

**MINUTES OF THE MEETING OF WEST DEREHAM PARISH COUNCIL**  
**HELD AT WEST DEREHAM VILLAGE HALL AT 7.30 pm**  
**THURSDAY 11 JUNE 2015**

**PRESENT (7 Councillors):** - Pam Bullas (PB), Claire Cann (CC) – Chairman, Tom Foy (TF), Lorraine Hunt (LH), Paula Kellingray (PK), Claire Page (CP), Pam Walker (PW).

Clerk: - Sarah Thorpe

3 members of the public were in attendance.

*Papers presented to Councillors: (i) Financial Management Report (spreadsheet); (ii) Expenditure (for approval); (iii) Glazewing Report; summary of receipts and payments for the year ending 31 March 2015.*

The Chairman welcomed everyone present and opened the meeting.

1. **Apologies for absence.** Apologies had been received from County Councillor Brian Long (BL) due to a back injury, and Borough Councillor Sandra Squire (SS) due to family commitments.
2. **Declarations of interest.** No declarations were made.
3. **Use of social media and audio recording of meeting.** 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.
4. **Minutes of the Parish Council meeting held on 14 May 2015.** The Chairman confirmed all Councillors had seen the minutes of the Parish Council (PC) meeting held on 14 May 2015. These were agreed as a true record and signed by the Chairman.
5. **Reports.**
  - 5.1 **Chairman’s Report.**
    - 5.1.1 **Allotment inspection.** Quarterly inspection took place on 6 June. Several of the plots were looking untidy and weedy, with one in particular in a very bad condition. It was agreed that a general letter would be sent to all tenants reminding them of their tenancy agreement, and that the plots should be kept tidy and free of weeds. A letter would be sent to the tenant of the worst plot advising them that the PC would be taking back three quarters of the plot and that the deposit would not be returned, as it would cost more than the deposit to clear the plot. If they wished to make another suggestion the PC would give it consideration and if they cleared the plot their deposit could be returned.

*Cllr Tom Foy arrived at this point giving his apologies for being late.*
    - 5.1.2 **Handyman meeting.** CC advised that she also met with the Handyman on 6 June to discuss the refurbishment of the telephone boxes. The Handyman had advised CC that his house in the village has been sold and that he would be moving away from the village and therefore would no longer be able to continue in the role once he had left. He expected this would probably be about three months and he hoped to get most of the work on the list done in that timeframe. It was agreed that he would rub down and repaint the telephone boxes.
    - 5.1.3 **Vandalism of wooden planters.** The Handyman had informed the PC that he had removed the bulbs from the planters and replaced them with geraniums. A few days later the small conifer and several of the geraniums had been removed by vandals. The Handyman had kept some spare plants and had used these to replace the missing ones. The PC had previously agreed that they would continue to maintain the planters even if they were vandalised. It was agreed that this incident should be mentioned in the next village notice.
    - 5.1.4 **Post box on Station Road.** CC advised that the post box had now been replaced by Royal Mail.

## 5.2 **Clerk's Report.**

5.2.1 Norfolk minerals site specific allocations development plan document: Single Issue Review of Silica Sand – Call for Silica Sand Extraction Sites. This process has now reached the next stage, which is a “call for sites.” The deadline for this stage is 30 June 2015, and Norfolk County Council (NCC) will announce their preferred sites in the autumn. At that stage it will be known if these sites are in WD.

5.2.2 Requirements for planning permission at residential properties. Information had been obtained from the Borough Council (BC) Planning Enforcement about the requirements regarding permanently situated trailers and containers at residential properties. Any development at the front of the property always requires planning permission, unless it is a porch; however anything at the side or rear falls under the permitted development rules, which have recently been reviewed, and new guidance issued in the Town & Country Planning (general permitted development) (England) Order of 2015. Generally anything that is considered a permanent addition at a property needs to fall under permitted development, or an application is needed. To be permitted development it must not take up more than 50% of the curtilage of the property and should not be more than 3 metres tall, so long as it has a flat roof and is more than 4 metres from the boundary. If it is within 2 metres of the boundary it must not be taller than 2.5 metres at the tallest point, whether it has a flat or pitched roof. Pitched roof items can be up to 4 metres tall at the highest point if they are more than 2 metres from the boundary.

