

MINUTES OF THE MEETING OF WEST DEREHAM PARISH COUNCIL

HELD AT WEST DEREHAM VILLAGE HALL AT 7.30 pm

THURSDAY 7 APRIL 2016

PRESENT (6 Councillors): - Claire Cann (CC) – Chairman, Pam Bullas (PB), Lorraine Hunt (LH), Paula Kellingray (PK), Pam Walker (PW), Claire Williams (CW).

Clerk: - Sarah Thorpe

Sandra Squire (SS) – Borough Councillor

9 members of the public were in attendance.

Papers presented to Councillors: (i) Financial Management Report (spreadsheet); (ii) Expenditure (for approval); (iii) Glazewing report; and (iv) Comparison of Cemetery fees.

The Chairman welcomed everyone present and opened the meeting.

1. **Apologies for absence.** Apologies had been received from Tom Foy (TF).

2. **Declarations of interest.** No declarations were made.

3. **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?” No member of the public present at this stage advised that they would. 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.

4. **Minutes of the Parish Council meeting held on 3 March 2016.** CC confirmed all Councillors had seen the minutes of the Parish Council (PC) meeting held on 3 March 2016. These were agreed as a true record and signed by the Chairman.

5. **Reports.**
 - 5.1 **Chairman’s Report.**
 - 5.1.1 **Cemetery – Garden of Remembrance.** CC advised that a meeting had taken place with the designer and that final plans were to be drawn up and then this would be signed and form a contract. An item to be placed in the next village notice to advise residents that work would be commencing and that relatives should contact the Clerk if they wished to be present when the work was carried out.
 - 5.1.2 **Cemetery – new gates and pillars.** CC advised that she had visited the supplier to view the gates and that they were as requested and appeared to be well made. The gates were now completed and ready for installation. Clerk to speak to the builder to arrange for work to commence on the pillars.
 - 5.1.3 **Additional funding for pot hole repairs.** CC advised that Highways had been allocated an additional £7.2 million to repair pot holes in East Anglia; residents were requested to report any issues in the parish. A parishioner advised of pot holes on Basil Road and agreed to provide the exact location to the Clerk at the end of the meeting so that this issue could be reported. PK agreed to include details on how residents could report these issues, direct to Highways, in the village magazine.
 - 5.2 **Clerk’s Report.**
 - 5.2.1 **Funding for Goal posts/hoops.** Unfortunately the PC was not eligible for the additional funding which it had hoped to receive from the football association.
 - 5.2.2 **Neighbourhood Plan.** The Clerk reminded Councillors and parishioners that the Borough Council (BC) would be giving a talk on Neighbourhood Planning at the Annual Parish meeting on 14 April 2016.

5.2.3 A134 sign regarding no right turn for HGV vehicles. Highways had advised that the sign had now been received and would be installed shortly.

5.3 **Handyman's Report.** The Handyman had started the work on clearing the ditch off Ryston Road, installed the new litter bin at the village hall and carried out a monthly inspection. PW advised that he had also completed some work on the footpath from The Row to the village hall over the last few days; brambles had been cut back on the footpath to allow access the other side of the dog waste bin which had been turned around on its post. The Clerk confirmed that the Handyman had been asked to trim the footpath around the corner at the Church Road/Bath Road junction. CW advised that the footbridge over Stocks Bridge had holes near the brickwork that needed attention. Clerk to advise Handyman.

5.4 **Police Report.** PK advised that weekly updates from the police did not show any incidents in the parish but during the last 24 hours a shed burglary had occurred in Boughton. The police had advised residents to ensure that they keep a list of equipment, including serial numbers, in their house for any items stored in their shed. Marker pens are also widely available to help identify any recovered stolen items.

5.5 **Village Hall Report.** PK advised that the village hall continued to do well and that recent events included an 80th birthday party. There were plenty of events coming up including the Battlefield dinner/dance to raise funds for Help For Heroes. All forthcoming events are advertised in the village magazine.

