

# West Dereham Parish Council

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A Meeting of the Parish Council will take place on **Thursday 6<sup>th</sup> June 2024**, commencing at **7.00pm**, 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.

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Clerk: *Samantha Bromley*

Dated: 30<sup>th</sup> May 2024

## AGENDA

### 1. Apologies for Absence.

To receive and approve apologies for absences.

### 2. Declarations of interest.

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

### 3. Minutes.

To approve the minutes of the Parish Council meeting dated Thursday 9<sup>th</sup> May 2024.

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

- 4.1. The Council's insurance has been renewed for 1 year – 1<sup>st</sup> June 2024 to 1<sup>st</sup> June 2025.
- 4.2. Cllr M. Norton has cleared the overgrown foliage obstructing the view of both West Dereham signs on the A10 which signal when to turn right onto Hilgay Road.

### 5. Open Forum for Public Participation.

- 5.1. To receive a report from Borough Councillor Peter Hodson, if present.
- 5.2. To receive a report from County Councillor Brian Long, if present.
- 5.3. 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.*

### 6. Playground.

- 6.1. To review and AGREE the design for the playground sign.
- 6.2. To RESOLVE to AGREE the cost to purchase the playground sign.
- 6.3. To RESOLVE to AGREE the cost of a bin, to be sited by the playground.
- 6.4. To AGREE the process for ongoing inspections.
- 6.5. To consider becoming a member of Community Action Norfolk.
- 6.6. To select who will be trained to conduct playground inspections.
- 6.7. To RESOLVE to AGREE to pay the cost to send the selected individuals on the Play Area Inspection Course with Community Action Norfolk.

## **7. Defibrillator.**

- 7.1. To note that the Council has been granted part funding from London Hearts and that they are able to supply a free-standing post so the defibrillator does not need to be attached to a building/phone box.
- 7.2. To note the total amount received in donations for the second defibrillator is £760.00.
- 7.3. To note that, with part funding in place, a Mindray C1A defibrillator, soft carry case, external heater cabinet with keypad lock costs a total of £1382.00 (includes P&P).
- 7.4. To AGREE any further action.

## **8. Farm Tenancy.**

To AGREE whether to retender the Farm Tenancy or renew the lease with the current tenant for an additional year.

## **9. Caretaker/Handyman.**

To consider whether to peruse the services of a self-employed caretaker/handyman.

## **10. Phone Box.**

To discuss phone box renovations and AGREE any actions.

## **11. Requests for Consideration.**

- 11.1. To decide whether to support Lord Don Fosters campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.
- 11.2. To consider a request from Rehab 4 Addiction to include a link to a complementary resource on their website (<https://www.rehab4addiction.co.uk/country-wide/drug-alcohol-rehab-norfolk>) on the 'Useful Links' page of the Council's website.
- 11.3. To consider taking part in the Bottle Bank program (glass recycling).

## **12. Planning Matters.**

- 12.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council:
- 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. 24/00472/LDP – Land and Building E of Willow Lodge, Ryston Road, West Dereham – Lawful Development Certificate: Mobile Home on site to use as agricultural storage and welfare room. APPROVED.

## **13. Administration.**

- 13.1. To review and adopt the NALC model 2024 Financial Regulations.
- 13.2. To review and adopt the NALC model 2022 Standing Orders.
- 13.3. To note that NALC have released the 2024 Good Councillors Guide which the clerk has circulated to all Councillors.
- 13.4. To review and make any amendments to the 2019 Cemetery Regulations.
- 13.5. To RESOLVE to AGREE the clerks recommended bank mandate amendments.

## **14. Finance.**

- 14.1. To note receipt of the internal auditor's report and AGREE and action required.
- 14.2. To note the dates of the period of exercise of public rights.
- 14.3. To note that a VAT refund has been submitted for the financial year 2023-24 for the amount of £1314.80.
- 14.4. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	£1025.79	£0.00	£1025.79	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD

14.5. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
Resident	Cemetery Plot & Burial	£400.00	£0.00	£400.00	BACS

#### 15. Correspondence.

- 15.1. Resident: Champmans Lorries. Circulated.
- 15.2. Borough Council: Gypsy and Travellers and Travelling Showpeople Proposed Site Allocations and Pol. Circulated.
- 15.3. Borough Council: Minutes from the Parish Council Chairs Meeting – 21 February 2024. Circulated.
- 15.4. Norfolk Highways Winter Services: Grit Bin Audit – West Area. Circulated.
- 15.5. Resident: Bushes. Circulated.
- 15.6. Member of Public: Crimplesham PE33 Public Right of Way. Circulate.

#### 16. Members Matters.

No decision may be taken under this item.

#### 17. Items for the next meeting.

To receive items from Councillors for inclusion on the next agenda.

#### 18. Next meeting of the council.

To confirm the date of the next council meeting.

**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.**