

# Minutes of the Parish Council Meeting

## WEST DEREHAM PARISH COUNCIL

**DATE:** Thursday 3<sup>rd</sup> March 2022  
**TIME:** 7:00pm  
**PLACE:** West Dereham Village Hall  
**PRESENT:** Andy Challen, Nick Drew (Chair), Stuart Glover and Keith Gore  
**IN ATTENDANCE:** Sharon Sweet (Parish Clerk)  
**PUBLIC:** None

### 1. Chair's welcome and update

Cllr Drew welcomed everyone to the meeting.

### 2. To receive apologies for absence

Apologies received from Cllr T 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 3rd February 2022

It was **RESOLVED** the minutes of the meetings held on the 3<sup>rd</sup> February 2022 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 regarding items from the last meeting, not on the agenda for this meeting:

**Basil Road, road safety concerns.** Norfolk County Council (NCC) highways department had been in contact regarding whether a 'slow down' sign could be placed before the bend. They will be visiting the site in the near future and will advise accordingly. The Clerk also mentioned the overgrown scrub on the corner as possibly reducing visibility and they will check the land registry to see who owns this.

**Operation London Bridge Protocol** – the Clerk had started on this protocol and was liaising with St Andrews Church over any plans the Church may have. Draft protocol should be ready for the next meeting.

### 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.

8. To receive updates (for information only), including Handyman's update, Village Hall report

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

As Chair of the West Dereham Village Hall Management Committee Cllr Challen gave a verbal report which included noting the Village Hall has had a good start to the year with good attendance at classes. The Hall will be supporting Jubilee celebrations. Also, there are 2 new volunteers who will be voted onto the management committee into the roles of Secretary and Treasurer.

9. To discuss areas within the parish potentially at risk of flooding

The Council had received an email from a resident advising the ditch running along the footpath from Station Road, at the back of the allotments, was not draining away. There was a discussion, members felt although the ditch was relatively full it was most likely due to the recent heavy rain and would drain away over the coming days.

**ACTION** - Councillors will check the water level on this ditch, when checking the Parish Council assets on 5<sup>th</sup> March. The Clerk will thank the resident for bringing this to the Councils attention.

10. To receive update from Proposed Playground working group

Cllr Challen advised the working group had a productive meeting where the types of suitable equipment was discussed and 2 playground options were drawn up. The working group will be obtaining revised quotes based on the equipment selected. The group intend to have visual plans for these quotes to show residents in the coming weeks, this will gauge local support and opinions on the options.

Regarding Borough Council advising the Parish Council on how the lease will change if a playground is installed, the Clerk reported Borough had still not replied to the questions raised in September 2021. Cllr Challen was copied into the last reminder to the Property Officer, along with the Property Services Manager, and has taken on chasing for this information.

11. To receive update from Cemetery working group

Prior to the meeting the Clerk circulated a report advising members the review of administration had reached a point where the Council would be able to produce an up-to-date Cemetery Plan. The Cemetery Plan, or map, is one of the statutory requirements for a Burial Authority. Cllr Drew advised he would be able to obtain a quote for a technically mapped plan, the Clerk asked if the Council would like to know how other small Burial Authorities hold their Cemetery Plan as they may just hold them in an excel document.

**ACTION** – Cllr Drew to obtain a quote for mapping the cemetery. The Clerk to ask other small Burial Authorities how they record their Cemetery Plan.

Regarding reinstating the old cemetery gates as pedestrian access near the graveside, Cllr S Glover reported the gates were in reasonable condition and could be refurbished. Formally approving the work was requested for the next agenda.

12. To receive update from Jubilee working group

There was a discussion regarding lighting the beacon. Members of the working group intended to meet in the coming weeks to discuss the logistics.

13. To discuss refurbishment of the following assets:

There were discussions on the refurbishment of the following parish council assets.

a) Telephone kiosks

Cllr Drew had assessed the kiosk doors and reported they needed new hardwood surrounds. He advised there were volunteers willing to do the work to refurbish the two kiosks, making them weathertight and painting the boxes red.

## b) Noticeboards

Members agreed the perspex needed replacing on the noticeboards and they would consider works required when completing asset checks at the weekend.

