<b>284.11</b>	<b>63.00</b>	<b>3.51</b>	<b>2,041.36</b>

The Clerk had added a column to the spread sheet which showed the percentage spend to date in each category. Councillors agreed all payments. The Clerk asked for a meeting date with Paula Kellingray (the Councillor responsible for checking finance) to look at the budget and undertake a bank reconciliation.

## 7. Extra cost of Bonetts hanging allotment gates

Bonnetts price to remove the old gate and hang the two new gates is £60 plus VAT. The Chairman asked the Clerk where the money would come from in the budget; in response the Clerk confirmed that this sum could be met from village maintenance budget.

## 8. Willow Lane Vehicular Access and Footpath

The Parish Council has received a response from Norfolk County Council in reply to its letter concerning vehicular access to Willow Lane and footpath re-instatement. The Parish Council is to send another letter to Norfolk County Council as it had not addressed some points made by the Parish Council:

- the precedent of re-routing a public footpath at Anmer Hall, Sandringham
- NCC had not been specific about the legal tests it said were needed for a footpath to be diverted
- since the PC has the power of veto and was now being hurried by NCC to close the matter, why had NCC waited six months to include the PC in the consultation
- what were the reasons for the NCC rep advising the couple whose land was affected not to tell anyone

## 9. Skips and Screening at Glazewing

The Parish Council will be writing to Elizabeth Truss MP concerning what was said at the 1 April 2011 meeting with Glazewing, NCC, the PC and their MP and the subsequent planning application for skip screening.

## 10. Allotment Contract

The Allotment Contract was discussed:

- Richard French clarified that it would cost £85 to rotivate a full plot; smaller plots would be at a pro rata cost
- The Parish Council agreed that a refundable deposit based on the cost of rotivation would ensure that an allotment could be restored to the same condition at the end of a contract as when first taken over without incurring public cost
- Parish Council inspection of the Allotments would take place quarterly so tenants can be approached if there is a problem
- It was agreed that if, after inspection, any overgrown plot had not been cleared within 28 days the refundable deposit would be used to rotivate the plot and return it to its original state as required in the contract
- The Allotment Liaison Officer (ALO) suggested that if there is no activity on a plot for 3 months the tenant should be deemed to have abandoned it and should be sent a letter terminating the contract
- The ALO felt there was no need to specify permitted material for weed suppression

The Parish Council will revise the allotment contract.

The price of the allotments was discussed; it is currently £15 per annum for a full allotment, £10 for an half plot and £7 for a quarter plot; the price has not been reviewed for more than 5 years. Councillors agreed to include the review of allotment rents and a revised allotment contract on the next agenda.

## 10. Highways Visit

Pam Walker and Pam Bullas had met with Andy Wallace from Highways and shown him different parts of the village that had problem areas. The following issues were discussed:

- Station Road, Oak Lodge - two posts missing - highways aware and in hand, only one post has been replaced
- Green Acre - one post missing
- Passing bay opposite Abbey Lodge - posts either side of passing bay are loose and need replacing
- Passing bay opposite The Stables - Passing Place sign and two warning posts both nearly in ditch; also vehicles in danger of driving off the road into ditch
- Posts outside Abbey View - four posts missing although home-owner has put in his own temporary ones
- Verges of grass triangle outside the Old Forge and also both sides of the road Station Road side of Stocks Bridge eroded by traffic - village did not want to lose more green areas to heavy traffic - also pointed out ditch hazard for vehicles
- Old School Corner - verges and kerbing both being pushed into ditch by heavy traffic; road surface on the corner - Highways aware and in hand
- Showed Andy Wallace three sites where the road signs need collection
- Ryston Road – ‘Green Islands’ at junction with Hilgay Road; there is no plan to have these removed; Andy Wallace suggested that building up the edges would be pointless as they would be worn away by passing vehicles; if something isn't done to preserve them they will disappear on their own
- Ryston Road – ‘passing place’ at brow of hill past Watering Cottages; well-sited and well-used although there by default and full of deep pot holes; nothing planned; other ‘passing places’ are being made as vehicles fail to wait for others to pass
- Ryston Road - 30 mph signs; these can't be seen when approaching The Row as they are on a bend and obscured by bushes; Andy Wallace said there was a limit on how much/ whether these could be moved without redrawing plans
- The Row - lorries have eroded part of the bank and road around the telegraph pole and bank around the lay-by used by Lucas thus making it almost impossible to see the ditch; this is a hazard especially to lorries turning into the Lucas yard; Andy Wallace will look at having the pot holes and worn area filled
- ‘Passing place’ opposite Len House - bank completely worn away by traffic and large worn area in road which fills with water; Andy Wallace thought that the area had been used as a parking place, hence the damage. Seems unlikely that this will be repaired although Andy Wallace accepts that it is unsightly and it will grow if not addressed