Planning Enforcement had advised that they are happy to investigate any potential issue and are able to give guidance to the property owners. The PC agreed that the matter raised at the last meeting should be referred to the BC for them to consider as the PC did not know if it would comply with the permitted development regulations.

5.2.3 Ryston Road – house numbers and postcodes. The BC have issued a letter to Royal Mail regarding the post code for the area and a letter to a resident regarding the use of a number. They have also asked the PC for comments on the use of “The Row”. The PC agreed that this has been used for generations and that they would verify its use to the BC but state that they believed the correct usage should be the house name, followed by “The Row”, followed by Ryston Road.

5.2.4 Highways – rangers work and verges. The Highway rangers have visited the village to trim the verge, and clear and sweep the footpath on Church Road. Verges have also been cut on the A134. All other Highways issues have been referred for action by the appropriate department. It was agreed that the footpath on Church Road has not been sided out as requested, and that the Clerk should refer this issue back to Highways.

5.2.5 Highways – signs and posts. Andy Wallace from Highways had advised that he is currently designing the sign that will be placed on the A134 to advise HGV vehicles not to turn down Lime Kiln Road and Bath Road. He also agreed to install wooden posts near the Old School House, on the corner of the junction of Church Road/West Dereham Road, to prevent HGV vehicles from driving across the kerb. These would be installed within four weeks.

5.3 **Handyman's Report.** The report produced by the Handyman was read out by the Clerk.

*“This month, I have started on the jobs from the Councillors asset inspection carried out in March.*

*I have cleaned, rubbed down and repainted the NCC sign posts at the junction of Hilgay Road and Station Road, at the junction of Church Road and Wereham Road and at the junction of Ryston Road and Church Road (this sign post still needs a second coat of Hammerite smooth). I have also re-painted the cast NCC sign on top of the road sign at the junction of Church Road and Wereham Road, and re-painted the “Norfolk C.C.” and “West Dereham” lettering in black on both sides.*

*I have removed all the bulbs from the planters in Church Road, refilled the planters with compost and planted Geraniums in both as directed. Since completing this, once again the conifer that was in the planter nearest the Old School House, and that was vandalised earlier in the year has again disappeared. I have some spare Geranium plants I held back in case any died or were stolen, so I shall add a few more to this planter to fill the gap left by the conifer.*

*Finally, in the last few days, we have now negotiated a sale on our home in St Andrews Close and will therefore be moving away from the village in the next few weeks or months. I shall endeavour to get as many of the jobs on the list completed before we move. I will of course keep you updated as to when we are leaving. Hopefully I am giving you enough notice to find someone to take on the duties before we leave.”*

It was agreed by the PC that the position of Handyman would need to be advertised in the Pump and the village notice. The advertisement would give the current rate per hour but would also state that a review would take place after the probationary period as the current remuneration was due to be reviewed in August 2015.

5.4 **Police Report.** PK advised that an email had been received from PCSO Claire Law in response to the email sent to complain about the lack of attendance and report for the PC meeting. The email stated that their resources are now very stretched and that they are recommending that all PCs sign up to Police Connect which provides a weekly report for the Watlington neighbourhood area. The Clerk advised that she had already signed the PC up to this service and would forward the weekly reports to all Councillors, and provide a copy for PK, highlighting the matters directly affecting WD for the PC meeting.

5.5 **Village Hall Report.** PK advised that the AGM had taken place on the evening before the PC meeting and a report will be in the next village magazine. Committee members and friends have been going around the village to collect information from residents on ideas for events and usage of the hall. A draw is taking place, with the prize of a £10 voucher for the bar, for all returned forms. New racking has also been installed in the store cupboard which has improved the access to all items stored in the cupboard.

PW advised that she had originally agreed to take part in an event called “Wig Wednesday” but had then unfortunately been away during the event. She was very pleased to note that the event had taken place in her absence at the village hall and raised over £400.

