

West Dereham Parish Council

Minutes of the meeting of the Parish Council held on Thursday 2nd February 2023, 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: 5 members of the public and Borough Councillor Allan Homes and County Councillor Brian Long.

Clerk: *Samantha Bromley*

1. Apologies for Absence.

Apologies were received and accepted from Cllr Tim Glover (alternative commitment).

2. Declarations of interest.

- 2.1. No pecuniary or non-pecuniary interest were declared on any subject on the agenda.
- 2.2. No dispensation requests were received.

3. Minutes.

The minutes of the meeting on Thursday 12th January 2023 were AGREED as a true and correct record and signed by the chairman.

4. Updates of items not elsewhere on the agenda.

- 4.1. The clerk and Cllr A. Caley have been added to the Unity Banking account and will be receiving their login details via post.
- 4.2. Jubilee plaques have been purchased.
- 4.3. As agreed, the precept for 2023/24 has been requested.

5. Open Forum for Public Participation.

- 5.1. A report was received from Borough Councillor Alan Homes. He expressed how impressed he was with the success of the first warm hub, held in the Village Hall. Guidance documents on the election have been received from the monitoring officer. The borough's views on devolution were received.
- 5.2. A report was received from County Councillor Brian Long who informed the meeting that he has stood down from the cabinet of borough council and is now the disability champion for the people of Norfolk and remains on a number of committees within Norfolk County Council (NCC). The devolution deal was explained and can be found at [Norfolk devolution deal - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 5.3. Comments were received from members of the public (MOP).
 - 5.3.1. Reports of large vehicles continuing to use roads restricted from heavy load vehicles. The council advised that they have written to the necessary party.
 - 5.3.2. Item 12.3 – the printer, previously used by the heritage group, was reported to be in storage in the Village Hall. The council advised that due to the large size of this printer it would be costly to transport and was not suitable for the clerk who works from home with limited space.
 - 5.3.3. The council was asked if there was anything they could do with regards to

residents leaving unwanted furniture outside of their residence. The council advised MOP to report this to highways as they see it occur, if the furniture is encroaching on the public right of way.

- 5.3.4. An enquiry was made into the amount of money has been raised for the defibrillator and the playground. The council informed the meeting of the figures.

6. Playground Project

- 6.1. An update on the project was received by Cllr A. Caley. The working party are waiting on 2 quotes and have met with a third provider for a third quote. The letters, to be distributed to businesses, have been amended based on comments from the previous meeting and will be distributed in February. The working party met on Tuesday and discussed options for fund raising activities to raise money locally. The clerk added that a grant application for £75,000 has been submitted and that the council will be informed within 12 weeks as to whether the project has been accepted into the next stage of the application process.
- 6.2. It was RESOLVED to AGREE in principle to set up a platform with Crowdfunder providing compliance with law and procedure. Proposed Cllr A. Challen, seconded Cllr A. Caley. AGREED.
- 6.3. The following fundraising options were considered and AGREED.
- 6.3.1. A quiz night to be held on March 11th in the Village Hall from 7pm with an entry cost of £2 per person.
- 6.3.2. A family Easter extravaganza to be held on 15th March in the Village Hall.
- 6.3.3. A dance, possibly a Ceilidh dance, to be held in June.

7. Open Spaces

- 7.1. The maintenance of the vacant allotment was considered and it was AGREED for Cllr S. Glover to obtain quotes for the work that needs to be carried out.
- 7.2. It was AGREED to obtain a service for the maintenance of additional hedges and verges in the village up to the amount of £250. Clls K. Gore and S. Glover to identify the work needing doing obtain services.

8. Notice boards

It was AGREED to obtain quotes for the replacement of the noticeboard Perspex.

9. Defibrillator

It was noted that the council has received £500 in donations/pledges, £326 though fundraising, and will obtain an additional £300 in grant funding when purchased through London Hearts. The remaining cost to pay is £170 + installation which is to be paid for by the Village Hall.

10. Planning Matters.

- 10.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:
- 10.1.1. Frimstone Ltd, Crimpleham Quarry, Main Road, Crimpleham, PE33 9EB – Non-compliance with conditions 1 and 9 of planning permission ref c/2/2018/2012 to allow continued restoration operation until 30 April 2024. Received. No objections.
- 10.1.2. Frimstone Ltd, Crimpleham Quarry, Main Road, Crimpleham, PE33 9EB –

Non-compliance with conditions 1 and 7 of planning permission ref c/2/2018/2012 to allow continued restoration operation until 30 April 2024. Received. No objections.

10.2. To consider consultee response to any other application received from King's Lynn and West Norfolk Borough Council after the publication of the agenda: None.

<https://www.west-norfolk.gov.uk/mynearest?layer=planning&c=1>

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

11. Administration.

11.1. The ICO report on 'the use of personal email addresses' was reviewed and it was AGREED for council to take protective measures to ensure that password and devises are secured. Further actions are to be considered pending further enquiries.

11.2. It was RESOLVE to AGREE that the clerk is to be enrolled for membership of the LGPS with effect from the 1st of March 2023. Proposed Cllr N. Drew, seconded Cllr A. Challen.

12. Finance.

12.1. The following receipts were noted:

| Payee | Description | Net | Vat | Gross | Method |
|-------|-------------|---------|-------|---------|--------|
| HMRC | VAT Refund | £929.21 | £0.00 | £929.21 | BACS |

12.2. It was RESOLVED to AGREE the following payments:

| Payee | Description | Net | Vat | Gross | Method |
|--------------------------|---------------------|---------|--------|---------|--------|
| Staffing | Salary/HMRC/Pension | £838.26 | £0.00 | £838.26 | BACS |
| ECS Computers | Subscription | £8.25 | £1.65 | £9.90 | DD |
| Brunel Engraving Company | Jubilee Plaques | £168.90 | £33.78 | £202.68 | BACS |
| R Poole | Handyman | £107.65 | £0.00 | £107.65 | BACS |

12.3. IT was AGREED to purchase the Epson Printer EcoTank ET-3850 Black for parish council administration at the cost of £287 +VAT. Proposed Cllr K. Gore, seconded Cllr A. Caley.

12.4. It was noted that the 2023/24 annual fee for CGM Grounds Maintenance is £4769 +VAT.

12.5. It was AGREED to send the clerk on an online training course for Cemetery Management and Compliance Course for the cost of £135 +VAT. Proposed A. Challen, seconded K. Gore.

12.6. The Earmarked Reserves were reviewed and AGREED.

13. Correspondence.

13.1. BHIB – A quote for 2023/24 insurance. Received and noted.

13.2. Parishioner – Request to look into local development. Received and the meeting informed that the development is still in very early stages and no further information can be known at this point.

14. Members Matters.

14.1. Cllr A. Challen reported that the annual return for the Village Hall for the financial

year 2022/23 was £3000 in profit. An increase is anticipated this coming financial year. The AGM is to be held in the Village Hall on 26th March at 10am where residents can vote for trustees of the Village Hall.

15. Items for the next meeting.

- 15.1. To review and consider actions from the cemetery report.
- 15.2. To consider celebrations for the coronation.
- 15.3. To receive an update of the maintenance of the allotments.

16. Next meeting of the council.

The next council meeting will be held on Thursday 2nd March 2023 in the Village Hall.

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.

17. Internal Audit

It was AGREED to obtain the internal auditing services of S. Blythe.

18. Playground Project

Quotes not available.

Meeting Closed at 8:40pm