

# West Dereham Annual Parish Meeting

Minutes of the meeting held on Monday 25 April 2022, 7.00pm at West Dereham Village Hall

Present:	Nick Drew (Chairman	Parish Council
	Andy Challen	Parish Council
	Keith Gore	Parish Council
	Stuart Glover	Parish Council
	Sharon Sweet (Clerk)	Parish Council
	Graeme Pressley	Saint Andrews Church
	Janet Tanton	Cre8
	Nick Cann	The Royal British Legion, West Dereham Branch

Members of the Parish: four

## 1. Welcome from the Chairman

The Chairman welcomed everyone to the annual parish meeting.

## 2. To receive apologies for absence

Apologies had been received from the representatives for Lovell's Dole and The Village Trust, Pam Bullas and Claire Williams.

## 3. To approve the minutes of the previous Annual Parish Meeting held on 27th May 2021

These were agreed to be a true record of proceedings with no amendments.

## 4. To receive the Chairman's Annual Report

The Chairman of West Dereham Parish Council read the Parish Council Annual Report for 2021-22. See Appendix A for the full report. There were no questions from those present.

## 5. To receive reports from Village Groups and Outside Bodies

The representatives from the community groups read their reports:

The Royal British Legion, West Dereham Branch No 3689

West Dereham Village Hall Management Committee, Charity No 1139100

Lovell's Dole and Town Close, Charity No 206864

West Dereham Village Trust, Charity No 1134420

St Andrew's Church

Cre8

See Appendix A for the full reports. There were no questions from those present.

## **6. Open forum for residents' concerns**

A parishioner asked if the proposed Parish Council Spring newsletter was going ahead as they had found the newsletter produced previously by the Village Hall to be very informative. The Chair of the Parish Council, confirmed the Spring newsletter was a work in progress and would focus on Parish Council news.

A parishioner asked about the future plans of The Village Trust. Another parishioner commented The Village Trust would be continuing and more about the future plans would be known after the next Trustees meeting.

With no further questions or comments the Chairman closed the meeting at 7.37pm

**West Dereham  
Annual Parish Meeting  
25<sup>th</sup> April 2022**

**Parish Council  
&  
Community Reports**



# West Dereham Parish Council

## Annual Report 2021-22

### Chair's Report

The past year has been interesting and busy. I am in my first year as Chair of West Dereham Parish Council and I would like to offer my thanks to all Councillors and the Clerk for their efforts throughout the year, as well as members of the public and other partners who have assisted the Council during 2021-22.

During the pandemic the Parish Council continued with business as usual (Council meetings were still being held virtually at the start of the new financial year in April 2021). All Councillors have been actively involved during 2021-22 in Council operations, this includes matters such as:

- Planning the refurbishment and repurposing of the two red telephone boxes
- Taking over the management of the West Dereham Heritage Group assets & funds
- Forming a Council working group, with residents, to develop plans for a proposed new playground at St Andrew's Close
- Recruiting a new Parish Clerk and Responsible Financial Officer, who has ensured that all the aspects of running a Council are being completed accurately and on time, despite many pressures
- Beginning discussions on lighting the beacon for the Queens Jubilee
- Forming a Council working group to review Cemetery management and administration
- Planning the works around refurbishing the village signs and noticeboards during 2022-23
- Reinstating the original cemetery gates as a pedestrian entrance. Having listened to the concerns of residents with mobility issues, who were finding the distance from the main cemetery gate to the graveside a challenge, Councillors recently agreed to re-instate the old cemetery gates as a graveside pedestrian entrance

As we look forward to this coming year, we hope to welcome more residents onto the Council. We currently have two Councillor vacancies. Anyone wishing to apply should contact the Parish Clerk, free training and support for the role is available.

