

West Dereham Parish Council

Minutes of the meeting of the Parish Council on Thursday 1st December 2022, at 7.00pm, held in the West Dereham Village Hall.

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

Members of public present: 4 members of the public.

Clerk: *Samantha Bromley*

1. Apologies for Absence.

No apologies received. All councillors were present.

2. Declarations of interest.

2.1. No pecuniary or non-pecuniary interest were declared.

2.2. No dispensation requests were received.

3. Minutes.

The minutes of the meeting of the council held on Thursday 3rd November 2022 were AGREED as a true and correct record and signed by the chairman.

4. Matters not elsewhere on the agenda.

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

4.2. Cemetery – updating files in progress.

4.3. Village highway repairs have begun.

5. Open Forum for Public Participation.

5.1. To receive a report from Borough Councillor Alan Homes. Not present.

5.2. To receive a report from County Councillor Brian Long. Not 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.

5.3.1. Request to look into signage by the old school for HGVs from Glazewing site to turn right and not continue to go along Station Road into Church Road.

Several incidents of HGVs going through the village have been reported.

5.3.2. An enquiry was received as to the precept amount for 2023/24.

6. Playground Project

6.1. The Playground Working Party Terms of Reference was AGREED with the suggested amendment to reference a Social Media Policy.

6.2. IT was AGREED for the Playground Working Group to create a dedicated Facebook page to update interested parties on the agreed actions and progress. Admins will include Cllr A. Caley, Cllr A Challen and the clerk.

6.3. To receive a report/update.

Action plan –

6.4. It was RESOLVED for the Playground Working group to send a letter to local businesses, subject to amendments of the presented letter as discussed. The amended letter is to be circulated and AGREED by councillors via email communications. AGREED. Cllr K. Gore abstained.

7. Postbox

It was AGREED to enquire about a larger postbox for the village.

8. Village Sign

It was AGREED to upgrade the village signs up to the amount of £375.00.

9. Community Questionnaire

Comments received from the playground consultation will be reviewed and brought to the Annual Parish Council Meeting for discussion.

10. Platinum Jubilee Trees

It was AGREED to purchase two plaques up to the amount of £80.

11. Defibrillator

It was AGREED to raise money for the purchase of a defibrillator for the village. Proposed Cllr K. Gore, seconded Cllr N. Drew. The Village Hall committee has pledged a sum of money in support.

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. Deferred.

13.2. It was noted that there was a National Pay Scale increase of the clerk's salary by £1 per hour.

13.3. The calendar of meetings for 2023 were AGREED and will be published on the website.

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

14. Finance.

14.1. The following receipts were noted.

Payee	Description	Net	Vat	Gross	Method
UK Power Networks	Wayleave	£209.40	£0.00	£209.40	Cheque

14.2. It was RESOLVED to SGREE the following payments. Proposed Cllr T. Glover, seconded Cllr A. Caley.

Payee	Description	Net	Vat	Gross	Method
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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

*Clerk salary approved, sum to be confirmed at the next meeting.

10.3. A bank reconciliation was received up to 31st October.

10.5. The draft budget was reviewed.

10.5.1. It was AGREED for the clerk to bring the payroll in-house to reduce Expenditure.

15. Correspondence.

15.1. Norfolk County Council – Update. Received and noted.

15.2. The Editor – The latest from the UK’s largest Public Service. Received and noted.

15.3. Elizabeth Trust – Invitation to meeting. Received and noted.

15.4. MWLP – Norfolk Minerals Local Plan Pre-Submission Extension of Time. Received and noted.

15.5. Primary Care Supplies – Life Saving Defibrillator. Received and noted.

It was RESOLVED to suspend the Standing Orders No. 3x and the meeting continued.

15.6. Borough Planning – Parish Update Sessions: General Enquiry Response. Received and noted.

16. Members Matters.

None.

17. Items for the next meeting.

17.1. Condition of grass verges and hedges

18. Next meeting of the council.

It was confirmed that the next meeting of the council would be Thursday 2nd February 2023.

Meeting closed at 9:10pm