

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 30nd March 2023**, 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: 23th March 2023

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 2nd March 2023.

4. Updates of items not elsewhere on the agenda.

4.1. Information on the Local Election can be found on the Parish Council website and Facebook page. Information leaflets will also be distributed to individual households – date to be confirmed.

4.2. Allotment plot 4 is no longer vacant.

4.3. An application for additional funding, linked to the crowd funding page, was submitted but the project did not meet enough of the criteria for that funding.

4.4. The insurance renewal form has been submitted to obtain a quote for June 23 – June 24. The council's current insurance policy can be accessed on the website.

4.5. The Parish Council has raised/been donated a total of £1066.00 towards the £1296.00 cost for a defibrillator, casing and carry bag. The West Dereham Village Hall have agreed to provide the remaining cost of £230.00, plus the cost of installation. The Parish Council is awaiting quotes for installation.

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.*

6. Coronation

To AGREE plans for the coronation.

7. Planning Matters.

- 7.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 7.2. 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>
- 7.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council: None.

8. Finance.

- 8.1. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
TBC	TBC	TBC	TBC	TBC	TBC

- 8.2. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£738.92	£0.00	£738.92	BACS
NPTS	Clerk Training	£54.00	£0.00	£54.00	BACS
Stephenson Smart	December Payroll Service	£292.50	£0.00	£292.50	BACS
KL&WN	Dog Bin Emptying	£346.67	£69.33	£416.00	BACS
ECS Computers	Subscription	£8.25	£1.65	£9.90	DD

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

- 1.1. To note that a payment of £33.05 to R. Poole was authorised and paid for February's handyman services.
- 1.2. To note that a VAT refund for October 2022 to March 2023 has been submitted.
- 1.3. To AGREE the purchase of a replacement battery for the SAM2 sign at a cost of £89.94 (inclusive of VAT).

9. Administration.

- 9.1. To review and AGREE the Beacon Risk Assessment.
- 9.2. To review and AGREE the Financial Regulations.
- 9.3. To review and AGREE the Standing Orders.
- 9.4. To review and AGREE the Publication Scheme.
- 9.5. To review and AGREE the Statement of Internal Controls.
- 9.6. To review and AGREE the asset register.

10. Correspondence.

- 10.1. Resident – 22nd March. Circulated.
- 10.2. Norfolkalk – New County Deal for Norfolk. Circulated.
- 10.3. SLCC – yearly subscription renewal confirmation.
- 10.4. TRO Norfolk - Continuation of: "Temporary closure of Hilgay Road in the Parish of Ryston to facilitate Anglian Water new site access (WTRO3757). Circulated & on website.
- 10.5. PJF littlejohn - 2022/23 AGAR external auditor instructions.
- 10.6. NCC – News Update. Circulated.

11. Members Matters.

No decision may be taken under this item.

12. Items for the next meeting.

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

13. Next meeting of the council.

To confirm that the next council meeting will be the Annual Parish Council Meeting held on Thursday 11th May 2023 at 7:00pm.

In accordance with the Public Bodies (administration to meetings) Act1960, the meeting RESOLVED to exclude the press and public during the following items due to the confidential nature.

14. Handyman Services

14.1. To note the increase of hourly rate and mileage costs.

14.2. To AGREE whether to continue at the increased rates.