

Minutes of the Parish Council Meeting of the Dersingham Parish Council held on 23 July 2018 at 7.00pm, at Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

Present: Cllrs S Payne (Chair), B Hopkins, C Shepherd, M Shepherd, D Murrell, A Bubb, K Hathaway, B Anderson, B Judd, C Davey, G Billard, D Wright.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).
No members of the public present.

12977 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from. Cllrs K Manship, A Hobson and C Hipkin.

12978 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
None Received.

It was resolved to open the meeting to allow the public to speak.

Borough Councillor Bubb stated he had nothing to advise the Parish Council regarding Borough Council Business.

12979 To receive a verbal report from the Norfolk County Council.
Cllr Dark was not present.

12980 To receive a verbal report from the Borough Councillors
Cllr Bubb stated Norfolk County Council are charging to leave DIY waste at the recycling centres, however as a repercussion of this it is leading to an increase in fly tipping. Which is incurring charges for the Borough Council and the knock-on effect on Council Tax. The Borough are monitoring the situation.
Food waste is also under review as the new contract is imminent. Currently normal single use plastic bags and newspaper are acceptable, Cllr Bubb is on a task group to review how food waste can be processed more efficiently.

12981 Minutes of the Dersingham Parish Council Meeting held 9 July 2018.
It was resolved for the minutes to be signed as a true record.

12982 Dersingham.
- **Report**
- **Update**
Cllr Davey advised progress on the centre is going well. Contractors are making every effort to reach the September deadline. The lift has been installed however the door was damaged and is to be replaced. The drainage is underway and awaiting the treatment plant to be sunk into position. Lottery have advised they would like to see automatic doors installed for disabled access. After discussion regarding various

options Cllr Davey advised he was to meet with the suppliers Thursday for further advice and invited Councillors to join him.

Historic England had approved the drainage around the Moat area subject to conditions stipulated in their response. Cllr Davey stated the conditions weren't onerous and easily achieved. Cllr Davey proposed the conditions be accepted. **It was resolved to accept the conditions stipulated by Historic England.**

Cllr M Shepherd asked if the roof had been completed as some of the tiles looked damaged and suggested holding some tiles back to replace any if needed in the future.

Cllr Davey advised it had been arranged to retain some tiles. Cllr Davey suggested if the tiles could not be sold they get crushed and used for hardcore.

Cllr Payne stated the Parish Council would need to tidy the car park once the contractors were off site.

12983 Dersingham Centre Task Group.

Cllr C Shepherd advised the group had met and reported back their findings. It was felt there was a projected shortfall of £25,114.79 although there may be savings from fees around the diversion of the footpath, legal fees for the leases and from last year's budgets. These figures are only projected and may change once Martyn Howe's latest report is received. Discussion was had regarding the figures presented by Cllr C Shepherd. Cllr C Shepherd thanked the Clerk for her help with obtaining figures when requested.

12984 Accounts for Payment.

23 JULY PAYMENTS

DD	Opus Energy – Streetlight Energy (Streetlights)	£108.37
DD	Utility Warehouse – Mobile -July	£13.40
DD	BT – Telephone & Broadband	£73.60
D/P	G Scanlon – Office Cleaning	£40.00
D/P	Clearview Windows – Office Windows	£10.00
D/P	Public Works Loan	£3769.95
D/P	CGM – Rec Grasscutting	£121.06
D/P	SLCC - Conference	£34.00
D/P	Tree Work & Surveys Ltd	£900.00
D/P	BMAC Garden Services – War Memorial	£60.00
D/P	Petty Cash – Top Up	£25.45
D/P	Wages July	£1875.14
D/P	Wages August	£1874.94
D/P	Norfolk Pension Fund – Pension- July	£621.40
D/P	Norfolk Pension Fund – Pension- August	£621.40
D/P	Dersingham School – Room Hire	£80.00
D/P	Wave – Rec Water	£23.38

It was resolved for payments to be made.

