

**DRAFT MINUTES OF THE WEST DEREHAM ANNUAL PARISH COUNCIL MEETING**  
**HELD AT WEST DEREHAM VILLAGE HALL AT 6.30 pm**  
**ON WEDNESDAY 25 JUNE 2019**

**PRESENT (Two Councillors):-** Annie Barber (AB) and Lorraine Hunt (LH) Acting Chair

In attendance: Peter King, Parish Clerk, and 7 members of the public.

The Chairman welcomed everyone present to the Parish Council Meeting.

**Introduction:**

LH noted that the Parish Council Chair, Pam Walker was unable to attend the meeting as a result of poor health but was pleased to report that Pam was making good progress. LH commented in Pam's absence it had been agreed that she should Chair the meeting, however as only two Parish Councillors were present, it was deemed the meeting was inquorate and that therefore formal decisions could be made. LH added that the meeting would go ahead to allow any comments to be made in respect of the two planning applications raised as listed on the meeting agenda.

1. **Apologies for absence:** None received.

2. **Declarations of interest on agenda items**

The Parish Councillors confirmed that they had no personal interests for items coming up on the agenda.

3. **Notice regarding use of social media, audio recording of Parish Council meeting and invitation for public contributions**

LH asked "Will anyone present be filming, recording, blogging, or tweeting during this meeting?" There was no response from the members of the public present. LH 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. **Reports:**

**4.1 Chairman's Report -**

LH commented that all items were covered by the meeting agenda

**4.2 Parish Clerk's Report -**

**4.2.1 Natural Burial area, Cemetery** - The Parish Clerk noted that the Parish Council was now in possession of some replacement trees for the natural burial supplied by Didlington Nursery and that these would be planted as soon as possible.

**4.2.2 Entrance Gates, Cemetery** - The Parish Clerk noted that the gate latch had sheared from the handle and needs to be replaced.

**4.2.3 Speed Monitor** - The Parish Clerk reported that the speed monitor had been away from the village with the supplier to check for faulty operation. He noted that the problem seemed

to be with the internal operating switches and the monitor was now functioning again.

**4.2.4 Norfolk County Council Highway Rangers** - The Parish Clerk reported that the Highway Rangers were due to visit the village to carry out repairs to a number of potholes that had recently been highlighted in white paint by their survey team and to carry out a number of checks on various items raised with the team. The Parish Clerk noted that he had not received a confirmation date for their scheduled work.

**4.2.5 Allotment Inspection** - The Parish Clerk noted that the next allotment inspection was on Saturday 6<sup>th</sup> July at the revised time of 9.00am.

### **4.3 Handyman's Report**

4.3.1 Moved the speed monitor from Church Road to Station Road. Changed the battery between the move. Confirmed problems with operations of speed monitor.

4.3.2 Strimmed the grass verges around the bridges the phone boxes and the safety signs, twice.

4.3.3 Applied linseed oil to all the 3 pairs of village gateway signs.

4.3.4 Cleaned 30mph road signs in The Row, Hilgay Road and Lime Kiln Road

4.3.5 Strimmed back over hanging tree branches in The Row and Hilgay Road

4.3.6 Weeded 2 planters in Station Road.

4.3.7 Checked head stones in cemetery and Remembrance Garden, identified that there are two loose in cemetery.

### **4.4 Police Report**

A Parishioner noted a presence of Police vehicles in the village in the last week.

### **4.5 Village Hall Report**

LH noted that the Village Hall Annual General Meeting had taken place on 12<sup>th</sup> June and that the new committee will be asked to provide the Parish Council meetings with a short update on key events and information.

### **4.6 Glazewing Report**

The Parish Clerk reported that he believed that the Bano machine had not been returned to the recycling site and that it had been absent for some time.

