

West Dereham Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 7th March 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: 9 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 1st February 2024 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 clerk registered the Council for a free portrait of His Majesty King Charles III.

4.2. The Council was awarded £500 from the Tesco Stronger Starts grant for the Playground Project.

5. Open Forum for Public Participation.

5.1. Borough Councillor Peter Hodson reported that planning application 23/01606/F was rejected.

5.2. County Councillor Brian Long was not present.

5.3. Comments from members of the public were received.

5.3.1. An update was received regarding planning application 23/01606/F.

6. Playground Project

6.1. It was RESOLVED to AGREE to the lease for St. Andrews recreational ground and was signed by the Chair. Proposed Cllr A. Caley, seconded Cllr K. Gore.

6.2. It was RESOLVED to AGREE to purchase 2x 20k bags of grass seeds for the cost of £199.20 for St. Andrews recreational ground. Proposed Cllr N. Drew, seconded Cllr A. Caley. Cllr A. Caley gave an update on the progress of the playground project and informed the meeting that as a result of another consultation with residents, there have been some modifications to the play equipment selected.

6.3. To discuss options for providing shade on the playing field and AGREE any actions. Deferred.

7. Open spaces

7.1. To edit and approve the Parish Council Work Schedule. Deferred.

7.2. A request to reinstate the signposts at either end of the footpath between The Row and the Village Hall was noted. The Parish Council will report this to Norfolk County Council Highways for repair.

- 7.3. It was noted that the Council received a report of motorcycles using the footpath between The Row and the Village Hall. The Parish Council will contact Norfolk County Council Highways to make them aware and discuss whether something could be put in place to prevent this from occurring.

8. Highways

- 8.1. The meeting was informed that an additional weight restriction sign is being installed on the A134/. It was also noted that 11255 vehicles were recorded on the SAM2 travelling along Station Road towards Glazewing.
- 8.2. It was RESOLVED to AGREE to purchase an additional SAM2 battery for the cost of £115.80. Proposed Cllr M. Norton, seconded Cllr N. Drew.

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. 24/00200/LDP – Lawful Development Certificate: To enlarge kitchen and dining area – Open View, The Row, West Dereham, King's Lynn, Norfolk, PE33 9RH. NO OBJECTION.
- 9.1.2. 24/00364/CM – Non-compliance with conditions 1,2,7 and 10 of planning permission referenced FUL/2022/0060 to amend the approved restoration scheme and provide additional time to complete restoration – Crimplasham Quarry (North), Main Road, Crimplasham, King's Lynn, Norfolk, PE33 9EB. NO OBJECTION.
- 9.1.3. 24/00363/CM – Non-compliance with conditions 1,2,18 and 21 of planning permission referenced FUL/2022/0061 to amend the approved restoration scheme and provide additional time to complete restoration – Crimplasham Quarry (North), Main Road, Crimplasham, King's Lynn, Norfolk, PE33 9EB. NO OBJECTION.
- 9.1.4. 24/00362/CM – Non-compliance with conditions 1,2,9 and 13 of planning permission referenced FUL/2022/0059 to amend the approved restoration scheme and provide additional time to complete restoration – Crimplasham Quarry (North), Main Road, Crimplasham, King's Lynn, Norfolk, PE33 9EB. NO OBJECTION.
- 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>
- 9.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:
- 9.3.1. 24/00200/LDP – Lawful Development Certificate: To enlarge kitchen and dining area – Open View, The Row West Dereham Kin's Lynn, Norfolk, PE33 9RH. LAWFUL. Noted.

10. Administration.

- 10.1. The Code of Conduct was reviewed and adopted.
- 10.2. To Financial Regulations were reviewed and adopted.
- 10.3. The Standing Orders were reviewed and adopted.
- 10.4. The Publication Scheme was reviewed and adopted.
- 10.5. The Financial Risk Assessment was reviewed and adopted.
- 10.6. The Asset Register was reviewed and adopted.
- 10.7. The Scheme of Delegation was reviewed and adopted.
- 10.8. The Statement of Internal Control was reviewed and adopted.

11. Finance.

- 11.1. It was noted that there was an error in the recording of the postage reimbursement of the February meeting and the clerk was overpaid by £0.74. This has been returned to the Parish Council account.
- 11.2. It was AGREED to appoint the role of internal auditor for 2023-24 to Mrs Tracey Neave at the cost of £95.00 + mileage at £0.45 per mile. Proposed Cllr N. Drew, seconded Cllr K. Gore.
- 11.3. It was RESOLVED to AGREE the following payments. Proposed Cllr A. Caley, seconded Cllr N. Drew.

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	Milage for Signatures	£26.55	£0.00	£26.55	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
NPTS	Subscription	£178.60	£0.00	£178.60	BACS
Village Hall	Hall Hire	£20.00	£0.00	£20.00	BACS

12. Correspondence.

- 12.1. District Council: Local Plan review – notification of reconvened examination hearings: March, April, and September 2024. Received and noted.
- 12.2. District Council: The Borough Council of King's Lynn & West Norfolk: New planning rules put nature at the heart of development. Received and noted.
- 12.3. Norfolk Police: Police Snapshot Newsletters - Downham, Watlington and Terrington. Received and noted.
- 12.4. The Train Line: Quick question about your "Useful links" landing page. Received and noted.
- 12.5. NACO: D-Day 80 Flag of Peace. Received and noted.
- 12.6. Borough Council: Loss of sanitary facilities. Received and noted.

13. Members Matters.

- 13.1. An enquiry was received as to the Farm Tenancy rent. The clerk informed Councillors that payment had not yet been made
- 13.2. It was noted that Nurture Landscapes had not completed the work on the schedule as the hedges at the allotments require further pruning.

14. Items for the next meeting.

- 14.1. To agree action to prepare the allotments for the new tenants.
- 14.2. To consider actions to repaint and maintain to the Village signs.
- 14.3. To receive an update on the Playground Project and agree a supplier.
- 14.4. To receive an update on the cemetery administration.

15. Next meeting of the council.

The next council meeting will be held on Thursday 4th April 2023 at 7pm in the Village Hall.

In accordance with the Public Bodies (administration to meetings) Act1960, the meeting will RESOLVE to exclude the press and public during the following items due to the confidential nature.

16. Cemetery

To consider a request from a member of public to reserve a plot in the natural burial area.

Meeting finished at 9:05pm