

# West Dereham Parish Council

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**DRAFT Minutes of the Annual Parish Council Meeting held on Thursday 1<sup>st</sup> February 2024, at 7.00pm, in the West Dereham Village Hall.**

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

**Public present:** 7 members of the public

**Clerk:** Samantha Bromley

## 1. Apologies for Absence.

Apologies were received and accepted from Cllr A. Challen (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> December 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 FCC application for funding for the Playground project has been submitted. The Board of Directors will review the application on the 14<sup>th</sup> March 2024 to decide whether the project will be allocated funding.

4.2. The council has submitted an Expression of Interest in receiving funding for cycle storage.

4.3. The Playground Working Group will have plans of the playground on display in the village hall on 11<sup>th</sup> Feb & 3<sup>rd</sup> March in the afternoon.

## 5. Open Forum for Public Participation.

5.1. A report was received from Borough Councillor Peter Hodson. Cllr Hodson had a meeting with Liz Truss 2 weeks prior who informed him that she has sent letters to the relevant authorities regarding planning application 23/01606/F and has asked to be kept informed. There is flooding on the A1122 due to access coming from a nearby development and a blocked drain. NCC are working to resolve this.

5.2. County Councillor Brian Long, was not present.

5.3. To receive comments from members of the public.

5.3.1. The council was asked when the newly installed bus stops had been decided. The council informed the meeting that the Parish Council was not consulted before its installation.

5.3.2. It was noted that the village sign is leaning. The meeting was informed that this will be resolved tomorrow.

## 6. Open Spaces

It was RESOLVED to AGREE to clear the brambles on St Andrews recreation ground, leaving a 4-metre strip along the ditch for the cost of £135 plus VAT. Proposed Cllr N. Drew, seconded Cllr K. Gore.

## 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. 23/02180/F – Little Mede, Ryston Road, West Dereham, King's Lynn, Norfolk, PE33 9RJ – Proposed loft conversion and porch. APPLICATION WITHDRAWN.
- 7.4. The Parish Council has been informed that residents have formed an action group and will be nominating a member of the group to speak against planning application 23/01606/F at the planning committee meeting on March 4<sup>th</sup>. With the support of a planning specialist, the group have also submitted a letter against the proposed development on the planning portal.

## 8. Administration.

- 8.1. To edit and approve the Parish Council Work Schedule. DEFFERED.
- 8.2. To review, AGREE and sign the lease for St. Andrews recreational ground. DEFFERED.

## 9. Finance.

- 9.1. The following payments, made in January, were noted:

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

- 9.2. The following receipts were noted:

Payee	Description	Net	Vat	Gross	Method
Resident	Playground Donation	£50.00	£0.00	£50.00	Cheque
Resident	Playground Donation	£50.00	£0.00	£50.00	Cheque
Resident	Allotment Plot Rent	£25.00	£0.00	£25.00	Cheque

- 9.3. It was RESOLVE to AGREE the following payments. Proposed Cllr K. Gore, second Cllr T. Glover.

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£994.13	£0.00	£994.13	BACS
Clerk	WFHA	£10.00	£0.00	£10.00	BACS
Clerk	Postage Reimbursement	£2.99	£0.00	£2.99	BACS
Clerk	Milage for Laptop Repair	£25.20	£0.00	£25.20	BACS
Clerk	Charger Reimbursement	£49.99	£10.00	£59.99	BACS
Cruso & Wilkin	Farm Business Tenancy	£385.00	£77.00	£462.00	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
Village Hall	Hall Hire	£20.00	£0.00	£20.00	BACS

9.4. The annual budget was reviewed and it was RESOLVED to AGREE a precept amount of £17,860.00 for 2024-25. This is an increase of £1,010.00 from 2023-24, equivalent to an increase of £0.47 per household per month for Band D. Proposed Cllr N. Drew, seconded Cllr A. Caley.

9.5. The Earmarked Reserves were reviewed and it was RESOLVED to AGREE to change the Earmarked Reserve 'HMRC' into an Earmarked Fund for council audits. Proposed Cllr N. Drew, seconded Cllr A. Caley.

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

10.1. NCC: Gypsy and Traveller Potential Sites and Policy Consultation, January 2024. Received and noted.

10.2. Borough Council: VCSE Energy Efficiency Scheme. Received and noted.

10.3. NCC: Norfolk Minerals and Waste Local Plan - Notification of Submission. Received and noted.

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

11.1. Cllr S. Glover asked the clerk for an update on the farm tenancy. The clerk informed the meeting that a letter was sent to the current tenant before Christmas but has not yet received a response.

11.2. Cllr S. Glover informed the Council that the road side hedge of the allotments needs to be trimmed.

11.3. Cllr N. Drew congratulated Mr Peter Starling on celebrated his 90<sup>th</sup> birthday.

11.4. Cllr N. Drew informed the meeting that the Santa Hat Run raised £300 for the village's second defibrillator and that he will transfer the funds into the Parish Council's account.

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

12.1. To edit and approve the Parish Council Work Schedule.

12.2. To review, AGREE and sign the lease for St. Andrews recreational ground.

12.3. To receive an update on the progress obtaining additional highways signs.

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

To confirm that the next council meeting will be held on Thursday 7<sup>th</sup> March 2023.

Meeting closed at 8:09