

Minutes of the Parish Council Meeting

WEST DEREHAM PARISH COUNCIL

DATE: Thursday 3rd February 2022
TIME: 7:00pm
PLACE: West Dereham Village Hall
PRESENT: Andy Challen, Nick Drew (Chair), Stuart Glover, Tim Glover and Keith Gore
IN ATTENDANCE: Sharon Sweet (Parish Clerk)
PUBLIC: 2

1. Chair's welcome and update

Cllr Drew welcomed everyone to the meeting. His opening comments acknowledged the resignation of Cllr Pepper, Vice Chair.

2. To receive apologies for absence

None.

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

As members of the Village Hall Management Committee, Cllrs Drew and Challen declared a personal interest in item 12.

4. To appoint Vice Chair

Item deferred.

5. To approve the minutes of the ordinary meeting held on 2nd December 2021

It was **RESOLVED** the minutes of the meetings held on the 2nd December 2021 be accepted as a true record and were signed by Chair.

6. 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 regarding items from the last meeting, not on the agenda for this meeting:

Basil Road, road safety concerns. A reply remains outstanding from Norfolk County Council (NCC) highways department on whether a 'slow down' sign could be placed before the bend.

Borough Council of King's Lynn & West Norfolk had confirmed receipt of the precept request of £17191.00

Due to workloads of the Clerk, the following remained outstanding:

ACTION – the Clerk to research BCKL&WN CIL funding

ACTION – The Clerk to consult with St Andrews church regarding their plans. The Clerk to draft an ‘Operation London Bridge’ protocol.

7. [Open Forum for Public Participation: an opportunity to hear from members of the public, Borough Councillors and County Councillors](#)

A member of the public addressed the Council on the subject of a village street party for the Queens Jubilee.

Cllr Alan Holmes, Borough Council of King’s Lynn & West Norfolk (BCKLWN) gave a verbal report which included:

Advising Members that BCKLWN had created a fund to help communities in West Norfolk celebrate and commemorate the Queens Jubilee. Grants of up to £200.00 were available. Closing date 28th February 2022. Full details were available on the Borough Council website.

All Borough Councillors had been allocated £1000.00 for them to give as grants to local community groups in their area. Cllr Holmes asked the Parish Council to circulate this information to local community groups. Closing date 28th February 2022.

The Borough Council financial plan is still being discussed.

A new domestic abuse service had been launched in Norfolk, providing joined-up support for those experiencing domestic abuse. The new service was being funded by the Office of the Police and Crime Commissioner for Norfolk, Norfolk County Council, Norwich City Council, South Norfolk and Broadland District Councils, with £6.6million being invested over the next five years. Norfolk Integrated Domestic Abuse Service (NIDAS) offers free, confidential, and non-judgmental support to those affected, and their children, to help them recover and build a new life free from abuse.

Apologies had been received from Norfolk County Councillor Brian Long, who was unable to attend the meeting.

8. [Correspondence \(for information only\)](#)

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

9. [To receive updates \(for information only\), including Handyman’s update, Village Hall report and Proposed Playground Working Group update](#)

Cllr Drew updated Members on the work completed by the Handyman.

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.

Cllr Challen gave an update on the Proposed Playground working group, who were focusing on bringing together a list of equipment for the proposed playground from the original wish list of possible items.

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

Cllr Drew reported there were no known issues in the village. Item carried forward for monitoring of potential issues.

11. [To discuss damage to hedge at allotments and approve actions for necessary repairs.](#)

The Parish Council were made aware that a vehicle had crashed into the hedge at the allotments just after the New Year, damaging approximately 20 metres of hedgerow. The Handyman had cleared remnants of

the hedge as they were fouling the footpath. The Handyman had moved all the debris (including that from the vehicle) up to the grassed area at the allotments. To be dealt with from there.

The Clerk advised The Woodland Trust had free tree packs which could be suitable to replace the damaged hedgerow. Cllr Holmes suggested contacting the Borough Council Arboricultural Officer as they may be able to help. There was a discussion and the following actions were agreed.

ACTION- Cllr Drew and the Handyman to survey the damage further and to ascertain how much of the hedgerow can be saved or will regrow in the Spring. The Clerk to contact the Arboricultural Officer at the Borough Council.

A member of the public, also a member of the Proposed Playground working group, joined the meeting at this point. There was a recap on Item 9 and a brief discussion on the progress of the Proposed Playground working group.

A member of the public left the meeting.