5.6 **Broadband Report.** PW advised that an update had been received from Kane O’Kane (KOK) from Better Broadband for Norfolk (BBfN). The email was read out by PW.

*“Having checked I expect the new cabinet, which will be known as Stoke Ferry cabinet 8, to be live by the end of September. This link (<https://www.btwholesale.com/includes/adsl/adsl.htm>) will allow you to check, once a phone line shows as served from Stoke Ferry cabinet 8 and FTTC (fibre) is shown as an option, people will be able to order a fibre based service.*

*BT are completing the fibre spine work, the power connection for the cabinet is scheduled for next week, and then the copper lines in the area will be re-arranged to access the new cabinet.”*

The PC were pleased to note that a date of the end of September was being quoted as previous information had advised that it would be some time before the end of the year.

5.7 **Glazewing Report.** Glazewing had issued their June report by email which covers the period from 29 April to 9 June 2015. It advised that a complaint had been made of noise from vehicles. Glazewing advised that this was mainly due to the potholes on the road and that this issue had been reported to Andy Wallace from Highways, who would be sending out an engineer to investigate.

Glazewing also advised that several letters of concern had been received by the Traffic Commissioner following the application from Glazewing to extend their Goods Vehicle Operator Licence. These were being dealt with by the Traffic Commissioner.

Paul Norris has now left Glazewing and all future correspondence should be sent to Richard Stimson (RS), Compliance Manager either in writing, by phoning direct on 01366 502922, or email to [richard.stimson@glazewing.co.uk](mailto:richard.stimson@glazewing.co.uk). RS had advised that he hoped to attend a future PC meeting to obtain feedback when he had settled into his new role. A letter from the Traffic Commissioner that was sent to Elizabeth Truss MP has been forwarded to the PC. It advises on the procedure followed on determining Goods Vehicle Licensing applications and acknowledges that the Traffic Commissioner has received a number of representations from local residents on the application by Glazewing, and that he will be considering these representations when he determines the application.

An email has been forwarded to the PC from a parishioner, giving further information from NCC Planning Officer Neil Campbell on the reasoning behind the approval of the planning application made by Glazewing for the new baler and building to house the baler. The email advises that the reason for the limit of 125,500 tonnes of waste per annum being brought onto the site was to prevent the expansion of the site. This figure was chosen following consultation with the operator based on the upper limit of annual tonnage figures for the last 8 years, with a 10% buffer added for any variations. The figures provided were compared to the figures held by the Monitoring and Enforcement Team (provided by the Environment Agency) and considered to be accurate. The other limit of 45,000 tonnes is the amount that can be baled in the new baler machine. Previous to this application there was no limit set on the amount of waste that could be brought onto the 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 April 2015 has now been confirmed and that estimated figures for May 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, arrears, expenses for May 15 – 42 hrs	100805	551.95		551.95
Handyman's contract – May 15	100806	125.11	10.47	135.58
Allotment Liaison Officer – Maint. of vacant plots	100807	120.00		120.00
Anglian Water – Cemetery supply Mar-June 15	100808	13.63		13.63
Internal Auditor – Fee for 2014/15 audit	100809	50.00		50.00
<b>Total</b>		<b>860.69</b>	<b>10.47</b>	<b>871.16</b>

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

6.2 **Bank Mandate.** The PC agreed that an additional signatory should be added to the bank mandate. It was agreed that LH would take on this role. The Clerk advised that she would complete the forms with LH at the end of the PC meeting.

7. **End of year 2014/15 documents.**

7.1 **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.

7.2 **Accounting Statements.** The summary of receipts and payments for 2014/15 was discussed. It was agreed to accept this report.

7.3 **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.

8. **Planning.**

8.1 **Applications.** None

8.2 **Decisions.**

8.2.1 **15/00618/F First floor extension at Lime House, Lime Kiln Road.** This application has been permitted by the BC.