- Ryston Road/The Row corner (by farm entrance) - road being eroded again and vehicles driving over the newish kerb; roads not made for these heavy and long vehicles; Andy Wallace noted the trees need trimming and the bank is being eroded
- Ryston Road, Freebridge housing (and some privately owned); cars parked on grass outside bungalows and on footpath outside houses causing large vehicles to drive on opposite bank; also impossible to use the footpath
- Lime Kiln Road - much of the bank eroded between Bell Barn and the Church; Andy Wallace felt that any building-up done with earth and seed will be immediately worn away by traffic; however this is unsightly especially when wet and muddy and needs dealing with
- Lime Kiln Road corner (sharp left hand bend) - pot holes to be filled
- Lime Kiln Road between bends and A 134 - there are two passing places, well-used and well-sited; however, several more along this stretch have been made by vehicles failing to wait and driving over the now non-existent banks; again, filling and seeding not likely to be long lasting
- Lime Kiln Road – passing-place signs can only be placed where the road has appropriate tarmac
- Bath Road - water running down from Farm entrance causing erosion of road and bank; this work is in hand and Andy Wallace will see that the source of the water is investigated

## **12. Parish Council Risk Assessment**

Pam Bullas went through the Risk Assessment; points raised included:

- need to find out more about a business continuity plan
- need to do a three-year forecast for Precept planning
- no reason why reference to specific legal powers should not be included wherever possible
- include reference to fact that invoices and the Clerk's salary are checked

All Councillors agreed to the changes; the Clerk to update the document.

## **13. Planning Decisions**

None

### **13.1 Planning Applications**

Paula Kellingray explained the planning application for a wood store at Hill House Farm, Bath Road, West Dereham (13/00809/F); comments included:

- the plans give the height of the wood store but not the length and the drawings are therefore not accurate
- a further letter had been received from the Planning Department saying that changes had been made to the application, but the changes were not specified
- the Parish Council wanted clarification concerning what the hard-standing in front of the wood store would be used for and what machinery, if any, would be there and whether there would be a consequent noise implication

The Clerk was asked to pass to the Planning Department these concerns and provide the information the PC needed to make a decision. The Council would be happy to arrange an intermediate meeting to consider the application.

## **14. Correspondence**

- Elizabeth Truss MP - Surgeries being held on 5 July at Swaffham and 4 October at Downham Market
- Norfolk Association of Local Councils - news update

## **15. Further reports/items for next agenda**

- Farm Business Tenancy needs to be professionally amended and will cost £150 per hour + VAT. The Chairman asked the Clerk where the money can be taken from; the Clerk confirmed it could come from the Village Maintenance Cost Centre or the money owed to the PC for hedge cutting carried out at a property adjacent to the allotments. To be put on the next agenda

- The Chairman commented that the PC needs to update/ review policies at the rate of one per month – Clerk to make timetable

16. Meeting adjourned – open to floor for Open Forum; no matters raised.

The meeting was closed at 9.25 pm.

Chairman's signature .....

Date .....