

West Dereham Parish Council

A Meeting of the Parish Council will take place on **December 7th November 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 5 of the agenda.

Clerk: *Samantha Bromley*

Dated: 23rd November 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 2nd November 2023.

4. Updates of items not elsewhere on the agenda.

No decision can be made under this item.

- 4.1. The SAM2 sign has been turned and is now monitoring traffic flow along station Road towards Glazewing.
- 4.2. The defibrillator training has been booked and will take place on December 11th and December 12th at 7:00pm in the village hall. The session is an hour long. Residents are encouraged to contact the parish clerk to reserve a space while there is still availability.

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. Village Assets

- 6.1. To decide whether to install a noticeboard on Brooke Lane.
- 6.2. To consider maintenance for the two village signs.
- 6.3. To consider submitting an Expression of Interest for grant funding for Cycle Storage.

7. Planning Matters.

- 7.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.

- 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. 23/01550/F – Hill House Farm, Bath Road, West Dereham, King's Lynn, Norfolk, PE33 9TP – Proposed Single story rear extension, internal alterations and external façade changes. APPROVED.

8. Finance.

- 8.1. To note that the National Joint Council for local government services has announced that agreement has been reached on rates of pay applicable from April 1st 2023. An increase of £1 per hour, totalling £1925 a year, has been applied to each pay grade (pro-rata for part-time hours). Backdated amount to be confirmed.
- 8.2. To review the budget and decide the precept for 2024/25.
- 8.3. To review the Earmarked Reserves.
- 8.4. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
Allotment Holder	Annual Rent	£27.19	£0.00	£27.19	BACS
Allotment Holder	Annual Rent	£55.00	£0.00	£55.00	BACS
UK Power Networks	Wayleave	£209.40	£0.00	£209.40	CHEQUE

- 8.5. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£TBC	£0.00	£TBC	BACS
Clerk	WFH Allowance	£10.00	£0.00	£10.00	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
Sign Makers	Plaque	£40.49	£8.10	£48.58	BACS
Viking	Office Supplies	£33.57	£6.71	£40.28	BACS
Clerk	Plaque Postage	£TBC	£0.00	£TBC	BACS

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

9. Administration.

- 9.1. To noted that an internal controls check has been completed.
- 9.2. To review and AGREE the job description for the position of self-employed handyman.
- 9.3. To review and AGREE the contract for the position of self-employed handyman.
- 9.4. To consider and AGREE dates for Parish Council meetings in 2024.
- 9.5. To consider and AGREE a Maintenance Agreement for the Play Equipment, for the purpose of the FCC application.
- 9.6. To consider and AGREE declaration for Third Party Contribution for FCC Funding application (10.75% of any awarded funds). To sign confirmation letter.
- 9.7. To consider and AGREE Samantha Bromley and Angela Caley authorised signatories for the purpose of the FCC funding application.

10. Correspondence.

- 10.1. Member of Public: A request to advertise counselling service in PC noticeboard. Circulated.
- 10.2. Member of Public: A request to invest in the Hedgehog Highway Project. Circulated.
- 10.3. Member of Public: A request to join the West Norfolk Fall's Project. Circulated.

10.4. Resident: Request for advice regarding flooding of property on Station Road.
Circulated.

11. Members Matters.

No decision may be taken under this item.

12. Items for the next meeting.

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

13. Next meeting of the council.

To confirm when the next council meeting will be held.

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. Ground Maintenance

To review quotes and AGREE which company to contract for ground maintenance.