*Clr Nick Drew*

Chair of West Dereham Parish Council

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### Included within the services provided by the Parish Council are:

Emptying dog bins	Grass cutting at various locations in the village
Management of cemetery	Management of allotments
Management of farm land	Locating the flashing speed signs around the village
Looking after the War Memorial	Looking after the red telephone boxes
Maintaining the memorial benches	Maintaining the village signs
Maintaining the village noticeboards	Maintaining the bus shelter
Planting the wooden flower planters	

## Money Matters

The Council's finances are monitored on a day-to-day basis by the Responsible Finance Officer, who is also the Council's Clerk. The Council appoints an internal auditor who assesses the Council's compliance with relevant legislation. When income or expenditure exceeds £25,000pa the accounts are also audited by the external auditors.

The Parish Council receives income through the Precept; an annual sum of money collected with the Council Tax by BCKL&WN. In addition, income is received from rent on the farm land, allotment rents & cemetery fees.

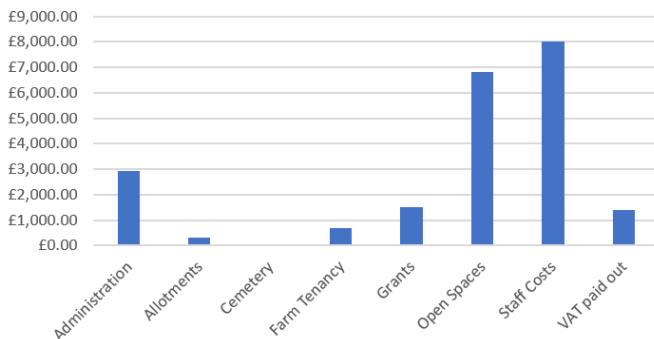
### FINANCES 2021-22

#### PAYMENTS OUT

Administration	£2,915.11
Allotments	£300.00
Cemetery	£26.95
Farm Tenancy	£688.00
Grants	£1,517.00
Open Spaces	£6,808.89
Staff Costs	£8,005.06
VAT paid out	£1,386.87

**TOTAL £21,647.88**

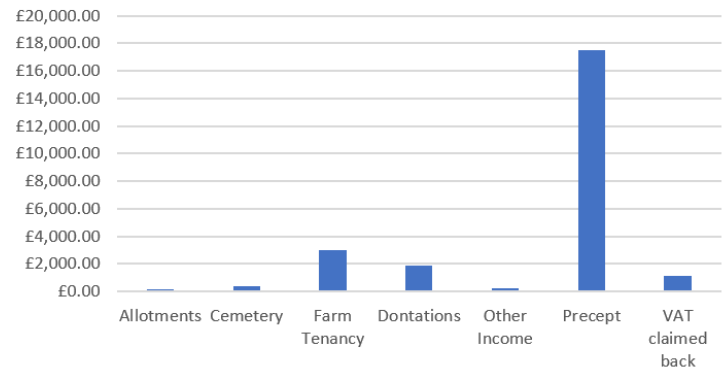
Payments 2021-22



#### RECEIPTS IN

Allotments	£186.25
Cemetery	£400.00
Farm Tenancy	£3,000.00
Donations	£1,863.93
Other Income	£208.93
Precept	£17,484.00
VAT claim back	£1,148.14
<b>TOTAL</b>	<b>£24,291.25</b>

Receipts 2021-22



At the end of the financial year (March 2022) the Council held £16853.65 in funds earmarked specifically for planned projects. Parish Councils are also required to maintain an adequate general reserve, to meet the needs of operations and to ensure financial security. General reserves, at year end, totaled £6751.35, this falls within the recommended range of 3-12 months net revenue expenditure, although it is at the low end of the required figure. A small Council is recommended to have general reserves closer to 12 months of net revenue expenditure.

### FINANCES 2022-23

The budget and precept proposals for 2022-23 were approved at the Council meeting in Dec 2021. The precept for 2022-23 was set at £17191, a decrease of 1.67%. This accounts for all the planned costs incurred in running the Council's services and assets for 2022-23.

Further information is available on the Council website, under 'finance'.