5.6 **Broadband Report.** PW advised that she had received an update from Karen O'Kane (KOK) from Better Broadband for Norfolk (BBfN). It confirmed that the new cabinet had now been installed on Church Road near Hudson's Garage and that cabling was currently being connected to the cabinet. The current expectation was that the cabinet would be operational by the end of June 2016. KOK advised that this cabinet would service customers on Lime Kiln Road. A discussion took place on the broadband service in WD and experiences seemed to be varied.

5.7 **Glazewing Report.** Richard Stimson, Compliance Manager, at Glazewing (GW) had provided a monthly report for the PC meeting. The report responded to a complaint sent to GW, and copied to the PC, from a resident on Station Road regarding excessive speed and noise of vehicles travelling on Station Road during unsocial hours, and dust being generated from these vehicles. The email from the resident was read out to the meeting. The response from GW was that they were sorry for any inconvenience caused by their vehicles. GW had spoken to all of their drivers regarding the complaint and had instructed drivers to take more care whilst driving along Station Road and in the container park. GW would issue a notice with a 5 MPH speed restriction in the container area, and monitor the container park during dry periods and if necessary water down the area to suppress the dust. The report concluded with a request to contact them if there were any further issues or questions. It was agreed that the Clerk would reply to GW asking them if they had signs installed, like the ones at the village hall, asking drivers to be considerate when leaving the site as they are in a residential area.

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 February 2016 had now been confirmed, and that estimated figures for March have been inserted based upon invoices received. Expenditure was generally as expected.

Payee	Cheque No	Net	VAT	Gross
Clerk's salary, expenses for Mar – 46 hours	100852	539.16		539.16
Handyman's contract, expenses plus 10 hours for Mar	100853	112.75		112.75

Post Office Ltd – PAYE for Jan-Mar	100854	15.00		15.00
West Dereham Village Hall – Hire for meetings Jan-Mar	100855	100.00		100.00
Glasdon Uk Ltd – purchase of litter bin at village hall	100856	68.54	13.70	82.24
Anglian Water – cemetery supply Dec-Mar	100857	15.54		15.54
Oz-Uk Innovations Ltd – new steel cemetery gates	100858	600.00	120.00	720.00
Nor & Suf Comm Rehab Co Ltd – Comm payback unit	100859	150.0	30.00	180.00
Total		1600.99	163.70	1764.69

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

6.2 **Parish Taxbases and Precepts for 2016/17.** CC advised that following the publication of information on Parish Precepts in a local newspaper a couple of enquiries had been received from parishioners about the apparently high charge to the Band D taxbase in WD compared to other parishes. CC informed the public that information was being obtained from the BC regarding the number of households in WD and the number of properties in each Council Tax band. The BC had advised that they were able to provide this information for WD but could not provide this information for other parishes so WD could not compare figures with other parishes. The information already provided showed that WD had a total of 200 properties, 50 of these properties received a single person discount, only 28 properties were in the Band D category, a total of 140 in Bands A – C and only 32 properties in Band E and above. It was felt that some parishes would have a higher proportion of larger properties meaning that the Taxbase would be higher and resulting in a lower Band D charge as larger properties pay a higher percentage. CC pointed out that the parish component of the Council Tax bill makes up only 3% of the total Council Tax bill. An item would be put in a future village notice explaining more about this issue when further information had been supplied by the BC.

7. **Parish Council Internal Affairs and Policies.**

7.1 **Asset Register review for insurance.** The document was reviewed and amended valuations were agreed for the street light (£1400), litter bin at the village hall (£70), cemetery gates and pillars (£2600), and the war memorial (£10,000). It was noted that another adjustment would need to be made for the garden of remembrance improvements and the goal posts/hoops when this work was completed.

