

MINUTES OF WEST DEREHAM PARISH COUNCIL MEETING

HELD AT WEST DEREHAM VILLAGE HALL at 7.30 pm

THURSDAY 6 MARCH 2014

PRESENT (6 Councillors):- Pam Bullas (PB), Claire Cann (CC) – Chairman, Tom Foy (TF), Lorraine Hunt (LH), Claire Page (CP), Pam Walker (PW)

Clerk: - Sarah Thorpe

Borough Councillor: - Trevor Manley (TM)

Allotment Liaison Officer: - Richard French (RF)

5 members of the public were in attendance.

Papers presented to Councillors: (i) Financial Management Report (spread sheet); (ii) expenditure (for approval); (iii) Glazewing Report.

The Chairman welcomed everyone present and opened the meeting.

1. **Apologies for Absence.** Apologies were received and accepted from Paula Kellingray (PK) who was attending a family funeral.
2. **Declarations of Interest.** No declarations were made.
3. **Minutes of the Parish Council Meeting held 6 February 2014.** The Chairman confirmed all Councillors had seen the minutes of the last Parish Council (PC) meeting held 6 February 2014. These were agreed as a true record and signed by the Chairman.
4. **Reports.**
 - 4.1 **Chairman's Report.**
 - 4.1.1 **Quarterly Allotment Inspection.** The inspection took place on Saturday 1st March 2014.
 - a. Letters to be issued to two tenants required to tidy up their plots.
 - b. CGM contract to be checked to see if it already includes trimming of hedge that runs between the allotments and Hilgay Road.
 - c. Amendment to Allotment Garden Contract to be considered at the April meeting of the PC. Each tenant to have only one greenhouse or shed, on a non-permanent base, & not including any corrugated iron or industrial glass.
 - 4.1.2 **Annual Inspection of Village Assets.** The inspection took place on Saturday 1st March 2014.
 - a. Allotment Gates: East gate to be painted with Black Hammerite paint. West gate to have heavy duty washers and generously rewelded. New fixings to be obtained as incorrect ones supplied with new gates.
 - b. Phone Boxes: Plan to adopt phone boxes. BT will need to remove phone fixtures and glass. Will need cleaning, repainting and Perspex fitting.
 - c. Telegraph pole no 105: Old notices and drawing pins to be removed.
 - d. Area around phone box, Church Road: immediate area is strewn with rubbish – to be cleared. Ditch behind the phone box is full of rubbish and needs dredging. Authority/owner responsible to be established and reported for action.
 - e. Bert Starling Seat: needs urgent repairs to wooden slats and metal supports – family to be contacted.
 - f. Joyce Smith Seat: in good condition – no action required.
 - g. Village sign south: metal sign needs repainting.
 - h. Millennium tree guard: removed by Bonnetts – to ask for return or credit note.

- i. Village Notice Boards, Church Road: southern board new magnetic fixings to be purchased.
- j. NCC signpost, junction of Church Road and Wereham Road: to be rubbed down & repainted.
- k. Stocks Bridge (footpath): brickwork in dangerous repair – Highways asked to action.
- l. Stocks Bridge (road): post and railings to be cleaned and repainted.
- m. Tree (nr Stocks Bridge): low overhanging branches to be lopped.
- n. Dog Waste Bin, Church Road: no action required.
- o. Planters, Church Road: removed bulbs will be replanted.
- p. Bridge Church Road, near Hudson's garage: to be cleaned and repainted.
- q. Bus Shelter, Church Road: outside brickwork to be cleaned, insert wood to be treated and inside to be cleaned and repainted.
- r. Post Boxes, Church Road & Station Road: both need cleaning and repainting and one needs repositioning – Royal Mail to be asked to action.
- s. Cemetery Gates, St Andrews Walk: one gate is off its hinges - temporary repair to be done as future plans involve new gates and pillars. Builders to be approached for tender for new pillars.
- t. Eddie Drew Seat: needs cleaning and wood retreating – family to be contacted.
- u. Doug Hawes seat: needs cleaning and wood retreating – contact details needed for family.
- v. Village Sign north, Lime Kiln Road: Cracks in plinth to be repointed and metal sign to be repainted.

4.2 **Clerk's Report.**

4.2.1. **Footpaths – Willow Lane.** A meeting took place between a local farmer, the owners of Willow Farm House and the PC on 21 February 2014. An agreement was reached on a slightly amended route for the footpath. This proposal will be put forward to Ros Hickling of Highways at Norfolk County Council (NCC).

