

MINUTES OF THE WEST DEREHAM ANNUAL PARISH COUNCIL MEETING
HELD AT WEST DEREHAM VILLAGE HALL AT 7.30 pm
ON WEDNESDAY 15 MAY 2019

PRESENT (Four Councillors):- Annie Barber (AB), Lorraine Hunt (LH), Paula Kellingray (PK) and Pam Walker (PW) Chair

In attendance: Claire Cann (CC) Retiring Chair, Peter King, Parish Clerk, and 22 members of the public.

The Chairman welcomed everyone present to the Parish Council Meeting.

1. **Election of Chairman and Declaration of Acceptance of Office (chaired by Claire Cann)**

PW was proposed as Chairman by LH and seconded by PK. PW thanked Claire Cann for the many years of Parish Council service standing as both Parish Councillor and Chairman. It was agreed that PW sign the Declaration of Acceptance of Office after the meeting.

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

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

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

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

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

5. **Minutes of the Meeting held on 4 April 2019**

Parish Councillors confirmed that they had seen the minutes. The minutes were agreed as a correct record of the meeting. The Chairman signed the minutes.

6. **Matters Arising**

6.1 War Memorial, St Andrew's Churchyard - The Parish Clerk reported that he had contacted a stonemason to ascertain the type of material that he had previously suggested to create a plaque for the two named people who are commemorated from World War II and to confirm some of the costings that had also been provided.

6.2 Keep Britain Tidy, West Dereham's litter pick 14th April - The Parish Clerk reported that 10 local people helped and collected several bags of rubbish and other materials. The Parish Clerk thanked the helpers and noted that photographic evidence of the collection had been added to the Parish Council website.

6.3 Changes to Mobile Library Service in West Dereham - The Parish Clerk reported that the changed timetable to the Mobile Library Service had been circulated in the last village magazine added to the Parish website .

6.4 Natural Burial area, replacement of trees - The Parish Clerk noted that he and CC were due to arrange a time to meet the owner of Diddlington nursery to discuss the replacement of the dead trees in the Natural Burial area of the cemetery.

6.5 Parish Council Election results - The Parish Clerk reported that the 4 Parish Councillors present at the meeting had been elected as uncontested candidates.

6.6 Borough Election (Denver Ward) results - The Parish Clerk reported that the local Borough Council of King's Lynn and West Norfolk (BCKLWN) ward structure had been reconfigured and that West Dereham had become part of the Denver Ward. The Parish Clerk noted that the new elected ward Borough Councillor is Alan Holmes who sits as a member of an 'Independent Members' group on BCKLWN. The Parish Clerk added that Councillor Holmes had been in contact and was interested in attending future West Dereham Parish Council meetings.

6.7 Fly tipping, Wereham Road - The Parish Clerk reported that following the complaint of a range of items left in the ditches along a section of Wereham Road at the last Parish Council meeting, the combined help of the BCKLWN Fly tipping team and the local litter pickers, a considerable amount of rubbish had been cleared. The Parish Clerk noted that PK had reported to him that an old caravan had been left at the other end of Wereham Road and that he had reported this to the BCKLWN Fly tipping team. Parishioners commented that the caravan had been moved to a farmland area off Ryston Road and had been reportedly burnt out and broken up.

6.8 Flooded Drains, Hilgay Road - The Parish Clerk noted that he had reported the problem to Norfolk County Council Highways Department (NCC-HD) who had attended and cleared the drains, but had then received a further complaint and photographs showing further blockages. The Parish Clerk added that he had reported the matter again to NCC-HD.

6.9 Field Entrance, Ryston Road - The Parish Clerk reported that he had reported Councillors' concerns to BCKLWN Planning Department and had received a message back from the Planning Enforcement Team that it was not considered to be a matter that they would take any further action as the entrance was established and does not appear to be a breach of planning control.

6.10 Ditches, Church Road - The Parish Clerk reported that he was waiting for an updated report from NCC Flood Department and BCKLWN Environmental Health Department. The Parish Clerk noted that the problem of effluent flowing in the ditch first reported in the summer of 2018 and recently occurred again.

6.11 Potholes, Church Road and Basil Road - The Parish Clerk noted that NCC-HD had carried out some remedial work in Church Road but that he would report again some holes along the west side of the road. The Parish Clerk noted that he had also reported 6 potholes at various points along Basil Road.

6.12 Visit to Arbory Trust, natural burial cemetery - The Parish Clerk reported that he had not been able to visit the site and would be making an appointment.

