

**[MINUTES OF WEST DEREHAM PARISH COUNCIL MEETING**  
**HELD AT WEST DEREHAM VILLAGE HALL at 7.30 p.m.**  
**THURSDAY 6<sup>TH</sup> JUNE 2013**

**PRESENT:-** Mrs Pam Bullas, Mrs Claire Cann – Chairman, Mr Tom Foy, Ms Paula Kellingray, Mrs Claire Page, Mrs Pam Walker

7 Members of the public and County Councillor Brian Long

*Papers presented to Councillors: End of Year accounts, Expenditure spreadsheet, Glazewing report, Clerk's timesheet.*

**1. Apologies for Absence accepted from**

Mark Dawson.

**2. Declarations of Interest**

None.

**3. Approval of Minutes**

The Minutes of the Parish Council meeting on 1<sup>st</sup> May 2013 were agreed as a true record.

**4. Nomination of Finance Councillor**

Paula Kellingray was nominated to work with the Responsible Finance Officer/Clerk, proposed by Tom Foy, seconded by Pam Walker, agreed by all.

**5. Reports**

**5.1. Chairman's Report:**

The Chairman had not seen any work taking place at the Cemetery extension. The Clerk had received an e-mail from CGM saying weeds had to be sprayed due to the delay in notification to start the work; CGM will consume this cost. The Chairman would speak directly to the Director of CGM to discuss the reasons for the delays on this project. The grass outside the Village Hall is overgrown. Paula Kellingray will confirm the contracted times between cuts. The Clerk was asked to contact CGM.

**Allotment Inspection Report:**

Richard French and Councillors Bullas, Cann, Dawson, Page and Walker attended the site Saturday 25<sup>th</sup> May 2013 where there are vacancies of a full, a half and a quarter allotment plots. The plots have been advertised in the village household leaflet drop and will be advertised in the Pump.

- The Leylandii hedge cutting was welcomed and has made a difference.
- It was discussed that although the allotments are rented in immaculate condition not all tenants keep their plots weed-free which concerns the other tenants. The Parish Council will re-look at the Allotment Contract and be specific about materials used for smothering weeds.
- The Parish Council will also consider the possibility of taking a deposit which will be returned if the allotment is in the same state at the end of the Tenancy Agreement as it was at the beginning.
- Bonnett's have been asked again about removing the allotment gate; Clerk to chase.

**Dog Fouling:**

A complaint has been received about dog fouling on the playing field. A parishioner has asked whether dogs can be banned from the playing field. The Council agreed that the piece of green is for the use of the whole village. The monthly parish council leaflet will remind villagers of the need to clear up after their dogs.

**Highway Signs:**

A number of Highway signs have been left propped up against the new cemetery fence and in Lime Kiln, Bath and Church Road for six months in spite of numerous requests from the Clerk for them to be removed. County Councillor Brian Long will follow this up with Andy Wallace from Highways.

**Bath Road Drainage:**

The Clerk has e-mailed Highways again about the water drainage at Bath Road; this is now the third Parish Council meeting at which the Parish Council has been unable to report any progress by Highways on this issue.

**Willow Lane:**

The Parish Council responded on 18 May 2013 and 1 June 2013 to Norfolk County Council's (NCC) letter of 18 March 2013 regarding the stopping-up of vehicular access on Willow Lane and the re-instatement of an ancient footpath. The Chairman summarised the reply from NCC which included:

