

## **DRAFT Minutes of an Ordinary Meeting of West Dereham Parish Council held on Thursday 5 May 2022**

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

Also in attendance: Cllr Brian Long (County Councillor), Sharon Sweet (Clerk)

Members of the Public: 4

### **1. To elect the Chair for the ensuing year**

Cllr Nick Drew was elected unopposed. Cllr Drew signed the declaration of acceptance of office.

### **2. To elect a Vice-Chair for the ensuing year**

The Council chose not to elect a Vice-Chair. Members were content with voting for a Councillor to chair a meeting in the absence of the Chair.

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

The Chair welcomed everyone to the meeting.

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

Cllr T Glover.

### **5. To receive declarations of interest in items on the agenda and requests for dispensation**

None.

### **6. To approve the minutes of the ordinary meeting held on 7th April 2022**

It was **RESOLVED** the minutes of the meetings held on the 7<sup>th</sup> April be accepted as a true record and were signed by Chair.

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

The Clerk reported due to the continuing very high volumes of work, the following items have not been actioned from the last meeting - chasing NCC Highways re the Basil Rd 'slow down' sign; requesting 'no access to Glazewing' signage; chasing Barclays change of address before closure; draft Volunteer Policy; updating the Clerk Contract of Employment

In addition - community engagement questionnaire was almost complete; removing ex-councillors from the banking mandate, this would not be done until the new signatories confirm they have access to the accounts; closing Barclays accounts, this would not be done until the Clerk is receiving correspondence to their address.

4 members of the public joined the meeting at this point

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

Cllr Long gave an update from the County Council, which included confirming now the new financial year had commenced his personal Councillor budget of £10000 had been renewed. He encouraged the Council to approach him with appropriate schemes, such as a request for funding for road signage, as it had been sometime since he had contributed to work in the parish.

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

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

Signed by the Chairman..... Minutes of the meeting of 5 May 2022

## 10. To discuss the Financial Report for the Proposed Playground

Prior to the meeting the Clerk circulated a report to inform Council of the financial commitment to the Parish Council of a new playground at St Andrews Close recreation ground. Before issuing to Council the report was viewed by the Internal Auditor. The report recommendations were:

- From 2023 the Parish Council should consider budgeting **£3200pa** towards a playground project. Firstly to build funds towards installation. This should be accrued in an earmarked fund for 3 years. After installation the Council will need to continue to accrue funds annually for ongoing maintenance and replacement costs.
- For each Council Tax paying household, a rise in the Precept of £3200 would equate to an additional **£20.05pa** per household (based on the current tax base).

The report recommended the next steps as being:

- Consult residents through a community questionnaire on the proposed playground and the associated costs. Also, to ask parishioners for their ideas how to re-use the telephone boxes and any other matters they think the Council should be considering
- Collate the results of the consultation
- Council could then consider the playground plans, community feedback and the financial report
- Council would need to vote at a meeting on whether to approve the playground project as a Parish Council project and new asset. A decision would need to be made by October 2022, for the project to be included in the 2023-24 budget

There was a lengthy discussion on the proposed playground project, resident members of the working group and County Councillor Long were invited to join the discussion. There was a consensus of opinion that the recommendations of the report gave good advice. Cllr Challen agreed to meet with the playground working group the following week to answer any questions and to discuss ways the village could also show it's support through some community fundraising.

**ACTION** – Cllr Challen to meet with the working group to discuss the financial report in full and answer any questions. The working group will begin plans on some community fundraising and over the coming months will investigate more fully the grants available.

The Clerk will add the financial report to the 'playground' page on the website and the Clerk will present the finished community questionnaire to Council at the next meeting for approval before it is distributed throughout the parish.

4 members of the public left the meeting at this point

## 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

The Council had considered lighting the beacon at the cemetery as part of the Jubilee weekend. The Council noted there were already events planned by residents and the Village Hall management committee to celebrate the Jubilee. The Council discussed the work involved in complying with health and safety and planning a worthwhile event around the lighting of the Beacon. It was felt the village was well represented with events over the weekend and that to try to add another event at this late stage would overstretch the finite volunteer resources in the parish. All agreed the Council would not proceed with the lighting of the Beacon.

The Council discussed planting trees to commemorate the Jubilee, all were in favour. The Clerk advised the Borough Council Jubilee grant scheme had been in touch to let the Council know their Jubilee grant scheme was still offering grants of up to £200.

It was **RESOLVED** to apply for a grant (if the scheme was still accepting applications) for Jubilee trees.

## 12. To discuss the Parish Councillor vacancy on the Lovells Trust Charity

Cllr Gore spoke about the vacancy on the Lovells Trust Charity, this is normally filled by a Parish Councillor, however the vacancy could be filled by someone outside of the Council. Councillors noted the vacancy but those present already had other commitments preventing them from standing to fill the vacancy. Cllr Challen offered to advertise the vacancy on social media, Cllr Gore agreed this would be helpful.

## 13. To receive the Information Audit

Prior to the meeting the Clerk circulated an Information Audit reporting how the Council collects and uses data. This was noted by Councillors.

