

West Dereham Parish Council

The Annual Meeting of the Parish Council will take place on **Thursday 11th May 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 6 of the agenda.

Clerk: *Samantha Bromley*

Dated: 1st May 2023

AGENDA

1. Election of chair and vicechair

- 1.1. To elect the chair and sign the declaration of acceptance of office.
- 1.2. To elect the vice-chair and sign the declaration of acceptance of office.

2. Apologies for Absence.

To receive and consider apologies for absences.

3. Declarations of interest.

- 3.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any subject on the agenda.
- 3.2. To consider any dispensation requests.

4. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 30th March 2023.

5. Updates of items not elsewhere on the agenda.

- 5.1. The Parish Council received notice of an uncontested election.
- 5.2. The Parish Council has one councillor vacancy.
- 5.3. All councillors have signed the declaration of Acceptance of Office.
- 5.4. The Jubilee plaques have been received.
- 5.5. The end-of-year folder is with the internal auditor.
- 5.6. The defibrillator has been ordered.
- 5.7. The battery for the SAM2 has been ordered.
- 5.8. Allotment maintenance – if update available.

6. Open Forum for Public Participation.

- 6.1. To receive a report from Borough Councillor Alan Homes, if present.
- 6.2. To receive a report from County Councillor Brian Long, if present.
- 6.3. 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.*

7. Planning Matters.

- 7.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:
- 7.1.1. 23/00652/F – Conversion of old school property from existing one dwelling into two 3 bed dwellings – Old School House, Church Road, West Dereham, Norfolk, PE33 9UP. Circulated.
- 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:
- 7.3.1. 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. Approved.
- 7.3.2. 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. Approved.

8. Finance.

- 8.1. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
Mick George Group	Playground Donation	£5000	£0.00	£5000	Cheque
Borough Council	Precept	£16850.00	£0.00	£16850.00	BACS
Allotment Holder	Rent	£10.00	£0.00	£10.00	BACS
Allotment Holder	Rent	£10.00	£0.00	£10.00	BACS

- 8.2. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£TBC	£0.00	£TBC	BACS
Clerk	Mileage Claim: Internal Audit	£18.00	£0.00	£18.00	BACS
Clerk	WFH Allowance	£10.00	£0.00	£10.00	BACS
NALC	Subscription	£230.10	£0.00	£230.10	BACS
Village Hall	Hall Hire	£20.00	£0.00	£20.00	BACS
Environmental Agency	Drainage Charge	£17.32	£0.00	£17.32	BACS
Viking	Office Stationery	£53.94	£3.29	£57.23	BACS
R. Pool	Handyman Services	£188.23	£0.00	£188.23	BACS
ICCM	Subscription	£95.00	£0.00	£95.00	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
CGM	Grounds Maintenance	£596.13	£119.23	£715.36	BACS
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**To also include any invoices received prior to the meeting.*

- 8.3. To note that power harrowing of the vacant allotment plots requiring maintenance was authorised for a cost of £100.
- 8.4. To review and agree any changes required to signatories for Unity Banking.

- 8.5. To receive and note the explanation of variances.
- 8.6. To receive and note the income and expenditure for 2022/23.
- 8.7. To note that the income and expenditure for the financial year 2022/23 was under £25,000 and sign the certificate of exemption.
- 8.8. To receive and sign the bank reconciliation up to March 31st 2023.
- 8.9. To note that a VAT refund for the amount of £630.86 (from October 2022 to March 2023) has been submitted.

9. Administration.

- 9.1. To consider and AGREE a course of action to be taken to provide councillors with Parish Council email addresses.
- 9.2. To consider 2 quotes for insurance and RESOLVE to AGREE which to cover to purchase from June 1st 2023 to May 31st 2024.
- 9.3. To confirm all registers of interests are up to date.

10. Correspondence.

- 10.1. Police & Crime Commissioner – information on ‘talk time’ sessions online. Circulated and uploaded to the Parish Council’s Facebook page.
- 10.2. NCC – News Update – bus services between North Norfolk and Norwich enhanced. Circulated and can be found on the NCC website.
- 10.3. Member of Public – Older people falling. Circulated.
- 10.4. Resident – Slippery Footpath. 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 held on Thursday 1st June 2023 at 7:00pm 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.

14. Allotments.

To discuss issues raised and agree on a course of action.

15. Salary Increase.

To RESOLVE to AGREE, subject to satisfactory performance, to the clerk’s annual increment payable from April 1st 2023.