

MINUTES OF THE WEST DEREHAM PARISH COUNCIL MEETING
HELD AT WEST DEREHAM VILLAGE HALL AT 7.30 pm
ON THURSDAY 07 FEBRUARY 2019

PRESENT (Six Councillors):- Pam Bullas (PB) Claire Cann (CC) - Chair, Lorraine Hunt, (LH), Paula Kellingray (PK) and Pam Walker (PW) and Claire Williams (CW)

In attendance: Peter King, Parish Clerk, and 5 members of the public.

The Chairman welcomed everyone present to the Parish Council Meeting.

1. Apologies for absence

No apologies had been received.

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 6 December 2018

CC confirmed all Councillors had seen the minutes of the Parish Council meeting held on 6 December 2018. CC commented that there were several typographical errors and rather than sign the minutes at this meeting, an updated version would be presented at the March meeting for Chairman's approval and signatures. The Councillors agreed that they were content that the minutes should be signed at the March meeting.

5. Matters Arising from the Minutes

5.1 War Memorial - The Parish Clerk reported that he was preparing to forward photographs of the work required to a newly contacted stonemason based in Holbeach, Lincolnshire.

5.2 Overgrown brambles growing adjacent to 10 Ryston Road - The Parish Clerk reported that he had again contacted the Southern Grounds Team from Borough Council of King's Lynn and West Norfolk (BCKLWN-POSD) Parks and Open Spaces Department to seek their confirmation that they would agree to continue to implement any remedial work in the future, but was awaiting a response. Councillors agreed that the Parish Clerk should contact Borough Councillor Sandra Squire and seek her assistance.

5.3 GDPR - The Parish Clerk reported that he had circulated to Councillors a draft Privacy Notice for Parish Councillors and Staff. Councillors agreed to add it to the next Parish Council meeting Agenda.

5.4 Ditches (Church Road) - The Parish Clerk read out details of an email received from Norfolk County Council Lead Local Flood (NCC-LLF) in respect of Church Road; *'surveying of the culverted section along Church Road has recently been undertaken and identified two blockages, one outside no. 7 and a further outside no. 9, there may be further blockages between these two points, however the rest of the culvert appears clear. The culvert is the responsibility of the associated riparian land owners and I will be writing to them next week requesting that they undertake necessary action to remove the blockages. Once I have received a response from them I will have a clearer idea of what action needs to be undertaken to resolve the issue.'* The Parish Clerk noted that no further advice had been forthcoming from NCC-LLF in respect to his follow up message regarding the ditches in Lime Kiln Road.

5.5 Village Hall Directional Road Sign - The Parish Clerk reported that Norfolk County Council Highways Department (NCC-HD) had quoted a price of between £220 and £250. The meeting discussed the options of different positions around the village of where a sign might be positioned. The Parish Clerk was asked to identify the costs for a double-sided sign and advice on its positioning at junctions and for different graded roads. PK commented that the costs would also be discussed at the next Village Hall Management Committee meeting to be held on 13th February.

6. Reports

6.1 Chairman's Report -

6.1.1 West Dereham Parish Cemetery

CC expressed the concern of Councillors attending a recent funeral at St Andrews when around 30 cars parked inside the Cemetery ignoring a sign at its entrance categorically forbidding it. CC noted that the grass had been churned up and the spring bulbs had been crushed with cars also driving over and parking on part of the Natural Burial Ground and some reserved plots. Councillors agreed that a letter should be sent to the Parochial Church Council to prevent this ever happening again; possibly the Cemetery gates should be kept closed until the point at which the cemetery needs to be accessed in the event of a burial

6.2 Parish Clerk's Report -

6.2.1 Training and Information courses

The Parish Clerk noted that he had attended a course in respect of the organization of the impending Parish Council elections and a second course to help prepare for the end of year accounts and the process of the internal and external audits.

6.3 Handyman's Report –

The Parish Clerk noted that Roy Poole, the Handyman's Report of work covered two months, December 2018 and January 2019, noting the following actions:-

6.3.1. Speeding Monitor - Moved the speed monitor three times, from The Row, Ryston Road to Lime Kiln Road and then Station Road. Additionally, changed the battery between each move.

6.3.2 Remembrance Garden and Cemetery – Collected grass turf and laid it in the Remembrance Garden. Blown leaves away from borders. Visited Downham Garden Centre for wire fencing and chippings. Chippings not available and will need to source elsewhere. Attended Cemetery with Parish Clerk to assess condition of Natural Burial Ground trees.

6.3.3 Recreation Ground - Checked condition of Goalpost on recreation ground.

The Parish Clerk noted that the Handyman had worked 8 hours during the months of December and January.