<https://west-dereham-parish-council.norfolkparishes.gov.uk/>

#### People

Councillors: Andy Challen, Nick Drew (Chair), Stuart Glover, Tim Glover, Keith Gore

Clerk & RFO: Sharon Sweet

[clerk@westderehamparishcouncil.uk](mailto:clerk@westderehamparishcouncil.uk)

07823 722 270



West Dereham Branch No. 3689  
The Royal British Legion by  
Nick Cann, Branch Secretary



## Parish Meeting 25 April 2022 – West Dereham’s Legion Branch Report for 2021-22

Yesterday, 24 April 2022, held in Norwich Cathedral was a Service of Remembrance relating to the massacre of members of the Royal Norfolk Regiment at Le Paradis in 1940.

‘Operation Dynamo’ lasted 9 days until 4 June 1940 when over 338k servicemen were evacuated from Dunkirk and returned to England. - the miracle of the small boats. Not everyone was evacuated and there remained behind soldiers who formed the ‘Rear Guard’ which held up the advancing Germans, enabling the evacuation from the beaches. On 24 May, 2<sup>nd</sup> Battalion the Royal Norfolk Regiment formed a part of the Rear Guard near Bethune, holding a line of 3 French villages. For three days the Royal Norfolks withstood attacks by the SS Division ‘Totenkopf’, suffering many casualties and finally running out of ammunition on 27 May. The Commanding Officer Royal Norfolks negotiated a ceasefire and the surrender of the 99 men remaining at Duries Farm, Le Paradis. These men were immediately lined up against a barn wall and machine-gunned to death, any survivors being killed by bayonet. However, there were 2 wounded survivors discovered alive and saved by the owners of the farm. These two men later became prisoners of war when found by soldiers of the Wehrmacht. The war crimes trial of the SS Officer responsible for the murder of 97 Royal Norfolks, Fritz Knoechlein, took place on 11 October 1948 at Hamburg and he was duly hanged on 28 January 1949. The two surviving soldiers from the Royal Norfolks gave evidence at his trial.

West Dereham Branch has been in existence for 8 years. We started with a membership of 16 in 2014 which peaked in 2019 at 31. Currently our strength is 25. We endeavour to hold 4 meetings each year on the 2<sup>nd</sup> Sundays in March, June, September (AGM) and November (Remembrance Day). Due to the Covid-19 pandemic and individual safety concerns no meetings were held in 2021. Our next meeting is scheduled for Sunday 12 June but it is unlikely this will go ahead. However, Saturday 25 June is Armed Forces Day and it is hoped that meetings may resume on this date.

On 14 Nov ’21, Remembrance Sunday, we returned to normality and our usual Service was held first at the War Memorial and then inside St Andrew’s Church. Attendance was less than in previous years with circa 30 in attendance. The Last Post and Reveille were once again played by Chris Young on his electric key board. The lunch usually held in the Village Hall after the Service had to be cancelled one week beforehand. Village collections for the Poppy Appeal resumed with the following results: St Andrew’s Church £2.99, Village Hall £12.14 and Hudson’s Garage £21.04.

Tom Foy, our Standard Bearer, won the Norfolk County Standard Bearers’ Competition. This means he will be carrying the County Standard at events in Norfolk throughout 2022, including the Royal Norfolk Show 29-30 June. Tom moved into the Competition’s 2<sup>nd</sup> round (of 3) - East of England - and achieved a creditable 3<sup>rd</sup> place.

Peter Starling is our Branch President. Jack Walker is Chairman, Lorraine Hunt who has moved into Lincolnshire remains a branch member and our Treasurer and Tom Foy carries the Standard. Our small branch still fulfills its purpose in support of the Aims and Objectives of the Royal British Legion contained in the Legion’s Charter and anyone over 17 years may become a member by paying £18.00 per annum.

