

MINUTES OF THE WEST DEREHAM PARISH COUNCIL MEETING
HELD AT WEST DEREHAM VILLAGE HALL AT 7.30 pm
ON THURSDAY 2 NOVEMBER 2017

PRESENT (six Councillors): - Pam Bullas (PB), Claire Cann (CC) - Chairman, Tom Foy (TF), Lorraine Hunt (LH), Paula Kellingray (PK), Pam Walker (PW) and Claire Williams (CW).

In attendance: Peter King, Parish Clerk, and five members of the public.

The Chairman welcomed everyone present to the Parish Council Meeting.

1. Apologies for absence

Apologies were received from Councillor Sandra Squire, who it was noted was unwell and unable to attend the meeting.

2. Declaration of Interest on agenda items

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?" There was no response from the members of the public present. 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 5 October 2017

CC confirmed all Councillors had seen the minutes of the Parish Council meeting held on 5 October 2017. The councillors agreed that they were content and that the minutes should be signed as a true record subject to two amendments:

1. Minute 13. - Duplication of 'if a two way mirror'.
2. Minute 14. - It should read it was 'LH who had confirmed the date of the next meeting'.

CC signed the minutes.

5. Matters Arising from the Minutes

5.1 (Highways Meeting) The Parish Clerk reported that he had held a useful meeting with Andy Wallace (AW) from Norfolk County Council Highways Department (NCC-HD) on 10th October to discuss their work in connection with the village.

5.2 (Data Protection Policy) The Parish Clerk reported that he had attended a recent conference whereby he noted that new European and UK legislation would be introduced during May 2018 regarding the storage of data, that would effect the Parish Council. The Parish Clerk added that he had reviewed the Information Commissioner's Office website and had now completed the subscription details concerning the Parish Council and that all that was now required was the signing of a cheque that would take place under the Finance item on the meeting's agenda.

5.3 (**Farm Tenancy 2017-20**) The Parish Clerk has been in contact with the farm tenant and advised that there will be a short delay with the Farm Tenancy agreement documentation. The Parish Clerk reported that a cheque had been received in respect of payment for the final instalment of the last tenancy.

5.4 It was noted that all other Matters Arising were covered by the Agenda.

6. Reports

6.1 Chairman's Report -

CC had nothing to report that was not covered by the Agenda.

6.2 Parish Clerk's Report -

1. The Parish Clerk noted that he had been in contact with Bonnets regarding the positioning of the goalpost on the Recreation Ground and was waiting for a call back.
2. The Parish Clerk reported that he had attended workshops for the Budget Precept and Cemetery Management and a Parish Clerk's Conference, that included Data Protection, Neighbourhood Planning and Audit for 2018 and beyond.

6.3 Handyman's Report –

The Parish Clerk provided Roy Poole, the Handyman's Report of work carried out during October 2017, noting the following actions:-

1. **Grass Strimming** - Strimmed areas around all the ten bridges, the safety signs in Basil Road, both phone boxes and post boxes on two occasions and the corner of Bath Road
2. **Overhanging brambles** - These had been cut back on the bend of Bath Road.
3. **Speeding Monitor** - Moved the monitor twice during October, from Lime Kiln Road to Church Road and then, onto Station Road.
4. **Cemetery & Remembrance Garden** - Continued work of edging and weeding of the borders and removing fallen leaves in the Remembrance Garden.
5. **Church Road Planters** - Removed Geraniums from planters for the winter and placed them into storage. The Lavender bushes have been trimmed and centralised in the planters.

PK noted that a Parishioner had brought to her attention that the phone box in Church Road required a clean up and the trim was noted to be flaking.

CW noted that a Footpath sign was lying in the weeded area next to the field entrance, near to the phone box in Station Road. PW stated that it would be appropriate to place the sign in the Village Hall compound against the metal fence.

6.4 Police Report -

PK reported on an article in the Eastern Daily Press regarding several local burglaries occurring in the last few weeks. PW stated that it had been reported that an offender had been arrested and sentenced to six years imprisonment for multi-burglaries. PW noted that the offender had admitted to a large number of offences and one of the victims, living in West Dereham was reported to be appalled by the short length of the sentence.

PW and CW recited several known incidents of burglary and attempted burglary in local villages over the past few weeks. The meeting agreed that an item should be added to the next Parish Notice advising Parishioners to be vigilant. A Parishioner related an experience in St Andrew's Close of male driver offering to sell furniture items from his van following an alleged unsuccessful delivery to a nearby house.

6.5 Village Hall Report -

PK reported that the Village hall is continuing to do well and is fully booked up until the end of 2017 and now taking several bookings for 2018. PK noted that the new Village Hall Secretary is looking into a loan scheme to cover the purchase of a new commercial refrigerator for a reduced showroom price.

