

Minutes of the Parish Council Meeting

WEST DEREHAM PARISH COUNCIL

DATE: Thursday 5th August 2021
TIME: 7:00pm
PLACE: West Dereham Village Hall
PRESENT: Nick Drew (Chair), Tim Glover, Keith Gore, Susan Pepper (Vice Chair)
IN ATTENDANCE: Sharon Sweet (Parish Clerk)
PUBLIC: 4

1. To Receive Apologies for Absence
Apologies received from Stuart Glover.
2. To receive declarations of interest on agenda items and requests for dispensation
None received.
3. Notice regarding use of social media, audio recording of Parish Council meeting and invitation for public contribution
ND noted that the meeting would not be audio recorded by the Parish Council.
4. To approve the minutes of the Parish Council meeting held on 1st July 2021
The minutes had previously been circulated and were unanimously **agreed**. ND as Chair would sign the minutes after the meeting.
5. To report progress on items not on the agenda from the last meeting (Clerk's report, information only)
There was no Clerk's report due to the outgoing Clerk being on sick leave.
 - 5.1 Introduction of our newly appointed Clerk & RFO
ND welcomed Sharon Sweet to the Parish Council as the newly appointed Clerk and RFO.
6. To receive reports (information only)
 - 6.1 Chair's Report
ND gave a verbal report - despite doubts as to whether the Parish Council could recruit a Clerk in time for the August meeting, ND was pleased to have Sharon Sweet, the new clerk, onboard and was grateful she was able to commence employment for the August meeting. ND commented he would be collecting the Parish Council's laptop and files from outgoing clerk on Monday and would arrange delivery to Sharon Sweet early next week. The Parish Council and Clerk will work together over the coming weeks on a priority list of tasks which would include addressing the recommendations from the internal audit and completing the VAT claim back.

6.2 Handyman's Report

ND reported Roy Poole, the handyman, was working hard during this intense growing period. He asked Councillors who receive reports of any overgrown areas to speak to Roy. There was a discussion on overgrown paths in the village, see 'Item 12 Correspondence'.

6.3 Police Report

No report.

6.4 Village Hall Report

The Chair of the West Dereham Village Hall Management Committee, Andy Challen, read his written report (for the full report see Appendix A). The report was noted by Parish Council members.

7. Finance Report

7.1 To consider Statements for July 2021

Financial statement 01.04.2021 to 31.07.2021 was circulated and noted by Parish Council members.

July payments on the accounts list

Not being on the agenda, July payments, were unanimously but informally agreed. The Clerk will add 'To approve July payments on the accounts list' to the September agenda for formal approval. ND and SP will authorise July payments after the August meeting.

July Payments for approval at August 2021 Meeting (Community Account):

ser	Payee	Net	VAT	Gross	Remarks
107	Viking Direct	£16.44	£3.29	£19.73	Stationery March 21
108	HMRC	£100.80	£0.00	£100.80	Parish Clerk's NI & Tax
109	L Arthur	£403.20	£0.00	£403.20	Parish Clerk's July salary
110	BKLWN	£5.00	£0.00	£5.00	St Andrew's Close Rent
111	W Dereham Parish Hall	£1,500.00	£0.00	£1,500.00	Annual Payment - invoice required
112	Norfolk PTS	£132.00	£0.00	£132.00	Planning Training Course
113	D Dann	£100.35	£0.00	£100.35	Internal Audit
114	Roy Poole	£180.37	£0.00	£180.37	Handyman July
115	CGM	£495.13	£99.03	£594.16	Grounds Maintenance July
116	CGM	£180.00	£36.00	£216.00	Ash Tree Pruning
	Total	£3,113.29	£138.32	£3,251.61	

8. Proposal for the Recreation Ground St Andrews Close - Update

ND reported there was no new information to update council members with. Written approval from KL&WNBC for a playground on the land was being sort before proceeding any further.

9. To comment on Planning Applications received

9.1 To receive results of applications

None.

9.2 To receive new applications and comment

21/01429/F - Demolition of existing conservatory, addition of side a rear extension and replacement windows at Abbey Fields Station Road West Dereham King's Lynn Norfolk PE33 9RR

The planning application was discussed. It was unanimously **agreed** that the Parish Council had **no observations** to make on this application.

10. To consider Parish Council Policies and Updates

None to review.

11. Allotments and Farm Tenancy

Allotments - The Village Pump had written to ask whether the Parish Council wished to continue advertising the allotments in the newsletter. There was a discussion on the vacant allotments, the cost of advertising and looking outside the parish for new allotment holders to fill vacant plots. ND asked the Clerk to find out the cost of advertising in The Village Pump and check to see if there was an existing policy for allotments.

Farm tenancy – ND confirmed this is now out to tender. There is a meeting arranged at Cruso Wilkins at Hillingdon on Monday 23 August to open tenders received.

12. Correspondence

When working in the village CGM had pointed out hedges at the allotments were in need of a cut. However cutting is not due until October. They asked if the Parish Council would like an additional cut or to bring forward the October cut. ND will ask Roy Poole if he can trim back the allotment hedges.

A parishioner had written to say the footpath from the old phone box to the abbey was unpassable. The clerk will write to Shropshires.

Correspondence had been received regarding joining the national beacon lighting for the Queens Platinum Jubilee celebrations on 2 June 2022. There was a brief discussion on this, ND will distribute the email received and this will be discussed at a future meeting.

13. To agree agenda items for the next Parish Council agenda (Thursday 2nd September 2021 at 7pm)

No items for the next agenda were received from council members. The date for the next meeting was noted.

14. Open Forum for Public Participation

A parishioner raised a concern dating back to the previous management of the village hall and in particular allegations made against an individual. ND stated this had been a police matter and was not part of the current Parish Councils business.

Meeting closed at 7.42

Chairman..... Date.....

Appendix A - West Dereham Village Hall Management Committee

Monthly report to West Dereham Parish Council – 5 August 21