4.2.2. **Planning – Woodstore at CGM Ltd.** Ralph Cox from Planning at NCC advised that they have visited the site and are satisfied with the situation. No new application has been received.

4.2.3. **Grange Farm.** Several dates have been suggested by the PC for the proposed meeting with NPS Property Consultants Limited but unfortunately due to staff leave and sickness they have been unable to agree any of the dates and have now said that due to further staff sickness they will not be able to attend a meeting until the middle of April. Letter to be sent detailing the position of the PC and the village and the matters for discussion at the meeting. County Councillor Brian Long and Elizabeth Truss MP to receive a copy of the letter. BL hopes to attend the meeting.

4.2.4 **Open Day at Abbey Farm.** Further details received from Andrew Dear, Agricultural Business Manager at Wissington Beet Factory regarding the British Beet Research Organisation (BBRO) Open Day at Abbey Farm, West Dereham on Tuesday 13th May 2014. All vehicles will be parked on Abbey Farm land and disruption to the village will be minimal as traffic will be directed via College Road. All information provided has been displayed on the PC website.

4.2.5 **Norfolk Association of Local Councils (NALC) Spring Conference.** A place has been booked for the Clerk to attend the event on Friday 14th March 2014 at Scratby. She advised that the other three PC's that she handles have agreed to contribute equally to the cost of the event and travelling expenses. This will be £24.49 for each PC.

4.2.6 **Reply from Magpas (The Emergency Medical Charity).** A letter has been received thanking the PC for their reply and the information regarding funding events in the Village Hall. They will consider this in future and advise the PC if they wish to go ahead.

4.3 **Handyman's Report.** The Handyman was unable to attend the meeting. CC advised that the new Allotment gates had been installed and welded, the wooden planters had been treated and the bridge railings at the old school had been repainted. An invoice had been submitted for his first two months work. Clerk to talk to Handyman regarding work already done and future projects requiring his attention.

4.4 **Police report.** PK provided a report prior to the meeting, which was read out by the Clerk. It stated that there was a lot of Police activity in the village on Monday 3rd March followed by lots of bagged rubbish dropped along both Church & Station Road. There was further Police activity in the village on Tuesday 4th March. Anyone who sees rubbish left like this on the side of the roads should ring the Clean Up Team at the BC on 0500 2532687 or email cleanup@west-norfolk.gov.uk. The Clerk advised that she had also received a report from PCSO Jane Edwards which she read out. The report offered her apologies for missing the meeting and stating that she had been off work sick for a while and was currently on light duties. She advised that the following had occurred since the last PC meeting:

- Three Calls: one Public Order Offence – an argument broke out regarding a bin being knocked over; two Suspicious Circumstances – Bath Road, a vehicle pulled into someone's drive, a light was seen in the vehicle and then the vehicle drove off. Church Road, unknown vehicle drove at complainant whilst they were on a bike, there was no evidence to say that there was any intention of hitting the cyclist.
- 1 Crime of a Domestic nature.

There was no information regarding the items referred to the Police at the last meeting and it was agreed that the Clerk would chase these matters up and enquire about the incidents mentioned in PK's report.

4.5 **Village Hall Report.** PK provided a report prior to the meeting, which was read out by the Clerk. The ante natal classes are no longer being held in the hall as they could not get enough people to travel to a village. Feedback from them was that they were really impressed with the hall and what was on offer. There are lots of events between now and Easter which include a coffee morning, carpet bowls competition, bingos, fish & chip supper for Aspires (Fincham), quiz night, jacket potato night, Indian night and Easter Monday family day. Look out for details in the Parish Magazine. There are also three extra bookings in April and all want to use the bar facilities which brings in extra income for the hall.

4.6 **Broadband Report.** PW advised that she was still waiting for an update on the current situation. It now appeared that the work should be carried out between April and September 2014 to provide Broadband. It was reported that the service in the village had been worse than normal recently and that poor telephone service had also been an issue.