6.6 Broadband Report -

PW reported that she had not received any new recent contacts from Parishioners.

6.7 Glazewing Report -

The Parish Clerk reported that he had received an email from one of the Directors of Glazewing noting their concern at observing the recent flying of a drone, over or near their property and the health and safety consequences and seeking the Parish Council's reaction to the matter. The Parish Clerk noted that he had written back confirming that the Parish Council was neither aware, nor responsible for the flying of the drone and was not aware of its ownership. The Parish Clerk advised in his letter that the management of Glazewing might seek advice from the Civil Aviation Authority on the matter and shared any concern that Glazewing might have in relation to health and safety matters that might affect the waste management site.

The Parish Clerk reported that he had been made aware that the Environment Agency had contacted a few Parishioners who had previously reported their concerns regarding the fly problems during the past summer.

The Parish Clerk added that he was also aware that the Environment Agency had requested that Parishioners should contact them if they have any concerns relating to incidents of flies, noise, odours, drivers seen on mobile phones and any driven uncovered waste vehicles travelling to and from the waste management site. The Parish Clerk noted that this request would be circulated on a Parish Notice.

CC commented that the Parish Council was waiting on a report of a recent Public Enquiry involving Glazewing and read out an article that had appeared in the 20 October 2017 copy of the circulated free YourLocalPaper newspaper:

'A West Norfolk waste management and recycling company will have its goods vehicle licence withdrawn in December following a series of safety infringements. The action against West Dereham-based Glazewing Ltd, follows a public inquiry and a subsequent report by Eastern Traffic Area deputy traffic commissioner Miles Dorrington on September 19. The revocation will take effect from just before midnight on December 31 and two company directors, Jonathan and Simon Miles, have been disqualified from being transport managers with immediate effect until at least September 30, 2019.

Findings as a result of a maintenance investigation in July 2016 and a report from a traffic examiner in August 2017, were both "deemed unsatisfactory". Issues highlighted at the inquiry included safety defects on vehicles and dangerously loaded skips. Penalty notices were not reported and some drivers' records were falsified to avoid breaks. Mr Dorrington's report stated: "This was a case where non-compliance took place over a long period of time; it was apparent at the Driver and Vehicle Standards Agency investigation in July 2016 and was still present right up to the public inquiry. "Road safety had been compromised on many occasions, sometimes in a very serious manner," the report stated.

It also said Jonathan and Simon Miles had accepted they were not up to date with the knowledge needed in their transport manager roles. The decision means the company can continue to trade without "good repute and without professional competence" until the end of December. The company can apply for a new licence with a different transport manager but would need to overcome the issues raised by the commissioner.

Mr Dorrington said compliance could be restored if the proposed new transport manager, who attended the inquiry, was able to step-up to the role and be effective. He said any new licence application would be decided on its own merits at the relevant time. Following the report, Jason Minns, who is also a director of Glazewing, confirmed to YLP yesterday the company was not planning any job losses or a reduction in customer service.'

PK noted that it appeared that a third party company may now be contracted to provide a skip service to and from the waste management site.

6.8 British Sugar Report -

6.8.1 Wissington Sugar Refinery - The Parish Clerk summarised the reported changes occurring to the sugar industry in the UK, in terms of the removal of EU Quotas. The Parish Clerk reported that at the request of Parish Councillors, he had written to British Sugar to seek advice in respect of any proposed changes and expectations that might affect the Wissington Refinery. The Parish Clerk noted the questions raised were:

1. Will the beet season increase in time length?
2. Will the Wissington Refinery increase their plant size?
3. How much do British Sugar estimate, that traffic both in and out of the site will increase by?
4. What do British Sugar estimate the "Wissington share" of the total sugar production as part of the company picture as a whole will rise from and to?
5. Does British Sugar's beet intake currently come from Europe and if so, do they think this will continue, increase or decrease, both in terms of the removal of quotas and the UK's withdrawal from the EU?

6.8.2 Wissington Sugar Refinery Planning Applications - The Parish Clerk reported that he had noticed that

the Borough Council of King's Lynn & West Norfolk Planning Department (BCKL&WN-PD) had historically circulated planning applications for the Wissington Refinery and assigned them to the Methwold Parish Council (MPC) for consultation. The Parish Clerk commented that whilst the Refinery fell within the MPC boundaries, that it was geographically much closer to village homes in West Dereham. The Parish Clerk noted that at the request of Parish Councillors, he had written to BCKL&WN-PD asking that West Dereham Parish Council may also be permitted to comment on any planning applications at the Wissington Sugar Refinery site. The Parish Clerk noted that he had received a response from BCKL&WN-PD stating that the computer software on their systems did not allow for more than one Council to be added for consultation, but that members of the department would try to ensure that a manual system is employed to consult with West Dereham Parish Council on such applications should they arise.

