

# West Dereham Parish Council

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Minutes of the meeting of the Parish Council on Thursday 3<sup>rd</sup> November 2022,  
at 7.00pm, held in the West Dereham Village Hall.

**Councillors in attendance:** Cllrs Angela Caley, Andy Challen, Nick Drew (chair), Stuart Glover, and Keith Gore.

**Members of public present:** 6 members of the public; Borough Councillor Alan Holmes.

**Clerk:** *Samantha Bromley*

## 1. Co-Option

It was PROPOSED by Cllr N. Drew and seconded by Cllr A. Challen that Angela Caley be co-opted to the council. AGREED. Cllr A. Caley signed a declaration of acceptance of office and joined the meeting.

## 2. Apologies for Absence.

Cllr T. Glover was absent from the meeting.

## 3. Declaration of Interest.

No pecuniary interests were declared and no dispensation requests were made.

## 4. To receive updates on any matters not elsewhere on the agenda.

The ICCM report actions are in progress.

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

*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.*

5.1. Borough Councillor Alan Homes reported that there are a number of websites that are offering advice and support with the cost-of-living increase:

[www.helpforhouseholds.campaign.gov.uk/](http://www.helpforhouseholds.campaign.gov.uk/) & <https://www.gov.uk/cost-of-living> & <https://www.west-norfolk.gov.uk/news/article/1291/cost-of-living-support-initiatives-introduced-for-west-norfolk-households>.

5.2. To receive participation from the public.

5.2.1. An enquiry was made regarding the number of children in the village who would benefit from a playground.

5.2.2. It was suggested that the survey may not be an exact reflection of the opinion of residents within the village due to the possibility that residents could have voted twice.

5.2.3. Concern was expressed regarding increasing the precept for the purpose of the playground project with the cost of living increasing.

5.2.4. A request for a defibrillator in the village was noted.

5.2.5. An enquiry was made as to whether the council was aware of the outcome of the broadband signal being tested in the village.

## 6. Minutes.

The minutes of the meeting of the council held on Thursday 13<sup>th</sup> October 2022 were AGREED as a true and correct record and signed by the chairman.

## 7. Parish Partnership 50/50 Funding Scheme

The consideration of any projects suitable for the Parish Partnership 50/50 funding scheme from Norfolk County Council 2023/24 will be deferred to a future meeting.

## 8. Playground Project

8.1. It was RESOLVED to approve the build of the playground project on the bases that the money would be obtained through external funding and not through the precept.

8.2. It was AGREED to create a Playground Working Group.

8.3. It was AGREED to adopt the Terms of Reference for the Playground Working Group, as presented, subject to the first meeting of the working group where they can be reviewed.

8.4. Cllr A. Caley was elected into the Playground Working Group.

## 9. Allotments.

The vacant plot is in need of clearing and another inspection was suggested.

## 10. Planning Matters.

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

10.2. To receive notification of any decisions notified prior to the meeting. None.

## 11. Finance.

11.1. It was RESOLVED to AGREE payments as presented. PROPOSED Cllr N. Drew, seconded Cllr A. Challen.

| Description                         | Net      | Vat    | Gross    | Method                          |
|-------------------------------------|----------|--------|----------|---------------------------------|
| Lolly Dawson – Locum Clerk Services | £320.00  | £0.00  | £320.00  | Cheque                          |
| Village Hall Hire 16/10/22          | £20.00   | £0.00  | £20.00   | Cheque                          |
| ECS Computers Ltd                   | £8.25    | £1.65  | £9.90    | DD                              |
| Handyman R Poole                    | £211.95  | £0.00  | £211.95  | Cheque                          |
| RBL Poppy Appeal – Wreath           | £24.95   | £0.00  | £24.95   | Already Agreed - Cheque         |
| Glasdon – Dog Bin                   | £246.44  | £49.29 | £295.73  | Already Agreed - Cheque         |
| KLWNBC CIL Payment                  | -£103.22 | -£0.00 | -£103.22 | Payment to be received via BACS |

*\*To also include any invoices received prior to the meeting.*

11.2. It was noted that Scribe Accounts monthly subscription will be increasing to £28.80 per month from 1<sup>st</sup> April 2023, an increase of £4.80.

11.3 A bank reconciliation was not available.

## 12. Communication.

12.1. Discussions surrounding the possibility of implementing a parish newsletter was deferred to a future meeting.

- 12.2. Thanks was given to Stuart and his team for the work they completed on the reinstatement of the parish cemetery gates.
- 12.3. Thanks were given to former parish councillor and Standard Bearer for the Royal British Legion, Tom Foy, for being part of the entourage for the late Queen's funeral.

### 13. Correspondence.

The following correspondence was received and noted.

|       |                 |   |                 |
|-------|-----------------|---|-----------------|
| Email | KLWNBC          | Parish Update Presentation  | Circulated      |
| Email | Police          | Next Priority Setting Meeting – Tuesday 17 <sup>th</sup> January 2023 | For Information |
| Email | KLWNBC Planning | Development Consent Order Notification – Medworth Energy              | For Information |
| Email | Police          | Q&A Invitation – Downham Market Library 4/11/22 10am-2pm              | For Information |

### 14. Items for the next meeting.

- 14.1. To consider off setting up an online mailing list.
- 14.2. To consider upgrading the village signs.
- 14.3. An update on the playground working group meeting.
- 14.4. To agree a date to discuss comments received during the playground consultation.
- 14.5. An update on the progress of highway repairs in the village.

The next meeting of West Dereham will be held at 7:00pm on Thursday 1st December 2022 at the West Dereham Village Hall.

**In accordance with the Public Bodies (administration to meetings) Act1969, the meeting RESOLVED to exclude the press and public during the following items due to the confidential nature.**

### 15. Staffing.

- 15.1. It was RESOLVED to appoint Samantha Bromley as the new clerk and responsible financial officer. PROPOSED Cllr N. Drew, seconded Cllr A. Challen.
- 15.2. The contract of Samantha Bromley was AGREED as presented and signed by the chairman.
- 15.3. To RESOLVE to give the clerk and responsible financial officer permission to be added to Unity Bank as a named contact and to submit payments. PROPOSED Cllr A. Challen, seconded Cllr N. Drew.

### 16. To consider the agreement for farm business tenancy and any further actions.

It was decided that additional information along with clarity of hedge maintenance was required before a decision could be made and for the model contract to be reviewed to include other maintenance.

Meeting closed at 8:40pm