6.4 Police Report -

PK noted that local Police were warning local Parishioners to keep an eye on the security of their oil tanks at potential risk at this time of the year.

6.5 Village Hall Report -

PK reported that the Village Hall had received three unexpected bookings since Christmas and had held a soup kitchen event to raise money towards the charity, The Big Issue. PK noted the traditional Burns Night and celebration of the Chinese New Year were recently supported by over 20 people at each event. PK stated that the Village Hall finances were in a healthy position with £1,300 in the Main Hall account, just over £1,000 in the Main Hall Reserve account, £250 in the Bar account and £485 in the Bar Reserve account noting that the latter includes monies from the lottery income. PK commented that £1,000 in the Main Hall Reserve account is the balance left of the monies provided by the Parish Council, after the payments of maintenance and the remainder would contribute towards the allocation of small projects at the end of the financial year. CW noted that the new income from the Lottery initiative had helped the hall's financial position. PK added

that the lottery money had not had to be used as yet and sits in the Bar Reserve account and it is estimated in its first year that this funding stream should bring in an income of between £800 and £1,000.

6.6 Glazewing Report -

PB reported that a Public Inquiry had been held on 7th January 2019 by the Office of the Traffic Commissioner in Downham Market Town Hall. PB added that a number of Parishioners attended, including both Councillors and local members of the public. PB noted that managers from Glazewing were called to speak before the Inquiry and that not all their comments were accepted by the public. PB commented that the Inquiry was chaired by a Deputy Traffic Commissioner (DTC) who asked searching questions of Glazewing and gave her decision in writing. PB added that there was discussion about resurfacing a section of a roadway, to the entrance of the Station Yard operating centre and mention of a 'toolbox' (instructions to Glazewing vehicle drivers). PB noted that apparently, Glazewing were still operating under an interim license, however if they agree to the new conditions, they will be granted a full license, once a fee has been paid. PB commented that the new license includes a change and curtailing to the operating hours that were 24 hours a day, 7 days a week mainly due to complaints that had been raised and substantiated that they were a justifiable cause for complaint. PB continued that the DTC has stated that there will be no operation, movement, loading or unloading of authorised vehicles or trailers at the Station Yard Operating Centre before 6.00am and after 7.00pm, Mondays to Saturdays and there shall be no operation, movement loading or unloading of authorised vehicles or trailers at the Operating Centre on Sundays. PB noted that the License for the yard is for 14 vehicles and 4 trailers and there will be no more than 10 vehicle movements into and out of the Station Yard operating centre of vehicles authorised under this licence (whenever they are based in this Traffic Area) on Saturdays and public holidays. PB added that there was also a condition that the vehicles are to be parked to the east of the Station Yard operating centre. PB commented that the Parish Clerk had learnt from the Traffic Commissioner's office that Glazewing continued to operate under their previous interim license as the fee had not yet been paid. PB concluded that parting comments made from Jon Miles, a Glazewing Director that the conditions will not affect the company because they will drive and park their vehicles in another area nearby, such as the skip area, where the restrictions do not apply. PB noted that the skip park had the same unlimited operating hours as the haulage yard (Station Yard). Although the DTC has changed the hours for the haulage yard they have no jurisdiction on the skip yard; this has a certificate of lawful use from Norfolk County Council to operate 24 hours a day, 7 days a week.

CC noted that a date for the Norfolk County Council Planning appeal committee meeting regarding Glazewing's application for the retrospective installation and use of waste shredding plant was approaching although it was still to be confirmed whether it was to be held on or 15th March or 26th April.

CW reported that she had contacted Glazewing to make a complaint concerning a vehicle seen to access their site travelling back and forth along Hilgay Road on two consecutive days. CW added that after the initial suggestion of contacting the vehicle's owner company, the Glazewing member of staff said she would speak to the driver and the vehicle has not been noted again travelling along Hilgay Road. PB reported that she had followed a waste vehicle from the Ryston area, along Hilgay Road and Station Road and had visited and spoken with a Glazewing manager who agreed to take the matter up with the driver's employers

The Parish Clerk commented that he had been copied into an email from Richard Stimson (RS), Glazewing Compliance Manager addressed to the HCC-HD stating his disappointment at not receiving a response from a member of their department regarding the road closure of Church Rd, West Dereham from the week commencing 4th February for the purpose of resurfacing. RS had noted that this was their only prescribed route into their site and adding that the proposed diversion route wasn't suitable for HGVs with the potential impact on the local community as enormous and the risk of a severe injury to a member of the public is greatly increased if Glazewing vehicles use the diversion proposed adding that it was their intention to use the A10, Ryston Rd, Hilgay Rd and Station Rd as the entrance and exit during these road works and noting that in the future, it would be greatly appreciated if they were notified of such road works directly. CC and CW commented it was noticeable that the increase of vehicles using Hilgay Road during the resurfacing had had a detrimental effect on the grass verges.