- Recognition that the response from the PC was unanimous and that while it supports the proposed removal of vehicle rights it does not agree with the retention of a footpath along the existing route, and suggests that the footpath should continue to be diverted along the curtilage of land, understood to be owned by a third party.
- The practical points about disruption to occupiers, compromise to security and the presence of dogs are noted, but the existing situation hinders the lawful use of the public highway.
- West Dereham footpath 2 passes north-west of the existing highway at Willow Farm and the purpose of retaining a footpath right across the land to be stopped up is to retain a continuous and direct footpath route between Willow Lane (vehicular) to the south, and the existing registered public footpath to the north-west.
- There is a further 'used' route across another farmer's land which is not a registered footpath as it is not recorded on the definitive map. The PC or local residents could submit a modification order application which would constitute an additional (not substitute) route to Willow Lane and West Dereham footpath 2.
- A Public Right of Way (PROW) may already exist over the farmer's land but it may not be lawful/appropriate for diversion. This route is approximately 220 metres longer which walkers may dislike.
- The PC has the power to veto a 'stopping-up' application under section 116 of the Highways Act 1980 so unless it agrees to NCC's proposal the current application cannot be made to the court and may be recorded as an encroachment onto the Highway.

The Chairman commented that any country walker could expect a footpath which meandered otherwise they may as well walk up the M11. Councillors would need more information before they replied to NCC:

- Is there a cost implication to the PC?
- If the PC has the power to veto, why was it not first consulted in October 2012 rather than late March 2013?
- Specific information on the legal tests was required
- NCC had not addressed the precedent of re-routing a public footpath at Anmer Hall, Sandringham which the PC had raised.

**5.2 Police Report:**

Paula Kellingray has spoken to Jane Edwards (PCSO) who apologised for her lengthy absence; she had been sent to help with the Terrington team and no-one had covered her parish. The PC wondered why a Terrington staff shortage should be passed on to West Dereham.

West Dereham has been very quiet with no reports of crime. Jane Edwards will be visiting the village on 12 June 2013 for the Village Hall AGM, 22 June 2013 for Bingo and 30 June 2013 for Armed Forces Day.

Motorbikes have been driving around the village at 1.30 a.m. The Police have asked parishioners to phone 101 or report incidents on the 'Fix my Street' website.

County Councillor Brian Long reported that since the introduction of Safer Neighbourhood Action Panels (SNAP) there had been a considerable reduction in visits by the police to PC meetings; he will be raising this at his forthcoming meeting with the Chief Constable.

### **5.3 Clerk's Report:**

The Clerk reported the pot-hole in St Andrew's Close to the Borough Council and was informed that it was an unadopted road. The Clerk was asked to contact Freebridge to arrange repair.

### **5.4 Village Hall Report:**

The AGM will be held on 12 June 2013; all are welcome. Armed Forces Day on 30 June 2013 is being marked with a lunchtime barbecue. Villagers can sign up to join the new West Dereham branch of the Royal British Legion and there will be a display of Armed Forces village memorabilia. The Sports Taster Day was a great success. The Village Hall has a carpet bowls on loan for six months; a table tennis set will be available at the end of June. There have been four private bookings in the past fortnight. The Village Hall Committee is grateful to the PC for its financial support.

### **5.5 Broadband Update:**

Still on course for September 2013.

### **5.6 Glazewing Report:**

Glazewing are disappointed that they have not received an advance copy of the PC minutes. The Chairman said the PC had decided at their May meeting that they should not send Glazewing an advance copy of the minutes and gave reasons (as below). She reiterated that the **agreed** minutes are easily accessed online.

## **6 PC Minutes and their distribution**

The Chairman summarised part of the minutes of the May meeting regarding Glazewing's request to have an advance copy of the draft PC minutes. PC concerns were that:

- ✓ A company should have prior access to the **draft** minutes before any member of the electorate
- ✓ A company should be issued an advance free copy of the **draft** minutes that members of the public can only see by purchasing a copy of 'The Pump' after publication.

The **agreed** minutes were available on West Dereham PC's noticeboards and the web-site and could be accessed easily and quickly. The Clerk was asked to e-mail Glazewing to this effect.

County Councillor Brian Long commented that he had never known a commercial entity demand minutes. All councillors agreed that there was nothing further to discuss on this issue.

## **7 Accounts**

### **To approve the End of Year Accounts:**

The Clerk detailed the Accounts and read through the Annual Return; Councillors inspected the invoices. Councillors answered the questions on the Annual Governance Statement.

The End of Year Accounts were approved, proposed by Pam Walker, seconded by Claire Page, all agreed. The Annual Return was signed by the Chairman and the Clerk.

