

**MINUTES OF WEST DEREHAM PARISH COUNCIL MEETING**  
**HELD AT WEST DEREHAM VILLAGE HALL at 7.30 pm**  
**THURSDAY 5 JUNE 2014**

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

Clerk: - Sarah Thorpe

6 members of the public were in attendance.

*Papers presented to Councillors: (i) Financial Management Report (spread sheet); (ii) expenditure (for approval); (iii) Glazewing Report; (iv) summary of receipts & payments for 2013/14.*

The Chairman welcomed everyone present and opened the meeting.

1. **Apologies for Absence.** Apologies have already been accepted for Cllr Tom Foy during his deployment in Afghanistan. Apologies were also received from Cllr Brian Long (BL) (County Council) and Cllr Trevor Manley (TM) (Borough Council).
2. **Declarations of Interest.** No declarations were made.
3. **Minutes of the Parish Council Meeting held on 1 May 2014.** The Chairman confirmed all Councillors had seen the minutes of the last Parish Council (PC) meeting held 1 May 2014. These were agreed as a true record and signed by the Chairman.
4. **Reports.**
  - 4.1 **Chairman's Report.**

The Chairman advised that she did not have a report this month as all current matters were covered by the Clerk's Report.
  - 4.2 **Clerk's Report.**
    - 4.2.1. **Grange Farm.** An email has now been received from Andrew Crossley (AC), Client Officer with Norfolk County Council (NCC) following several attempts and assistance from BL. The original letter that was sent to NPS on 15 March 2014 expressing all of the concerns of the PC was read out (the details of which have been covered in previous minutes). The email from AC was then read out to the meeting. He advised that material would be removed from the old lime kiln site as instructed by Environment Agency (EA). With regard to the two areas of old workings: this land is part of the current tenancy and also has an option agreement with Frimstone. The current policy on county farms prevents disposal, but a long term lease could possibly be considered with the agreement of all parties. With regard to the farming on the holding: NCC will not interfere in the business plan of the tenant. BL has suggested a meeting with the PC to discuss these issues and then to contact AC. It was agreed that Councillors would investigate issues relating to pig farming in residential areas and report back with further information at the next discussion group. A meeting with BL to be arranged, immediately before the next PC meeting on Monday 7<sup>th</sup> July was suggested.
    - 4.2.2. **CGM Landscapes Ltd.** CGM have advised that they are able to invoice the PC for work done each month. According to their records all work was completed three times in the month of April. The PC disputes that these tasks were all completed and has already paid monthly invoices over the winter, when no work was done, so would not be willing to now start paying for work completed unless this money already paid is deducted. Some of the work that has

been done is also of a poor standard, especially the footpath from the Village Hall to The Row. It was agreed that the April invoices would not be paid at this stage and a letter would be sent to CGM regarding the above issues.

4.2.3 Willow Lane footpath. A draft letter had been produced for approval but following a discussion regarding the exact location of the route for the footpath that was suggested at a meeting in February, it was decided that the letter would need to be redrafted.

4.2.4 Woodland Trust Community Trees. The application for the trees has now been made. The outcome will be known in September 2014.

4.2.5 Decorative Gateways. Five entrances to the village have been identified and it has been suggested that the gateways could be custom made in different styles. Sites are to be measured and quotes obtained. One option is to bid for funding from the Highways Parish Partnership Scheme in the next financial year.

4.2.6 Pear Technology. The digital mapping software has now been installed on the Clerk's laptop. A disk has been provided for Councillors to install on their computers, as remote download by Pear Technology would be difficult due to the lack of broadband in the village. Training to be given to all when installation is completed.

4.2.7 Basil Lane footpath closure. This matter is being dealt with by Highways. Clerk to contact them to chase up a speedy resolution.

4.3 **Handyman's Report**. The Handyman has unfortunately given his resignation due to him obtaining another job which means he will not have the time to be Handyman for the village. CC has approached a possible temporary replacement but the position will need to be advertised to find a permanent replacement.