## c) Village signs

Members agreed the village signs needed refurbishing and painting. They would consider works required when completing asset checks at the weekend.

**ACTION** - The work for the above assets will be formally approved at a future meeting once work required and costs are known.

## 14. To receive overview report on BCKL&WN CIL Infrastructure Funding for 2022

Prior to the meeting the Clerk circulated an overview report on the CIL funding. Members noted the report commenting CIL would be a source of some funding towards the proposed playground.

## 15. To discuss possible options regarding damage to hedge at allotments and approve actions for necessary repairs

There was a discussion regarding how to deal with the damage to the hedge. Cllr Drew reported the Handyman would be staking down the roots of the existing damaged hedging to see if the hedge will re-establish. Members felt this was the preferred option in repairing the damage.

It was **RESOLVED** to try to re-establish the existing hedge and root system, to give this option a growing season before reviewing how the hedge was re-establishing.

## 16. To agree responsibility for Allotment inspections on 2nd April

Cllr Drew and Cllr Gore agreed to carry out the inspections.

## 17. To discuss arrangements for the Annual Parish Meeting 25th April

There was a brief discussion on the groups to invite to the Annual Parish Meeting.

## 18. To receive update regarding the handover from West Dereham Heritage Group committee and approve any further actions required

Cllrs Drew and T Glover met with representatives of the Heritage Group and discussed the terms of the handover of the Heritage Room. The Heritage Group are happy to entrust the room and its contents entirely to the Parish Council.

The Parish Council had received the remaining funds of £1763.93 from the Heritage Group. The Council resolved at the last meeting to create an earmarked fund in reserves for the monies from Heritage Group. The Clerk had banked the cheque and created an earmarked reserve on the accounting software to reflect this. The Clerk had written to the Heritage Group thanking the committee for entrusting the Council with the artefacts and funds.

There was a discussion around the new operating logistics of the room now it is to be used by the Parish Council such as, who will hold a key to the side door, whether they will need access to the main hall as this will trigger the main building alarm. Cllr Challen commented the Village Hall currently insured the Heritage Group artefacts under their contents insurance, this may need to change now the Parish Council own the assets.

**ACTION** – representatives of the Village Hall Committee and Parish Council to discuss access to the room and any other logistical matters. The Clerk to report back on how the assets should be insured.

## 19. To receive the draft Volunteer Policy

Item deferred

20. To review Business Continuity Plan Part 1 & 2

It was **RESOLVED** to remove the Business Continuity Plan Part 1 & 2 from the policy schedule.

21. Planning:

a) To receive results of applications

None.

b) To consider and comment on new applications received

None.

22. Finance:

a) To appoint Internal Auditor

It was **RESOLVED** to appoint Di Dann as the internal auditor.

b) To approve accounts up to 28.02.2022

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

c) To approve the payment of accounts up to 28.02.2022

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

Payee	Amount	Description
Roy Poole	£ 31.87	Handyman contract and expenses
Sharon Sweet	£645.84	Clerk Salary
Sharon Sweet	£ 31.41	Expenses
Norfolk ALC	£ 30.00	Course – preparing file for the Internal Auditor
Norfolk Parish Training Partnership	£171.91	Annual subscription

**TOTAL £ 911.03**

d) To receive an update on the additional authorising signatories for Unity bank account and change of address for the remaining Barclays accounts

The Clerk advised the matters remained outstanding, awaiting on the banks.

e) To receive recommendations from the Budget working group and consider recommended virement of funds between budget lines

Prior to the meeting the Budget working group circulated recommendations regarding virement of funds between budget lines. The recommendations were:

Reduce the 'audits' and 'payroll' subscription budget lines by a total of £332.00 (split £132.00 and £200.00 respectively), increase the 'professional services' and 'bank charges' budget lines by the same amount (split £260.00 and £72.00 respectively).

Reduce the 'Pear Tech software' and 'cemetery improvements' budget lines by a total of £335.00 (split £225.00 and £110.00 respectively), increase the 'cemetery water supply' and 'land agent fees' budget line by the same amount (split £50.00 and £285.00 respectively).

Reduce the 'village improvements' budget line by £300.00, increase the 'dog bins emptying' budget line by the same amount.