4.7 **Glazewing Report.** Glazewing had issued their March report by email covering the period from 29 January to date. No planning applications had been submitted during this period. The report responded to issues raised at the last PC meeting. The response to incidents of HGV's regularly leaving the Glazewing area in the early hours of the morning was that they have a vehicle operating licence which allows them to operate 24 hours a day. They do however try to reduce vehicle movements during early hours whenever possible. With regard to putting large numbers on the side of their vehicles: this is not an option. It stated that their vehicles are all fully tracked and therefore they can investigate where necessary. A log has been kept of incidents during the early hours of the morning by PB. The PC agreed that these answers were totally unacceptable as all they did was confirm information of which the PC was already aware, with regard to their operating license, or contradict what the PC had been previously advised with regard to identification of vehicles. CC said that contrary to Glazewing claims that unsociable hours traffic was kept to a minimum, resident's views were that the traffic was increasing. Glazewing refused to address the fact claiming that if they provided the statistics requested for over a year by the PC the PC would use the information against them. CC pointed out that this would be impossible if the statistics showed a decrease in the traffic It was agreed that the next step should be a letter to Elizabeth Truss MP regarding these issues and the screening of the long row of skips that are clearly visible at their end of the village which Glazewing had undertaken to screen back in April 2011. A parishioner advised of an incident involving a long metal pole falling from one of their vehicles into the road and showed the PC photos of the item: concerns were expressed that this could have caused a serious incident. Glazewing has been asked repeatedly to require vehicles to their site to use safety netting.

5. **Finance.**

5.1 **Accounts.** Accounts for approval and the monthly financial management report were submitted by the Clerk. She advised that as she had now been able to fully review the PC accounts and reconciled the Cash Book and Bank Statements. Income was slightly higher than budgeted for the year and expenditure was slightly lower. This meant that cash flow was operating well and the PC was solvent.

Payee	Cheque No	Net	VAT	Gross
CGM Ltd (Grounds Maintenance Feb 2014)	100722	89.92	17.98	107.90
Clerk (Salary & expenses Feb)	100723	509.15		509.15
Handyman (Salary & expenses Jan & Feb)	100724	270.80		270.80
Total		869.87	17.98	887.85

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

6. **Acceptance of Apologies from Cllr Tom Foy during military deployment in Afghanistan.** TF advised that he believed that he would be absent from 16 April to October 2014. It was agreed to accept his apologies for this period.

7. **Employment of an Accountant to handle staff salary.** A quotation had been received from Stephenson Smart of £120 plus vat per annum for this service. It was agreed to accept this quotation and that this should commence from April 2014, with the start of the new tax year.

8. **Grievance and Disciplinary Policy.** NALC had confirmed that they were happy to be quoted in the policy as a source of advice and therefore the policy was accepted as agreed at the previous meeting.

9. **Media Relations Policy.** This had been copied to all Councillors prior to the meeting. The Chairman suggested a few minor amendments, which were made, and then it was agreed by all to accept this policy.

10. **Handling Complaints Policy.** This had been copied to all Councillors prior to the meeting. It was agreed that some amendments would need to be made to this policy and it would therefore be considered at the next discussion group and a decision made at the PC meeting in April 2014.

11. **Requirements of Stonemasons regarding surplus soil at the Cemetery.** It was agreed that responsibility for extra soil or levelling graves should be the Stonemasons and that they would need to charge their fees accordingly. They would be required to bring any additional soil with them or remove any mound soil when erecting headstones. A letter to be sent advising local stonemasons and funeral directors of this requirement and the website to be updated to include this information.

12. **Planning Applications.**

12.1. **14/00278/F – Retention of domestic timber outbuilding at Avalon, Hilgay Road** - The application was discussed and it was agreed to SUPPORT this application.

12.2. **14/00237/F – Construction of occupational dwelling, together with a reception/utility/storage building at Camping Site Woodstock, Gibbet Lane** – The application was discussed and it was agreed to SUPPORT this application.

13. **Correspondence.**

13.1. **Information from NALC.** – Norfolk Link newsletter and information on local events received. Norfolk Link was given to CC.

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

14.1. Amendment to Allotment Garden Contract to be discussed in April.

14.2. Rubbish has been left on Church Road, near the Wooden Planters. Clerk to ask Handyman to clear.

The official meeting concluded at 8.37pm and was opened to the floor for general comment.

Open Forum.

- Willow Lane – the footpath sign at the bottom of Willow Lane has been knocked over in the wind as a local Estate Agent had attached a for sale sign to it. Clerk to contact Estate Agent to advise them to repair or pay for the cost of the PC to repair.
- St Andrews Walk sign (Bath Road end) – has been damaged and needs repair.
- Rubbish is currently covering a 200 metre stretch near Glazewing, on the south side of the cut off channel, in the direction of Hilgay. As this rubbish contains plastic items it was agreed to report it to the Environment Agency.

Closure. The Chairman thanked everyone for attending and final closure of the meeting was at 8.42 pm.

Chairman's signature Date