

## Minutes of the Parish Council Meeting

### WEST DEREHAM PARISH COUNCIL

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**DATE:** Thursday 3<sup>rd</sup> December 2020  
**TIME:** 7:00pm  
**PLACE:** Virtual Meeting using Zoom  
**PRESENT:** Lorraine Hunt (Chair), Nick Drew, Stuart Glover, Keith Gore, Susan Pepper (Councillors)  
Linda Arthur (Clerk)  
Andy Challen (Chair Village Hall Management Committee)  
**PUBLIC:** 1

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1. To Receive Apologies for Absence

Apologies were received from Tim Glover.

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 5<sup>th</sup> November 2020

The minutes had previously been circulated. An amendment was made to item 12 paragraph 3, to add "arranged by local residents". 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 Highway and Footpath defects

LA reported that she had been asked to report and follow up six different highways and footpath defects, all of which had been reported to Highways department. Highways have agreed to make reparations on all reported defects.

LH confirmed that Highways had attended and markings had been made to indicate where works were required.

5.2 Additional Signage- A134 at Lime Kiln Road and Bath Road Junctions.

LA reported that she had completed the application to the Parish Partnership fund for two new signs. The amount of the grant applied for is £770, being 50% of the total cost of the signs. There was a discussion about the nature, wording, location and number of signs required. It was **agreed** that two

signs were required on the A134 indicating that routes along Bath Road and Lime Kiln Road are not suitable for HGVs. These to be placed on the A134 a distance before the entrance to these roads, to warn HGVs before they may turn. LH asked LA to contact Cllr Long and ask for 50% funding for the project, to eliminate any cost to the PC. LA **agreed** to contact the Parish Partnership and revise the precise nature of the signs required, as well as the funding source for the remaining 50% cost of the signs, once confirmation has been obtained from Cllr Long. LA requested for one of the Parish Councillors to send a map showing the precise location that is needed for the signs, so that Highways and the Parish Partnership can be informed, which was **agreed**.

### 5.3 Barclays Bank

LA reminded the PC that she was still unable to obtain bank statements from Barclays Bank. These are needed to provide the PC with financial reports at the PC meetings. Although LA had completed a mandate form, this had to be agreed and minuted before it could be signed and sent to Barclays.

### 5.4 External Audit

LA reported that she had completed the statutory requirements for the external audit by PKF Littlejohn.

### 5.5 Free Visors from Norfolk ALC

LA reported that she had arranged for 200 free visors to be delivered, for distribution to the village hall and other organisations around the parish. ND had offered to have them delivered to his premises for distribution.

### 5.6 Accessibility

LA reminded the PC that legislation had been introduced in September 2020 to make all documents and the PC website fully accessible. LA is currently altering all PC documents and policies to accessible format, as they become eligible for review.

### 5.7 Councillor Training

LA had received a request from SP for Councillor training. LA informed the PC that the cost of the two-day remote course was £40, which could be taken from this year's training budget.

## 6. Reports

### 6.1 Chair's Report.

LH advised the PC that she had received and accepted Tom Foy's resignation as Parish Councillor and Vice-Chair. LH thanked TF for his contribution over the years that he had served the Parish Council. LH asked LA to start the process of recruiting a new Parish Councillor.

### 6.2 Handyman's Report.

The Clerk reported on behalf of the handyman. The Sam2 speed monitor has been moved this month, as agreed. He has trimmed the bushes on the footpath across the field from the Village Hall to the Row, as well as other tasks around the Parish.

### 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 also reported that she had received reports of vehicle traffic to Glazewing, out of hours. This included reports of such traffic at 5.30 am. Glazewing have asked for identification of all vehicles, otherwise they are unable to investigate, however in the dark at 5.30 am, this is virtually impossible. LA has notified Glazewing, who assure the PC that traffic is only received during their operational hours of 7 am to 7 pm.

KG reported that he had seen a McIntyre HGV in Bath Road at 10 am on 26.11.20. LA agreed to contact Glazewing with this information.

LH asked SP if there were any meetings planned with Glazewing. SP confirmed that there were not.

