

## Minutes of an Ordinary Meeting of West Dereham Parish Council held on Thursday 14<sup>th</sup> July 2022

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

Also in attendance: Borough Councillor Alan Holmes, Sharon Sweet (Clerk)

Members of the Public: 1

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

The Chair welcomed everyone to the meeting.

**2. To receive apologies for absence**

Cllr Tim Glover

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

None

**4. To approve the minutes of the ordinary meeting held on 1st June 2022 and the extra-ordinary meeting held on 15th June 2022**

It was **RESOLVED** the minutes of the ordinary meeting held on the 1<sup>st</sup> June and the extra-ordinary meeting on 15<sup>th</sup> June 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 Village Pump had confirmed that 12 copies of the magazine were delivered to households and that also Hudson's garage have 10 copies to sell each month. While the Village Pump remains a valuable resource, the Clerk recommended the Council consider expanding its engagement using social media and the PC newsletter. The Clerk also suggested local community groups may benefit from being able to use the noticeboard at the bus stop.

**Highways** – Cllrs Gore and Drew and the Clerk met with the Norfolk County Council (NCC) highways engineer. There was a tour of the village to point out the areas of concern. Following the meeting the Clerk emailed through to NCC Highways what had been agreed:

**Basil Road** – at the sharp bend NCC to look into installing a 'bend' sign and paint 'slow' on the road. Vegetation is overgrown on the corner and needs cutting back by land owner.

**A134** – regarding Glazewing lorries going through the village. To look at repositioning some signage (both directions), cut back vegetation in front of the weight restriction sign (coming from Crimplesham direction), add some additional signage where appropriate (both directions) to reduce the number of lorries using Bath and Lime Kiln Rds

With regards to the bridges, details were sent on all bridges needing vegetation cutting back or repair work carrying out on Basil Rd, Ryston Rd and junction of Hilgay/Basil Road.

With regards to pot holes details were sent to NCC Highways in particular Bath Road and Church Road

Standing water/flooding after heavy rain on The Row and near Watering Cottages was also noted for remedial works.

The Clerk had also reported the damaged road sign for The Row to Borough Council.

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

Cllr Holmes gave a verbal report having just arrive from the Borough Councils Full Council meeting.

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

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

8. **To consider Parish Partnership scheme 2022-23**  
The Norfolk County Council Parish Partnership scheme for 2022-23 had now opened to projects.  
**ACTION** – all Councillors to research and consider possible projects for discussion at the next meeting.
9. **To approve the draft Community Questionnaire**  
It was **RESOLVED** to approve the draft Community Questionnaire, paper and online versions.  
**ACTION** – Cllr Challen to post details on community Facebook Groups, Cllr Drew to place details and plans on the noticeboard at the bus stop, the Clerk to print off a questionnaire for each property for distribution by volunteers.
10. **To agree the transfer of the existing Farm Business Tenancy term to a new tenant**  
The Clerk reported Cruso & Wilkin had confirmed the Farm Business Tenancy could be transferred to the current farm tenant's father. If the transfer is straightforward the cost to the Council will be in the region of £350.00.  
It was **RESOLVED** to transfer the existing FBT to the father of the current tenant.
11. **To agree the draft Scheme of Delegation**  
Prior to the meeting the Clerk circulated to all a Scheme of Delegation.  
It was **RESOLVED** to approve the Scheme of Delegation.
12. **To review the Terms of Reference of the Cemetery Working Group and Playground Advisory Group**  
Prior to the meeting the Clerk circulated to all a Terms of Reference for the two groups.  
It was **RESOLVED** to approve the Terms of Reference for the Cemetery Working Group and Playground Advisory Group
13. **To agree works required at Allotments in respect of the footpath hedge and vacant plots**  
Cllrs Drew, T Glover and Gore recently completed the summer allotment inspections and were very impressed by the standards of the allotments. One allotment, however, did appear to be abandoned. The Clerk had already made email contact to ask if the tenant was ok but had not received a reply. It was **RESOLVED** to proceed to with the terms in the tenancy agreement regarding abandoned allotments.  
The hedge along the footpath at the allotments was very overgrown. It was agreed the Handyman would trim back the hedge over the next couple of weeks.
14. **To agree replacement of dog bin on Church Road**  
The dog bin on Church Road had been damaged beyond repair.  
It was **RESOLVED** to replace the dog with a like for like replacement.
15. **To agree staff training courses**  
It was **RESOLVED** to approve the Clerk attending the Norfolk ALC course of VAT for Exempt Councils.
16. **Planning:**
- a) **To receive results of applications received since the last meeting** - none
- b) **To consider and comment on new applications received since the last meeting** – none  
Cllr Drew asked Borough Cllr Holmes for advice on whether planning would be required to reinstall the old cemetery gate. Borough Cllr Holmes will email the Clerk direct contact details for planning department to ask for advice.
17. **Finance:**
- a) **To approve accounts up to 30.06.2022**

