

## Minutes of the Parish Council Meeting

### WEST DEREHAM PARISH COUNCIL

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**DATE:** Thursday 4<sup>th</sup> March 2021  
**TIME:** 7:00pm  
**PLACE:** Virtual Meeting using Zoom  
**PRESENT:** Lorraine Hunt (Chair), Nick Drew, Tim Glover, 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 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 writing the minutes.
4. To approve the minutes of the Parish Council Meeting held on 4<sup>th</sup> February 2021.  
The minutes had previously been circulated. ND requested an amendment to item 6.6 to read "Bank accounts have been updated with current signatories and will be updated to provide two bank accounts, one for the bar and one for the hall." LA also mentioned that the table of detailed payments had not been included, due to publication issues, but would be added to the final copy. 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 Grounds Maintenance Contract  
LA announced that the company that the PC had voted to take on the grounds maintenance contract for the Parish was the CGM group.

All other items were to appear on the agenda and could be dealt with later.

## 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 has filled in holes caused by lorries in three main areas in the village, but the worst area needs a digger to repair the damage. The handyman only worked the agreed 5 hours this month. The Clerk was asked to follow up the damage with the handyman.

### 6.3 Police Report.

There was no report available. A discussion ensued regarding SNAP meetings, and it was hoped that they would start again. Poor attendance was blamed for the cessation of these meetings, although the meetings were poorly advertised.

### 6.4 Glazewing Report.

LA reported that there had been no communication regarding Glazewing this month. ND pointed out that the bollard that had previously been damaged by Glazewing machine movements, had not been repaired. LH asked the Clerk to follow this up with highways.

### 6.6 Village Hall Report.

The Chair of the Village Hall Management Committee reported that there was no financial report available, due to difficulties with updating the bank accounts, reported last meeting. There had been no major income or expenditure. Further stock had gone out of date and had to be destroyed. The Chair appealed for volunteers to help on the Committee. The village hall is required to open for the elections in May and as soon as it is legally possible to open the hall will be available for hire and previous events held there will be reinstated, in a controlled manner. The Chair appealed, once again, for a volunteer to take on the role of Treasurer for the hall. Cllr Long asked if all the available grants had been received. The Chair confirmed that the first grant had been received and had been used to update the security and other maintenance of the hall. The second grant was in the process of being applied for. Cllr Long suggested that the grant that is available to wet led pubs may also apply to the village hall and the Chair acknowledged that this could be investigated as a further aid to the village hall finances. LH supported the request for village hall Trustees and for a Treasurer. The Chair pointed out that, although there was no legal requirement, the accounts would be published, in the interests of transparency.

## 7. Finance Report

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

The Clerk had previously circulated the cash flow and bank reconciliation figures for February 2021 and reported a cash balance of **£24,648.61** on 28<sup>th</sup> February 2021.

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

The Clerk reported that expenditure had totalled **£1860.15**.

<b>Payments for February for approval at March 2021 Meeting</b>						
<b>ser</b>	<b>Cheque No</b>	<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Remarks</b>
62	101212	BCKLWN	£314.08	£62.82	£376.90	Dog bin emptying
63	101213	L Arthur	£275.00	£0.00	£275.00	Training contribution re clerk's CiLCA
64	101214	HMRC	£113.20	£0.00	£113.20	PAYE
65	101215	L Arthur	£453.08	£0.00	£453.08	Clerk's salary February
66	101216	L Arthur	£123.00	£0.80	£123.80	Reimbursement for Book Local Council Administration
67	101217	R Poole	£63.05	£0.00	£63.05	Handyman's invoice February
68	101218	SLCC	£154.00	£0.00	£154.00	SLCC membership
69	101219	Glasdon UK Ltd	£204.69	£40.94	£245.63	Dog waste bin
70	101220	L Arthur	55.49	£0.00	£55.49	Clerk's expenses February
		<b>Total</b>	<b>1755.59</b>	<b>£104.56</b>	<b>£1,860.15</b>	