The Clerk specified the cheques to be authorised and the PC income.

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Inland Revenue</b>	<b>TOTAL</b>
CGM	89.92	17.98	107.90		
CGM	89.92	17.98	107.90		
BCKLWN	62.40	12.48	74.88		
Staff remuneration	288.60		360.75	72.15	
Barry Fox – Audit	50.00		50.00		
Environment Agency	16.26		16.26		
ICO	35.00		35.00		
<b>TOTAL</b>	<b>632.10</b>	<b>48.44</b>	<b>752.69</b>	<b>72.15</b>	

The Clerk advised councillors that another cheque was to be issued which was approved last month. The cheque was for the Inland Revenue for the tax on the Clerk's salary (payable to the Post Office) for £72.15.

All Councillors agreed all payments.

## **8. Litter Bin**

As discussed previously the litter bin outside the village hall was overflowing and would not be emptied by the Borough Council because it had no liner. County Councillor Brian Long advised that the BC may have a spare liner and he would follow it up. He said the BC's policy was to empty one litter bin per 1000 parishioners and a further bin could be supplied for every subsequent 500 parishioners. Pam Walker was asked to look at the litter bin on the Sports Field to see if it is a public bin and if it is emptied.

## **9. Bird Scarers**

Following a number of complaints concerning the earliness and frequency of bird scarers, the Chairman had been unable to access the NFU guidance on Bird Scarer usage, but had found information from East Cambridgeshire which suggested that scarers should not be used on Sundays, early in the mornings or more than four times in an hour. The BC could be approached but the land owners would need to be identified. The PC agreed an initial course of reminding farmers of the NFU rules via the village notice.

## **10. Allotment Contract**

The Allotment Contract (AC) was discussed and the following items considered:

- ❖ The AC should be reviewed and agreed with Richard French. the Liaison Officer
- ❖ Taking a refundable deposit would ensure that an allotment could be restored to the same condition at the end of a contract as when first taken over.
- ❖ Revenue from the Allotments is low so the PC should not fund clearing them at the end of a contract.

- ❖ Consider checking the Allotments more frequently so tenants can be approached if there is a problem.
- ❖ Need to consider what tenants can use to smother weeds as some allotments are sporting 'old curtains' and cardboard which blows away.

Richard French was endorsed as the Allotment Liaison Officer for a further year, agreed by all councillors.

**11. Parish Council Risk Assessment**

The Chairman proposed that the Risk Assessment should be carried over to the next meeting as it needs approval when all councillors are present. All agreed.

**12. Planning Decisions**

Single storey pitched roof extension to existing outbuildings and flat roof linked to main house with external paved area at the Old Rectory, St Andrews Walk, West Dereham, 13/00452/F: Permission granted.

**13. Correspondence**

- NALC update
- Police and Crime Commissioner Meetings; Swaffham 18 June 2013, Downham Market 24 June 2013.

**14. Further reports/items for next agenda**

- Horse excrement on footpath by Stocks Bridge; BC to advise.
- Youths were seen lying on top of a car being driven along Hilgay Road: they were stopped and advised of the danger. Similar incidents should be reported to the Police. Paula Kellingray will advise the PCSO.
- The drainage on Church Road was discussed because drives are being flooded with foul water. Hedge cuttings are falling into the ditch, the drainage pipe is damaged, becomes clogged and causes flooding. Highways have been out; if the pipe is on private property it is a private matter. The PC notice will remind people not to put hedge and grass cuttings in to village ditches. CC Brian Long told the council that as part of the Flood and Water Management Bill NCC is a responsible body; however they do not have the necessary diggers to clear drains and are looking to employ drainage boards or private contractors. CC Brian Long will talk to Andy Wallace at Highways and suggested the need for a camera investigation. The BC will be informed because of the hygiene concerns.

Meeting adjourned – open to floor for Open Forum

No matters raised.

Meeting closed 9.15 p.m.

Chairman’s Signature ..... Date .....