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

**b) Payments for authorising and receipts to note since the last meeting**

**June payments**

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
S Sweet	£695.06	wages including overtime
S Sweet	£ 43.33	expenses including WFH allowance and phone
West Dereham Village Hall	£104.80	Hall Hire (March-June 2022)
Stephenson Smart	£390.00	payroll services
CGM	£638.71	grounds maintenance June
R Poole	£233.30	handyman services and expenses
Anglia Water Business	£ 11.89	cemetery water supply

**To note:**

ECS	£190.68	email transfer and set up plus monthly charge
Unity Bank	£ 18.00	quarterly bank charges

**July Payments**

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Viking Direct	£ 62.54	office supplies
CGM	£638.71	grounds maintenance July
<b>TOTAL</b>	<b>£3,027.02</b>	

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

**c) To receive the quarterly budget review and consider any recommendations**

Prior to the meeting the Clerk circulated to all the first quarter budget review with the following recommendations:

**Budget Recommendations**

The Village Hall will not be requesting a grant this year, **£1500** was allocated in the budget for the grant request. The recommendation is this is reallocated to budget for the ICCM cemetery audit **£1300** (Professional Services budget line) and **£200.00** to create a new budget line in the Administration Cost Centre for Office Supplies.

From the existing Contingency budget line, the Clerk recommended **£350** is transferred to Land Agent fees to budget for the transfer of the Farm Business Tenancy. Also, from the existing Contingency budget line the Clerk recommended **£240** is allocated to a new budget line in the Administration Cost Centre for the email management service with ECS. This would leave **£610** on the Contingency budget line.

**Earmarked Reserves Recommendations**

Clerk overtime for April-June totalling **£402.20** is transferred out of the HR earmarked fund and into the general fund.

It was **RESOLVED** to approve all recommendations.

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

To consider a FB page and noticeboard for community use  
To consider Parish Partnership scheme 2022-23  
To consider a best kept allotment award

**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**

Members considered a confidential report in relation to the employment status of the Handyman.

It was **RESOLVED** to approve the recommendations in the confidential report.<sup>1</sup>

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<sup>1</sup> Confidential Appendix (FC/2022/01)

1 July 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 30/06/2022</b>		
	Cash in Hand 01/04/2022		23,605.00
	<b>ADD</b> Receipts 01/04/2022 - 30/06/2022		20,565.37
			44,170.37
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/06/2022		4,617.93
<b>A</b>	Cash in Hand 30/06/2022 (per Cash Book)		39,552.44
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2022	0.00	
	Unity Bank (Main) 0459 30/06/2022	39,522.33	
	Barclays Business Premium ME (C 30/06/2022	0.11	
	Barclays Community Account (Allot 30/06/2022	30.00	
	Barclays Community Account (Mai 30/06/2022	0.00	
			39,552.44
	Less unrepresented payments		
			39,552.44
	Plus unrepresented receipts		
<b>B</b>	Adjusted Bank Balance		39,552.44
	<b>A = B Checks out OK</b>		