

West Dereham Parish Council

DRAFT Minutes of the Annual Parish Council Meeting held on Thursday 11th May 2023, at 7.00pm, in the West Dereham Village Hall.

Councillors Present: Cllrs Nick Drew (chair), Stuart Glover, Tim Glover and Keith Gore.

Public present: 2

1. Election of chair and vicechair

- 1.1. Cllr Nick Drew was elected as chair and signed the declaration of acceptance of office.
- 1.2. Cllr Andy Challen was elected as vice-chair, he was not present to sign the declaration of acceptance of office.

2. Apologies for Absence.

Apologies for absence were received from Cllr A. Caley (alternative commitment) and Cllr A. Challen (alternative commitment) and approved.

3. Declarations of interest.

- 3.1. No pecuniary or non-pecuniary interest were declared.
- 3.2. No dispensation requests were received.

4. Minutes.

The minutes of the meeting on Thursday 30th March 2023 were AGREED as a true and correct record and signed by the chair.

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 present 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 and received. Cllr N. Drew has met with the electrician to discuss placement outside of the Village Hall.
- 5.7. The battery for the SAM2 has been ordered, received and is now in place.
- 5.8. The allotment plots requiring maintenance have been cultivated but will need doing again between 4 and 6 weeks. This will be done as part of the original quote.
- 5.9. A report on the play project was received by Cllr A. Caley. This can be accessed at: <https://west-dereham-parish-council.norfolkparishes.gov.uk/playground-project/>

6. Open Forum for Public Participation.

- 6.1. Borough Councillor Alan Homes was not present.
- 6.2. County Councillor Brian Long was not present.
- 6.3. To receive comments from members of the public.
 - 6.3.1. A resident reported BT cutting off their internet for two days with no prior warning and asked the council to address this.

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. Received. No objections.
- 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, Crimplasham Quarry, Main Road, Crimplasham, 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. Approved. Received and noted.
- 7.3.2. Frimstone Ltd, Crimplasham Quarry, Main Road, Crimplasham, 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. Approved. Received and noted.

8. Finance.

- 8.1. The following receipts were noted:

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. It was RESOLVE to AGREE the following payments. Proposed Cllr N. Drew, seconded Cllr K. Gore.

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£752.96	£0.00	£752.96	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 April	£8.50	£1.70	£10.20	DD
CGM	Grounds Maintenance April	£596.13	£119.23	£715.36	BACS
CGM	Grounds Maintenance May	£596.13	£119.23	£715.36	BACS
ECS Computers	Domain Name Renewal	£25.00	£0.00	£25.00	BACS
ECS Computers	Subscription May	£8.50	£1.70	£10.20	DD
Glover Group Ltd	Power Harrow Allotments	£80.00	£20.00	£100.00	BACS
Village Hall	Hall Hire	£20.00	£0.00	£20.00	BACS

West Norfolk Glass Limited	Replacement of notice board UV Polycarbonate	£258.10	£51.62	£309.72	BACS
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**To also include any invoices received prior to the meeting.*

8.3. It was noted that power harrowing of the vacant allotment plots, requiring maintenance, was authorised for a cost of £100.

8.4. It was noted that no changes were required to signatories for Unity Banking.

8.5. The explanation of variances was received and noted.

8.6. The income and expenditure for 2022/23 was received, noted and signed by the RFO.

8.7. It was noted that the income and expenditure for the financial year 2022/23 was under £25,000 and the certificate of exemption was signed.

8.8. A bank reconciliation, up to March 31st 2023, was received and signed.

8.9. It was noted that a VAT refund for the amount of £630.86 (from October 2022 to March 2023) was submitted.

9. Administration.

9.1. It was AGREED for all councillors, with access to the internet, to be supplied with free Parish Council email addresses.

9.2. It was RESOLVED to AGREE to renew the council's insurance from June 1st 2023 to May 31st 2024 for the amount of £451.20.

9.3. It was confirmed that all but Cllr T. Glovers registers of interests are up to date. Cllr T. Glover needs to make one amendment which he will do before the next meeting. You can access the registers of interest on the Parish Council website.

10. Correspondence.

10.1. Police & Crime Commissioner – information on 'talk time' sessions online. Received, noted and uploaded to the Parish Council's Facebook page.

10.2. NCC – News Update – bus services between North Norfolk and Norwich enhanced. Received, noted and can be found on the NCC website.

10.3. Member of Public – Older people falling. Received and noted.

10.4. Resident – Slippery Footpath. Received. Woodchips have been donated by Cllr T. Glover, to be delivered and laid on the reported footpath.

11. Members Matters.

It was noted that there are still a number of potholes in the village.

12. Items for the next meeting.

- To receive an update on the cemetery report.
- To receive an allotment inspection report.
- To consider any actions relating to the correspondence 'falling of elderly'.
- To consider any action needed for the phone box restoration.
- To review the Allotment Tenancy Agreement.

13. Next meeting of the council.

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.

It was AGREED that no action could be taken without further information.

15. Salary Increase.

It was RESOLVED to AGREE to the clerk's annual increment, payable from April 1st 2023.
Proposed Cllr N. Drew, seconded Cllr T. Glover. AGREED.

Meeting closed at 8:33pm

DRAFT