

# West Dereham Parish Council

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**DRAFT Minutes of the Annual Parish Council Meeting held on Thursday 5<sup>th</sup> October 2023, at 7.00pm, in the West Dereham Village Hall.**

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

**Public present:** 56 members of the public and Borough Councillor Peter Hodson

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

Apologies for absence were received from Cllr T. Glover (alternative commitment).

## 2. Declarations of interest.

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

2.2. No dispensation requests were received.

## 3. Minutes.

The minutes of the meeting on Thursday 7<sup>th</sup> September 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 defibrillator has been registered with The Circuit – the national defibrillator network.

4.2. The vacant allotment plots and location of the newly installed defibrillator has been advertised in The Village Pump and on the Parish Council's website and Facebook page.

4.3. Cllr N. Drew & K. Gore have topped the two vacant allotment plots.

## 5. Open Forum for Public Participation.

5.1. Borough Councillor Peter Hodson, introduced himself to the meeting as a number of residents were present.

5.2. County Councillor Brian Long was not present. Apologies were received.

5.3. To receive comments from members of the public.

5.3.1. The applicant for planning application 23/01606/F was present and spoke on the application.

5.3.2. A number of comments were received by members of the public on planning application 23/01606/F. The council advised all present to submit their comments directly to the local planning authority as they are responsible for determining the outcome of the planning application.

*Cllr A. Caley entered the meeting*

## 6. Cemetery

To receive an update on the administration of the cemetery and agree any actions. DEFFERED.

## 7. Noticeboard

A site will be identified on Brook Lane to determine an appropriate size for the noticeboard.

## 8. Highways

- 8.1. The meeting received a speed report on the SAM2 sign from Cllr M. Norton and was informed that he will be in communications with Downham police to put a plan of action in place to reduce incidents of speeding.
- 8.2. Cllr N. Drew informed the meeting that the council will be meeting with the Highways Officer to discuss road signs.

## 9. Planning Matters.

- 9.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 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. 23/01606/F – Relocation of existing access; Change of use of land for the stationing of 10 Gypsy / Traveller plots, each containing one static home and touring caravan. Associated hard and soft landscaping and ecological enhancements – Land East Side, Station Road, West, Dereham, Norfolk – Objection on the grounds that this is a large development and as stated in the 2016 Site Allocations and Development Management Policies Plan (for use up to 2026), West Dereham is designated a Smaller Village and Hamlet by the 2011 Core Strategy and as such it does not have any specific site allocations or a development boundary and that only very limited development would be expected here. The road to the proposed site is an already heavily trafficked, single-track road with no street lights or footpath and access to the proposed development is on a slight bend and not suitable for larger vehicles. There will be an increase of noise and disturbance from a development of this size that would impose on Station Road and the village as a whole. This large development would create a significant physical change to the rural area and will impair the views from houses currently situated on Station Road. In addition, the village does not have the amenities to support such a large development.
- 9.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:
  - 9.3.1. 23/01364/F – The Hawthorns, Basil Road, West Dereham, PE33 9RP – Replacement of glazed conservatory with single storey extension to side of detached house. APPROVED.
  - 9.3.2. 23/00652/F – Old School House, Church Road, West Dereham, PE33 9UP – Conversion of old school property from existing one dwelling into two bed dwellings. APPROVED.

## 10. Finance.

- 10.1. It was noted that the Chair and Clerk authorised a payment of £38.34 to Cllr M. Norton, as reimbursement for the purchase of decking for the repair of the planters.
- 10.2. It was RESOLVED to AGREE the following payments, proposed Cllr N. Drew, seconded Cllr A. Caley:

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
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
CGM	Grounds Maintenance	£596.13	£119.23	£715.36	DD
Village Hall	Hall Hire	£20.00	£0.00	£20.00	DD
R. Poole	Handyman Services	£77.92	£0.00	£77.92	DD

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

## 11. Administration.

- 11.1. It was AGREED to hold the defibrillator training, with East Anglian Air Ambulance, in the Village Hall on a weekday.
- 11.2. It was RESOLVED to purchasing a Type B Wreath at the cost of £20.00 for Remembrance Sunday. Proposed Cllr A. Challen, seconded Cllr K. Gore.
- 11.3. It was suggested that the council hire a self-employed handman. Cllr M. Norton put himself forward to fill the vacant handyman position for the Parish Council - the clerk will explore whether this is an option for the council to consider.
- 11.4. To review and adopt the Defibrillator policy, if available. DEFFERED.

## 12. Correspondence.

- 12.1. Resident – Planning Enquiry. Noted.
- 12.2. West Norfolk – Your Visit West Norfolk Entry. Noted.

## 13. Members Matters.

None.

## 14. Items for the next meeting.

- 14.1. To review the draft risk register – Cllr A. Challan
- 14.2. To receive a playground update – Cllr A. Caley
- 14.3. To consider action for the Handyman vacancy.

## 15. Next meeting of the council.

To confirm that the next council meeting will be held on Thursday 2<sup>nd</sup> November 2023 at 7:00pm

Meeting closed at 8:10pm