7.2 **Allotment Tenancy Agreement.** The document was reviewed and it was agreed that the Clerk would produce wording to include an additional item stating carpet and cardboard should not be used as weed suppressant.

7.3 **Handling Complaints.** The document was reviewed and it was agreed that no amendments were necessary.

7.4 **Cemetery Fees – Exclusive Rights of Burial.** Following the review of the fees at the last PC meeting an enquiry had been received regarding the purchase of Exclusive Rights of Burial (EROB) for a cremation plot. Information had been obtained from other cemeteries regarding the fee for this and a discussion took place on including this item in the list of fees for WD cemetery and the following was agreed:

	Parishioners:	Non-parishioners:
EROB for a burial plot (previously “purchase of grave”)	£130	£520
EROB for a cremation plot	£50	£200

7.5 **Action Plan.** The document had been updated by the Clerk to reflect progress made since the last review. CC advised that she had requested an up to date brochure regarding village signs and it was agreed that an additional item would be added to cover the work on the ditch off Ryston Road, which was being completed by the Handyman.

8. **Village Assets.**

8.1 **Purchase of combi goal posts/hoops for the recreation ground.** A quotation had been obtained for the post/hoops but this was for plastic coated galvanised steel and it was agreed that the Clerk should seek alternative quotations that were not plastic coated.

8.2 **Parish Partnership Scheme (PPS) funding for Speed Awareness Messaging (SAM2) sign.** The PC had been informed by Norfolk County Council (NCC) that the application for funding had been approved. It was agreed that this

offer should be accepted. A decision would need to be made on possible locations for the SAM2 sign and these locations would need to be approved by Highways and agreed with NCC before the sign could be ordered.

9. **Neighbourhood Plan**

The BC had provided a map of the entire parish, which was displayed at the PC meeting. It was agreed that this map was an accurate representation of the whole parish and that the BC should be informed that this was to be the designated area for the Neighbourhood Plan. The BC would then need to produce a consultation on the designation of the area.

10. **Planning.**

10.1 **Applications.** None

10.2 **Decisions.** The following applications had been permitted by the BC:

16/00013/F Construction of cattle building at Grange Farm, Lynn Road, West Dereham

16/00025/F Extension to existing horticultural building at Cornerways Nursery, College Road, Wereham

16/00077/F Proposed annex and ancillary works at Withy Farm, Station Road, West Dereham

11. **Consultations on proposed changes to the planning system.**

11.1 **Electronic consultation on planning applications.** An email had been received from NCC on 22 March advising that from 1 April 2016 they intended to send all PC consultations on planning applications electronically. Paper copies could be supplied if required but NCC would charge for this service. The BC had informed the PC that they would also be switching to electronic consultations from 1 June 2016. A letter was to be sent from the PC to NCC and the BC advising both that parishes with limited broadband would not be able to carry out their duties to their electorate and this would impact on the democratic process.

11.2 **NCC Local List for Validation of Planning Applications Consultation.** NCC had provided information on a consultation that they were carrying out on a review of the local list of the requirements for a valid application. The information was considered and it was agreed that the PC had no comment to make at this stage of the consultation.

11.3 **Consultation on Norfolk Housing & Economic Land Availability Assessment (HELAA) Methodology.** North Norfolk District Council had provided information on a consultation that they are carrying out for the county on the methodology that will be used to test if there is sufficient land to meet future development needs. The information was considered and it was agreed that the PC had no comment to make at this stage of the consultation.

11.4 **Consultation on the Proposed Main Modifications to the Site Allocations and Development Management Plan (SADMP).** The BC had provided information on a consultation of the proposed modifications to the plan following the independent examination by the planning inspector. The information was discussed and it was agreed that the modifications did not affect WD as it had been classified as a "small village or hamlet" and therefore had no allocation for development. It was agreed that the PC had no comment to make at this stage of the consultation.

