

DRAFT Minutes of the Parish Council Meeting

WEST DEREHAM PARISH COUNCIL

DATE:	Thursday 4 th November 2021
TIME:	7:00pm
PLACE:	West Dereham Village Hall
PRESENT:	Andy Challen, Nick Drew (Chair), Stuart Glover, Tim Glover, Keith Gore and Susan Pepper (Vice Chair)
IN ATTENDANCE:	Sharon Sweet (Parish Clerk)
PUBLIC:	0

1. Chair's welcome and update

Cllr Drew welcomed everyone to the meeting. His opening comments acknowledged this had been a busy month for the parish council. Working groups were being established for multiple projects, the parish council had attended training, the review of the cemetery administration had begun and the farm tender process was now complete.

Cllr Drew announced the sad passing of long-term residents and on behalf of the parish council extended condolences to the families and friends.

2. To receive apologies for absence

None

3. To receive declarations of interest in items on the agenda and written requests for dispensation

None

4. To approve the minutes of the ordinary meeting held on 8th October

It was **RESOLVED** the minutes of the meetings held on the 8th October 2021 be accepted as a true record and were signed by Chair.

5. To report progress on items not on this agenda from the last meeting (Clerk's Report, information only)

Prior to the meeting the clerk circulated a report confirming all items from the last meeting, not on the agenda for this meeting, were now complete and required no further action, with the exception of:

Basil Road, road safety concerns. The clerk had written to the property owner at the corner to request this is cut back to improve visibility and had received a response, this was included in correspondence. The clerk had also contacted Norfolk County Council highways department regarding the costings and feasibility of installing a 'slow down' metal sign near the corner, a reply was outstanding.

6. Open Forum for Public Participation: an opportunity to hear from members of the public, Borough Councillors and County Councillors

None

7. Correspondence (for information only)

All correspondence had been forwarded prior to the meeting and was noted by members.

A member of the public emailed the parish council with queries regarding the cemetery, these had been answered by the clerk and the member of the public had responded to say they were content with the reply.

A member of the public had emailed the parish council regarding the road safety on Basil Road, advising the greenery obstructing the view on the road was outside of the boundary of their property they also gave more information on the issues of speeding vehicles at this location.

8. [To receive updates \(for information only\), including Handyman's update and Village Hall report](#)

Cllr Drew reported the handyman had been busy during the previous month tidying the hedge at the memorial area of the cemetery and clearing the walking route for Remembrance Sunday. Cllr S Glover advised of an area of overgrown brambles near the bridge on Ryston Road just past St Andrew's Close that needed cutting back. Cllr Gore reported the hedge along the footpath at the allotments also needed cutting back, Cllr S Glover confirmed maintenance of this hedge is now included in the farm tenancy contract. **ACTION** - the clerk will write to the farm tenant asking for the hedge along the footpath to be cut back on both sides.

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.

9. [Proposed playground at St Andrew's Close](#)

Item 9 was taken between items 12 and 13, to allow a resident member of the working group to be present at the parish council discussion.

A member of the public joined the meeting.

- a) [To establish a working group for the playground project and agree Terms of Reference](#)
Draft Terms of Reference had been circulated prior to the meeting. The council were content with the contents of the Terms of Reference. The goal of the Playground Working Group would be to bring to full council all the relevant information required for the parish council to make an informed decision on approving the installation of a playground at St Andrew's Close. Members of the working group were agreed as Cllr Challen and up to 5 residents. It was **RESOLVED** to establish a working group for the playground project and accept the draft Terms of Reference.

b) [To receive update](#)

The clerk reported, despite numerous reminders, she had not received a reply from BCKL&WN regarding how the lease of St Andrew's recreation ground would change if a playground was installed on the field. The clerk will continue to chase for this information.

The working group had met with Wickstead, playground installers, who had provided playground quotations of both wooden and metal equipment. After a brief discussion, Cllr Challen offered to arrange a working group meeting for the purpose of evaluating which pieces of equipment maybe suitable for the parish. The aim of the meeting would be to narrow down a list of equipment for the council to consider.

ACTION – clerk to continue to seek a response from BCKL&WN regarding the lease. The working group to meet to evaluate which items of play equipment maybe most suitable for the parish.

A member of the public left the meeting.

10. [To establish a working group to review the cemetery management and administration and agree Terms of Reference](#)

Draft Terms of Reference had been circulated prior to the meeting. The council were content with the contents of the Terms of Reference. The goal of the Cemetery Working Group would be to review the current cemetery management and administration procedures and to bring to full council any recommendations. Members of the working group were agreed as Cllr Drew and the clerk.

It was **RESOLVED** to establish a working group to review the cemetery management and administration and accept the draft Terms of Reference.

11. [To receive update on farm tender](#)

Cllr Drew confirmed the tender process was now complete.

12. To consider meeting dates for 2022

Prior to the meeting the clerk circulated proposed dates for 2022:

Parish Council meeting dates - January, no meeting; 3rd February; 3rd March; 7th April; 5th May (Annual Parish Council Meeting); 2nd June; 7th July; 4th August; 8th September (second week, not first week); 6th October; 3rd November; 8th December

Annual Parish Meeting 2022 - 25th April

It was **RESOLVED** to agree the above dates for 2022.

