

West Dereham Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 6th June 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: 5 members of the public

Clerk: Samantha Bromley

1. Apologies for Absence.

None.

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 Parish Council meeting dated Thursday 9th May 2024 were approved and signed by the Chair.

4. Updates of items not elsewhere on the agenda.

4.1. The Council's insurance has been renewed for 1 year – 1st June 2024 to 1st 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. The meeting was advised that any physical work completed by Councillors should be recorded in the minutes as a decision/instruction of the Council prior to the work being carried out, for insurance purposes.

5. Open Forum for Public Participation.

5.1. Councillor Peter Hodson was not present.

5.2. County Councillor Brian Long was not present.

5.3. To receive comments from members of the public.

None.

6. Playground.

6.1. The proposed design for the playground sign was reviewed. The following amendments were decided: to change the font size of certain texts for emphasis and to remove some wording to reduce the length of sentences. The final design is to be sent to the insurance company for feedback. The design of the sign was AGREED in principle, providing the amendments are made and no changes are required by the insurance company. If changes are required, Councillors have AGREED to vote on the changes via email, ahead of the next meeting, to ensure the sign is erected in time for the playground open day. Any changes will be noted in July's Council meeting.

6.2. It was RESOLVED to AGREE to purchase the playground sign at the cost of £140 +VAT. Proposed Cllr N. Drew, seconded Cllr A. Challen.

- 6.3. At this time, it was decided not to agree the purchase of a bin for the playground due to the additional cost this with accrue annually. If litter in the playground becomes an issue, then the Council will revisit the decision.
- 6.4. It was decided that nominated members will inspect the playground weekly, using Routine Inspection of Play Areas checklist provided by RoSPA. The checklist will be accessible online and records of each inspection will be kept by the clerk and reported to the Council in the monthly Council meetings. Any issues identified during the inspection will be promptly reported to the clerk who will act accordingly. An inspection rota will be determined by the nominated members. The inspection process will be revisited and agreed once members have attended the training in August.
- 6.5. It was RESOLVED to AGREE to obtain a silver membership with Community Action Norfolk for the annual cost of £50.00. Proposed Cllr A. Calley, seconded Cllr N. Drew.
- 6.6. Cllr A. Caley, Cllr A. Challen and Cllr N. Drew nominated themselves to conduct the playground inspections. The Council will ask members of the Playground Working Group for 2 more volunteers.
- 6.7. It was RESOLVED to AGREE to pay up to the amount of £200 to send 5 nominated members on the Play Area Inspection Course with Community Action Norfolk. Proposed Cllr A. Caley, seconded Cllr N. Drew.

7. Defibrillator.

- 7.1. It was noted 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. It was noted the total amount received in donations for the second defibrillator is £760.00.
- 7.3. It was noted that, with the part funding, a Mindray C1A defibrillator, soft carry case, external heater cabinet with keypad lock and free-standing post costs a total of £1382.00 (including P&P). Cllr M. Norton raised that the cost of the free-standing post should be removed from the total cost as Cllr S. Glover has offered to manufacture one. The new total cost is £1256.00.
- 7.4. It was noted that the remaining funds of £496.00 will be raised through community fundraising.

8. Farm Tenancy.

It was RESOLVED to AGREE to renew the current tenants lease for another year. Proposed Cllr A. Challen, seconded Cllr K. Gore.

9. Caretaker/Handyman.

It was AGREED to monitor and review the current grounds maintenance contractor to determine whether there is need to pursue the services of a self-employed caretaker/handyman.

10. Phone Box.

Options for the future and purpose of the phone box was discussed. Decision deferred.

11. Requests for Consideration.

- 11.1. It was AGREED not 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. Deferred pending further enquiry.
- 11.3. It was AGREED not to take 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: None.

- 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>

- 12.2.1. 24/00337/F – Amendment to Single Storey Extension to rear of property and Interior Reconfiguration - Bell Barn, Lime Kiln Road, West Dereham.
SUPPORT.

- 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. The NALC model 2024 Financial Regulations were reviewed and adopted.
13.2. The NALC model 2022 Standing Orders were reviewed and adopted.
13.3. It was noted that NALC have released the 2024 Good Councillors Guide which has circulated to all Councillors.
13.4. To review and make any amendments to the 2019 Cemetery Regulations.
DEFFERED.

Cllr M. Norton left the meeting

- 13.5. It was RESOLVED to AGREE the clerks recommended bank mandate amendments. The Chair, Cllr N. Drew, to view, authorise and submit payments, when the clerk is unavailable to. Cllr A. Caley to view payments only and Cllr A. King to view and authorise payments.

14. Finance.

- 14.1. The internal auditor's report was noted, no further action required.
14.2. It was noted that the dates of the period of exercise of public rights will be from Tuesday 11th June 2024 and Monday 22nd July 2024.
14.3. It was noted that a VAT refund has been submitted for the financial year 2023-24 for the amount of £1314.80.
14.4. It was RESOLVED to AGREE the following payments, proposed Cllr N. Drew, seconded Cllr A. Challen:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension/WFHA	£1025.79	£0.00	£1025.79	BACS
Clerk	Mileage Claim - IA delivery & collection; agenda pack delivery	£57.60	£0.00	£57.60	BACS
ECS Computers	Subscription	£8.50	£1.70	£10.20	DD

- 14.5. The following receipts were noted:

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

15. Correspondence.

- 15.1. Resident: Champmans Lorries. Noted.
15.2. Borough Council: Gypsy and Travellers and Travelling Showpeople Proposed Site Allocations and Pol. Noted.

- 15.3. Borough Council: Minutes from the Parish Council Chairs Meeting – 21 February 2024. Noted.
- 15.4. Norfolk Highways Winter Services: Grit Bin Audit – West Area. Noted.
- 15.5. Resident: Bushes. Noted.
- 15.6. Member of Public: Crimplesham PE33 Public Right of Way. Noted.

16. Members Matters.

None.

17. Items for the next meeting.

- 17.1. Review Nurture landscapes – schedule, quality

18. Next meeting of the council.

The next meeting of the Council will be on Thursday 18th July 2024 at 7:00pm in the West Dereham Village Hall.

Meeting Closed at: 9:20pm