LH noted that the vehicles of the actual resurfacing contractors, Geoff Hobbs' vehicles had been seen not to show any regard for the 30mph limit through the village. PB requested that the DTC's condition of '*vehicles and trailers authorised under this license shall not exceed 20mph when travelling within the operating centre or travelling along the access road to the operating centre*' be clarified in respect of what is the interpretation of the "access road". The Parish Clerk reported that since the Traffic Inquiry had taken place on 7th January, he had been given a copy of the DTC's written decision notice. The Parish Clerk commented he had had several communications with the Office of the Traffic Commissioners (OTC) and had learnt that Glazewing are still operating under the previous interim decision placed in September 2017 and would continue to do so until they make a payment for the new licence. The Parish Clerk noted that he had attempted to obtain copies of the transcripts from the two separate inquiries and had been advised that the OTC would seek further advice from the presiding Traffic Commissioner as to the release of the 2017 Inquiry, but that a copy of the recent Inquiry transcript would be made available to the Parish Council. The Parish Clerk commented that he had also tried to determine whether the recent Decision notice could be published in full or whether there would be data protection issues regarding the inclusion of named people. The Parish Clerk noted that the OTC's advice was that it was up to the Parish Council to decide as to how they wanted to publish the decision. PB noted that the written decision was part of private correspondence and the Parish Council were given a copy. The meeting discussed this point and suggested a redacted copy should be published.

A Parishioner questioned what was the length in time of the new licence? LH questioned how long in time could Glazewing decide to not pay for the new licence until some further action would be taken? CC noted that if the Parish Council is unable to have a copy of the transcript then, it should receive an answer as to the reason why the OTC would not release it. A Parishioner commented that she felt the decision should have been published in a newspaper and another Parishioner suggested that decisions may have been published in the London Gazette. PB noted that the decision by the DTC had included a comment; '*I was not impressed with the evidence of Mr Miles concerning breaches of the undertaking about sheeting vehicles and as such this operator re-enters the industry with his repute tarnished and with a stern warning as to future conduct.*'

7. Finance

7.1 Accounts for January 2019 payments.

7.1.1 Cash Flow and Cash Book January 2019 – The Parish Clerk displayed the Cash Flow on the overhead projector, followed by the Cash Book noting that during December, 84p in interest had accrued and subject to Councillors' approval there were 6 items of expenditure that totalled £798.69. The Parish Clerk reported that he had asked the Parish Councillors to make a payment to Anglian Water before this meeting as their original invoice had been dated 12th December and he had received two follow up reminders from Anglian Water for payment and was concerned that there was a risk that the water service to the tap in the Cemetery could be switched off. The Parish Clerk noted that after this evening's payments, the Parish Councils three accounts held a total balance of £17,641.07.

7.1.2 Cheque Payments for Approval for January 2019 – The Parish Clerk displayed the itemised pending payments on the overhead projector.

Payee	Cheque No	Net	VAT	Gross	Remarks
Anglian Water	101059	£11.97	£0.00	£11.97	Quarterly Water Bill for Cemetery
West Dereham Parish Magazine	101060	£77.00	£0.00	£77.00	Parish Notice Annual Printing Charges
Norfolk Association of Local Councils	101061	£30.00	£6.00	£36.00	Training Session - 2019 Elections
Peter King (Parish Clerk)	101062	£645.62	£0.00	£645.62	Staff Salary - Payment January 19
HMRC PAYE/NI	101063	£10.80	£0.00	£10.80	Staff Tax Costs - January 19
R. Poole	101064	£17.30	£0.00	£17.30	Handyman's Payment & Travel - Jan 19
Total		£792.69	£6.00	£798.69	

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

7.1.4 Barclays Bank, Local Branches – The Parish Clerk noted that the two nearest local branches of Barclays Bank (the Parish Council’s Banker), Downham Market and on the Hardwick Estate, King’s Lynn were both due to close in the next couple of months. The Parish Clerk also noted that it had been reported that the local Stoke Ferry Post Office is due to close.

