

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 1st June 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: 26th May 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 11th May 2023.

4. Updates of items not elsewhere on the agenda.

4.1. The wood chippings, donated by Cllr T. Glover, have been laid on the reported path to prevent slipping. The resident who reported the path has passes on her thanks to the Parish Council.

4.2. To note that the certificate of exception has been sent to the external auditor.

4.3. To note that Angela Caley has signed the Declaration of Acceptance of Office.

5. Open Forum for Public Participation.

5.1. To receive a report from Borough Councillor Peter Hodson, 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. Cemetery

To receive an update on the cemetery report.

7. Allotments

7.1. To receive an allotment inspection report.

7.2. To review the Allotment Tenancy Agreement.

8. Footpaths

To discuss the footpath running between West Dereham and Crimplasham and AGREE any actions required.

9. Phone Box Restoration

To review quotes, if available, and consider whether to pursue the restoration of the village phone boxes.

10. Manger ELK Equipment Project

To consider participating in an upcoming project to have Manger ELK equipment installed in every parish.

11. Planning Matters.

11.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:

11.1.1. 21/01923//NMA_1 – non-material amendment to planning permission 21/01923/F: application for variation of condition 2 attached to planning permission 12/01720/F: demolition of existing bungalow and associated ancillary outbuildings and the construction of one detached dwelling and garage – Homefields, Basil Road, West Dereham, PE33 9RP. Circulated.

11.2. 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>

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

12. Finance.

12.1. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
Member of Public	Increment of Ashes	£1000	£0.00	£1000	BACS
HMRC	Tax Refund	£630.86	£0.00	£630.86	BACS
Crowdfunder	Playground Project	£1885.16	£0.00	£1885.16	BACS
Crowdfunder	Playground Project	£9.47	£0.00	£9.47	BACS

12.2. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£1106.85	£0.00	£1106.85	BACS
Clerk	WFH Allowance	£10.00	£0.00	£10.00	BACS
Clerk	Phone Charger Reimbursement	£8.99	£0.00	£8.99	BACS
R. Pool	Handyman Services	£182.95	£0.00	£182.95	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD

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

12.3. To note the receipt of the internal audit report.

12.4. To RESOLVE to AGREE section 1 of the AGAR, the Annual Governance Statement.

12.5. To RESOLVE to AGREE section 2 of the AGAR, the accounting statements.

12.6. To note the dates of the period of exercise of public rights.

13. Administration.

13.1. To update the clerk's address on Unity Trust Banking.

14. Correspondence.

14.1. Norfolk ALC – A warm welcome from Norfolk ALC. Circulated.

- 14.2. NCC – News Update. Circulated.
- 14.3. Highways – Community Ranger visit West Dereham. Circulated.
- 14.4. Resident – Glazewing. Circulated.

15. Members Matters.

No decision may be taken under this item.

16. Items for the next meeting.

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

17. Next meeting of the council.

To confirm that the next council meeting will be held on Thursday 6th July 2023 at 7:00pm.