6.8.3 Riverside Nursery - The Parish Clerk reported that he had received some dates from the manager of the Nursery to arrange a possible visit and tour of the site.

The Parish Clerk referred to the concerns and local press releases relating to the level of odours considered to emanate from the growing of medicinal cannabis in the Riverside Nursery. The Parish Clerk commented that as a result of public concerns, British Sugar had contracted some external odour specialists to visit the nursery after the August Bank Holiday (29th August 2017) to carry out a series of tests. The Parish Clerk reported that he had now obtained a summary of the specialists findings that he read out to the meeting: *'The Hedonic Tone assessment from emission sampling was reviewed by an external panel of 6 odour specialists using criteria in BSEN13725. The panel was split with half reporting the odour to be pleasant or neutral with the other half reporting they felt it was more on the unpleasant end of the scale. The main descriptors of the smells were herbs and medicinal. I'm happy to talk through the odour report in more detail next month too.*

If it is helpful for your parish Council meeting next week, we ran our second harvest from 21 August to 29 September and have been harvesting our 3rd crop since last week. I have not had any reports of odour since

7th August so I presume that members of your council have not been affected by any of our 2nd or 3rd crop activity.'

CC noting that the panel was split in its decision, commented that less than 50% actually reported that the odour was pleasant. CC noted that if Parishioners experience any further smells that they suspect emanate from Riverside Nursery, it is important that they contact and advise British Sugar. CC commented that further details about the extraction process can be questioned when the Parish Councillors make their visit. The Parish Clerk was requested to circulate the dates for the potential site visit.

7. Finance

7.1 Accounts for October

7.1.1 Cash Flow and Cash Book October 2017 – The Parish Clerk displayed the Cash Book on the overhead projector, followed by the Cash Flow noting that he had received a cheque payment for the Farm Tenancy of £1,182.00 and noting that the usual monthly deficit was therefore reduced.

7.1.2 Cheque Payments for Approval for October 2017 – The Parish Clerk displayed the itemised pending payments on the overhead projector.

Payee	Cheque No.	Net	VAT	Gross	Remarks
West Dereham Village Hall Hire	100988	£150.00	£0.00	£150.00	Quarterly Hire Fees
Information Commissioner	100989	£35.00	£0.00	£35.00	Data Protection Subscription
Norfolk Association of Local Councils	100990	£55.00	£11.00	£66.00	Cemetery Management Workshop
P. King (Parish Clerk)	100991	£685.16	£0.00	£685.16	Staff Salary
Post Office Ltd (HMRC)	100992	£1.03	£0.00	£1.03	Staff PAYE and NI
R. Poole	100993	£195.46	£0.00	£195.46	Handyman's Payment and expenses
Downham Royal British Legion	100994	£20.00	£0.00	£20.00	Purchase of ceremonial poppy wreath
SLCC	100995	£250.00	0.00	250.00	CiCLA - registration for P King
Total		£1,391.65	£11.00	£1,402.65	

PK noted that the payment for the purchase of the poppy wreath should be made from the S137 budget line and requested that the Parish Clerk to make an amendment to the Cash Book.

LH commented that the expenditure for the Handyman was now showing as 73% of the total budget, however it was noted that his hours would now be reduced from 18 to 12 hours per month during the winter period and therefore the monthly payments should reduce.

CC asked the Councillors present if they were content with the payments. All Councillors noted they were content. CC concluded that the cheques and control processes would be signed off at the end of the meeting.

7.2 Precept 2018/19 - Update -

CC asked Councillors to suggest any increases to budget lines as they thought appropriate for further review. CC proposed the purchase of several 6 foot trees for the proposed Green Burial area in the Cemetery. PB noted that she had carried out some research of nurseries for tree costs and availability and considered that a budget of at least £300 would be required. PK noted that the current Cemetery Improvements budget line was only showing expenditure of £25.93 from a budget of £500 and was very unlikely to therefore incur any further payments within the remainder of the financial year, so the

outstanding balance could be used towards the purchase the trees. CC added the requirement to purchase seating and a bench for the Green Burial area and anticipated a budget of £500. The Councillors suggested, in addition, consideration should be given to either increasing or introducing budget lines for the following headings:

Parish Clerk's training
Staff Recruitment costs
Reserves
Neighbourhood Plan
Election Costs
Parish Improvements

The Councillors recommended that the Grant Award budget line should remain at its present amount. It was noted that the expenditure for the Goalpost was taken from the Open Spaces budget and that the cost of the Village Hall Hire was due to increase after a period of 6 years held at its present rate.

