

## Minutes of the Parish Council Meeting

### WEST DEREHAM PARISH COUNCIL

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**DATE:** Thursday 4<sup>th</sup> February 2021  
**TIME:** 7:00pm  
**PLACE:** Virtual Meeting using Zoom  
**PRESENT:** Lorraine Hunt (Chair), Nick Drew, Stuart Glover, Keith Gore (Councillors)  
Linda Arthur (Clerk)  
Andy Challen (Chair Village Hall Management Committee), Cllr Brian Long, Cllr Alan Holmes  
**PUBLIC:** 3

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1. To Receive Apologies for Absence

Apologies were received from Tim Glover and Susan Pepper.

2. To receive declarations of interest on agenda items

There were none.

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

LH asked if anyone present would be filming, recording, blogging, or tweeting during the meeting. There was no response from the members of the public on-line. LH noted that the meeting is audio recorded to assist the Parish Clerk in the writing of the minutes.

4. To approve the minutes of the Parish Council Meeting held on 3<sup>rd</sup> December 2020.

The minutes had previously been circulated. An amendment was made to item 4, to correct date to 5<sup>th</sup> November. The amended version was unanimously **agreed** by the Council. LH as Chair will sign the minutes at the earliest opportunity.

5. To report progress on items not on the agenda from the last meeting (Clerk's report)

5.1 Precept

LA confirmed that the precept had been requested for the year 2021 to 2022.

5.2 Flooding – Scrutiny Committee.

Following several emails from parishioners reporting flooded gardens and cesspits in Station Road LA had raised a question with the Norfolk Scrutiny Committee at their January meeting. The scrutiny committee have replied, but with no positive outcome for the parishioners.

5.3 Letters of Thanks

LA confirmed that letters of thanks had been sent out as requested at last meeting.

#### 5.4 Planning Query

LA had contacted Planning regarding a house in the parish that has been painted bright blue. Planning had advised that, unless the building is listed, there are no restrictions regarding house colour.

#### 5.5 Recreation Ground Ownership

LA reported that she had contacted Planning about ownership of the playing field, and they had forwarded the enquiry to property, but no reply had been received to date.

#### 5.6 Highways

LA had reported various highways and flooding defects to the relevant authorities.

#### 5.7 Parish Partnership – HGV Road Signs

LA reminded the Parish Council that the exact wording and location of the signs had yet to be confirmed. Cllr Long had been contacted to receive further funding for the signs, but there was no progress on this to date. LH pointed out that it seemed correct for Norfolk CC to pay for the signs, rather than the parish, as the difficulties caused were by HGVs that had nothing to do with the parish. Cllr Long confirmed that he would continue to consider further funding for the signs.

#### 5.6 Highways

LA reported that there was CIL funding from Norfolk CC for local projects and suggested that this could be discussed, and a project decided upon.

### 6. Reports

#### 6.1 Chair's Report.

LH advised the PC current guidance is online meetings are only legal until 7 May 2021, NALC advised preparation is made for a return to face-to-face meetings but there is lobbying from NALC, SLC and LGA to continue with virtual meetings. Any return to face-to-face meetings will also depend upon the legality of the situation regarding the Village Hall and COVID-19 rules.

#### 6.2 Handyman's Report.

The Clerk reported on behalf of the handyman. The Sam2 speed monitor has been moved this month, as agreed, and changed and recharged the batteries. He confirmed that the damaged dog bin in Hilgay Road was damaged beyond repair and would need to be replaced. He has carried out a temporary repair.

He also reported that the two telephone boxes in the parish needed repairs. The Parish Council discussed options and agreed that a schedule of works was needed when the weather improved sufficiently to allow painting.

#### 6.4 Police Report.

There was no report available.

#### 6.5 Glazewing Report.

LA reported that she had been communicating with Glazewing, following an incident involving a vehicle on route to the recycling plant. This vehicle had collided with a bollard, removing it completely from the pavement. The response from Glazewing was that Highways had been informed and that they would be repairing the damage.

LA had also complained to Glazewing about damage to a dog waste bin, caused by an HGV on the route to the Glazewing location. As well as this, there was serious damage in the Row, with full identification of the vehicle provided. Glazewing deny all responsibility in both instances.

LA also reported that she had received reports of vehicle traffic to Glazewing, out of hours, as well as an increase in traffic not using the correct route. LA has contacted planning who have confirmed that the permitted hours of operation are Monday to Friday 7 am to 7pm and Saturday 7 am to 5pm. Glazewing deny reports of out of hours traffic visiting their site, as well as any increase in traffic.

