

Minutes of an Ordinary Meeting of West Dereham Parish Council held on Wednesday 1st June 2022

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

Also in attendance: Sharon Sweet (Clerk)

Members of the Public: 2

1. Chair's welcome and update

The Chair welcomed everyone to the meeting.

2. To receive apologies for absence

Cllr Challen

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

None.

4. To approve the minutes of the Annual meeting held on 5th May 2022

It was **RESOLVED** the minutes of the Annual meeting held on the 5th May be accepted as a true record and were signed by Chair after the meeting.

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

The Clerk advised the Handyman had reported the stone birdbath at the Cemetery was cracked and water leaking from it and a bench at the Cemetery required repairing. The Handyman requested an update on whether temporary fencing was needed at the allotment hedge to stop people cutting through the gap left after the road traffic accident.

ACTION - Cllr Drew to speak to the Handyman regarding these matters.

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

A resident asked questions relating to the minutes of the May meeting and also spoke about a 10-year project of the conservation of a giant Fenland black oak discovered at Wissington Fen. The 5,000-year-old oak tree had been fashioned into a 13m table, and was now on display to the public at Ely Cathedral until March 2023.

A member of the public joined the meeting.

7. Correspondence (for information only)

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

Of note, the Parish Council received 4 separate items of correspondence from residents concerned about future rises to the Precept during the current economic climate. Some of the correspondence also expressed concern at the possible financial impact the proposed playground project would have on the Precept.

8. To appoint Cruso & Wilkin as Land Agents on work required for the Farm Business Tenancy

The Council had received the sad news that the current farm tenant had passed away.

The current 3-year Farm Business Tenancy (FBT) commenced a new term October 2021. The Council discussed the appointment of a Land Agent to carry out the work required on the FBT.

Signed by the Chairman..... Minutes of the meeting of 1 June 2022

It was **RESOLVED** to appoint the Land Agent, Cruso & Wilkin to handle all matters relating to the surrender of the current FBT.

The Council had been approached by a member of the farm tenant's family, who expressed an interest in taking on the FBT for the remainder of the existing tenancy term.

ACTION – The Clerk to ask Cruso & Wilkin if the family member can complete the remaining term of the FBT.

9. To receive report on the Cemetery and consider any actions required from the report recommendations

The Clerk arranged a virtual meeting with Alan Fairchild MBE, leading cemetery expert, to talk through the tasks involved in reviewing the administration and management of the cemetery. Mr Fairchild strongly recommended the Council seek advice and a quotation for an audit of the cemetery administration from the Institute of Cemetery and Crematorium Management. The Council are members of the ICCM.

The Clerk met virtually with Julie Dunk, CEO of the ICCM. She confirmed the ICCM would be able to audit the cemetery administration as follows:

2 days' work at a day rate of £550.00 (total £1100). Day one – on site. Day two – write a report including recommendations. There would also be expenses for travel and an overnight stay. Ms Dunk advised a total cost of approx. £1200-£1300.

The Council discussed the report and it was **RESOLVED** to employ the services of the Institute of Cemetery and Crematorium Management to conduct an audit of the West Dereham Parish Council cemetery administration.

10. To receive update on reinstalling the old cemetery gate as a pedestrian access point

Cllrs Drew and S Glover submitted a report to Council on the work required to reinstate one of the old cemetery gates, as a pedestrian access point. They recommended the position should be the original location where the original concrete posts can still be seen. This would not affect the memorial trees planted on the boundary as the gate would be to the east of these trees.

Cllr S Glover had offered to repair the gate and provide new metal posts to support the gate. The new posts will have a straining angle attached to restrain the chain-link fence that runs on this boundary. A small length of hedge will need to be removed to allow the gate to be installed. This could possibly be done by the village Handyman and the hedge replanted in the Farm Tenancy hedge, which has recently been damaged. Cllr Drew offered to arrange excavation and installation of small pad foundations for the gate posts to be fixed to.

