

# Minutes of the Annual Parish Council Meeting

## WEST DEREHAM PARISH COUNCIL

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**DATE:** Thursday 13th May 2021

**TIME:** 7:00pm

**PLACE:** West Dereham Village Hall

**PRESENT:** Lorraine Hunt (Retiring Chair), Nick Drew (Chair), Tim Glover, Stuart Glover, Keith Gore, Susan Pepper (Councillors)

Notes of the meeting were taken by Lorraine Hunt

**PUBLIC:** 7

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### 1. Election of Chairman and Declaration of Acceptance of Office (chaired by Lorraine Hunt, outgoing Chair)

LH welcomed all to the meeting and gave thanks to the Village Hall Committee in making a Covid secure environment for all.

LH stepped down from the role as Parish Councillor and therefore invited nominations for a new Chairman.

Nick Drew was proposed by Susan Pepper and seconded by Stuart Glover. Councillors voted unanimously and Nick Drew was elected Chair. The Declaration of

Acceptance of Office form is to be signed as soon as possible.

### 2. Election of Vice Chairman and declaration of acceptance of office

Susan Pepper was proposed by Keith Gore and seconded by Tim Glover. Councillors voted unanimously and Susan Pepper was elected Vice Chairman. The Declaration of Acceptance of Office form is to be signed as soon as possible.

### 3. To Receive Apologies for Absence

Linda Arthur, Parish Clerk. LH agreed to take notes of the meeting.

### 4. To receive declarations of interest in items on the agenda and requests for dispensation

There were none.

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

ND asked if anyone present would be filming, recording, blogging, or tweeting during the meeting. There was no response from the members of the public. ND noted that the meeting would not be audio recorded.

To approve the minutes of the Parish Council Meeting

6. To approve the minutes of the Annual Parish Council Meeting held on 15th May 2019 (there was no APCM in 2020)

It was noted that these minutes were approved in October 2019

7. To approve the minutes of the Parish Council Meeting held on 1st April 2021

The minutes had previously been circulated and were unanimously agreed. ND as Chair will sign the minutes at the earliest opportunity.

8. Matters Arising

There were none.

9. To receive updates from Councillors, Public Bodies, etc.

- 9.1 Chair's Report.

There was no report.

- 9.2 Clerk's Report

No report was available.

- 9.3 Handyman's Report

No report was available.

- 9.4 Police Report.

There was no report.

- 9.5 Glazewing Report.

There was no report.

- 9.6 Village Hall Report

The Chairman of the Village Hall Management Committee reported that the hall in the previous week had been successfully used for the Norfolk County Council elections as a polling station. He noted that the Committee was still looking for other local people to join the Management Committee and particularly required a Treasurer. It was hoped that the hall could open the bar more frequently when volunteers could be identified and trained.

10. Finance Report

- 10.1 To Consider Financial Statements for April 2021.

Financial documents were not available for the meeting.

- 10.2 To approve Cheque payments on accounts list

Payments for April 2021 were agreed.

A parishioner queried the rate of pay of the Parish Clerk, LH responded this is paid in line with skills and qualifications. National pay scales are checked by the Society of Local Council Clerks and agreed by the National Joint Council.

11. Proposal for the Recreation Ground St Andrews Close

The Parishioner who is proposing the installation of play equipment at the recreation ground commented that good progress was being made. She added that she was waiting for quotes from playground equipment providers. The Parish council is to move forward

with enquiries with the BCKLWn planning officer on lease arrangements and planning requirements.

## 12. To comment on Planning Applications received

### 12.1 To receive results of applications.

There were none.

### 12.2 To receive new applications and comment.

Application Number 19/02100/NMA\_1, Poachers Retreat, Hilgay Road - An application for minor changes to window sizes and positions. Councillors made no comment.

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

The following documents were reviewed.

13.1 Lighting within the Parish Policy – Councillors reviewed the policy and agreed there were no amendments.

13.2 Media Relations Policy – Councillors reviewed the policy and agreed there were no amendments.

13.3 Planning Applications Protocol - Agreed to defer until parish Councillors had received further training.

## 14. Allotments

KG confirmed that a previous tenant had returned to take whole plot. As this tenant has cleared a proportion of the plot himself, the Council has agreed to waiver the deposit. There are still a number of plots available either as a whole are as a part. The Council are to look at alternative ways to advertise the remaining plots.

## 15. Correspondence

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

## 16. To agree agenda items for the next Parish Council agenda (Thursday 10th June at 7pm)

There were no additional items.

## 17. Open Forum for Public Participation

A parishioner queried the smell that seems to have emanated from the area of the pig livestock being kept in fields off A134/Lime Kiln Lane. KG advised that he did not believe that this was coming from the pigs but from some form of fertilizer spread on a field behind the reservoir and Frimstone's pit in the same area. He too had witnessed the offensive smell, but all agreed that at the time of meeting the odour has dissipated.

Meeting closed at 8.15 pm

 (Chairperson)

10/06/2021 (Date)