8. Parish Council Elections 2019 (2nd May)

The Parish Clerk explained that he had recently attended a Clerk’s training session to understand the administration and timetable set for the election process. He then read from the ‘*Notes for the Guidance of Town and Parish Council Clerks*’ document, the Qualifications to be a Councillor;

“A person is qualified to be elected and to be a councillor if they are British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election) they are 18 or over. In addition, the person must meet at least one of the following criteria;

- (1) they are registered as a local government elector for the parish in question, or
- (2) during the whole of the 12 months preceding that day or those days occupied as owner or tenant the following land or other premises in the parish/community, or
- (3) their principal or only place of work during those 12 months has been in that parish/community, or
- (4) during the whole of the twelve months before that day they have resided in the parish or within 4.8 kilometres of it.

Certain people are disqualified from standing, and these include paid officers (including the Clerks) of the council, bankrupts and those subject to recent sentences of imprisonment.”

The Parish Clerk noted that he had been given some Nomination Forms to be distributed to any person that meets the criteria for standing for election. The Parish Clerk commented that he holds the Electoral Roll numbers for Proposers and Seconders, of whom one of each were required in support of the completion of any candidates Nomination Form.

CC commented that the elections details would be included as an information sheet in the March copy of the Parish Magazine.

The Parish Clerk noted the following key dates for the 2019 Election Timetable:

Monday 18 th March 2019	Publication of the Notice of Election
Tuesday 2 nd April 2019 - Midday	Parish Clerk takes received Nomination Forms to the Borough Council of Kings Lynn and West Norfolk (BCKLWN) Electoral Offices
Wednesday 3 rd April – 4.00pm	Deadline for candidates delivering outstanding Nomination Forms to BCKLWN AND Deadline for any withdrawal of Nomination
Thursday 4 th April	Nominations published
Friday 12 th April - Midnight	Close of voting Registration
Wednesday 24 th April	Notice of Poll will be published (Contested Elections)

Thursday 2 nd May	Election Day (Contested Elections)
Friday 3 rd May	Count of votes by staff of BCKLWN (Contested Elections)
Saturday 4 th May – evening	Election results published on BCKLWN website
Tuesday 7 th May	Old Parish Council ceases to exist

The Parish Clerk noted that that if candidates incur any election costs that he requires their invoices for a financial statement that must be completed and returned to BCKLWN.

9. **To consider Parish Council Internal Affairs and Policies**

9.1 Health and Safety Policy

CC asked the Councillors present if they were content with the reviewed Health and Safety Policy. All Councillors noted they were content. CC noted that the Health and Safety Policy had been reviewed.

9.2 Procurement Policy

CC noted that there were typographical errors for correction. CC asked the Councillors present if they were content with the revised Procurement Policy. All Councillors noted they were content. CC noted that the Procurement Policy had been reviewed and revised.

10. **To comment on Planning Applications or Decisions received**

10.1 Application - 18/02125/LDE - Certificate of Lawfulness: Continued use of building/workshop for the joinery business Lios-Na-Long The Row West Dereham Norfolk PE33 9RH.

The Parish Clerk reported that he had received notice from BCKLWN Planning Department that the application for Certificate of Lawfulness had been passed and was lawful.

11. **Correspondence (if received)**

The Parish Clerk reported that he had received an email from a Parishioner about a missing post box in Basil Road. The Parish Clerk noted that he had spoken with the new manager of the Downham Market Sorting Officer who had made enquiries with the regional office in Peterborough and had been advised that the box had been missing for more than 10 years ago and that there were no plans by the Post Office to replace it.

All other items of correspondence had been covered elsewhere on the meeting agenda.

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

12.1 Internal Drainage Board

PW reported that she had attended the recent Internal Drainage Board meeting and noted that there was a report from the 81st conference of the Association of Drainage Authorities that stated that work needed to be continued about the national problems of flooding, in spite of the local area being quite fortunate, however the report had also highlighted the problems of those people's mental health being affected following flooding to their properties. PW added that this was noted as particularly significant amongst children after a flooding event.

12.2 Meetings

PB requested that the Parish Clerk set up site meetings to discuss a footpath matter and the invitation to visit the Glazewing site.

12.3 Bank Account Signatories

LH requested that the Parish Clerk should prepare to make the necessary arrangements for the changes to the bank accounts' signatories.

There were no other reports or items proposed.

13. Date of next Parish Council Meeting

The following **Parish Council Meeting** will be held on **Thursday 7th March 2019 at 7.30pm** in the West Dereham Village Hall. The meeting will be preceded with Councillors' Surgery at 7.00pm

14. Open Forum

No further items were raised by members of the public present.

Closure: The Chairman thanked everyone for attending and final closure of the meeting was at 8.53pm

**Next meeting is the Parish Council Meeting on Thursday 7th March at 7.30pm
with Councillor's Surgery from 7.00pm**

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