

Minutes of the Parish Council Meeting

WEST DEREHAM PARISH COUNCIL

DATE: Thursday 7th October 2021
TIME: 7:00pm
PLACE: West Dereham Village Hall
PRESENT: Andy Challen, Nick Drew (Chair), Stuart Glover, Keith Gore and Susan Pepper (Vice Chair)
IN ATTENDANCE: Sharon Sweet (Parish Clerk)
PUBLIC: 3 members of the public were in attendance

1. To receive apologies for absence
Cllr Tim Glover
2. To receive declarations of interest in items on the agenda and requests for dispensation
None
3. To approve the minutes of the ordinary meeting held on 2nd September and the extra-ordinary meeting on Wednesday 15th September 2021
It was **RESOLVED** the minutes of the meetings held on the 2nd September and 15th September 2021 be accepted as a true record and were signed by the Vice Chair (2nd Sept) and Chair (15th Sept)
4. To report progress on items not on this agenda from the last meeting (Clerk's Report, information only)
None
5. Open Forum for Public Participation: an opportunity to hear from members of the public, Borough Councillors and County Councillors
A member of the public asked why the questions they had asked during the previous council meeting had not been included in the minutes. The clerk confirmed parish council minutes should be a record of decisions made and actions to be taken by the council and it was not necessary to include details of all discussions.
6. Correspondence (for information only)
All correspondence had been forwarded prior to the meeting and was noted by members.
7. To receive updates (for information only)
7.1 Chair's report
The Chair gave a verbal report, thanking the members for their hard work over the last few months especially regarding the farm tender process and

end of year accounts.

7.2 Handyman's Report

The Chair gave a verbal report, advising the handyman, Roy Poole, had been busy working at the cemetery. Future works may include clearing brambles on Hilgay Road and removing graffiti from signs on the same road.

7.3 Village Hall Report

As Chair of the West Dereham Village Hall Management Committee Cllr Challen read highlights from his written report (for the full report see Appendix A). The report was noted by parish council members.

A member of the public joined the meeting

8. To consider report on the proposed playground at St Andrews Close
A report, which collated the findings of the resident group and the stages & processes a parish council must follow for such a project, had been circulated prior to the meeting by the clerk. Cllr Challen also circulated an outline plan expanding on the resident group timeline & incorporating the processes highlighted by the clerk.
There was a discussion on the report and the next steps. It was agreed a parish council working group should be established.
Cllr Challen asked a member of the resident group to work out how much public consultation had taken place and to identify any gaps.
ACTION: Clerk to confirm with Norfolk Association of Local Councils (NALC) best practice for working groups, regarding membership numbers of councillors and members of the public. To report back at the November meeting.

A member of the public left the meeting

9. To discuss road safety on Basil Road
A resident had highlighted road safety issues regarding a blind bend on Basil Road. There followed a discussion.
ACTION: Clerk to write to the property owner at the corner to ascertain if the hedge on the corner belongs to them and if so to request this is cut back to improve visibility. Clerk to contact NCC highways regarding the costings and feasibility of installing a 'slow down' metal sign near the corner. To report back at the November meeting.
10. To consider metal detecting request
The council had received a request by an individual to carry out metal detecting on parish council land. There was a brief discussion.
It was **RESOLVED** to refuse the request by an individual to metal detect on parish council land.
11. To receive update on farm tender
The Chair reported the farm tender documents for the new lease had been signed by the council and returned to the land agent, Cruso & Wilkins, to enable them to be signed by the leaseholder.
12. To approve training
12.1 Full Council training
It was **RESOLVED** to arrange full council training.

ACTION: Clerk to book training through NALC for dates in October and November

12.2 Cemetery Management training and reference book

The clerk had requested training in cemetery administration and management.

It was **RESOLVED** to purchase a cemetery administration & management manual and for the clerk to attend training via NALC.

