

# West Dereham Parish Council

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**Minutes of the Annual Parish Council Meeting held on Thursday 9<sup>th</sup> May 2024, at 7.30pm, in the West Dereham Village Hall.**

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

**Public present:** 12 members of the public

**Clerk:** Samantha Bromley

## 1. Co-option.

Two applications were considered for the councillor vacancy. It was AGREED to co-opt Ann King onto the council. Proposed Cllr N. Drew, seconded Cllr A. Challen.

## 2. Election of Chair and Vice-chair.

2.1. Cllr N. Drew was elected as Chair. Proposed Cllr M. Norton, seconded Cllr K. Gore. AGREED.

2.2. Cllr A. Challen was elected as Vice-chair. Proposed Cllr N. Drew, seconded Cllr K. Gore. AGREED.

## 3. Apologies for Absence.

None

## 4. Declarations of interest.

4.1. No pecuniary or non-pecuniary interests were declared.

4.2. No dispensation requests were received.

## 5. Minutes.

The minutes of the Parish Council meeting dated Thursday 4<sup>th</sup> April 2024 were approved and signed by the chair, following one amendment under item 9.1.1 (line 10). The words 'all of her life' were amended to '6 years'.

## 6. Updates of items not elsewhere on the agenda.

None.

## 7. Open Forum for Public Participation.

7.1. Borough Councillor Peter Hodson reported that the Chief Executive of the Council is resigning and a number of applicants have already been received to fill the position. The decision will be taken to full Council due to no policy in place stipulating otherwise. In addition, a member of the planning department is also retiring but the position will possibly be filled internally.

7.2. County Councillor Brian Long was not present.

7.3. To receive a report from the police, if present.

Police Constable Jamie Cowen introduced himself to the meeting as the community beat manager responsible for 23 villages, including West Dereham. He stated that his team is the Parish's local contact for low level crime that residents may not consider ringing 999 to report, such as the off-road biking issues that have occurred recently in the parish. Contact details will be listed on the Parish Council website under - Useful

Links and Contacts. PC Cowen advised the other ways to report these low-level crimes include calling 101 or report online via the Norfolk police website. The Chair addressed PC Cowen about possible issues in the village. Cllr M. Norton then informed the meeting that during April the SAM2 recorded 18,456 vehicles travelling along Hilgay Road.

7.4. To receive comments from members of the public.

7.4.1. The Council was informed that the sign indicating which junction to use to access the parish via Hilgay Road is currently obstructed by overgrown tree branches.

7.4.2. The Council was asked whether there are plans to organise a litter pick through the village. The Chair informed the meeting that this had been previously organised by 2 residents and that the Council doesn't know whether they will be doing it again this year.

## 8. Playground Project

8.1. It was noted that the Third-Party Contribution of £5,383.23 was paid and that the FCC Funding Agreement has been signed and returned to secure the funds awarded to the Council for the playground project.

8.2. It was noted that the equipment has been ordered and the estimated delivery/start date is the 8<sup>th</sup> of July.

8.3. It was noted that the Council had been offered a donation of turf for the playground which may be suitable flooring for the zipwire, however, the timing was not in line with the playground's installation. It was raised that the donator suggested that there may be other turf they can donate at a later date. Councillors discussed suitability and concern was raised as to dryness.

8.4. The design for the playground sign was reviewed and following comments made:

- Should the sign list the various donators directly on the sign or provide a link to a web page where each donator will be named?
- Should the sign mention that no dogs are allowed in the fenced area?
- Should the sign also include reference to no drugs, alcohol or vaping on site?
- The wording needs to be clearer indicating that the what3words is for the location of the park, not the nearest hospital.
- Should the sign include a statement explaining that the Council is not liable for injury or personal property damage?

8.5. To AGREE the cost of the playground sign. Deferred.

8.6. The soil under the brambles which were removed was rotavated yesterday but needs raking before it can be seeded. It was noted that the ground has been rutted by the equipment which could be a trip hazard. Councillors suggested that the ground may need to be churned over again. It was confirmed that on Tuesday 14<sup>th</sup> May, a meeting was taking place with a member of Calloo to discuss the positioning of the playground on the field – Councillors will inspect the ground at the same time to determine if any next steps are required. Finally, Councillors expressed their gratitude to Cllrs K. Gore and N. Drew for their contribution to the ground work.

