

West Dereham Parish Council

A Annual Meeting of the Parish Council will take place on **Thursday 9th May 2024**, commencing at **7.30pm**, 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: 3rd May 2024

AGENDA

1. Co-option.

To consider applications for the councillor vacancy.

2. Election of Chair and Vice-chair.

- 2.1. To elect a Chair
- 2.2. To elect a Vice-chair

3. Apologies for Absence.

To receive and consider apologies for absences.

4. Declarations of interest.

- 4.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any subject on the agenda.
- 4.2. To consider any dispensation requests.

5. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 4th April 2024.

6. Updates of items not elsewhere on the agenda.

No decision may be made under this item.

7. Open Forum for Public Participation.

- 7.1. To receive a report from Borough Councillor Peter Hodson, if present.
- 7.2. To receive a report from County Councillor Brian Long, if present.
- 7.3. To receive a report from the police, if present.
- 7.4. 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.*

8. Playground Project

- 8.1. To note that the Third-Party Contribution of £5,383.23 has been paid and the FCC Funding Agreement has been signed.
- 8.2. To receive an update on the order and installation date of the play equipment.
- 8.3. To receive an update on Seed and turf laying.

- 8.4. To review the design for the playground sign and make any necessary amendments
- 8.5. To AGREE the cost of the playground sign.
- 8.6. To discuss and AGREE any outstanding ground work preparation.
- 8.7. To discuss the possibility of having a memorial bench and AGREE any actions.

9. Cycle Stand

- 9.1. To note that the Council has been awarded 100% funding for a Sheffield Cycle Stand/Toast Style Cycle Rack up to the amount of £400.
- 9.2. To AGREE to the terms of the Grant Agreement and sign the Grant Acceptance form.

10. Defibrillator

- 10.1. To receive an update.
- 10.2. To consider options for installation

11. Playground Project

To discuss the Parish Councillor vacancy on the Lovells Trust Charity.

12. Planning Matters.

- 12.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:
 - 12.1.1. 24/00337/F - Single Storey Extension to rear of property and Interior reconfiguration - Bell Barn, Lime Kiln Road, West Dereham, King's Lynn, Norfolk. Circulated.
- 12.2. 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>
- 12.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council:
 - 12.3.1. 23/00099/CM – Frimstone Ltd Crimbleham Quarry, Main Road, Crimbleham, Norfolk – Non compliance with conditions 1 & 7 of planning permission ref. C/2/2018/2012 to allow continues restoration operation until 30 April 2024. No Objection.
 - 12.3.2. 23/00100/CM – Frimstone Ltd Crimbleham Quarry, Main Road, Crimbleham, Norfolk – Non compliance with conditions 1 & 9 of planning permission ref. C/2/2018/2013 to allow continues restoration operation until 30 April 2024. No Objection.
 - 12.3.3. 23/00102/CM – Frimstone Ltd Crimbleham Quarry, Main Road, Crimbleham, Norfolk – Non compliance with conditions 1 & 7 of planning permission ref. C/2/2018/2011 to allow continues restoration operation until 30 April 2024. No Objection.

13. Administration.

- 13.1. To review and AGREE changes to the Council's insurance policy and its renewal on June 1st for the amount of £804.84.

14. Finance.

- 14.1. To receive a bank reconciliation up to 31st March 2024
- 14.2. To review, approve & sign the Annual Governance Statement (Section 1 of the Annual Return/AGAR)
- 14.3. To review, approve & sign the 2021-22 accounts (Section 2 of the Annual Return/AGAR)
- 14.4. To approve the Explanation of Variances.

14.5. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£1025.77	£0.00	£1025.77	BACS
Clerk	WFHA	£10.00	£0.00	£10.00	BACS
Borough Council	Dog Bin Emptying	£380.64	£76.13	£456.77	BACS
Environmental Agency	Drainage Charge	£17.53	£0.00	£17.83	BACS
npower	Electricity	£44.22	£2.21	£46.43	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD
ECS Computers	Domain Name Renewal	£25.00	£0.00	£25.00	BACS
ICCM	Subscription	£100.00	£0.00	£100.00	BACS
Nurture Landscapes	Flail Brambles	£135.00	£27.00	£162.00	BACS

**To also include any invoices received after the publication of the agenda.*

14.6. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
Borough Council	Precept	£17,860	£0.00	£17,860	BACS

15. Correspondence.

15.1. West Norfolk: Dog Bins, Unsafe for Emptying. Circulated.

16. Members Matters.

No decision may be taken under this item.

17. Items for the next meeting.

17.1. To review and make any amendments to the Cemetery Regulations.

18. Next meeting of the council.

To confirm that the next council meeting will be held on Thursday 6th June 2024.

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.

19. Playground

To review and AGREE quotes for benches & bins and to agree on a supplier.