

## **DRAFT Minutes of an Ordinary Meeting of West Dereham Parish Council held on Thursday 7 April 2022**

Parish Councillors:

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

Also in attendance:

Cllr Alan Holmes (Borough Councillor), Sharon Sweet (Clerk)

### **1. Chair's welcome and update**

The Chair welcomed everyone to the meeting.

### **2. To receive apologies for absence**

Cllr S 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 3<sup>rd</sup> March and extraordinary meeting held on 28<sup>th</sup> March 2022**

It was **RESOLVED** the minutes of the meetings held on the 3<sup>rd</sup> March and 28<sup>th</sup> March 2022 be accepted as a true record and were signed by Chair.

### **5. Clerk's Report, update on items not on this agenda (information only)**

The Clerk circulated an update prior to the meeting which included advising members, that while Norfolk County Council highways had yet to confirmed if a 'slow down' sign could be placed on Basil Road, they had been out to the site and vegetation on the corner had been cut back. Also, the Clerk advised there was now only one  $\frac{3}{4}$  plot vacant at the allotments.

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

Cllr Holmes gave an update from the Borough Council, which included an update on the recent approved planning decisions in Downham Market namely a new Lidl supermarket, 300 homes at Denver Hill and the Crown Hotel becoming a House of Multiple Occupancy managed by the Purfleet Trust.

### **7. Correspondence (for information only)**

Correspondence had been forwarded prior to the meeting and was noted by members. Correspondence from the Lovells Trust will be added to next months agenda as an item.

### **8. To discuss areas within the parish potentially at risk of flooding**

There were no known issues. This standing item will be removed from the agenda. Ditches at risk of flooding to be reviewed before the Autumn.

### **9. To receive update from Proposed Playground working group (information only)**

Signed by the Chairman.....

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Cllr Challen reported the working group had a successful open afternoon at the village hall with 50 adults and children viewing plans of the potential playground. The plans received a lot of positive feedback.

There followed a constructive discussion where Councillors noted:

A playground would need financial support from the Precept from outset, followed by building a fund for ongoing maintenance costs and increased annual costs to the budget for inspections, insurance and staff time.

Grant applications have more success where community and Parish Council support for a project is evidenced by a financial commitment from the Council and community fundraising.

The Council need to know residents' views on increasing the Precept to support the project.

The Council have duties to financially plan and risk assess the project before approval.

Installing a playground would be a mid-term project (3-5 yrs).

#### **ACTIONS:**

Cllr Challen to feedback the above information to the rest of the working group.

The Clerk to produce a financial report based on the higher playground quote.

The Clerk to draft a community engagement questionnaire.

#### **10. To discuss requesting 'no access to Glazewing' signage from NCC on Bath Rd and Ryston Rd**

After a discussion it was **RESOLVED** to ask Norfolk County Council Highways if 'no access to Glazewing' signage could be installed before the turnings for both Bath Rd and Ryston Rd.

#### **11. To agree recommendations from the Jubilee working group (lighting of beacon at cemetery and jubilee trees with plaques), to include considering a budget for the work**

Members discussed the Jubilee beacon lighting and jubilee trees, noting the earmarked reserve of £700 for the event.

**ACTION** – Jubilee working group to meet in the next few days to discuss plans

#### **12. To agree refurbishment of the Village Signs and Noticeboards, to include considering a budget for the work**

Members discussed the refurbishment of the village signs and noticeboards, noting the earmarked reserve of £800 for the work. Cllr Drew confirmed volunteers would be completing most of the work, with only materials to buy.

It was **RESOLVED** to approve the refurbishment of the village signs and noticeboards using the earmarked fund of £800. 3 quotations for materials or other works will be obtained where possible for approval by Council before work commences.

#### **13. To agree refurbishing and painting of the two red telephone kiosks, to include considering a budget for the work**

Members discussed the refurbishment of the two red telephone kiosks, noting the earmarked reserve of £1000 for the work. Cllr Drew confirmed volunteers would be completing the work, with only materials to buy. Members noted residents needed to be consulted on how they would like to see the boxes reused in the future.

It was **RESOLVED** to approve the refurbishment and painting of the red telephone kiosks using the earmarked fund of £1000. 3 quotations for materials or other works will be obtained where possible for approval by Council before work commences.

**14. To agree re-instating the old cemetery gates as a pedestrian access point, to include considering a budget for the work**

Members discussed re-instating the old cemetery gate as a pedestrian access point. Members noted residents with mobility issues had difficulty walking the distance from the main gate to the graveside. Re-instating the old cemetery gate would significantly reduce the distance. The work will mostly be carried out by volunteers from the Council.