8.7. To discuss the possibility of having a memorial bench and AGREE any actions. Deferred.

## 9. Cycle Stand

9.1. It was noted 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. Councillors AGREED to the terms of the Grant Agreement and the Grant Acceptance form was signed. Proposed Cllr A. Challen, seconded Cllr A. Caley,

## 10. Defibrillator

- 10.1. The Council was informed that the Clerk has applied for a funding contribution from London Hearts to purchase a defibrillator through them.
- 10.2. It was decided to pursue the possibility of purchasing a free-standing defibrillator, instead of a defibrillator to be positioned in the phone box, as previously considered.

## 11. Lovells Dole

The Council noted a possible upcoming vacancy. A member of Lovells Dole informed Councillors that they have an applicant for the position.

## 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. No Objection.
- 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: None.  
<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 Crimpleham Quarry, Main Road, Crimpleham, 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. Noted. Noted.
  - 12.3.2. 23/00102/CM – Frimstone Ltd Crimpleham Quarry, Main Road, Crimpleham, 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. Noted.

## 13. Administration.

Changes to the Council's insurance policy and its renewal on June 1<sup>st</sup> for the amount of £804.84 was AGREED, proposed Cllr N. Drew, seconded Cllr A. Challen.

## 14. Finance.

- 14.1. A bank reconciliation up to 31<sup>st</sup> March 2024 was received and noted.
- 14.2. The Annual Governance Statement (Section 1 of the Annual Return/AGAR) was APPROVED and signed, proposed Cllr K. Gore, seconded Cllr N. Drew. AGREED.
- 14.3. The 2021-22 accounts (Section 2 of the Annual Return/AGAR) was APPROVED and signed, proposed Cllr K. Gore, seconded Cllr N. Drew.
- 14.4. The Explanation of Variances was APPROVED, proposed, Cllr A. Challen, seconded Cllr N. Drew.
- 14.5. It was RESOLVED to AGREE the following payments, propose Cllr N. Drew, seconded Cllr A. Challen:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£1025.77	£0.00	£1025.77	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
Village Hall	Hall Hire	£20.00	£0.00	£20.00	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. Received and noted.
- 15.2. Resident: Information on trees in the Natural Burial Ground. Received and noted.

## 16. Members Matters.

- 16.1. It was noted that funding received from CIL, for the playground project, will be paid to the Parish Council directly upon completion of installation, and once an inspection has been carried out. Whereas, funding received from the FCC will be paid directly to the playground supplier upon receipt of evidence that the installation has taken place.
- 16.2. The Clerk was asked whether the council was allowed to benefit from the interest that may accumulate from funding received from funding organisations for the playground project. The Clerk informed Council that there is a time limit to spend the funds and therefore it is unlikely that interest will accumulate, however, if this is the case then nothing has been identified in any terms of agreement stipulating that the Council must return the interest received. The Clerk noted that she will seek further advice on this matter.
- 16.3. Council was asked to consider whether to extend the Farm Tenancy for another year or to retender. An argument was made that the Council would save costs on legal fees and currently has a good income from the current Farm Tenancy rent which could decrease if retendered.
- 16.4. Council was asked to consider obtaining the services of a self-employed caretaker/handyman to take in all ground maintenance, playground maintenance and playground inspection.
- 16.5. It was noted that there is a wheely bin by the church for litter.

## 17. Items for the next meeting.

- 17.1. To review and make amendments to the 2019 Cemetery Regulations.
- 17.2. To AGREE the process for ongoing playground inspection (CAN).
- 17.3. To consider a request to renew the Farm Tenancy lease for another year.
- 17.4. To consider whether to peruse the services of a self-employed caretaker/handyman.
- 17.5. To discuss phone box renovations and AGREE any actions.

## 18. Next meeting of the council.

To confirm that the next council meeting will be held on Thursday 6<sup>th</sup> 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

Council reviewed quotes for benches from three suppliers. It was AGREED to purchase 2 benches at a cost of £680 +VAT and 1 picnic table at a cost of £430 +VAT from the supplier NBB. It was AGREED to spend up to the amount of £150 for concrete for installation and for Cllr

N. Drew to donate the labour to install the 2 benches and picnic table. Proposed Cllr A. Challen, seconded Cllr A. Caley. No decision was made for the purchase of a bin.

Meeting closed at 9:45pm