- 12985 Insurance Renewal.**
The Clerk advised the insurance was due 1st August however she had not received renewal details from the currently insurer Zurich. The Clerk had contacted five insurers for quotes and had received three quotes. Councillors discussed the various options regarding the extension of the current insurance policy for a further 2 months to enable the centre to be completed before renewing the policy. Cllr M Shepherd stated he had not had the opportunity to look at the quotes in depth however felt they needed a thorough review as some of the criteria mentioned was answered incorrectly and would therefore invalidate the policy. Cllr Payne suggested the Finance Task Group meet as soon as possible to discuss the requirements for the forthcoming policy. Cllr Payne proposed the Clerk contact Zurich and request an extension on the current policy to cover the Centre build, enabling the Finance Task Group to meet and discuss the new policy. **It was resolved for Cllr Payne, Cllr M Shepherd along with any other Councillor to meet Tuesday 24th July at 1pm.**
- 12986 To Review Standing Orders.**
The Chair advised this item is to be deferred and removed from the agenda until further notice.
- 12987 To Review Financial Regulations.**
The Chair advised this item is to be deferred and removed from the agenda until further notice. The Clerks stated both standing orders and the financial regulations needed to be approved as soon as possible.
- 12988 GDPR – Data Audit.**
Agenda item 14 Data Protection
Cllr C Shepherd advised there had been a meeting last week to discuss policies in place and those needed going forward. A Data Audit is needed, and Cllr C Shepherd felt this is something that can be done in house, this would mean consultation with all Councillors to establish personal data held by them.
- 12989 Burrells – GDPR Acceptance Form.**
The Clerk advised she had received a GDPR acceptance form from Burrells and asked if Full Councils approval for the form to be signed. **It was resolved for the form to be signed by staff and returned to Burrells.**
- 12990 Data Protection.**
Agenda Item covered under minute number 12988
- 12991 Applications and Determinations:**

All these applications can be viewed, and commented on, online at the Borough Council's planning portal online.west-norfolk.gov.uk/online-applications/

The Council to vote and make comment on the planning applications.

No applications or determinations received.

12992

Clerks Report.

The Clerk advised the Stora system that holds all the office data has recently failed to work on several occasions resulting in calls being made to IT support. Two quotes had been received to replace the unit. Discussion was had regarding the office needs regarding back-ups, storage etc. **It was resolved for Cllr M Shepherd to liase with office staff to establish what would best suit the office needs.**

Cllr C Shepherd enquired if a decision had been made regarding the bamboo at the James Jackson Substation. Cllr Payne asked who was responsible for the bamboo. Cllr C Shepherd stated it was on Parish Council land. Cllr Hathaway advised there are two small trees that also need removing from the area. **It was resolved for the bamboo and trees to be removed.**

The Clerk advised she had had confirmation from the Internal Auditor no longer wished to continue with this role. **It was resolved to include Internal Auditor on the next Full Council Agenda.**

The Clerk had been to inspect a wasp nest reported by a p Parishioner along Broadlands Close and Viceroy Close. The nest was active however the entrance of the nest was on the footpath; however, the nest went under the boundary fence and into a Parishioners garden. **It was resolved for the Clerk to contact the Parishioner advising it was not the Parish Councils responsibility.**

12993

The Warren.

The Clerk advised she had visited the Warren after discussion with various Councillors regarding the condition of the area. The Walkways have been maintained however most of the area was now covered in very long grass and the pond completely dry. Cllr Billard stated it was a fire hazard with the grass being so long and the area dry and suggested a firebreak needed to be in place bearing in mind the warren is close to Parishioners boundaries. Cllr C Shepherd advised there is one yearly cut made on the Warren which takes place end of August/ September and proposed the grass cutting is brought forward and cut as soon as possible. **It was resolved for the Clerk to arrange the grass to be cut on the Warren.**

Cllr Judd enquired if the Clerk had been approached by a Parishioner regarding a bench being placed on the Warren. The had not received anything at this present time.

12994

Correspondence.

The Clerk advised she had been contacted by and elderly parishioner wishing to have a bench placed between Hunstanton Road and the Doctors Surgery. Cllr Anderson advised there was little opportunity to site a new bench along that route and public consultation would be needed. Cllr C Shepherd reminded Councillors that budgets were tight

this year and monies need to be saved. **It was resolved for The Clerk to contact the Parishioner and advise it would be reviewed.**

12995 Item for Inclusion on the next agenda

GDPR

Items for removal

To review Standing Orders

To review Financial Regulations

Data Protection

The Warren

12996 Date & Place of next meetings.

Full Council Meeting on Monday 10 September 2018 starting 7.00pm
at Dersingham VA Primary and Nursery School.

With no further business the meeting closed at 9.10pm