

West Dereham Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 1st June 2023, at 7.00pm, in the West Dereham Village Hall.

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

Public present: 3 and Borough Councillor Peter Hodson

1. Apologies for Absence.

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

2. Declarations of interest.

2.1. No pecuniary or non-pecuniary interest were declared.

2.2. No dispensation requests were received.

3. Minutes.

The minutes of the meeting on Thursday 11th May 2023 were AGREED as a true and correct record and signed by the chair.

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. The Certificate of Exception has been sent to the external auditor.

4.3. The Village Hall Annual Report was received and will be accessible to read in the Annual Parish Meeting minutes.

4.4. It was noted that Mr and Mrs Shropshire have offered a generous donation of £5,000 towards the West Dereham Playground Project.

5. Open Forum for Public Participation.

5.1. Borough Councillor Peter Hodson expressed his support in the Parish Council applying for CiL funding for the West Dereham Playground Project.

5.2. County Councillor Brian Long was not present.

5.3. No comments from members of the public were received.

6. Cemetery Report

In August 2022 West Dereham Parish Council paid for a cemetery service review. The review was extensive and 28 actions were identified. Action 1, was for the clerk to undertake training which is in process. Earlier this week the clerk met with a fellow clerk, with cemetery experience, who explained the different cemetery procedures, including which forms are required for each procedure. This is also relevant to Action 6, to install a documented process by which graves can be purchased, issued a deed and provided with EROB and action 9 which is also form related. The clerk is also booked to attend the 2-day online cemetery management training course with ICCM, starting on June 6th. Additional notes include, the reorganising of files and filing of loose paper work is underway and an uncashed cheque for the amount of £40 was discovered from 2011. The clerk contacted the company who have said that due to the amount of time that has passed they would be unable to issue a new cheque as there may have already been a reissued in the last 12 years.

7. Allotments

- 7.1. An allotment inspection report was received. It was noted that some of the plots are in a poor state. All allotment plot tenants are to receive a polite reminder of the T&C and asked to ensure that their plot is well maintained.
- 7.2. The Allotment Tenancy Agreement was reviewed and amendments noted. Finalised version to be confirmed in the next meeting.

8. Footpaths

The footpath running between West Dereham and Crimpleham was discussed and it was AGREED that the Parish Council will support the petition to make it an official public right of way. Proposed, Cllr N. Drew, seconded Cllr S. Glover.

9. Phone Box Restoration

It was AGREED to defer the complete restoration of the phone box until current projects have been completed and for the handyman to do some of the restoration work in the meantime. Proposed Cllr N. Drew, seconded Cllr T. Glover.

10. Manger ELK Equipment Project

Councillors AGREED to defer consideration of involvement in the project to have Manger ELK equipment installed in every parish until current projects have been completed.

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. No objection providing appropriate planning permissions are sort.
- 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. The following receipts were noted.

Payee	Description	Net	Vat	Gross	Method
Member of Public	Increment of Ashes	£1000.00	£0.00	£1000.00	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. IT was RESOLVED to AGREE the following payments: Proposed Cllr K. Gore, seconded Cllr A. Challen.

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	Charger Reimbursement	£8.99	£0.00	£8.99	BACS
R. Poole	Handyman Services	£182.95	£0.00	£182.95	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
Internal Auditor	Internal Audit	£95.00	£0.00	£95.00	BACS
CGM	Grounds Maintenance	£596.13	£119.23	£715.36	BACS

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

- 12.3. It was noted that the internal audit report has been received and the Annual Internal Audit Report 2022/23 has been signed by the Internal Auditor. Both documents can be found on the parish council website.
- 12.4. It was RESOLVED to AGREE section 1 of the AGAR, the Annual Governance Statement.
- 12.5. It was RESOLVE to AGREE section 2 of the AGAR, the accounting statements.
- 12.6. It was noted that the dates of the period of exercise of public rights will from 6th June to 17th July 2023.

13. Administration.

It was AGREED to update the clerk's address on Unity Trust Banking.

14. Correspondence.

- 14.1. Norfolk ALC – A warm welcome from Norfolk ALC. Received and noted.
- 14.2. NCC – News Update. Received and noted.
- 14.3. Highways – Community Ranger visit West Dereham. Received and responded to.
- 14.4. Resident – Glazewing. Received and Glazewing to be contacted.

15. Members Matters.

- 15.1. Cllr A. Challen, N. Drew and T. Glover noted that they will be absent on the date of the next meeting.
- 15.2. Cllr N. Drew noted that the Perspex for the notice board has been received and will be fitted next week.

16. Items for the next meeting.

None.

17. Next meeting of the council.

Date to be confirmed – please see the Parish Council website.

Meeting Closed at 8:02pm