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**WEST DEREHAM VILLAGE HALL**

**MANAGEMENT COMMITTEE**

**CHARITY REG. NO. 1139100**

## **Report to the West Dereham Parish Meeting 25 April 22**

### **Introduction**

1. The West Dereham Village Hall Management Committee are delighted that we have been able to continue to operate throughout 2021 and 2022 so far. This report to the Annual Parish Meeting on 25 April 22 outlines the current position of the Management Committee and the Village Hall, and the plan for moving forward in the Summer of 2022.

### **Recent context**

2. The Management Committee that opened the Village Hall post Covid lockdown restrictions are an entirely new team from those on the Committee prior to the end of 2019. As the community has slowly emerged from Covid restrictions the Committee of 3 have managed the maintenance of the Village Hall, kept the website up to date, and managed bookings for the planned activities and events. Alongside a small volunteer team of White Hart Bar staff we have been able to provide a weekly Bar opening for those in the Village who wish to partake in libations on a Sunday afternoon. A trial with regular opening on a Friday evening was not well supported and unsustainable.

3. Following a prolonged campaign to attract a Treasurer and new Secretary, we are pleased to announce that the Management Committee now numbers 5 which, with additional volunteers for the kitchen and bar, will enable the Committee to expand the services offered to the community and operate under the renewed governance put in place during Covid.

### **Activities during the previous year**

4. During the period we have been pleased to support several birthday parties for adults and children, a Quiz Night, a Craft Fair, and light refreshments for the MacMillan Fund Raising event organised by a member of the Community. We have also, sadly, hosted wakes which allowed guests to pay their respects in a friendly and appropriate setting. The Parish Council hold their monthly and extraordinary meetings in the Hall and we have hosted a small number of other meetings including Lovell's Dole.

5. There is a regular Yoga Class on Monday evenings, and two art classes, one in the daytime, and one in the evening. Cre8 hold their events in the Hall on a regular basis.

6. The response to the call for donations for Ukraine was outstanding and the items were delivered for forward supply to those in need.

## Future plans

7. With Covid hopefully on the run, and now that the Management Committee has an appropriate number of members with the correct composition, we hope to extend the number of events that the Village Hall can support but we would be keen to see more people helping behind the Bar and in the kitchen. We would be pleased to facilitate any additional activities that members of the Community might wish to organise. Bookings can be coordinated by our Bookings Manager [wdvhbookings@gmail.com](mailto:wdvhbookings@gmail.com).
8. Jubilee. The Village Hall will help the community celebrate the Queen's Jubilee with a Jubilee themed Quiz on Friday 3 June from 1900. On Sunday 5 June we will extend the usual White Hart Bar opening hours from 1500 into the evening and tables will be available for use in the Village Hall grounds or indoors for a Bring Your Own Food Jubilee picnic.
9. Heritage and History Evenings. With the disbandment of the formal Heritage Group, we aim to continue to support Heritage and History interests in the Community and will be happy to open the White Hart Bar and help display memorabilia should this be of interest.
10. We hope to hold monthly Quiz Nights and pop-up café sessions and host motorcycle ride-out refreshments, as well as welcoming back our pony and trap riders.
11. We have a supply of games available, and the children make good use of some of them on Sunday afternoons but if anyone wishes to run a games club, we would be happy to support.

## Advertising

12. To keep costs down, and reduce the demands on our volunteers, we aim to advertise events and activities primarily on the internet via our website [www.westderehamvillagehall.co.uk](http://www.westderehamvillagehall.co.uk), our Facebook page 'West Dereham Village Hall Events' and the Nextdoor app. We will also advertise in The Pump and on the Village Notice Boards.
13. Response from hand delivered leaflets to all residents has not resulted in a significant increased footfall at advertised events. We would ask if anyone is aware of a neighbour that is not able to access the internet to see our advertising, that they help spread the word and make off-line Community Members aware of upcoming events and announcements.