11.5 **Consultation on the Community Infrastructure Levy (CIL) Draft Charging Schedule and Statement of the Representation Procedure.** The BC had provided information on a further consultation regarding the CIL. The proposal was that new dwelling development in WD would incur a charge of £40 per m². The information was discussed and it was agreed that the PC had no comment to make on this consultation.

11.6 **Proposed changes to the planning system.** Norfolk Association of Local Councils (NALC) had provided a 20 page document on a consultation regarding proposed changes to the planning system which was currently being considered by the government. NALC had also provided an 11 page document giving their detailed response to this consultation. A summary of the main proposed changes was provided and it was agreed that the item which would have a major effect on PCs was the proposal to introduce a two-stage planning process of permission 'in principle' and 'technical details'. The proposal was for a fast-track 'in principle' stage, with consultation, considering only location, use and numbers of housing units and then a 'technical details' stage (based on tightly defined information and when conditions and planning obligations could be set) when consultation with the community would be optional. The PC agreed that a reply
WDPC/16/14

would be sent to agree with the objections raised by NALC and in particular reiterate the concerns expressed by NALC regarding the proposed changes to a two-stage planning process.

12. **Correspondence.**

12.1 Emails had been received from Magpas (The Emergency Medical Charity) and EACH (East Anglian Children's Hospices) asking for donations. The Clerk advised that an item had appeared in the last two village notices advising parishioners of the PC policy to make no donations to charities based outside the village and asking for residents to contact the Clerk if they disagreed with this policy; no member of the public had got in touch about this issue. It was agreed that the usual response should be sent advising the charities that the PC made no provision in its budget for donations to charities based outside the village but to include information on the fish and chip charity suppers held at the village hall; the letter to include a request to remove the PC from their mailing list to avoid unnecessary expenditure on their part by sending further letters.

13. **Other Business – Any additional reports and items for inclusion on the next Agenda.**

13.1 PW expressed concern about large HGVs using Ryston Road and the possibility of Highways providing posts in the verge to prevent verge erosion. Clerk to ask Highways what options are available.

PW advised that she was still looking into the purchase of additional plants for the wooden planters on Church Road. PW advised that she had attended the Stoke Ferry Internal Drainage Board meeting and that there was a proposal for the Downham Market and Ely Drainage Boards to join together. Concern was also expressed about flooding at the site of the proposed commercial park at Bexwell.

13.2 PB advised that she had received a complaint from a parishioner regarding damage to a headstone in the cemetery from the contractors cutting the grass. She had advised the complainant in the first instance to approach CC and identify the damage.

13.3 CC informed the meeting that she had read an article in a national newspaper about a pig farm that had been banned from burning straw which process apparently produced a terrible smell due to a condition placed on them by the local planning department.

CC asked the Clerk when the Village Gateways would be installed and the Clerk advised that Highways had informed her that this should be shortly as WD was reaching the top of the list for this work.

The official meeting concluded at 9.09pm, and was opened to the floor for general comment.

Open Forum.

- A parishioner raised concerns about overgrown dykes and hedges on Basil Road. CC asked for the exact location to be provided after the end of the meeting and the Clerk to identify the owners and ask for action to be taken.
- Fly-tipping on Lime Kiln Road was reported between the A134 and the old lime pits and on Bath Road.
- Surface water flooding on Gibbet Lane, Lime Kiln Road and College Road due to sludge blocking the drains.
- 'Stop' lines on the road at the junction of West Dereham Road/College Road need repainting.
- Pot holes on Church Road.

All the above items to be referred to Highways or the BC as appropriate.

Closure. The Chairman thanked everyone for attending, and final closure of the meeting was at 9.17pm.

Next PC meeting is on Wednesday 4 May 2016 at 7.30pm with Open Surgery from 7.00pm.

The Annual Parish Meeting is on Thursday 14 April 2016 at 7.30pm.

Clerk: Sarah Thorpe Email: clerk@westderehamparishcouncil.com

Telephone: 01945 430930

Chairman's signature Date