12. To discuss letter received from West Dereham Heritage Group committee and to approve formally accepting handover of the Heritage Room at the village hall, including responsibility for historical artefacts relating to West Dereham and remaining group funds

Following the closure of the West Dereham Heritage Group the Parish Council had been approached by the group to take over responsibility for the historical artefacts and remaining funds. There followed a discussion with all agreeing it was important to retain the work of the Heritage Group.

It was **RESOLVED** to accept responsibility for the historical artefacts of West Dereham Heritage Group and the remaining funds. The funds will be held in an earmarked reserve to be used for projects benefiting the village whilst also relating to the history of West Dereham.

ACTION- To facilitate the handover Cllr Drew to arrange a meeting for representatives of the Parish Council, Heritage Group and Village Hall Committee.

13. To discuss 'Keep Britain Tidy' Spring campaign 25 March – 10 April 2022

There was a brief discussion on the 'Keep Britain Tidy' Spring campaign, circulated to Members by the Clerk prior to the meeting. All agreed that due to current projects the Parish Council had no capacity to run this as an event. The campaign would be advertised on the website, with a poster and on social media for individuals to get involved directly.

ACTION – Cllr Challen to advertise the campaign on social media. The Clerk to add the campaign to the website and noticeboards.

14. To discuss Spring Parish Council newsletter

As part of the community engagement strategy the Parish Council agreed to trial a twice-yearly newsletter, with the first one being Feb/March.

ACTION – Cllr Drew and the Clerk to produce the Spring newsletter. Members were invited to forward suggestions on for inclusion.

15. To receive the draft Volunteer Policy

Item deferred.

16. Planning:

a) to receive results of applications

The following result, previously circulated, was noted by Members:

b) to consider and comment on new applications received

None.

17. Finance:

a) To approve accounts up to 31.01.2022

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

b) To approve the payment of accounts up to 31.01.2022

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

January payments, to approve at February meeting:

Payee	Amount	Description
Roy Poole	£ 140.68	Handyman contract and expenses
Sharon Sweet	£ 621.92	Clerk Salary
Sharon Sweet	£ 53.71	Expenses – stamps and office supplies
Beachamwell Parish Council	£ 87.49	Reimbursement of printer shared with Beachamwell PC
Cruso & Wilkins	£ 823.60	Farm tenancy work
Allotment Holders	£ 300.00	Refund of deposits held
TOTAL	£2027.40	

At the December meeting it was resolved to pre-approve the following payments as the Council did not meet in January.

Payee	Pre-approve limit amount	Actual payment due	Description
Roy Poole	£150	£31.87	Handyman contract and expenses
Sharon Sweet	£621.92	£621.92	Clerk Salary (incl tax to HMRC)
Sharon Sweet	£30	£0.00	Expenses
Wave Utilities	£50	£0.00	Anglia Water Cemetery water supply
		(account in credit by £12.03)	

Also received during December 2021:

Payee	Pre-approve limit amount	Actual payment due	Description
E-on	-	£17.13	Street lighting

This contractual bill was paid outside of a meeting under Financial Reg 5.5, to avoid any interest charge due to late payment.

TOTAL DUE £670.92 these payments were authorised at the beginning of January 2022. Actual payments due were noted by members.

c) To appoint additional authorising signatory on Unity bank account

It was **RESOLVED** to add Cllr S Glover and Cllr A Challen to the Unity bank account as authorising signatures.

d) To receive update of the budget (3rd quarter)

The Clerk had previously circulated an update for the budget as at the end of the third quarter. There were no major concerns regarding the report. The Budget working group will meet before the next meeting to review earmarked reserves and the consider whether to recommend to council adjustments to budget lines before year end.

ACTION – Budget working group to arrange a meeting during February.

e) To agree responsibility for internal financial control checks

Cllr T Glover agreed to be responsible for internal financial control checks.

18. To receive items for the next meeting agenda, to be held on 3 March 2022

None.

Meeting closed 8.01pm

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 31/01/2022		
	Cash in Hand 01/04/2021		20,961.63
	ADD Receipts 01/04/2021 - 31/01/2022		22,532.12
			43,493.75
	SUBTRACT Payments 01/04/2021 - 31/01/2022		16,356.15
A	Cash in Hand 31/01/2022 (per Cash Book)		27,137.60
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2022	0.00	
	Unity Bank (Main) 0459 31/01/2022	27,107.49	
	Barclays Business Premium ME (C 31/01/2022	0.11	
	Barclays Community Account (Allot 31/01/2022	30.00	
	Barclays Community Account (Mair 31/01/2022	0.00	
			27,137.60
	Less unrepresented payments		
			27,137.60
	Plus unrepresented receipts		
B	Adjusted Bank Balance		27,137.60
	A = B Checks out OK		