## Financial report

14. The Annual Return was provided to the Charity Commission on time. Despite severe challenges with setting up new accounts and online banking, there are now 3 accounts associated with the Village Hall to keep Hall and White Hart Bar activity separate as required by regulation. We hope to set up a card payment system for the Bar this year.
15. Due to increased utility costs, we have raised the Hall Hire prices slightly, and these can be found on our website. We hope to shield the Community from financial impacts as much as possible. The current revenue from hiring the Hall out does not cover maintenance and utility costs. Profit from the White Hart Bar account is donated and transferred into the Hall account once bar costs are covered, to support the fixed costs of the Hall. We continue to strive to keep the bar prices competitive.



- The Hall account balance at time of reporting is: £2,878.59
- The Bar account balance at time of reporting is: £2,817.24
- The Reserve account balance at the time of reporting is: £1,213.90

## **Thanks to the Community and Service Providers**

16. The Village Hall relies on customers, users and volunteers. We are grateful to the Community for their support, including local business owners who volunteer time and services. The Bar could not operate without our ever-cheerful volunteer bar staff. For the Hall to reach its full potential, additional volunteers are needed to join the Management Committee to help run this excellent facility for the Community.

17. We also need additional volunteers to help in the White Hart Bar and Kitchen. All volunteers will be asked to undertake a short training session in a closed the Bar environment followed by mentoring during an open Bar, even if previously inducted. This ensures everyone is working in the same way. Volunteers wishing to cook in the kitchen should adhere to the latest Food Standards Agency advice and guidance, and where possible, have undertaken training for food hygiene.

## **Summary**

18. The WDVH is an excellent facility that should be at the heart of the community. With continued and enhanced support, we hope to expand the offerings to the Community as the year progresses.

Andy Challen

Chair

West Dereham Village Hall Management Committee

[wdivhchair@gmail.com](mailto:wdivhchair@gmail.com)

## **LOVELL'S DOLE & town close charity**

**Charity Commission Reg No. 206864**

### **Report for Annual Parish Meeting**

**Monday 25<sup>th</sup> April 2022**

Further to the Covid pandemic and lockdown the Trustees decided that it was in the best interests of all to postpone the Christmas 2020 distribution. However, funds allowed us to show our beneficiaries appreciation of their understanding and a small one-off bonus payment in addition to a payment for 2020 and 2021 was distributed last year.

We would like to take this public opportunity to clarify the charity's aims, guidelines and constraints.

Back in 1693, Gregory Lovell Esq., *'a native of this town'* started a charity still known today as Lovell's Dole. Specific provisions of how the charity should be conducted can still be seen on the panel behind the font in St Andrew's Church. The Charity Trustees are comprised of representatives from the Church, Parish Council and long-time residents of the parish. Their remit, as defined in our Constitution, is *'to apply the income of the Charity as they think fit for the benefit of those residents of the Parish of West Dereham as they select'*.

Since Gregory Lovell's days there have been enormous changes in living conditions, but the Trustees are still obliged to ensure that the small pot of money entrusted to them is being used where it is most needed.

The guidelines for receiving Lovell's Dole are as follows:

**Recipients will be 75 years of age and over and have been residents in West Dereham for at least 10 years.**

**Consideration will also be given to residents in West Dereham for at least 10 years with long-term chronic health conditions who are under the 75-year age limit.**

***(Please note, this will not affect those residents who currently receive Lovell's Dole money).***

Lovell's Dole is paid as an annual monetary Christmas gift.

The Trustees are also able to consider applications for assistance in times of serious and critical health situations with small financial grants.

In addition, we have a sum of money that was set aside at the turn of the 18<sup>th</sup> century for starting out young people in apprenticeships. The Education fund was previously used to buy books for the village school children. However, with the loss of the school the Trustees feel this fund should specifically assist younger residents of West Dereham

who are in financial need, in working towards their future career development. This would naturally still include those taking up apprenticeships. Other examples might include assistance which would resource and enhance employment opportunities or assistance related to further education studies.

If you think you might be eligible for Lovell's Dole, please contact us before 30<sup>th</sup> September 2022. If you have any enquiries about anything else mentioned above please contact either myself or Janet. All enquiries will be considered by the Trustees.