It was **RESOLVED** to approve the recommendations without any amendments.

f) To receive recommendations from the Budget working group regarding earmarked funds and consider any recommendations

Prior to the meeting the Budget working group circulated recommendations regarding transfer of earmarked funds and revised earmarked funds. The recommendations were:

### Transfer of Funds between earmarked reserves and general reserves

Earmarked fund	Amount	Description
Grants	£282.14	Is transferred out of IT transparency fund and used to offset the set-up of Scribe accounts.
Election fees	£ 50.00	Is transferred into the election fees fund from the budget line
Allotments	£113.75	Is transferred out of the fund. This amount is the net amount of income & deposits received versus refunds of deposits made.
Parish Improvements	£570.00	Is transferred out of the fund for unbudgeted tree works carried out
Cemetery	£400.00	The income received from burials and exclusive rights of burials is transferred into the fund.

This would result in the following earmarked reserves:

**West Dereham Parish Council**  
**Reserves Balance**  
2021 - 2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Allotments	477.40	-113.75			363.65
Cemetery	4,284.25	400.00			4,684.25
HMRC	1,194.45				1,194.45
Grants	282.14	-282.14			
Village Sign	1,850.00				1,850.00
Village Green	1,150.00				1,150.00
Election Fees	2,502.37	50.00			2,552.37
Parish Improvements	2,642.00	-570.00			2,072.00
<b>Total Earmarked</b>	<b>14,382.61</b>	<b>-515.89</b>			<b>13,866.72</b>

### Review of earmarked reserve funds

The balance of £5072 held in the 3 funds 'village sign', 'village green' and 'parish improvements' was recommended to be redistributed as follows:

£1800 - Village asset refurbishment (signs, noticeboards & phone boxes)

£ 700 – Queens Jubilee

£1300 – Legal fees (land agent fees every 3 years and possible land registry costs for the land farm land)

£ 300 - Planned asset repairs (excluding cemetery)

£1000.00 Unplanned asset repairs (e.g. storm damage, vandalism)

TOTAL £5100

Two additional new reserves were recommended by the Budget working group:

£1300 approx. - HR Fund (there is a significant underspend, mainly due to staff sickness, on the salary budget line as at 31.03.2022. The Council are aware overtime will be required during 2022-23. It was recommended the remaining underspend is earmarked for overtime in 2022/23)

£1763.93 - Heritage Group Funds as previously agreed (ringfenced for historical related projects)

It was **RESOLVED** to approve the recommendations without any amendments.

23. To receive items for the next meeting agenda, to be held on 7th April 2022

- To discuss requesting 'no access to Glazewing' signage from NCC on Bath Road and Ryston Road
- To agree re-instating the old cemetery gates as a pedestrian access point

24. 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

The Clerk left the meeting.

It was **RESOLVED** to approve the:

- a) contractual rise to the salary scale point as at 01.04.2022
- b) backdated salary due following the Local Government pay agreement for 01.04.2021 of 1.75%
- c) CiLCA registration fee of £410, from next year's training budget (with the Clerk completing all study in their own time)
- d) overtime as required over the coming months and a review of hours once backlogs are more manageable

The Clerk re-joined the meeting.

Meeting closed: 8.44pm

## West Dereham Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 28/02/2022</b>		
	Cash in Hand 01/04/2021		20,961.63
	<b>ADD</b> Receipts 01/04/2021 - 28/02/2022		22,527.32
			43,488.95
	<b>SUBTRACT</b> Payments 01/04/2021 - 28/02/2022		18,378.75
<b>A</b>	Cash in Hand 28/02/2022 (per Cash Book)		<b>25,110.20</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2022	0.00	
	Unity Bank (Main) 0459 28/02/2022	25,080.09	
	Barclays Business Premium ME (C 28/02/2022	0.11	
	Barclays Community Account (Allot 28/02/2022	30.00	
	Barclays Community Account (Mai 28/02/2021	0.00	
			<b>25,110.20</b>
	Less unrepresented payments		
			25,110.20
	Plus unrepresented receipts		
<b>B</b>	Adjusted Bank Balance		<b>25,110.20</b>
	<b>A = B Checks out OK</b>		