

# West Dereham Parish Council

---

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

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

**Public present:** 6 members of the public

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

All councillors present.

## 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 2<sup>nd</sup> November 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 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 11<sup>th</sup> and December 12<sup>th</sup> 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. Borough Councillor Peter Hodson was not present and sent his apologies.

5.2. County Councillor Brian Long was not present.

5.3. To receive comments from members of the public.

5.3.1. An enquiry was received as to when the grips going to be cleared by Highways.

5.3.2. An enquiry was made as to whether there has been any progress with signage to deter vehicles using non-suitable roads.

5.3.3. Concern was raised over the tone of the letter to call in planning application 23/01606/F

5.3.4. Residents expressed upset over responses from officials on planning application 23/01606/F

## 6. Village Assets

6.1. To decide whether to install a noticeboard on Brooke Lane. Deferred.

6.2. To consider maintenance for the two village signs. Deferred.

6.3. It was AGREED to 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. Noted.

## 8. Finance.

- 8.1. It was noted that the National Joint Council for local government services has announced that agreement has been reached on rates of pay applicable from April 1<sup>st</sup> 2023. An increase of £1 per hour, totalling £1925 a year, has been applied to each pay grade (pro-rata for part-time hours). A total of £364 will be backdated to the clerk.
- 8.2. To review the budget and decide the precept for 2024/25. Deferred.
- 8.3. To review the Earmarked Reserves. Deferred
- 8.4. The following receipts were noted:

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. 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	£1500.39	£0.00	£1500.39	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	£6.99	£0.00	£6.99	BACS
Village Hall	Hall Hire	£20.00	£0.00	£20.00	BACS

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

## 9. Administration.

- 9.1. It was noted that an internal controls check has been completed.
- 9.2. The job description for the position of self-employed handyman was reviewed and it was agreed to consider other options for the job title and to create a schedule of work for the role before advertising.
- 9.3. To review and AGREE the contract for the position of self-employed handyman. Deferred.
- 9.4. The dates for the 2024 Parish Council meetings were AGREED and will be available on the website.
- 9.5. The Maintenance Agreement for the Play Equipment, for the purpose of the FCC application was reviewed and adopted. Proposed Cllr A. Caley, seconded Cllr N. Drew. AGREED.

- 9.6. It was RESOLVED to AGREE to signs the letter of declaration for the Third Party Contribution for FCC Funding application (10.75% of any awarded funds) with the following example added as an amendment of (I.e. 10.75% of £50,076.56= £5,383.23). Proposed Cllr A. Caley, seconded Cllr A. Challen.
- 9.7. It was RESOLVED to AGREE to make Samantha Bromley (clerk & RFO) and Angela Caley (Councillor) authorised signatories for the purpose of the FCC funding application. Proposed Cllr A. Challen, seconded Cllr N. Drew. The Chair signed a letter of confirmation to submit to FCC.

#### **10. Correspondence.**

- 10.1. Member of Public: A request to advertise counselling service in PC noticeboard. Received and noted.
- 10.2. Member of Public: A request to invest in the Hedgehog Highway Project. Received and noted.
- 10.3. Member of Public: A request to join the West Norfolk Fall's Project. Received and noted.
- 10.4. Resident: Request for advice regarding flooding of property on Station Road. Received and noted.

*The Chair suspended the Standing Orders and the meeting continued.*

#### **11. Members Matters.**

- 11.1. It was noted that the annual invoice for the Farm Tenancy must be sent with a 12 month notice to relinquish the land for the land to go out for tender in April 2024.
- 11.2. It was noted that there is a branch, towards the direction of the school, hanging partially off a tree in need of cutting.

#### **12. Items for the next meeting.**

- 12.1. To review the budget for 2024/25 and AGREE the precept.
- 12.2. To receive an update on planning application 23/01606/F.

#### **13. Next meeting of the council.**

The next meeting of the council will be held on Thursday 1<sup>st</sup> February 2024 at 7:00pm in the West Dereham Village Hall.

**In accordance with the Public Bodies (administration to meetings) Act 1960, 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. Deferred.