Item 9 was discussed at this point in the meeting before moving on to item 13.

13. To consider allotment inspection dates 2021 – 2022

Prior to the meeting the clerk circulated the proposed dates for 2022:

Allotment inspection dates - 8th Jan; 2nd April; 2nd July; 3rd Sept

It was **RESOLVED** to agree the above allotment inspection dates for 2022.

14. To receive an update on the draft Action Plan for 2022/23

Prior to the meeting a template action plan drafted by Cllr Challen and suggested actions drafted by the clerk had been circulated. Members were content with the information received so far. Cllr Challen offered to merge the 2 documents together and present the draft action plan at the next meeting.

ACTION – Cllr Challen to draft the action plan.

15. To discuss the Queens Platinum Jubilee June 2022 and consider establishing a working group

There was a discussion regarding the official schemes to celebrate the Queens Platinum Jubilee, the Queen's Green Canopy: Plant a Tree for the Jubilee and the lighting of beacons. Members agreed this needed more research and that a working group would be the best way forward. Members of the working group were agreed as Cllr Drew, Cllr Challen, Cllr T Glover and Cllr S Glover.

It was **RESOLVED** to establish a working group to research the official schemes to celebrate the Queens Platinum Jubilee.

16. To review Financial Regulations and Procurement Policy

A brief discussion took place regarding the draft Financial Regulations circulated by the clerk prior to the meeting. The draft Financial Regulations had been prepared using the most recent model document from the National Association of Local Councils. The council also discussed the need for a procurement policy.

It was **RESOLVED** to adopt the draft Financial Regulations and it was **RESOLVED** to remove the procurement policy from the parish council list of policies.

17. Planning

- a) to receive results of applications

None

- b) to consider and comment on new applications including:

21/02037/F - Single storey rear extension to dwelling at Abbey Lodge Station Road,
West Dereham PE33 9RR

There was a brief discussion on the above application. It was **RESOLVED** to submit a response of SUPPORT with no comments.

18. Finance

- a) to discuss draft budget 2022-23

A draft budget had been prepared by the Budget Working Group and submitted to all councillors to consider. A brief discussion took place on the figures. Full information would

be presented at the December parish council meeting, when a decision would need to be made on setting the Precept for 2022/23.

- b) to receive an update on change of address to Barclays accounts and to approve RFO being added to the account for simple servicing

The clerk reported Barclays had not updated the addresses on the bank accounts but had rejected the request as the letter had been signed by the wrong councillors. Having investigated further, the clerk advised the parish council Barclays were sending correspondence to the previous clerk but the name on the correspondence was the clerk before that, who still had simple servicing authority to view and print statements. To resolve the issue the clerk recommended resubmitting the change of address letter with correct authorising signatures and also completing simple servicing forms to allow the clerk to view and print statements and speak to Barclays regarding the accounts. It was **RESOLVED** to add the clerk to the Barclays accounts for simple servicing authority.

- c) to approve shared purchase of new office printer

It was **RESOLVED** to approve 50% of the cost of a new office printer. The cost being shared with the clerk's other parish council.

- d) to approve accounts up to 31 October 2021

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

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

Payee	Amount	Description
ICO	£ 40.00	Registration renewal fee
Norfolk Assoc of Local Councils	£ 48.00	Training – Cemeteries Management
Royal British Legion Poppy Appeal	£ 17.00	Poppy wreath
CGM	£594.16	Grounds maintenance
ICCM	£ 40.00	Pro-rata yearly membership fee (up to 31.03.22)
S Sweet	£787.60	Clerk salary and NI
S Sweet	£ 15.93	Expenses - postage and stationery
S Sweet	£105.00	Expenses – 50% printer cost
Roy Poole	£ 209.44	Handyman contract
	£1857.13	TOTAL

Members also noted the following receipts had been received during October:

Amount	Description
£ 86.25	Allotment rents for 01.04.2021-31.03.2022
£ 208.82	Eastern Power Networks (Wayleaves)
£ 4.80	SLCC refund of delivery charge for Cemetery Management Manual (overcharged in the previous month)
£1500.00	Farm tenancy rent
£ 150.00	Purchase of an exclusive rights of burial
£1949.87	TOTAL

19. To receive items for the next meeting agenda, to be held on 2nd December 2021

- Budget & precept setting
- To discuss potential areas at risk of flooding in the parish
- End of probationary period of the clerk

Meeting closed: 8.40pm

West Dereham Parish Council

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

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

	Bank Reconciliation at 31/10/2021		
	Cash in Hand 01/04/2021		20,961.63
	ADD Receipts 01/04/2021 - 31/10/2021		22,282.12
			43,243.75
	SUBTRACT Payments 01/04/2021 - 31/10/2021		12,570.29
A	Cash in Hand 31/10/2021 (per Cash Book)		30,673.46
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2021	0.00	
	Unity Bank (Main) 0450 31/10/2021	30,643.35	
	Barclays Business Premium ME (C 31/10/2021	0.11	
	Barclays Community Account (Allot 31/10/2021	30.00	
	Barclays Community Account (Mai 31/10/2020	0.00	
			30,673.46
	Less unrepresented payments		
			30,673.46
	Plus unrepresented receipts		
B	Adjusted Bank Balance		30,673.46
	A = B Checks out OK		