

DRAFT Minutes of the Parish Council Meeting

WEST DEREHAM PARISH COUNCIL

DATE: Thursday 2nd December 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: 1

1. Chair's welcome and update

Cllr Drew welcomed everyone to the meeting. His opening comments acknowledged this had been another busy month for the Parish Council with working groups now up and running.

2. To receive apologies for absence

Cllr Tim Glover.

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 4th November

It was **RESOLVED** the minutes of the meetings held on the 4th November 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 reminded Norfolk County Council (NCC) highways department for a reply on whether a 'slow down' sign could be placed before the bend. A reply remains outstanding.

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

Item 6 was taken between items 17 and 18. A member of the Playground Working Group updated Members on progress.

7. Correspondence (for information only)

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

Cllr Pepper had been approached by residents concerned about mud left on roads from tractors. The Clerk had tried to report the issue to NCC via their 'road cleaning' reporting service but the online system required specific details on the location and amount the mud.

ACTION - Cllr Pepper will report the issue online.

The Clerk reported E.On had written to advise of a price increase with effect from 1 Dec 2021. Unmetered unit price would be rising from 25.40p per kWh to 33.80p per kWh.

ACTION - The Clerk will look into a quote from another energy provider in the new year.

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

Cllr Drew updated Members on the work completed by the Handyman. A representative of the Council will meet with the Handyman in the near future to decide on areas in the village that needed to be worked on. The area of overgrown brambles reported at the last meeting was mentioned by Cllr S Glover and also clearing around the bridges in the parish.

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. [To discuss areas within the parish potentially at risk of flooding](#)

The Clerk had displayed the NCC flood line number on the Parish Council noticeboards and website. Information had been circulated to Councillors regarding the NCC flood prevention scheme. There was a discussion on the potential areas at risk of flooding. Cllr Drew asked Members to be observant when going through the village, especially after heavy rainfall, of any ditches not draining away.

ACTION – 'To receive update on areas within the parish at risk of flooding' to remain on the agenda over the winter months.

10. [To discuss the BCKL&WN CIL Infrastructure Funding for 2022](#)

The Clerk had circulated information on the Borough Council of King's Lynn and West Norfolk Community Infrastructure Levy funding scheme for 2022. All agreed this could be possible source of funding for parish schemes, such as the proposed playground. Cllr Drew asked the Clerk to research the scheme further.

ACTION – the Clerk to research BCKL&WN CIL funding

11. [To receive report regarding Allotments and consider recommendations](#)

Prior to the meeting the Clerk circulated a report on the allotments highlighting the difficulties facilitating quick handovers of allotments from an outgoing tenant to a new tenant as well as a review of the allotment fees and deposits ahead of the 2022-23 rental year.

There was a discussion on the need to make the allotments as easy as possible to administer and rent out.

It was **RESOLVED** to maintain the allotment rents at the current rates, remove the option of renting 1/8th of a plot from the tenancy agreement, to no longer require deposits for an allotment plot and to rent allotments as seen.

ACTION – The Clerk will contact current allotment holders regarding refunding deposits held and also contact potential allotment holders regarding the new letting arrangement. The Clerk will draft a revised tenancy agreement for approval at the next meeting.

12. [To receive report from Cemetery administration and management working group and consider recommendations](#)

Prior to the meeting the Cemetery Working Group circulated a report on the progress made, including details of a meeting between representatives of the Parish Council and a local Funeral Directors.

At the meeting the issues of removing surplus soil from grave excavations was discussed. It was recognised removing surplus soil from the cemetery not only had cost implications, which would have to be passed on to families, there was also the physical problem of getting the soil removed, which during winter months could cause significant damage to the grassed areas. It was also confirmed by the Funeral Director consecrated soils should not be removed from a cemetery.

There was a discussion on the report recommendation to have a designated area for surplus soil to be deposited, in a bund at an area on the southern edge of the cemetery near to the Natural Burial Ground area. This would be in a shaped bund which could seeded with grass and planted with flowers.

It was **RESOLVED** surplus soil from future grave excavations would be placed in a bund within the cemetery.

The working group advised Members the old cemetery gates were currently in storage at the Village Hall. These gates were originally donated by a Parishioner. Cllr Drew commented some older residents of the village have remarked they find the walk from the new gates, to the graveside to be difficult, especially when factoring in extra trips to replace flowers and get water.

There was a discussion regarding reinstating the gates at their original site, as a pedestrian access point.

ACTION – working group to establish the state of repair of the gates and the feasibility and costs involved in reinstating the gates as a pedestrian access point to the cemetery.

13. [To receive an update on the draft Action Plan for 2022/23](#)

Cllr Challen circulated the draft Action Plan prior to the meeting to all Members. After a brief discussion it was agreed a task and finish group would meet in the new year to complete the draft Action Plan. Cllr Challen asked Members to contact him with any items that needed adding or amending on the draft.

ACTION – draft Action Plan to be finalised ready for approval at the next meeting.

