

Minutes of the Parish Council Meeting

WEST DEREHAM PARISH COUNCIL

DATE: Thursday 10th June 2021
TIME: 7:00pm
PLACE: West Dereham Village Hall
PRESENT: Nick Drew (Chair), Tim Glover, Stuart Glover, Keith Gore, Susan Pepper (Councillors)
IN ATTENDANCE: Peter King (Minute taker)
PUBLIC: 2

1. To Receive Apologies for Absence

Linda Arthur (Parish Clerk)

2. To receive declarations of interest on agenda items and requests for dispensation
There were none.

3. 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.

4. 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. Awaiting final Minutes from the Parish Council meeting held on 13th May 2021

5. To report progress on items not on the agenda from the last meeting (Clerk's report)

5.1 Clerk's Report

There is no Clerk's report. ND commented that the Parish Clerk was on ongoing sick leave.

5.2 Annual Accounts Audit

ND reported that the annual accounts were still to be finalised. An Internal Audit Report received had been circulated to Councillors and had been accepted pending some further work required.

5.3 AGAR Exemption Certification

ND proposed, seconded by KG with the Councillors' agreement to pursue an exemption from the External Auditor's Annual Governance and Accountability Return (AGAR) 2020/21. ND noted that the 2020/21 accounts would still need to be published on the Parish Council website and be available for public scrutiny. ND added that Councillors discuss the accounts and their balances at each Parish Council meeting.

Linda Arthur

Clerk to West Dereham Parish Council

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

6. Reports

6.1 Chair's Report.

ND reported that he was to contact Norfolk Parish Training & Support for advice temporary clerk cover and recruitment advice.

6.2 Handyman's Report.

There was no report available

6.3 Police Report.

There was no report available.

6.4 Glazewing Report.

ND confirmed that the damaged bollard outside the School House on the junction of Wereham Road and Church Road had been reinstalled.

6.5 Village Hall Report.

The Chair of the Village Hall Management Committee reported that the village hall bar was now opening twice a week, events were being booked, that volunteers were now receiving bar training, further operational procedure documents were being written, there were ongoing problems in setting up a new bank account and that there are challenges in that there are still only management committee members and in particular, a new treasurer is required.

7. Finance Report

7.1 To Update Bank Matters.

ND reported that Parish Councils funds were in the process of being moved from the Barclays accounts to the Unity Bank. To date, **£8,000** had been transferred.

7.2 To approve the May payments on the accounts list

It was reported that total expenditure of **£1,452.73** was due for payment.

Payments for May for approval at June 2021 Meeting

ser	Cheque No	Payee	Net	VAT	Gross	Remarks
91		CGM Group	£495.13	£99.03	£594.16	Grounds Maintenance
92		R. Poole	£231.22	£0.00	£231.22	Handyman's Allowance
93		R. Poole	£16.66	£3.33	£19.99	Handyman's Expenses
94		HMRC PAYE/NI	£115.20	£0.00	£115.20	Clerk's PAYE/NI
95		L Arthur (Parish Clerk)	£460.80	£0.00	£460.80	Clerk's May salary and sick pay
96		L Arthur (Parish Clerk)	£26.56	£4.80	£31.36	Clerk's May expenses

		Total	£1,345.57	£107.16	£1,452.73	

All payments were unanimously **agreed**.

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

ND commented that it had been difficult to make any recent progress and further information regarding the lease of the proposed land with BCKLWN was to be sought. The Parishioner who is proposing the installation of play equipment at the recreation ground commented that she had identified a funding source that held 4 different closing application dates throughout the year, the next at the beginning of September 2021.

9. To comment on Planning Applications received

9.1 To receive results of applications.

It was noted that Application Number 19/02100/NMA_1, Poachers Retreat, Hilgay Road had been granted a non material amendment to its already permitted application.

9.2 To receive new applications and comment.

There were none.

10. To consider Parish Council Internal Affairs & Policies

None were discussed.

11. Allotments and Farm Tenancy

11.1 KG not that there was a new Allotment tenant.

11.2 Councillors agreed to hold a meeting with Cruso & Wilkin, land agents regarding the content of the Farm Tenancy. SG to propose some amendments to a new agreement.

12. Correspondence

12.1 Correspondence had been received regarding the height of the grass along the footpath leading from the telephone box, Station road to the grounds of the old abbey, TG to contact the landowner.

12.2 A parishioner had questioned the ownership of a dyke. This was to be followed up.

13. To agree agenda items for the next Parish Council agenda (Thursday 1st July 2021 at 7pm)


There were no agenda items requested, but it was noted that there might need to hold an Extraordinary Parish Council meeting at short notice to finalise the annual accounts and before the deadline of 30th June.

14. Open Forum for Public Participation

14.1 The Chair of the Village Hall Management Committee noted that the Village Hall links on the Parish Council website were in need of updating.

14.2 The Chair of the Village Hall Management Committee raised concerns regarding the size of encounter a large articulated vehicle travelling along Hilgay Road towards West Dereham recently encountered in the early morning, close to the crossroad with Roxham on two separate mornings.

Meeting closed at 8.15 pm


_____ (Chairperson)

01/07/2021 _____ (Date)