## 6.6 Village Hall Report.

The Chair of the Village Hall Management Committee reported that the VHMC was committed to opening in a safe manner when Covid 19 restrictions allow. Track and trace was in place, as well as a bar screen. A stock check had been made and all out of date stock identified and disposed of. The VHMC hope to open the Village Hall before Christmas, but this depends on restrictions at the time. New doors have been installed. An inventory of equipment is currently underway. The chair asked that any parishioner with bookkeeping experience may consider volunteering as treasurer for the hall, as well as other management committee posts.

The VHMC Chair gave a financial report, which VHMC will update when trading is able to commence.

## 7. To Elect a Vice Chair

KG proposed that Nick Drew should take the post of vice-chair. This was seconded by Stuart Glover and unanimously agreed.

## 8. Finance Report

### 8.1 To Consider Financial Statements for November 2020.

The Clerk had previously circulated the cash flow and reported a theoretical cash balance of **£29,456.41** as at 30th November.

The Clerk reported that expenditure had totalled £2,157.49

### 8.2 Cheque Payments for Approval for November 2020.

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

	Cheque No	Payee	Net	VAT	Gross	Remarks
45	101196	PKF Littlejohn	£200.00	£40.00	£240.00	External Audit
46	101197	R. Poole	£114.30	£0.00	£114.30	Handyman's Payment & Travel Nov20
47	101190	Cruso & Wilkin	£300.00	£60.00	£360.00	Advice on farm tenancy
48	101199	Limetree Marketing	£37.50	£0.00	£37.50	Annual Report Booklet 2015
49	101200	P.King	£201.14	£0.00	£201.14	Parish Clerk's Salary & expenses Nov 20
50	101201	L. Arthur	£506.95	£0.00	£506.95	Parish Clerk's Salary & expenses Nov 20
51	101202	HMRC	£112.60	£0.00	£112.60	Parish Clerk's PAYE & NIC
52	101203	Holly Landscapes	£487.50	£97.50	£585.00	Ground Maintenance - October 2020
		Total	1959.99	£197.50	£2,157.49	

8.3 To agree the budget for the financial year 2021/22

All Councillors had been circulated the budget. Following a discussion the budget was unanimously **agreed**.

8.4 To agree the precept for the financial year 2021/22

LH proposed that there should be no change to the precept and it would remain at £17,403.74. This was unanimously **agreed**.

8.5 To agree the simple servicing authority for Barclays to change to the new clerk

**Unanimously agreed.**

8.6 To agree expenditure for new website

LA provided a quotation of £500, which was unanimously **agreed**.

8.3 To agree training contribution for Clerk's CiLCA training and qualification

LH proposed that a contribution of £275 should be made, thereby reducing the Clerk's personal contribution to the training to £375, which was unanimously **agreed**. LA thanked the PC for this welcome contribution.

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

The Parishioners who were proposing the installation of play equipment at the recreation ground gave a report on the survey that had been sent out. There were 75 replies, of which 73 gave a positive response. LH asked LA to contact BCKLWN to check that the plans are acceptable. LH also suggested that a working committee should be formed to progress the project.

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

LH confirmed that a timeline had been agreed. This is to ensure that a tender document can be finalised by the end of December so that tenders can be invited in January and agreed at the February meeting.

## 11. To comment on Planning Applications received

11.1 To receive results of applications

There were none

11.2 To receive new applications and comment.

There were none

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

There were none to be reviewed.

## 13. Correspondence

ND asked if any progress had been made on previous correspondence regarding the natural burial ground. LH asked LA to check the progress on this.

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

KG asked that allotments should be added to the agenda.

### 15. Open Forum for Public Participation

SG mentioned that a landowner had cut the verge and dyke between the village hall and the school and that it was an excellent job. LH asked LA to send a letter of thanks to the landowner. LA asked the Parish Councillors to provide her with contact details for this landowner so that this request could be carried out.

SP asked the PC to attend to the mud in Lime Kiln Road. LH suggested that LA should write to the landowner concerned. LA requested contact details.

ND mentioned that a house had been repainted in Church Road and wondered if planning permission was required. LA agreed to ask planning if this was the case

Meeting closed at 8.15 pm

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

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