6.13 YMCA Youth-West Partnership - The Parish Clerk noted that there had been a proposal to circulate a leaflet to the young people (11-18 year olds) living in the village regarding the YMCA school summer holiday provision, but it had not been possible to include it with the recent Parish Magazine distribution. LH requested that the Parish Clerk contact the YMCA to

ascertain if other local villages had been successful with the consultation and that West Dereham young people might be able to become involved.

7. Reports:

7.1 Chairman's Report -

7.1.1 PW noted that there will be an opportunity for the co-option of Parishioners interested in applying to join the Parish Council and that it would take place at the August meeting, when there will be sufficient Councillors present

7.1.2 PW read out a statement reporting that after serious concerns brought to the attention of the Parish Council about the administration aspects of the Village Hall, the Parish Council as Custodian Trustees deemed it necessary to inform the Charity Commission and make formal investigations. After a number of recent resignations, the Village Hall Management Committee had insufficient officers to fill the required posts. The Village Hall AGM is due shortly when elections to the Village Hall Management Committee will be held.

PW added that she believed that there had to be a two-week notice of the date of the AGM. PW noted that investigations continue and that it would be inappropriate to make further comment at this time and that when there is an outcome, the village will be informed. PW continued that contractual obligations with Village Hall users had been met and all private bookings that would take place in the near future will be honoured. PW commented that hopefully the Hall would be open as soon as possible.

PW added that the Parish Council as Custodian Trustees have statutory obligations that they will continue to meet.

7.2 Clerk's Report

The Parish Clerk noted that all matters to be reported upon were covered by the meeting Agenda.

7.3 Handyman's Report

7.3.1 Moved the speed monitor twice from The Row, Ryston Road to Lime Kiln Road and then onto Church Road. Changed the battery between the moves.

7.3.2 Attended an inspection meeting with the Parish Clerk in the Cemetery. Completed the replacement of chain link fencing in the Cemetery. Laid further granite chipping to finish burial strips in the Remembrance Garden.

7.3.3 Strimmed the grass verges around the bridges the phone boxes and the safety signs.

7.3.4 Continued weeding the Cemetery borders under the hedgerows and in the Remembrance Garden.

The Parish Clerk noted that the Handyman had noted a potential fault with the speed monitor and added he would contact the supplier for advice.

7.4 Police Report

PK noted that there was nothing to report.

7.5 Village Hall Report

The Parish Clerk report that the Village Hall Bar is not currently open and that stocktaking and auditing has been taking place.

7.6 Glazewing Report

The Parish Clerk reported that there were outstanding items of information that he needed to follow up with the Traffic Commissioner and a decision was required whether the Parish Council was proposing to respond to the Norfolk County Council retrospective planning application that had been passed. The Parish Clerk noted that when the new Parish Council was settled that the proposed meetings with representatives of Glazewing could then be set up.

8. Finance Report

8.1 Bank Mandate - The Parish Clerk commented that with the change of Parish Councillors, on the Parish Council that it was necessary to update the bank mandate and create new cheque signatories. The Parish Clerk noted that one of the current signatories was required to contact Barclays Bank to obtain the necessary documents.

8.2 Accounts for April 2019 - Cash Flow, Cash Book and Payments - The Parish Clerk reported that income for April from the BCKLWN Precept was £17,403.74, including Small grant £90.00, a farm tenancy half year receipt of £1,500.00, Cemetery fees of £150.00 and a new allotment tenant's deposit and annual fees of £90.00, in total £19,233.74. The Parish Clerk noted the following payments.

Payee	Cheque No	Net	VAT	Gross	Remarks
Norfolk Association of Local Councils	101075	£165.87	£0.00	£165.87	Annual Subscription - 2019/20
Environment Agency	101076	£16.76	£0.00	£16.76	Annual Drainage Charges for Farm land & Allotments
Downham Garden Centre	101077	£120.00	£24.00	£144.00	Purchase of cahinlink fencing and chippings
Holly Landscapes	101078	£487.50	£97.50	£585.00	Grounds Maintenance - April 2019
R Poole	101079	£221.58	£0.00	£221.58	Handyman's Payment, Expenses & Travel for April 2019
Peter King (Parish Clerk)	101080	£619.03	£0.00	£619.03	April salary and expenses
HMRC	101081	£4.40	£0.00	£4.40	Parish Clerk's April 2019 - PAYE and NIC payment
Stephenson Smart	101082	£216.00	£43.20	£259.20	Payroll Services (April 2019 to March 2020)
E.On	101083	£19.51	£0.98	£20.49	Electric Lighting
Total		£1,870.65	£165.68	£2,036.33	

The Parish Clerk noted the total payments were £2,036.33. The balance of the Cash Flow and Cash Book at the end of April for the year 2019/20 is £17,197.41 and when added to the three Parish Council provides a balance of £31,915.58.