4.4 **Police report**. PK advised that she had attended the recent SNAP meeting and been given the dates of all meeting for the rest of the year. A list of the priorities from the meeting is to be sent to the Clerk and will be passed to PK. There have not been any reports of incidents in the village since the last meeting. The police will be visiting each village twice a day in future.

4.5 **Village Hall Report**. PK advised that there are two private bookings for June and events planned for 22 June which includes a Hog Roast and an Armed Forces Day on 29 June.

4.6 **Broadband Report**. PW advised that she had received an update which stated that it is still planned for West Dereham to receive broadband by the end of September 2014. No work has started yet in the village.

4.7 **Glazewing Report**. Glazewing had issued their June report by email on 1 June it covers the period from 28 April to date. One incident has been reported:

- On 12<sup>th</sup> May a complaint was received of a vehicle using a reversing beacon before 7am and querying vehicle movements on bank holidays. They issued an apology for the disturbance, their drivers have already been instructed to disable this safety device before 7am and a warning has been issued to the driver. They again repeated that they have a license to operate 24 hours a day 7 days a week but advised that work over a bank holiday is restricted to essential contracted work only.

A discussion took place and it appears that other incidents have been reported to Glazewing, some were after 1 June but not all. It was agreed to issue a letter and quote this discrepancy. Also to say that the PC are well aware of their operating license but as they insist bank holiday work is restricted to essential contracted work only, to ask if they can provide details of their workings on Sundays and bank holidays, along with the number of vehicles, during unsocial hours for 2014. Also to ask again about netting of their loads due to more incidents of items falling from their vehicles.

5. **Finance.**

5.1 **Accounts.** Accounts for approval and the monthly financial management report were submitted by the Clerk. She advised that the income and expenditure for April 2014 has now been confirmed and that estimated figures for May have been inserted based upon invoices received. It was noted that the “Clerk – expenses” budget looks like it will produce an over spend. The Clerk advised that this was due to the fact that the budget was set before her appointment and that travel expenses had not previously been paid by the PC. There should be a surplus in the “Clerk – salary/NIC” budget to cover this as NIC is not payable.

<b>Payee</b>	<b>Cheque No</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Allotment Liaison Officer – to clear vacant plot	100737	40.00		40.00
Clerk’s Salary & expenses for May 2014	100738	607.77		607.77
PAYE for May 2014	100739	20.00		20.00
Internal Auditor for 2013/14	100741	50.00		50.00
Norfolk Parish Training Partnership – Training	100742	75.00		75.00
<b>Total</b>		<b>792.77</b>		<b>792.77</b>

All the above payments were considered and approved. Cheques to be signed at the end of the meeting. A payment of £174.50 to CGM Ltd for April invoices was not approved at this stage (see 4.2.2 for further details). CC and PW agreed to cover the cost of their training by providing a cheque to the Parish Council of £25 each.

5.2 **Purchase of audio recorder to be used at meetings.** The matter was discussed. It was agreed that due to the proposed change in legislation making it possible for anyone to record a PC meeting, and then potentially edit the recording to misrepresent comments made, it would seem prudent for the PC to record meetings itself. Information has been obtained on the recorder used by another Council, the cost is approximately £50. It was agreed that this should be purchased and allocated to the “admin” budget.

6. **End of year 2013/14 documents**

6.1 **Internal Auditors report.** The report by the Internal Auditor had been circulated to all prior to the meeting. It confirmed that the PC had kept records appropriately and made no recommendations for improvements. The report was accepted by the PC and it was agreed it should be displayed on the website.

6.2 **Accounting Statements.** A summary of receipts and payments for 2013/14 was discussed. It was agreed to accept this report.

6.3 **Annual Governance Statement.** This was discussed and it was agreed that the PC had met all of the requirements of the Annual Return. It was agreed that the Chairman and Clerk should sign the form.