NAME	TEL. NO.	E-MAIL ADDRESS
PAM BULLAS	01366 501287	<a href="mailto:pambullas@btinternet.com">pambullas@btinternet.com</a>
JANET TANTON	01366 500031	janet.tanton@gmail.com

**DRAFT - West Dereham Village Trust** (Charity No. 1134420)

Report from West Dereham Village Trust to West Dereham Annual Parish Meeting April 2021

The Village Hall Committee continues to make repayments towards the £40,000 loan made by the Village Trust. St Andrews Church continues to pay a small rent for the storage unit in the car park that belongs to the Village Trust; this falls within the conditions of our Trust Deed.

Finally, we are now in a situation where several of our Trustees, many of whom are long standing, for various reasons need to resign their Trusteeships hence we urgently need to recruit suitable candidates. We are looking for people with suitable skills and local knowledge that fall within the guidelines of our Trust Deed and the Charity Commission requirements.

Interested parties should contact the Secretary, Pam Bullas on 01366 501287 or [pambullas@btinternet.com](mailto:pambullas@btinternet.com) for further information.

Claire Williams

Chair

## Saint Andrews Church West Dereham

Good evening, we at St Andrews would like to report on the events of the last Year or so at what English heritage say is one of the most important medieval churches in the UK if not Europe. We have been lucky over the last 35 years in that we have been supported by the National Heritage lottery fund with three grants (most buildings are lucky to get one) and support from American Colleges/universities, the Mormons, Local societies such as Norfolk churches trust, the round towers society with local businesses such as Shropshire's and Glaze wing and of course local people and volunteers all contributing. Between them we have spent over £350k of money replacing windows, repairing the tower roof and belfry, rebuilding the porch, fitting a toilet and starting on a new organ, rewiring the whole church as well as fitting heating.

This work has meant that St Andrews seemed to be in the best shape it could be until>>>> In a small storm the East window started to collapse. This led to a major survey of the fabric of the church in early 2020 which led to the whole of the East Window being dismantled and after repair work replaced with as much of the original tracery as possible re used. However, the survey also revealed erosion of the stonework over the whole church with over 50mm or more thickness of the stonework missing in places, the Chancel windows had extensive cracking in the tracery. This led to our lay Rector (the Bishop of Ely) paying for the works carried out over 2021 to the chancel.

This work included lime rendering of the chancel walls which had not been done for over 200 years. Historical documents and evidence of old render on the walls meant that we were only putting the church back to its original finish. The walls were not just covered up, they had all the old friable mortar and old repairs in opc removed, stone replaced and covered by the correct type of lime mortar. This work will need to be carried out over the rest of the church with the tower being the most urgent followed by the nave. The repairs to the windows and chancel cost over £180k with another £4k spent by the PCC on essential maintenance work to the nave crossing wall and the chancel roof eastern gable cross.

The works to the tower and nave is estimated at over £260k and needs to be done asap to prevent collapse of the tower and or walls. We shall be starting a fund-raising effort in the next year or so.

Regarding the work of the church, Covid had a huge effect on our services with lockdowns and times of services with masks. During lockdown services were held on zoom to great success and these continue with housebound people able to participate in the social aspect of church life. We have now restarted weekly services at St Andrews and the congregation is now around 12 people. This we expect to grow over time.

May God bless you all and we hope to see you at St Andrews soon.

## Cre8 Report for Village Meeting

We held our first cre8 since lockdown on 18th September '21 at the Village Hall.

This was followed on 4th December with the Christmas party also at the Village Hall. Both events were well attended.

As attendance at our Family Service, which we had been holding on the first Sunday of the month had declined, we decided to replace this with cre8 club on the first Saturday of the month. This would be in church just for one hour. Our first cre8 club took place in February followed by a second in March. We had several families attending as well as some adults who dropped in for coffee and cake.

Our cre8 in April was at the Village Hall and celebrated Easter.

We will continue this pattern having monthly cre8 club in church and our larger cre8s in the Village Hall for key festivals.