

West Dereham Parish Council

A Meeting of the Parish Council will take place on **Thursday 7th September 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: 31st August 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 13th July 2023.

4. Updates of items not elsewhere on the agenda.

No decision can be made under this item.

4.1. CGM were contacted with regards to missed areas. Apologies were received and the council has been informed that the team will be redeployed to complete the work.

4.2. West Dereham Parish Council has been awarded £30,000 of CIL funding for the development of the Playground.

4.3. West Dereham Parish Council's application to the Tesco Stronger Starts has been successful and the Playground Project will be put forward to a customer vote in the Downham Market Tesco store, PE38 9AW. Voting will commence in store from the first week of October 2023 until Mid-January 2024.

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 administration of the cemetery and agree any actions.

7. Allotments

To receive an action plan on the maintenance of the vacant allotment plots.

8. Noticeboard

To consider the installation of a noticeboard on Brook Lane.

9. Planning Matters.

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

9.1.1. 23/01364/F – Replacement of glazed conservatory with single storey extension to side of detached house – The Hawthorns, Basil Road, West Dereham, PE33 9RP. Circulated.

9.2. 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>

9.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:

9.3.1. 23/01164/F – Construction of single storey conservatory extension on side of dwelling – 4 Ryston Road, West Dereham, PE33 9RQ. PERMITTED.

9.3.2. 23/00970/F – Retrospective construction of a wooden cabin and use is used to host yoga and well being sessions maximum of 12 sessions per Month – Robreen, The Row, West Dereham, PE33 9RH. REFUSED.

10. Finance.

10.1. To receive a bank reconciliation up to July 31st 2023.

10.2. To review the annual budget.

10.3. To note that the quarterly internal controls has been completed by the chair.

10.4. To note the following payments were made in absence of the August meeting.

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£929.91	£0.00	£929.91	BACS
Clerk	WFH Allowance	£10.00	£0.00	£10.00	BACS

10.5. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£1430.91	£0.00	£1430.91	BACS
Clerk	WFH Allowance	£10.00	£0.00	£10.00	BACS
R. Poole	Handyman Services	£145.27	£0.00	£145.27	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
CGM	Grounds Maintenance	£596.13	£119.23	£715.36	BACS
Scribe Accounts	Annual Renewal	£345.60	£69.12	£414.72	BACS

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

11. Administration.

11.1. To review and AGREE the playground risk assessment.

11.2. To review and AGREE the Playground Safeguarding Policy.

12. Correspondence.

12.1. PKF: Data Logged Notification of Exemption – receipt of document. Circulated.

12.2. Nurture Group: Update from The Nurture Group – CGM Group Ltd has been acquired by Nurture Landscapes Ltd. Circulated.

12.3. HMRC: You have received new messages from HMRC – Updated Tax Code for

Employee. System Updated.

12.4. NCC: Highways Community Ranger visit West Dereham- October 2023. Circulated.

13. Members Matters.

No decision may be taken under this item.

14. Items for the next meeting.

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

15. Next meeting of the council.

To confirm that the next council meeting will be held on Thursday 5th October 2023 at 7:00pm.

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.

16. Playground

To receive recommendations from the working group and RESOLVE to AGREE which supplier to contract for the playground project.