It was **RESOLVED** to approve the re-stating of the old cemetery gates as a pedestrian access point, using funds from the Cemetery earmarked reserve. 3 quotations for materials or other works will be obtained where possible for approval by Council before work commences.

**15. To review the Co-option Policy**

Prior to the meeting the Clerk circulated a draft co-option policy.

It was **RESOLVED** to adopt the draft co-option policy.

**16. To review the Light within the Parish Policy**

Prior to the meeting the Clerk circulated a draft 'Standard Light Pollution Clause – Policy and Procedure for replying to Planning Applications'.

It was **RESOLVED** to adopt the draft policy in place of the current 'Light within the Parish Policy'.

**17. To consider the draft Volunteer Policy**

There was a discussion on the policy and risk assessments.

**ACTION** – Cllr Challen and the Clerk to continue to work on the policy and risk assessment.

**18. To consider the draft 'Operation London Bridge' protocol**

Prior to the meeting the Clerk circulated the draft protocol.

It was **RESOLVED** to adopt the draft protocol.

**19. Planning:**

**a) To receive results of applications**

None

**b) To consider and comment on new applications received**

None

Cllr Holmes left the meeting at this point

**20. Finance:**

**a) To review financial risk assessment**

Members considered the revised financial risk assessment circulated by the Clerk prior to the meeting.

It was **RESOLVED** to approve the revised financial risk assessment.

**b) To review the asset register for year ending 31 March 2022, including the asset inspection report**

Members considered the updated asset register for the year ending 31 March 2022 and the asset inspection report.

It was **RESOLVED** to approve the updated asset register.

**c) To approve accounts up to 31.03.2022**

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

**d) To set an end date on the earmarked reserve for HMRC cheques received**

During 2018 and 2019 the Council received 3 cheques from HMRC totalling £1194.45. At the time HMRC could not explain the refunds made. Council previously agreed to bank the cheques and hold them in an earmarked reserve in case HMRC requested the funds back. At the time, no end date for holding the cheques was set. The Clerk advised under the Limitations Act 1980, the maximum time for HMRC to request repayment would be 6 years. The Clerk recommended funds were released from earmarked reserves as follows:

- £526.55 received January 2018, release from earmarked reserve, year end of 2023/24
- £198.65 received April 2018, release from earmarked reserve, year end of 2023/24
- £469.25 June 2019, release from earmarked reserve, year end of 2024/25

It was **RESOLVED** to release the HMRC cheques from earmarked reserves, received in 2018 and 2019, as above.

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

New account signatories have the information needed to set up their online authorising of payments. Change of address on the Barclays accounts remains outstanding.

**f) To agree removal of signatories from Unity Bank**

It was **RESOLVED** to remove ex-Councillors from the banking mandate.

**g) To agree closing Barclays accounts, transferring remaining funds to Unity Bank**

It was **RESOLVED** to close the remaining Barclays accounts, once the address has been changed to the Clerk, and transfer the remaining funds to Unity Bank.

**h) To agree to pay employer and employee pension contributions by direct debit for the NEST pension scheme**

It was **RESOLVED** to pay employer and employee pension contributions by direct debit for the NEST pension scheme.

**21. To receive items for the next meeting agenda, to be held 5<sup>th</sup> May 2022**

- To discuss the Parish Councillor Trustee vacancy on the Lovells Trust Charity.
- To consider the draft community engagement questionnaire.
- To agree recommendations from the Jubilee working group (lighting of beacon at cemetery and jubilee trees with plaques), to include considering a budget for the work

**22. 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**

Signed by the Chairman.....

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With no press or public present, a resolution to exclude was not required.

The Council discussed the differences between the model contract of employment for the role of the Clerk and the West Dereham Parish Clerk contract.

It was **RESOLVED** the Clerk contract of employment would follow the model contract.

MEETING CLOSED: 8.49

1 April 2022 (2021 - 2022)

**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 31/03/2022</b>		
	Cash in Hand 01/04/2021		20,961.63
	<b>ADD</b> Receipts 01/04/2021 - 31/03/2022		24,291.25
			45,252.88
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/03/2022		21,647.88
<b>A</b>	Cash in Hand 31/03/2022 (per Cash Book)		<b>23,605.00</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Unity Bank (Main) 0459 31/03/2022	23,574.89	
	Barclays Business Premium ME (C 31/03/2022	0.11	
	Barclays Community Account (Allot 31/03/2022	30.00	
	Barclays Community Account (Mail 31/03/2022	0.00	
			<b>23,605.00</b>
	Less unrepresented payments		
			23,605.00
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>23,605.00</b>
	<b>A = B Checks out OK</b>		

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