All were 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 progress. A prospective contractor had carried out a site visit. One member of the public had made their objection at the site visit, but apart from that, it had been a positive meeting. An area was identified for possible placement of the play equipment, an area that is currently covered in brambles, but has access to drainage and this would utilise a currently unused area. The prospective contractor agreed to provide a plan and quotation, which would provide a guide to the overall costs. LA confirmed that BCKLWN property department had been contacted but no reply had been received. LA agreed to forward details of play equipment contractors that had emailed. Cllr Long reminded the PC of the CIL (Community Infrastructure Levy) match funding available. KG mentioned that a local quarry owner had offered possible funding for projects in the community, although this may possibly also be match funding. The Lottery Awards for All may also be a source of funding.

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

##### 9.1 To receive results of applications.

There were none.

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

There were none.

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

The following documents were due for review.

10.1 Allotment Tenancy agreement – Deferred to April.

10.2 Cemetery Regulations – Deferred to April.

10.3 Handling Complaints Policy – No change required.

10.4 Condition report on Parish Assets and actions required – review after 12<sup>th</sup> April.

10.5 Annual Review of the Parish Council's Assets – review after 12<sup>th</sup> April.

10.6 Procurement Policy – LH suggested that item 5 should be increased to £100. This was unanimously **agreed**. LH asked that the Financial Regulations should be updated accordingly. LA pointed out that no document or policy could be updated until the original documents were received from the PC, currently stored on the PC laptop, not yet received.

10.7 Cemetery Risk Assessment – LH asked the Clerk to check with the handyman, that he has the required training. ND reported that a seat had been removed from the Cemetery and renovated.

10.8 Disciplinary and grievance policy – Defer to April.

10.9 Equal Opportunities Policy – No change required.

10.10 H & S policy – No change required.

10.11 Risk Assessment – Defer to April. LH asked the Clerk to check if the NALC model document had been updated.

There was a discussion regarding the natural burial ground about the Cemetery Regulations, and it was agreed to finalise this at the next meeting.

## 11. Allotments

KG asked if there had been any enquiries about renting an allotment. The Clerk confirmed that there had been no interest.

LH asked the Clerk to place another advert for the allotments in the Village Pump.

## 12. Correspondence

Correspondence had been received regarding flooding in Station Road, asking who the riparian landowner is responsible for the overall drain system in Station Road. ND mentioned that the Drainage Board had attended, even though they were not responsible. Cllr Long confirmed that the responsibility in this area lies with the riparian landowner. He also said that the rainfall had been double that of normal levels and that weaknesses in the system would come to light under these extreme conditions. He also pointed out that it was difficult to determine responsibility as sometimes water running through a landowner's drain has come from elsewhere. LA mentioned that the PC had purchased some software that may be able to help when the PC laptop is given to the Clerk. ND thought that part of the problem may be a blocked gully. He was not certain who were the landowners responsible. KG pointed out that much of West Dereham relied on septic tanks as there was no direct sewer access.

ND asked the PC to assist the Clerk in finding the contact details for the landowners.

## 13. To agree agenda items for the next Parish Council agenda (Thursday 1<sup>st</sup> April at 7pm)

#### 14. Open Forum for Public Participation

A Parishioner who had recently moved to the village enquired about the telephone boxes. Where he had previously lived, phone boxes had been used as book swaps and wondered what was happening with the two telephone boxes in West Dereham. LH said that renovations would be in progress as soon as the weather improved. LH invited any suggestions for the use of the telephone boxes to be sent to the Clerk. KG said that the boxes had been targets for vandalism in the past. LH confirmed that the renovations were planned. The Parishioner asked if he could help, and this was accepted with thanks by the Parish Council.

AC reported a tree in the village that had a loose branch. He was not sure who was responsible for the tree. ND agreed to look at the problem.

Meeting closed at 8.19 pm

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

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