## **5. To comment on planning applications currently received**

**5.1 19/01006/F - Construction of New Garage Building at Baretha Basil Road West Dereham Norfolk PE33 9RP.** The Parish Clerk noted that the planning application and plans were available to be seen on the noticeboard in the hall, adding that the Parish Council has to consider and comment upon the application by a 27<sup>th</sup> June deadline. It was agreed that the

Parish Clerk would contact the Borough Council of King's Lynn and West Norfolk Planning Department (BCKLWN-PD) and advise them that the application was discussed, that the Parish Councillors were not in a position to make a decision and that there were no comments against the application from any of the Parishioners present at the meeting.

**5.2 19/01016/F - Proposed garage and annex to dwelling following demolition of existing garage and workshop at Basil Cottage Basil Road West Dereham, Norfolk PE33 9RP.** The Parish Clerk noted that the planning application and plans were available to be seen on the noticeboard in the hall, adding that the Parish Council has to consider and comment upon the application by a 12<sup>th</sup> July deadline. It was agreed that the Parish Clerk would contact BCKLWN-PD and advise them that the application was discussed, that the Parish Councillors were not in a position to make a decision and that there were no comments against the application from any of the Parishioners present at the meeting.

**5.3 Hill House Farm, Bath Road** - The Parish Clerk commented that when he recently checked the Office of Traffic Commissioners East of England website for applications and decisions, he had noted that a decision was reported in respect of The CGM Group (East Anglia) Limited on 8<sup>th</sup> May at Hill House Farm, that it has been granted permission to increase the existing centre to 8 vehicles and 8 trailers. The Parish Clerk added that he was unclear what the previous permitted numbers of vehicles had been. A Parishioner stated that he believed the numbers had been increased from 4 vehicles and 4 trailers. Another Parishioner noted that it appeared to be a replication of a previous application when the Parish Council and a number of individual Parishioners had objected and the applicant had withdrawn their interest. LH noted that the local roads had been pointed out to be upgraded cart tracks and had not been designed to carry large vehicles. A Parishioner noted that it was an unsuitable place to put a lorry park with a nearby grade one listed church and a public cemetery.

## 6. **Financial Update**

**6.1 Bank Mandate** - The Parish Clerk reported that with the change of Parish Councillors, there had been a need to update the cheque signatories for the Bank Mandate. He noted that the application documents had been returned from the bankers and a new form added as confirmation was required from an existing signatory of the changes of Parish Councillors and noting that LH is to be documented as Acting Chairman.

**6.2 Cheque Payments** - The Parish Clerk commented that as a result of the delay with the new mandate, problems had arisen in the payment of cheques as agreed at the last Parish Council meeting, that was the Annual General Meeting held on 15<sup>th</sup> May. He noted that he had spent a lot of time contacting outstanding Payees explaining the position of the Parish Council and was concerned with several payments not being paid to cover items such as the Insurance cover.

The Parish Clerk added that he had been in contact with BCKLWN and the Norfolk Association of Local Councils (NALC) for advice as to how the Parish Council could proceed. He reported that NALC had advised him that as long as the Parish Council kept a record of any payments due and report them at a public meeting, that it would be appropriate to ask two signatories, who currently would be retired Councillors, to sign cheques until the matter of the future Parish Council and its bank mandate is resolved.

LH commented that in the present situation and on the advice from BCKLWN and NALC that she would be in favour at this meeting of signing outstanding cheques presented from the May meeting and to this meeting. The Parish Clerk stated that he did not have the cheque prepared

for the renewal of the Parish Insurance premium but recalled that the figure was £344.74. Both the retired Councillors, current signatories to cheque payments and present at the meeting agreed to sign the outstanding cheques. It was agreed that the cheque required to honour the payment to provide the Parish Council Insurance premium would also be signed and details added to any financial records.

