

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 1st December 2022**, commencing at **7.00pm**, held in the **West Dereham Village Hall**.

All Councillors are summoned to attend for the purpose of considering and resolving upon the business set out in the agenda below.

Members of the public and press are invited to attend to observe the meeting. Members of the public are invited to address the Chairman, regarding items on the agenda, at Item 4 of the agenda.

Clerk: *Samantha Bromley*

Dated: 28th November 2022

AGENDA

1. Apologies for Absence.

To receive and approve apologies for absences.

2. Declarations of interest.

2.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any subject on the agenda.

2.2. To consider any dispensation requests.

3. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 3rd November 2022.

4. Matters not elsewhere on the agenda.

To receive an update. No decision may be taken under this item.

4.1. Unity has received and are processing the application form.

4.2. Cemetery – clerk

4.3. Village highway repairs – clerk

5. Open Forum for Public Participation.

5.1. To receive a report from Borough Councillor Alan Homes, if present.

5.2. To receive a report from County Councillor Brian Long, if present.

5.3. To receive comments from members of the public.

*Members of the public are invited to address the Council, raising matters of concern or items for discussion pertinent to the agenda. The session will last for a maximum of **15 minutes** with contributions lasting a maximum of **3 minutes** from each person.*

Members of the public should address their representations through the Chairman of the meeting.

6. Playground Project

6.1. To consider amending the Terms of Reference to include reference to a Communications Policy for social media.

6.2. To consider communication channel options for project and designated admins.

6.3. To receive a report/update.

6.4. To consider and agree next steps as required.

7. Postbox

To consider requesting for a larger postbox for the village.

8. Village Sign

To consider upgrading the village sign.

9. Community Questionnaire

To agree a date to discuss comments received during the playground consultation.

10. Platinum Jubilee Trees

To consider the purchase of a plaque.

11. Defibrillator

To consider to agree to pursue the purchase of a defibrillator for the village.

12. Planning Matters.

12.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.

12.2. To consider consultee response to any other application received from King's Lynn and West Norfolk Borough Council after the publication of the agenda:
<https://www.west-norfolk.gov.uk/mynearest?layer=planning&c=1>

12.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council: None.

13. Administration.

13.1. To consider setting up an online mailing list.

13.2. To note the National Pay Scale increase of £1 per hour for the clerk salary.

13.3. To consider and agree the calendar of meetings for 2023

13.4. To consider the ICO report on 'the use of personal email addresses' and agree actions as necessary.

14. Finance.

14.1. To note the following receipts:

| Payee | Description | Net | Vat | Gross | Method |
|-------------------|-------------|---------|-------|---------|--------|
| UK Power Networks | TBC | £209.40 | £0.00 | £209.40 | Cheque |

14.2. To RESOLVE to AGREE the following payments:

| Payee | Description | Net | Vat | Gross | Method |
|---------------|---------------------|--------|-------|--------|--------|
| Staffing | Salary/HMRC/Pension | TBC | TBC | TBC | Cheque |
| Clerk | Stamp reimbursement | £8.77 | £0.00 | £8.77 | Cheque |
| R Poole | Handyman | £33.05 | £0.00 | £33.05 | Cheque |
| ECS Computers | Subscription | £8.25 | £1.65 | £9.90 | DD |

10.3. To receive a bank reconciliation.

10.5. To review and consider the draft budget.

15. Correspondence.

To receive and note council correspondence.

15.1. Norfolk County Council – Update. Circulated.

- 15.2. The Editor – The latest from the UK’s largest Public Service. Circulated.
- 15.3. Elizabeth Trust – Invitation to meeting. Circulated.
- 15.4. MWLP – Norfolk Minerals Local Plan Pre-Submission Extension of Time. Circulated.
- 15.5. Primary Care Supplies – Life Saving Defibrillator. Circulated.
- 15.6. Borough Planning – Parish Update Sessions: General Enquiry Response. Circulated.

16. Members Matters.

No decision may be taken under this item.

17. Items for the next meeting.

To receive items from Councillors for inclusion on the next agenda.

18. Next meeting of the council.

To confirm the date of the next council meeting.