14. [To consider a Volunteer Policy](#)

Prior to the meeting the Clerk circulated a draft Volunteer Policy. All agreed to the content of the policy, Cllr Challen offered to refine the example of the risk assessment.

ACTION – Cllr Challen to refine the example risk assessment before the policy is approved at the next meeting.

15. [To discuss an 'Operation London Bridge' protocol](#)

'Operation London Bridge' is the name given to the plan of what will happen in the United Kingdom after the death of Queen Elizabeth II. Prior to the meeting the Clerk circulated 2 examples of Parish Council Operation London Bridge protocols. There was a discussion and all agreed to having a protocol in place. The Clerk was asked to develop a draft protocol and consult with St Andrews church over plans.

ACTION – The Clerk to consult with St Andrews church regarding their plans. Cllr Challen to contact RAF Marham to ascertain if their plans will affect the parish. The Clerk to draft an ‘Operation London Bridge’ protocol.

A member of the public joined the meeting.

16. To review the Internal Control policy, Community Engagement strategy, Standing Orders

Prior to the meeting the Clerk circulated drafts of the above documents.

It was **RESOLVED** to approve the draft documents without amendments.

Item 6 was taken at this point in the meeting.

17. Planning:

a) to receive results of applications

None

b) to consider and comment on new applications received, including:

21/01923/F APPLICATION FOR VARIATION OF CONDITION 2 ATTACHED TO PLANNING PERMISSION 12/01720/F: Demolition of existing bungalow and associated ancillary outbuildings and the construction of one detached dwelling and garage at Homefields Basil Road West Dereham King's Lynn Norfolk PE33 9RP

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

A member of the public left the meeting.

18. Finance:

a) to receive an update on the change of address for the Barclays accounts and adding the Clerk for simple servicing

The Clerk confirmed they now had the authority to view accounts, print statements and speak to Barclays regarding the accounts (simple servicing authority). Barclays had failed to change the address and remove the previous clerk from simple servicing authority. To action these 2 points, Cllrs Pepper and S Glover had signed letters for the Clerk to send to Barclays.

b) To agree the budget and submit Precept to BCKLWN for 2022/23

The draft budget had been prepared by the Budget Working Group and was provided to Councillors ahead of the meeting. It was **RESOLVED** to approve the budget and set the Precept as £17191.00 (1.67% decrease on last year).

c) To approve accounts up to 30 November 2021

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

d) To approve the payment of accounts up to 30 November 2021 and pre-approve regular December payments, due in January 2022 (no meeting in January 2022)

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

Payee	Amount	Description
Roy Poole	£ 53.74	Handyman contract and expenses
Sharon Sweet	£ 693.68	Clerk Salary
Sharon Sweet	£ 12.39	Expenses (postage)

Norfolk Association of Local Councils	£ 480.00	Full Council training
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TOTAL £1239.81

The following receipt was noted:

Payee	Amount	Description
R H Bond Funeral Directors	£250.00	Burial fee

It was **RESOLVED** to pre-approve the following payments for December as the Council do not meet in January. Actual figures will be reported at the February meeting.

Payee	Pre-approve limit amount	Description
Roy Poole	£150	Handyman contract and expenses
Sharon Sweet	£621.92	Clerk Salary
Sharon Sweet	£30	Expenses
Wave Utilities	£50	Anglia Water Cemetery water supply

19. [To confirm adjustments to meeting dates 2022](#)

It was **RESOLVED** to alter 2 meeting dates for 2022 as follows. June meeting will be 1st June and the September meeting will be 1st September.

20. [To receive items for the next meeting agenda, to be held on 3rd February 2022](#)

None

21. [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 and contracts](#)

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.

[a\) Probationary period of the Clerk](#)

It was **RESOLVED** to confirm permanent employment of the Clerk following completion of the probationary period.

[b\) Handyman contract, review hourly rate and allowances for 2022/23](#)

It was **RESOLVED** to increase the hourly rate with effect from 01.04.2022 and to increase the electricity allowance for charging the SAM2 flashing speed signs.

Meeting closed: 8.21

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 30/11/2021		
	Cash in Hand 01/04/2021		20,961.83
	ADD		
	Receipts 01/04/2021 - 30/11/2021		22,532.12
			43,493.75
	SUBTRACT		
	Payments 01/04/2021 - 30/11/2021		14,427.42
A	Cash in Hand 30/11/2021 (per Cash Book)		29,066.33
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2021	0.00	
	Unity Bank (Main) 0459 30/11/2021	29,036.22	
	Barclays Business Premium ME (C 30/11/2021	0.11	
	Barclays Community Account (Allot 30/11/2021	30.00	
	Barclays Community Account (Main 30/11/2021	0.00	
			29,066.33
	Less unrepresented payments		
			29,066.33
	Plus unrepresented receipts		
B	Adjusted Bank Balance		29,066.33
	A = B Checks out OK		