## 14. To agree the draft Privacy Notice

Prior to the meeting the Clerk circulated a draft Privacy Notice. It was **RESOLVED** to approve the Privacy Notice.

## 15. To consider a managed email service agreement

The Council had been made aware the Council email domain name was registered with a previous Councillors family and hosting was being paid for by them. The family had tried to sort this out with a previous Clerk but the matter was never resolved.

The Clerk had obtained 2 quotes to have the domain name and email transferred to and managed by a local IT company. The Clerk recommended ECS due to their experience and reputation. This was not the cheapest quote.

The Council discussed the options. It was **RESOLVED** to accept the ECS quote for a basic managed email service at £8.90pm plus a one-off set up fee of £130.00.

**ACTION** – to obtain the admin access details from the family and to advise the family once the new service was set up.

## 16. Planning:

### a) To receive results of applications

Council noted the following application was permitted by Borough planning:

21/01923/F West Dereham Homefields Basil Road West Dereham King's Lynn Norfolk PE33 9RP – 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.

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

22/00557/F Proposed single storey extensions and detached carport/hay store at White House Farm Church Road West Dereham King's Lynn Norfolk PE33 9RF

Council considered the application. It was **RESOLVED** to **SUPPORT** the application.

## 17. Finance

### a) To consider the Internal Auditors report for year ending 31 March 2022

The Council accepted the report.

### b) To agree the accounts for year ending 31 March 2022

These had been circulated prior to the meeting. It was **RESOLVED** to approve the year end accounts as at 31 March 2022.

Signed by the Chairman..... Minutes of the meeting of 5 May 2022

**c) To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form**

It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could exempt itself from External Audit. This was considered and it was **RESOLVED** to approve the Council as exempt from an External Audit. The Clerk and Chairman were authorised to sign the form.

**d) To consider the assertions on, and complete, the Annual Governance Statement 2021/22 and to authorise the Clerk and Chair to sign**

The Clerk read the assertions and the Council considered and answered the assertions on the Annual Governance Statement. The Council **RESOLVED** to approve the Annual Governance Statement and authorised the Chairman and Clerk to sign on their behalf.

**e) To consider and approve the Accounting Statements 2021/22 and to authorise the Chair to sign**

The Council considered the Accounting Statement. The Council **RESOLVED** to approve the Accounting Statement and authorised the Chairman to sign on their behalf.

**f) To approve accounts up to 30.04.2022**

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

**g) To note payments made since the last meeting**

NPower £13.63 for street lighting had been paid to avoid interest charges due to late payment.

**h) To approve the payment of accounts up to 30.04.2022**

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

April payments, to approve at May meeting:

Payee	Amount	Description
Roy Poole	£308.60	Handyman contract
Sharon Sweet	£856.09	Clerk Salary, includes NI, pension conts, overtime 16.83 hrs.
Sharon Sweet	£ 70.64	Expenses including printer ink, phone allowance, postage, working from home allowance
ICCM	£ 95.00	Membership of Institute of Cemetery and Crematorium Management
CGM	£638.71	Grounds maintenance contract
Environment Agency	£ 17.17	Drainage Charges
Sharon Sweet	£410.00	SLCC CiCLA Fee
<b>TOTAL</b>	<b>£2396.21</b>	

May Payment invoice received prior to the meeting:

CGM	£638.71	Grounds maintenance contract
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**i) To note the receipts since the last meeting**

The following receipts since the last meeting were noted by members:

Amount	Description
£ 177.50	Allotment rents
£17191.00	Precept from BCKL&WN
£ 1600.00	Farm Business Tenancy rent
£ 1386.87	VAT claim back April 2021-March 2022
<b>£20355.37</b>	<b>TOTAL</b>

Signed by the Chairman..... Minutes of the meeting of 5 May 2022

**18. To receive items for the next meeting agenda, to be held Wednesday 1 June 2022**

Council noted the June meeting would be held on a **Wednesday** due to the Jubilee Bank Holiday weekend.

**19. 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**

Council discussed the ongoing high workload of the Clerk which continued to exceed the contract weekly hours, all agreed to find a way forward. The Clerk and Cllr Drew will bring recommendations to Council at the next meeting.

Meeting closed 9.10pm

## Appendix A

4 May 2022 (2022-2023)

## 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 30/04/2022</b>		
	Cash in Hand 01/04/2022		23,605.00
	<b>ADD</b> Receipts 01/04/2022 - 30/04/2022		20,355.37
			43,960.37
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/04/2022		
<b>A</b>	Cash in Hand 30/04/2022 (per Cash Book)		43,960.37
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2022	0.00	
	Unity Bank (Main) 0459 30/04/2022	43,930.26	
	Barclays Business Premium ME (C 30/04/2022	0.11	
	Barclays Community Account (Allol 30/04/2022	30.00	
	Barclays Community Account (Mai 30/04/2022	0.00	
			43,960.37
	Less unrepresented payments		
			43,960.37
	Plus unrepresented receipts		
<b>B</b>	Adjusted Bank Balance		43,960.37
	<b>A = B Checks out OK</b>		

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