PW asked the Councillors present if they were content with the payments. All Councillors noted that they were content. PW noted that the cheques and control processes would be signed off as soon as possible.

8.3 Insurance (Three year Agreement) - The Parish Clerk reported that the Parish Council is due to renew its Insurance on 1st June 2019 and has just completed a three year rolling agreement with Aviva Insurance noting that last year's premium was £512.69. The brokers Came & Company, who specialize in local Councils insurance supplied three quotations at the beginning of May from the following insurance companies, Inspire (attached to AXA insurance), Hiscox and Ecclesiastical. Their quotations in the form of a table were shown to the meeting on the projector noting that the Inspire was the lowest quotation. The Parish Clerk added that Came & Company recommended this quotation. The Parish Clerk commented that he had analysed each quotation taking the value of the Parish Council's village property and assets into consideration. The Parish Clerk noted that he was concerned with the timing (1st June) of any commencing any new policy as a result of the need to change the bank signatories. It was agreed that the Parish Clerk would contact Came & Company to negotiate a flexible timescale for the payment of the premium. In response to a question raised by a Parishioner into the quotation not being provided by the previous insurance provider (Aviva), the Parish Clerk stated that he would ask Came & Company for the reason for this.

8.4 Handyman's Pay and Expenses - The Parish Clerk noted the Parish Council paid the Handyman's the rate of pay of £8.25 per hour and introduced from January 2018, a payment of the £2.00 per month to cover the cost of his electricity used to charge the batteries for the speed monitor. LH recommended that the Parish Councillors should review any percentage increase in line with the national NJC pay scales and then backdate any payment. PW added that the item should be added to next Parish Council meeting agenda.

8.5 End of year Accounts 2018/19 - The Parish Clerk noted that he did not have any new figures to bring to the meeting as the those presented and agreed to the previous Parish Council meeting (4th April 2019) were the closing balance for the financial year. The Parish Clerk noted that he now need to take all the financial documentation and present it to the Internal Auditor for her audit and report. The Parish Clerk added that the Parish Council will need to meet again by mid-June to receive the Internal Auditor's report, complete the financial annual return and forward it to the External Auditors.

9. To consider Parish Council Internal Affairs and Policies

9.1 Assets Register 2019/20

The Parish Clerk displayed the current Assets Register using the projector to the meeting. The Parish Clerk noted that he had updated the register in November 2018 as the brazier sited in the cemetery had to be added to the list of items. The Parish Clerk noted that a copy of the Register had been sent to the insurance brokers for their information and to ensure that it was on record for any changes to the new insurance agreement. LH requested that the quantity of pairs of the village gateways required to be added.

PW asked the Councillors present if they were content with the revised Assets Register Policy. All Councillors noted they were content. PW noted that the Assets Register had been reviewed and revised.

10. **To comment on planning applications currently received at the time of the meeting**

The Parish Clerk stated that no planning applications had been received this month.

11. **Correspondence**

The Parish Clerk reported a further unexplained cheque of £469.25 received from HMRC. A Parishioner suggested adding the amount to a reserve account.

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

No Items were recorded.

13. **Date of Next Meeting:** The date is to be confirmed.

14. **Open Forum**

14.1 A Parishioner asked whether the invitation extended to Mick George and John Gough of Mick George Ltd., had been cancelled. PW confirmed that the invitation had been deferred and that they would be invited to a future meeting. The Parishioner noted that the Mick George website showed that the organisation consider community grants from £5,000 upwards.

14.2 A Parishioner raised concerns regarding potholes on the western side of Church Road, between her house and the village hall. PW commented that she had found the website FixMyStreet.com to be useful for reporting pothole problems to NCC-HD. LH noted that several potholes in the area had been highlighted by white lines around them, hopefully in preparation for NCC-HD to carry out remedial work.

14.3 A Parishioner commented that he had noticed that a number stones of various sizes had been placed on the grass verges outside of properties along a section of Station Road. He added that he believes that they are placed to prevent large vehicles from driving onto the verges, but is concerned that they might be dangerous to smaller vehicles. He noted that the Parish Council had some years ago written to homeowners regarding the matter and questioned whether Parish Councillors might now take another look. Another Parishioner noted that the first 1 metre of grass was the responsibility of the County Council and beyond that, the property owner.

14.4 A Parishioner noted that a crack had appeared in one of the supports to the bridge in Church Road. The Parish Clerk was asked to investigate the matter.

15. **Close of Meeting.** The Chairman thanked everyone for attending and final closure of the meeting was at 8.35pm.

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