9. **Parish Council Assets.**

9.1 **Planning application for cemetery gates and pillars.** The details of the proposed application had been circulated to all prior to the meeting. It was agreed to ask the architect to submit the application. Once the plans have been submitted they will be displayed in the village hall for residents to view.

9.2 **Refurbishment or replacement of village signs.** CC asked Councillors for suggestions on items that they would like to see included on the new signs. The following items were put forward: abbey, church, station, crest, man & cart, agricultural machinery/farming, coprolite. It was agreed that the item would be put in the next village notice and that residents would be asked for suggestions. The notice would state that the PC was keen to receive ideas on what parishioners would like to see included in the new signs. This would be a long term project that would not be completed in the current financial year but an event could take place in future with the various options for type of signs available being displayed and residents would be able to make comments and suggestions.

9.3 **Locations and measurements for decorative village gateways.** It was confirmed that the agreed locations were Lime Kiln Road, Hilgay Road and Ryston Road. The Handyman would be asked to measure the locations to ensure the correct size of gates could be ordered from the manufacturer.

9.4 **Water connection at the allotments.** The Clerk advised that she had contacted WD Plant for a quotation for the pipework that would be needed to connect the supply. The quote had not yet been received but would be chased up.

10. **Review of Standing Orders.** The draft document had been sent to all by the Clerk. An amendment was needed to allow for the change in legislation to allow for filming and recording of PC meetings. It was agreed that the exact wording in the Openness of Local Government Bodies Regulations 2014 should be looked up to ensure that the amendment made to the Standing Orders was correct. Clerk to action and review of Standing Orders to be carried forward to the next PC meeting.

11. **Correspondence.**

11.1 A letter had been received from NCC regarding the notice of application for the removal and retention of public rights which is part of the application to Stop Up part of the highway at Willow Lane.

11.2 Information had been received from Community Action Norfolk (CAN) on the changes to the Thinking Fuel Community Oil Buying Scheme. It advised that from June there would be two options to place an order for oil during each month. The previous arrangement of orders needing to be placed by 1<sup>st</sup> working day of the month was now being extended with an additional option of 3rd Monday of the month. It was agreed that an item would be placed in the next village notice to update residents with information on the scheme.

11.3 A letter had been received from Lovells Dole Charity providing the information that had been requested by the PC. This information was discussed and it was agreed that CP would be the PC representative. Clerk to send a letter to Lovells Dole Charity asking them to thank the previous trustee for their work in this role, and advising that CP would be taking on the position.

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

12.1 CC offered her apologies for the next meeting as she would be away.

12.2 Posts in front of the footpath opposite the telephone box and post box in Station Road need replacing as they have been damaged. Clerk to report to Highways.

12.3 One of the footpaths in the village is obstructed by nettles that need to be cut back. Exact location to be established so that owner of land can be identified and contacted.

12.4 Overgrown ditch and verge on Ryston Road. PW agreed to speak to the owner of the land.

12.5 Garden of Remembrance at the cemetery is overgrown with weeds. TF advised that he believed there was a natural remedy for removal of the weeds and would find out the details. It was agreed that the Clerk would look at the budget to identify which category could be used to fund improvement works on this area.

12.6 TF asked if the PC could try to promote more use of the recreation ground by offering it for use to sporting clubs who might want to hold regular classes/meetings. PK advised that she would speak to a contact that she had in Downham Market about an archery club.

The official meeting concluded at 9.24pm, and was opened to the floor for general comment.

**Open Forum.**

- A parishioner asked about why copies of the village magazine had not been given to her for distribution as normal. CC advised that this was due to her being away. Copies were available after the meeting.
- An issue regarding a sunken drain cover on Church Road (opposite Roselea) was raised. Clerk to refer to Highways.

**Closure.** The Chairman thanked everyone for attending, and final closure of the meeting was at 9.26pm.

**Next PC meeting is on Thursday 9 July at 7.30pm with Open Surgery from 7.00pm.**

Clerk: Sarah Thorpe

Email: [clerk@westderehamparishcouncil.com](mailto:clerk@westderehamparishcouncil.com)

Telephone: 01945 430930

Chairman's signature .....

Date .....