

# West Dereham Parish Council

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**DRAFT minutes of the Annual Parish Council Meeting held on Thursday 7<sup>th</sup> September 2023, at 7.00pm, in the West Dereham Village Hall.**

**Councillors Present:** Cllrs Angela Caley, Nick Drew (chair), Tim Glover, Stuart Glover, Keith Gore and Mark Norton.

**Public present:** 5 members of the public, County Councillor Brian Long and Borough Councillor Peter Hodson

**Clerk:** Samantha Bromley

## **1. Apologies for Absence.**

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

## **2. Declarations of interest.**

- 2.1. Cllr T. Glover declared an interest in item 9.2.1. and did not vote.
- 2.2. No dispensation requests were received.

## **3. Minutes.**

The minutes of the meeting on Thursday 13<sup>th</sup> July 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. CGM were contacted with regards to missed areas. Apologies were received and the work was completed.
- 4.2. West Dereham Parish Council has been awarded £30,000 of CIL funding for the development of the Playground.
- 4.3. The 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.
- 4.4. The Parish Council is waiting to receive an amended lease from the Borough Council, in order to complete the requirements for the Lottery funding application. County Councillor Brian Long to follow up on the council's behalf.

## **5. Open Forum for Public Participation.**

- 5.1. Borough Councillor Peter Hodson was present.
- 5.2. County Councillor Brian Long reported that he has been added as a representative onto the County Police and Crime Panel.
- 5.3. To receive comments from members of the public.
  - 5.3.1. It was suggested that the Council keeps a spare set of defibrillator pads.
  - 5.3.2. It was suggested that the village have signs directing people to the defibrillator.
  - 5.3.3. It was noted that the brambles on the corner of Ryston Road and Church Road are overgrown and require maintenance.

## **6. Cemetery**

No further updates were received by the clerk. The clerk will circulate the ICCM recommendations to councillors for further actions.

## 7. Allotments

It was AGREED that the council will continue to advertise the vacant plots until the end of November.

## 8. Noticeboard

It was AGREED that the council will review funding for 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. No objections.

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>

9.2.1. 23/01550/F – Proposed single storey rear extension, internal alterations and external facade changes – Hill House Farm, Bath Road, West Dereham, PE33 9TP. No objections.

*(Cllr S. Glover entered the meeting)*

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. Noted.

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

## 10. Finance.

10.1. A bank reconciliation up to July 31<sup>st</sup> 2023 was received and noted.

10.2. The annual budget monitoring report was received and noted.

10.3. It was noted that an internal controls check has been completed.

10.4. It was noted that 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. It was RESOLVED to AGREE the following payments, proposed Cllr N. Drew, seconded Cllr K. Gore:

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 (July)	£145.27	£0.00	£145.27	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
CGM	Grounds Maintenance (Aug)	£596.13	£119.23	£715.36	BACS
Scribe Accounts	Annual Renewal	£345.60	£69.12	£414.72	BACS

CGM	Grounds Maintenance (Sept)	£596.13	£119.23	£715.36	BACS
R. Poole	Handyman Services	£171.95	£0.00	£171.95	BACS
Village Hall	Hall Hire	£20.00	£0.00	£20.00	BACS

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

## 11. Administration.

- 11.1. The playground risk assessment was reviewed and AGREE.
- 11.2. The Playground Safeguarding Policy was reviewed and AGREED.

## 12. Correspondence.

- 12.1. PKF: Data Logged Notification of Exemption – receipt of document. Noted.
- 12.2. Nurture Group: Update from The Nurture Group – CGM Group Ltd has been acquired by Nurture Landscapes Ltd. Noted.
- 12.3. HMRC: You have received new messages from HMRC – Updated Tax Code for Employee. System Updated. Noted.
- 12.4. NCC: Highways Community Ranger visit West Dereham - October 2023. Noted.

## 13. Members Matters.

- 13.1. Thanks was given to Mandy and Emma who have mended and painted the planters on Church Road.
- 13.2. It was noted that the council's handyman will be retiring at the end of September. A big thank you was given to Roy Poole for his work over the last 7 years.

## 14. Items for the next meeting.

- 14.1. To consider actions for a replacement Handyman.
- 14.2. To receive an update on additional Highways signs.
- 14.3. To receive and update on the allotments.
- 14.4. To receive an update on the cemetery.
- 14.5. To receive an update on the use of the SAM2.

## 15. Next meeting of the council.

To confirm that the next council meeting will be held on Thursday 5<sup>th</sup> 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

It was AGREED to defer the decision until the funds have been raised.

Meeting closed at 8:45pm