#### 6.6 Village Hall Report.

The Chair of the Village Hall Management Committee reported that, although the Village Hall was still closed, the full range of PPE was in place and a deep clean had been carried out. They are continuing with the disposal of any out-of-date stock. Track and trace is in place, as well as a bar screen. New doors have been installed. The intruder alarm has been serviced and updated and all fire appliances serviced and checked. Although costs are being cut wherever possible, essential costs are eating into the VH funds and the VH Committee are hoping to apply for a further grant to help meet financial commitments. Bank accounts have been updated with current signatories and there are now two bank accounts, one for the bar and one for the hall.

The chair asked that any parishioner with bookkeeping experience may consider volunteering as treasurer for the hall.

### 7. Finance Report

#### 7.1 To Consider Financial Statements for January 2021.

The Clerk had previously circulated the cash flow and bank reconciliation figures for December 2020 and January 2021 and reported a cash balance of **£25,49.94** at 31<sup>st</sup> January 2021.

#### 7.2 Cheque Payments for Approval for January 2021.

The Clerk reported that expenditure had totalled **£1488.34**.

The Clerk itemised the payments that were now due. All were unanimously **agreed**.

#### 7.3 To agree the purchase of essential reference book "Local Council Administration".

The purchase was proposed by LH and seconded by ND.

#### 7.4 To agree change to internet banking and agree banking provider.

LA had sent a report to the PC by email having researched three different banking providers. LA explained the advantages and disadvantages of each. The PC's decision to change to internet banking with Unity Bank was unanimously **agreed**.

### 8. Proposal for the Recreation Ground St Andrews Close

The Parishioner who is proposing the installation of play equipment at the recreation ground gave an update on the survey that had been sent out. There are now 88 replies. LA confirmed that BCKLWN property department had been contacted but no reply had been received. A parishioner agreed to join the working committee and it was agreed that a request for volunteers should be put on the parish Facebook page. The location of the play area within the Recreation ground was discussed and ND suggested that the area away from the road and adjacent to the field would be preferable. ND also pointed out that drainage would need to be considered to ensure that the area did not become

waterlogged in the wetter months and would form part of the initial survey, to check that the plans are acceptable. LH also suggested that a working committee should be formed to progress the project.

#### 9. To agree Grounds Maintenance schedule prior to invitation of tender applications

LA gave a brief overview of the process that had been carried out to ensure that the PC's standing orders and financial regulations about procuring contracts, had been met. Three contractors had been contacted with a schedule of works and requirements. They were referred to by number, rather than by name to ensure impartial voting. Contractor 1 provided a quotation that was outside the budget and contractor 3 was unable to provide all the necessary certification and risk assessments that had been requested. It was **agreed** unanimously to accept Contractor 2.

#### 10. To comment on Planning Applications received

##### 11.1 To receive results of applications.

There were none.

##### 11.2 To receive new applications and comment.

20/02122/O | Outline Application Some Matters Reserved: Proposed dwelling | Land W of Whindrove Acre Ryston Road West Dereham Norfolk

This planning application had been discussed at a previous planning meeting and it was agreed that a comment should be made regarding the access road, which may be badly positioned.

#### 11. To consider Parish Council Internal Affairs & Policies

The documents that were due for review were deferred to the March meeting.

#### 12. Correspondence

Correspondence had been received regarding flooding in Station Road and ND confirmed that the dyke had been dug out to alleviate the problem. ND had personally helped in this matter. LA had asked a question at the Norfolk Scrutiny Committee meeting dealing with flooding in the area, but without resolution. Cllr Long explained that there had been a severe flooding incident in West Norfolk and that homes which had been internally flooded had taken priority. LH pointed out a comment which had been raised at the Scrutiny Committee that the drainage system needed to be audited, so that the residents had a single point of contact rather than presently going round in circles to find someone responsible. ND said that the road camber was also part of the problem. Cllr Long agreed to investigate the matter. A general discussion about drainage ensued and ND informed the PC about some dykes that had been dug out and were now causing silt to be deposited. The discussion covered several areas that were causing problems. A parishioner reported that septic tanks had to be emptied more often and Cllr Long replied that septic tanks belonging to residents are their responsibility. LH said she had been contacted by a resident about footpaths 9 and 10 that were in poor condition. ND agreed to provide LA with the details of the landowner concerned.

#### 13. To agree agenda items for the next Parish Council agenda (Thursday 4<sup>th</sup> March at 7pm)

KG asked that allotments should be added to the agenda.

#### 14. Open Forum for Public Participation

Cllr Holmes spoke about drainage and pointed out that all the problems that West Dereham is experiencing is due to extraordinarily high rainfall for the last two winters and that the whole of Norfolk is suffering the same problems. Cllr Holmes also spoke about the Census that is happening on 21<sup>st</sup> March and the various ways that the public can take part.

Meeting closed at 9.00 pm

\_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Date)