It was recommended the gate to open inwards towards the cemetery and Cllr Glover could attach a drop stay to secure the gate when open. Cllr Drew would be able to arrange for a small slab with a hole drilled in it to accommodate the drop stay. The work could commence this summer.

The Clerk reported the CEO of the ICCM had advised the Council may need planning permission to do this. The Clerk recommended the Council check with the planning department as to whether they would need planning permission before re-installing the original gate. Councillors agreed this should be confirmed as soon as possible.

ACTION – Clerk to ask BCKL&WN Planning Dept whether planning permission will be needed to re-install the gate.

11. To discuss an outline timescale for the proposed playground project

There was a general discussion on the proposed playground project.

A member of public left the meeting.

Signed by the Chairman..... Minutes of the meeting of 1 June 2022

12. To agree Councillors for scheduled allotment inspections 2nd July 2022

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

13. To agree insurance renewal 1st June 2022

It was **RESOLVED** to approve the renewal of the insurance policy at a cost of £403.47pa, this included adding the Heritage Group artefacts to the policy for a sum insured of £1000 and increasing the sums insured of the 2 telephone boxes from £1 each to their estimated replacement value of £4000 each.

14. To consider a summer break for the Parish Council, not holding a meeting in August

The Clerk had reported that many Parish Councils take a summer break from meetings in August. After a brief discussion it was **RESOLVED** to trial a summer break, not holding a meeting in August 2022.

15. To agree the Volunteer Policy

It was **RESOLVED** to approve the draft Volunteer Policy with all future risk assessments being approved by Council.

ACTION –Cllr Challen to draft any risk assessments that are required. As a member of the Society of Local Council Clerks, the Clerk has access to many risk assessments that could be used as a starting point.

16. To review the Data Protection Policy

Prior to the meeting the Clerk had sent to all an updated Data Protection Policy. It was **RESOLVED** to approve the updated Data Protection Policy.

17. To review the Retention of Documents Policy

Prior to the meeting the Clerk had sent to all an updated Retention of Documents Policy. It was **RESOLVED** to approve the updated Retention of Documents Policy.

18. Planning:**a) To receive results of applications**

None

b) To consider and comment on new applications received

22/00557/F 'Amendment to Proposed single storey extensions and detached carport/hay store at White House Farm, Church Road, West Dereham, King's Lynn, Norfolk' The finishes had been updated in the plans, Council had no further comments.

19. Finance:**a) To approve accounts up to 31.05.2022**

Not available at the time of the meeting. Item deferred to the July meeting.

b) To approve the payment of accounts up to 31.05.2022

May 2022 payments for approval:

Payee	Amount	Description
Roy Poole	£195.10	Handyman contract
Sharon Sweet	£838.56	Clerk Salary, includes NI, pension conts, overtime 11 hrs, tax refund
Sharon Sweet	£ 48.55	Expenses including phone allowance, postage, stationery, working from home allowance

Signed by the Chairman..... Minutes of the meeting of 1 June 2022

Norfolk Parish Training and Support	£65.70	Internal audit 2021-22
TOTAL	£1147.91	

c) To note the receipts since the last meeting

Amount	Description
£10.00	Allotment rent
£10.00	TOTAL

d) To approve adding the £200 Jubilee grant from BCKL&WN to the Jubilee earmarked fund

The Clerk advised the £200 grant application had been successful and the monies would be with the Council in June. It was **RESOLVED** to add the grant to the Jubilee earmarked fund for the tree planting later in the year.

e) To approve the payment, by direct debit, of the managed email service

It was **RESOLVED** pay the invoices of the managed email service by monthly direct debit.

20. To receive items for the next meeting agenda, to be held 7th July 2022

None.

A member of public left the meeting.

21. 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 reported the business-as-usual work continued to exceed the contracted hours of the role.

Meeting closed 9.05pm

POST MEETING NOTE: July meeting rescheduled to 14th July 2022 (website and noticeboards updated)