7. **Allotment spraying incident.**

A further incident of over-spraying from the land of the Farm Business Tenant (FBT) onto the allotments had been reported on 6 May 2014. The EA had been informed and investigated the incident. A letter was also issued to the FBT asking for him to report on the incident. It has now been agreed by all parties that there has not been any damage to the Allotments, which could be due to the fact that the spray used was a weaker mixture, however the issue remains as to why the spraying contractor continued his work even though it had been pointed out to him that the wind speed was

above the recommended maximum for spraying. Letter to be sent to FBT asking him to query why his contractors were spraying in conditions over the wind speed limit.

## 8. Health & Safety matters.

8.1 Improvements to the junction of West Dereham Road/Church Road. It was agreed that safety is a problem at this junction and that a “stop” sign would be preferable to the current “give way” sign, and that a painted triangle with raised kerbing would help to prevent motorists from cutting the corner. Letter to be sent to Highways asking for these safety measures to be made.

8.2 20’s plenty campaign. CC advised that she had been unable to find details of how the PC could send comments to support this campaign. CP to investigate and the matter to be discussed again at the next meeting.

## 9. Parish Council policies.

9.1 Standing Orders. The new model Standing Orders have been considered and amendments made in line with discussions held. It was agreed to adopt these new Standing Orders.

9.2 Code of Conduct. Amendments have been made following the new version of Standing Orders. It was agreed to adopt the amended Code of Conduct.

## 10. Planning Applications.

No new planning applications have been received but the following applications have been approved by the BC:

**14/00379/BT – Removal of telephone service to two kiosks prior to adoption by PC**

**14/00490/F – Proposed extension and alterations at 1 Grange Farm, Lynn Road, Crimplasham**

## 11. Correspondence.

11.1. **Letter from Department for Communities and Local Government regarding Draft Openness of Local Government Bodies Regulations 2014** – A letter has been received from the department in response to the letter sent by the PC to Brandon Lewis MP, as agreed at the April PC meeting (item 4.1.1). The letter noted the concerns of the PC but stated that the Government is committed to the principle of transparency and openness as evidenced by the televising of parliament. It was agreed that a letter should be sent asking the department to confirm the same level of unfettered editing from people in the public galleries of parliament as the legislation proposes for local government meetings.

11.2 **Request to display information on PC website** – information has been received from a group offering advice to women living in the country and thinking of running a business. It was agreed that the PC was unable to put this type of information on its website as it could be interpreted as an endorsement of the group which requires a fee for participants. However it was agreed to put a notice on display in the Village Hall for a month.

11.3 **Woodstock Touring Park** – An email has been received thanking the PC for its support with the recent planning application at the site which has just been approved by the Planning Committee at the BC, notwithstanding a recommendation of refusal by the planning officer dealing with the case.

## 12. Parish Council assets

12.1 **Allotment Inspections** – It was agreed that the dates for the remainder of inspections in 2014 would be 28 June at 9am, 6 September at 9am, and 6 December at 9.30am.

12.2 **Specifications for new Cemetery Pillars** – CC presented some sketches showing possible options. It was agreed that the plain brick with the addition of the quatrefoil in red brick on the front face of the pillars was the preferred choice. Quotes to be obtained.

12.3 **Jobs for the Handyman** – CC to talk to possible temporary replacement and Clerk to obtain information from former Handyman on jobs completed from the list that was supplied.

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

13.1. CP advised that she had obtained a leaflet produced by a neighbouring village on footpaths in their area. It was agreed that this would be a good idea to produce a similar leaflet for West Dereham. CP to obtain further information.

13.2. Information for Norfolk Association of Local Councils website. CC agreed to look at the information provided by PB so that a decision could be made.

13.3. A date was agreed for another discussion group to review the Financial Regulations and Risk Assessment. They will then be added to the agenda for the August PC meeting to consider approval.

The official meeting concluded at 10.02pm and was opened to the floor for general comment.

**Open Forum.**

No matters were raised.

**Closure.** The Chairman thanked everyone for attending and final closure of the meeting was at 10.02pm.

**Next ordinary meeting of the Parish Council is on Monday 7 July at 7.30pm with Open Surgery from 7.00pm.**

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Chairman's signature .....

Date .....