**6.3 End of Year Accounts, 2018/19 - Annual Audit** - The Parish Clerk reported that he was about to receive the Annual Internal Financial Auditor's for the Parish Council's accounts 2018/19. The Parish Clerk expressed his concern that as delays had occurred as a result of the Parish Council election outcome, Parish Councillors availability and numbers and other time-demanding issues that have had to be addressed, the process for submitting the final annual report to the External Auditors (PKF Littlejohn) was behind schedule. The Parish Clerk reported that the deadline to submit all the documentation to the External Auditor was 1<sup>st</sup> July 2019 and that this date could not now be met. The Parish Clerk added that he had approached the External Auditors to request a time extension and that he was awaiting their reply. LH commented that in view of the catalogue of events, she felt that the Parish Council can only do its best in the current situation.

A Parishioner recalled that last year, the External Auditors had themselves had to implement an extension to their work and that their final reports were several weeks late in being issued to Councils.

**6.4 Accounts for May 2019 - Cash Flow, Cash Book and Payments** - The Parish Clerk reported that he had transferred the expenditure shown against April and moved it into May due to the inability to issue cheques as mentioned under item 6.2. The Parish Clerk noted that this was now shown as the combined expenditure for April and May. The Parish Clerk suggested that the Parish Council might approach the Internal Auditor to carry out a small audit to confirm that all items of income and expenditure are correctly recorded and presented. This was agreed by LH and AB. The Parish Clerk noted that the balances of the reconciled Cash Book corresponded with those shown on the Cash Flow.

Payee	Cheque No	Net	VAT	Gross	Remarks
R Poole	101084	£193.90	£0.00	£193.90	Handyman's Payment, Expenses & Travel for May 19
Peter King (Parish Clerk)	101085	£787.78	£0.00	£787.78	Parish Clerk's May 19 salary and expenses
HMRC	101089	£52.39	£0.00	£52.39	Parish Clerk's May 2019 - PAYE and NIC payment
Holly Landscapes	101087	£487.50	£97.50	£585.00	Ground Maintenance - May 2019
West Dereham Village Hall	101088	£1,500.00	£0.00	£1,500.00	WDVH Annual Grant
Came And Company (Insurance)	101090	£344.74	£0.00	£344.74	Insurance (Annual cover 2019/20)
<b>Total</b>		<b>£3,366.31</b>	<b>£97.50</b>	<b>£3,463.81</b>	

LH requested that the minutes record that the Parish Clerk's hours have had to be increased as a result of additional administrative work required in respect of the recent Village Hall inquiry.

LH and AB noted that they were content with the payments. LH noted that the cheques and

control processes would be signed off after the close of the meeting.

**6.5 Handyman's Pay and Allowances** - The Parish Clerk noted the Handyman's pay and allowances should now be reviewed. LH stated that the Handyman's increase in pay should be the equivalent of the national local authority NJC annual pay increase that is currently set at the rate of 2%.

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

**7.1 Cemetery Regulations**

LH proposed that the policy be deferred until the next meeting.

**7.2 Internal Control Statement**

LH proposed that the policy be deferred until the next meeting.

**7.3 Travel & Expenses Policy**

LH proposed that the policy be deferred until the next meeting.

**8. Correspondence**

LH commented that she had seen a piece of recent correspondence from somebody who used to reside in the village who had commented how manicured the Parish now looked.

**9. To receive further reports/items of business for the next agenda**

AB requested that defibrillators be added to the next agenda for discussion.

**10. Date of Next Meeting:**

LH commented that the Parish Council is hopeful that Councillor Pam Walker will be able to attend the next meeting and that the process of co-opting new Councillors can take place.

The next Parish Council is to be held on **Thursday 1<sup>st</sup> August at 7.30pm** in the West Dereham Village Hall. The meeting will be preceded with a Councillors' Surgery at 7.00pm

**11. Open Forum**

11.1 In response to a question from a Parishioner, LH commented that it was hoped that the Co-options would take place at the August meeting, dependent on their being enough Parish Councillors present.

**12. Close of Meeting.** The Chairman thanked everyone for attending and final closure of the meeting was at 8.20pm.

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