CC asked the Parishioners present to notify the Parish Clerk if they have any further recommendations for the setting of the budget.

A Parishioner asked the meeting where the goalpost was to be positioned on the Recreation Ground. PW responded that it was to be nearer the middle of the area and facing the brambles on the edge of the Recreation Ground.

8. Green Burial - Update

The Parish Clerk reported that he had been in contact with a company that provided equipment that allowed registration and easier identification of the position of buried remains and ashes. He noted that he was waiting to receive further information from the company including the costs for the equipment.

9. Parish Council Internal Affairs and Policies

9.1.1 Business Continuity Plan Part 1

CC Noted on Page 2 that the War Memorial should be added to the list of Village Assets and that there were some typographical and grammatical errors that required updating.

CC requested that the Parish Clerk confirm that the Norfolk Association of Local Clerk's telephone number is up to date.

CC asked the Councillors present if they were content with the amendments to the plan. All Councillors noted they were content. CC noted that the plan had been revised.

9.1.2 Business Continuity Plan Part 2

CC asked the Councillors present if they were content with the plan. All Councillors noted they were content. CC noted that the plan had been reviewed.

9.2 Training Policy

CC Noted a typographical error on page 1, line 2 that required updating.

LH questioned whether the Parish Councillors were covered by the membership fees for the Society noted in the last paragraph of page 2. CC requested that the Parish Clerk clarifies the position and to confirm the costs of advertising for staff recruitment.

CC asked the Councillors present if they were content with the amendments to the policy. All Councillors noted they were content. CC noted that the policy had been reviewed.

9.3 Parish Clerk/RFO's Job Description and Person Specification

CC asked the Councillors present if they were content with the Job Description and the Person Specification. All Councillors noted they were content. CC noted that the Job Description and the Person Specification had been reviewed.

10. Planning Decisions

10.1 5 Ryston Road - Application Number 17/01909/F

The Parish Clerk noted that all the documentation was available to be seen on a board in the meeting and introduced the details of the application from Parish Consultation document received from BCKL&WN-PD and read them out to the meeting:

'Proposed small 6 pen cattery block made of timber on a section of garden currently not in use and change of use from private to business use. An existing Wooden Workshop will be converted in to office and wash/prep room measuring 4.87 x 35 metres. With the new cattery block measuring 6.40 x 3.35 metres at 5 Ryston Road West Dereham King's Lynn Norfolk PE33 9RQ'.

As no objections were received from neighbours or other parishioners, Councillors The voted to unanimously Support the application.

11. Correspondence

The Parish Clerk reported that he had now received a communication from UK Power Networks containing a cheque for £200.59.

The Parish Clerk reported he had received a letter from HMRC regarding the paying facility using the Post Office and notifying the option was being withdrawn on 15 December 2017. The Parish Clerk noted that this facility had historically been used to pay any monthly staff Income Tax and National Insurance payments. The Parish Clerk explained that that HMRC had recommended alternative payment options, but posting the cheque might be the most suitable in respect of the Parish Council. LH questioned whether the Parish Council should try and obtain a Bank payment card. The Parish Clerk noted that he was waiting for confirmation from the Parish Council's banking service that he was recognised as a contact on behalf of the Parish Council and would then make enquiries regarding obtaining a payment card facility.

All other correspondence was covered by the Agenda.

12. To receive further reports/items of business for the next Agenda

Councillors had nothing to add to the Agenda.

The Parish Clerk in response to TF's question reported that he had discussed with AW the possibility of placing a two-way mirror on the verge of the sharp bend at the bottom of Lime Kiln Road. The Parish Clerk noted that AW believed that the land would be privately owned rather than coming under the management of NCC-HD. The Parish Clerk also reminded the meeting of Councillor Brian Long's comments about his Councillor's budget to be used towards highway safety. PK clarified that this fund may be used without match funding being a requirement. The Parish Clerk is to confirm the position with AW and contact the private owner if necessary.

13. **Date of Next Meeting - Thursday 7th December 2017 at 7.30pm**

CC confirmed the date of the meeting.

14. **Open Forum**

Closure : The Chairman thanked everyone for attending, and final closure of the meeting was at 8.52 pm.
There were no further items raised by members of the Public present.

Next meeting is the Parish Council Meeting on Thursday 7th December 2017 at 7.30pm with Open Surgery from 7.00pm.

Clerk: Peter King - Email: clerk@westderehamparishcouncil.uk Telephone: 01366 502110

Chairman's signature Date