

## Minutes of the Parish Council Meeting

### WEST DEREHAM PARISH COUNCIL

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**DATE:** Thursday 1<sup>st</sup> April 2021  
**TIME:** 7:00pm  
**PLACE:** Virtual Meeting using Zoom  
**PRESENT:** Lorraine Hunt (Chair), Nick Drew, Tim Glover, Stuart Glover, Keith Gore, Susan Pepper (Councillors)  
Linda Arthur (Clerk)  
**PUBLIC:** 1

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1. To Receive Apologies for Absence

There were none.

2. To receive declarations of interest on agenda items

Tim Glover expressed an interest in items 10 and 11 on the agenda and agreed to leave the meeting during those items.

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> March 2021.

The minutes had previously been circulated and were unanimously agreed. 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 Bank Account

LA reported that she had taken several further measures, as instructed by various Barclays bank advisors, to allow the change of address on the account from the retired parish clerk to the current parish clerk. Barclays bank were originally notified in December 2020, but still fail to change the administration address on the account.

5.2 Advert for new Councillors

LA reported that she had not received any replies to the advertisement for new Councillors. ND confirmed that some parishioners had been contacted and that they may hopefully be interested in the role.

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 that current guidance is online meetings are only legal until 7 May 2021. The next PC meeting (Annual Parish Council Meeting) on 6<sup>th</sup> May would be online. ND expressed a preference for meeting face to face, but to comply with government guidelines and as the date clashes with local elections, an online meeting would be necessary. The Annual Parish Meeting Date was arranged for 27<sup>th</sup> May 2021.

### 6.2 Handyman's Report.

The Clerk reported on behalf of the handyman. LA informed the Council that she had provided the handyman with both contact numbers for TG so that TG could advise him about work needed to be carried out. The Sam2 speed monitor has been moved this month, as agreed, and changed and recharged the batteries. The new dog bin has been fitted and the bridges had been cut.

### 6.3 Police Report.

There was no report available.

### 6.4 Glazewing Report.

LA reported that there had been no further problems and confirmed that Highways department had been contacted and chased regarding the repair of the damaged bollard.

### 6.6 Village Hall Report.

ND reported that preparations were in place for the local elections and for the reopening thereafter, which is anticipated to be after 17<sup>th</sup> May 2021 in line with government restrictions.

## 7. Finance Report

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

The Clerk had previously circulated the cash flow and bank reconciliation figures for February 2021 and reported a cash balance of **£23,133.66** on 31<sup>st</sup> March 2021.

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

The Clerk reported that expenditure had totalled **£2,181.93**.

## Payments for March for approval at April 2021 Meeting

ser	Cheque No	Payee	Net	VAT	Gross	Remarks
71	101221	West Dereham Parish Council	£500.00	£0.00	£500.00	Deposit for Unity Trust Bank
72	101222	L Arthur	£19.65	£1.16	£20.81	Clerk's Expenses
73	101223	HMRC PAYE/NI	£115.20	£0.00	£115.20	Clerk's PAYE/NI
74	101224	L Arthur	£460.80	£0.00	£460.80	Clerk's salary

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75	101225	Wave (Anglian Water)	£59.14	£0.00	£59.14	Cemetery Standpipe
76	101226	R. Poole	£93.26	£0.00	£93.26	Handyman's Payment & Travel
77	101227	Norfolk Parish Training & Support	£174.04	£0.00	£174.04	Annual Subscription
78	101228	CGM Group	£495.13	£99.03	£594.16	Ground Maintenance - March
79	101229	Norfolk Assoc. Local Councils	£164.52	£0.00	£164.52	Annual Subscription
		<b>Sub-Total</b>	<b>£2,081.74</b>	<b>£100.19</b>	<b>£2,181.93</b>	

All were unanimously **agreed**.

LH asked LA if she was able to recommend an internal auditor and LA confirmed that a contact could be arranged.

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

LA reported that she had received an email from BCKLWN about ownership of the recreation ground. The email indicated that it may be possible for WDPC to lease the area in question.

LH suggested that there may be additional cost as WDPC would be responsible for grass cutting. TG confirmed that the grass cutting was already part of the grounds maintenance contract so there would be no further cost.

KG raised a concern about insurance and LA confirmed that public liability insurance was already in place. LA also confirmed that an annual safety inspection would be required and that a visual daily inspection would be required by a responsible parishioner. TG pointed out that his company carried out weekly checks for play areas at other parish councils.

ND suggested that planning should be given an outline of design and size as an initial approach.

The Parishioner who is proposing the installation of play equipment at the recreation ground gave an update on progress. She confirmed that the proposed area would be 15 x 33 metres and that one quotation had been obtained for £70,000, which did not include preparation of the ground. This would include a safer grass surface and equipment made from wood and steel. The parishioner confirmed that a working group had been set up and had met to discuss the initial rough plan with the first contractor. LA pointed out that all funding would require three quotations. KG suggested a site visit to other play areas and pointed out that the proposed spend was large for a small village. There was a discussion regarding clearing the ground prior to commencement of construction of the play area and ND and TG agreed to help.

LH asked LA to contact BCKLWN to determine the next step and how planning should be approached.

LH suggested that final plans should be made available to the public.

#### 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 agree the acceptance of the Grounds Maintenance Contract with CGM group.

The contact for annual maintenance of £3961 per annum plus VAT was agreed and LA was asked to sign on behalf of the PC.

11. To agree tree works as proposed by CGM group.

The proposed tree works were agreed in principle to be finalised at the assets inspection meeting on 17<sup>th</sup> April. The proposal was as follows:

- Ash tree £180 plus VAT
- Birch Tree £190 plus VAT
- Beech Tree £200 plus VAT

12. To consider Parish Council Internal Affairs & Policies

The following documents were due for review.

- 12.1 Allotment Tenancy agreement – Agreed – no changes.
- 12.2 Cemetery Regulations – Deferred to May.
- 12.3 Cemetery Risk Assessment – Agreed – no changes.
- 12.4 Disciplinary and grievance policy – Link to be changed to ACAS and Data Protection Act to be changed to 2018 - Agreed following changes.
- 12.5 Risk Assessment – Agreed – no changes.

13. Allotments

KG advised the council that a new tenant had been accepted. LA confirmed that there was an ongoing advert in the Village Pump magazine.

LH requested that the farm tenancy includes the vacant allotments due to consistent low take-up.

14. Correspondence

Correspondence had been received regarding flooding in Station Road, which had been dealt with at the last meeting, as recorded in the minutes.

15. To agree agenda items for the next Parish Council agenda (Thursday 6<sup>th</sup> May at 7pm)

There were no additional items.

16. Open Forum for Public Participation

There were no Public present at this point in the meeting.

Meeting closed at 8.41 pm \_\_\_\_\_ (Chairperson)

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