13. To review Pear Technology software subscription

The Chair reported the yearly subscription of £270 for Pear Technology mapping software was due. The subscription is for software updates and support using the software. The Chair advised members the software had not been used by the parish council for some time. There was a discussion regarding renewing the annual subscription.

It was **RESOLVED** not to renew the annual subscription to Pear Technology.

14. To consider corporate membership of the Institute of Cemetery and Crematorium Management

Membership cost (£95) and benefits of membership had been circulated to all prior to the meeting. There followed a brief discussion.

It was **RESOLVED** the parish council will join the Institute of Cemetery and Crematorium Management as corporate members.

15. To approve purchase of Remembrance Day wreath

It was **RESOLVED** to purchase a Remembrance Day wreath.

16. To consider an Action Plan for 2022/23

Prior to the meeting the clerk had circulated a brief report on the benefits of a parish council action plan. All agreed this would be beneficial.

ACTION: Cllr Challen to produce a parish council action plan for approval at the November meeting

17. Planning

17.1 to receive results of applications

The following was noted by members:

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

17.2 to consider and comment on new applications

None

18. Finance

18.1 to approve change of address on the Barclays accounts

It was **RESOLVED** to change the address on the Barclays accounts to the new clerk.

18.2 to receive an update on Scribe accounts set up

The clerk reported the parish council accounts are now set up on the Scribe accounting software.

18.3 to discuss establishing a working group for the budget 2022/23

It was **RESOLVED** to establish a working group for November & December to work on the draft budget. Members of the working group were agreed as Cllr Drew, Cllr Pepper, Cllr Gore and the clerk

18.4 to approve accounts up to 30 September 2021

It was **RESOLVED** to approve the accounts in Appendix B (see end of minutes)

18.5 to approve September payments

It was **RESOLVED** to approve the following payments.

Payee	Amount	Description
S Sweet	£ 728.32	Clerks salary*
S Sweet	£ 22.96	Clerks expenses
CGM	£ 594.16	Grounds maintenance
Roy Poole	£ 181.27	Handyman contract
SLCC	£ 31.80	Cemetery Manual
Starboard Systems	£ 462.00	Scribe accounts
Anglian Water Business	£ 24.01	Cemetery water bill
TOTAL	£2044.52	

*clerks salary includes a PAYE refund for overpayment last month (due to being on an emergency tax code)

Members also noted the following receipts had been received during September.

Amount	Description
£1148.14	VAT reclaimed for 01.04.2020 to 31.03.2021
£ 100.00	Donation
£1248.14	

19. To receive items for the next meeting agenda, to be held on 4th November 2021

- Draft action plan, to approve
- Allotment inspection dates, to approve

20. Resolve to exclude public and press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted concerning staffing

It was **RESOLVED** to exclude public and press in accordance with Section 1(2) of the Public Bodies (Admissions to Meeting) Act 1960, by reason of the confidential nature of the business to be transacted.

20.1 It was **RESOLVED** to approve overtime for the clerk to a maximum of 3 hours per week to the end of December 2021.

Meeting closed 7.55pm

Appendix B

4 October 2021 (2021 - 2022)

West Dereham Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2021		
	Cash in Hand 01/04/2021		20,961.63
	ADD Receipts 01/04/2021 - 30/09/2021		20,332.25
			41,293.88
	SUBTRACT Payments 01/04/2021 - 30/09/2021		10,525.77
	Cash in Hand 30/09/2021 (per Cash Book)		30,768.11
B	Cash in hand per Bank Statements		
	Petty Cash	30/09/2021	0.00
	Unity Bank (Main) 0459	30/09/2021	30,738.00
	Barclays Business Premium ME (C	30/09/2021	0.11
	Barclays Community Account (Allot	30/09/2021	30.00
	Barclays Community Account (Mai	30/09/2021	0.00
			30,768.11
Less unrepresented payments			30,768.11
Plus unrepresented receipts			
	Adjusted Bank Balance		30,768.11
	A = B Checks out OK		

Created by  Scribe