

Minutes of the Dersingham Parish Council Meeting held on 29 April 2019 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham

Present: Cllrs S Payne (Chair), C Hipkin (Vice Chair) B Hopkins, C Shepherd, M Shepherd, M Noble, V Brundle, J Houston, M Haizelden, B Anderson, D Murrell, C Davey, B Judd, D Wright, K Hathaway, A Bubb and R Frost.

In Attendance: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant). 1 Member of Public

**13213 To Receive and Consider Apologies for Absence
None Received.**

**13214 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.

13215 To receive verbal report from the Norfolk County Councillor.
Councillor S Dark was not present

13216 To receive verbal report from the Borough Councillors.
Councillor Bubb advised Parishioners can now purchase a second Brown Bin for half price.

It was resolved to return to close session at 7.03pm

13217 Minutes of the Dersingham Parish Council Meeting held on 25 March 2018.
It was resolved for the minutes to be signed as a true record after the following amendment.
Agenda 13198 to show: A letter will be issued inviting stakeholders to attend a meeting 18 June.
Also, the addition of Councillor D Wright in attendance.

13218 Minutes of the Planning Committee held on 8 April 2019.
Councillor C Shepherd advised there was nothing to bring to Full Council. Committee had discussed two applications 19/00478/F which planning recommended refusal and 19/00557/F with recommendation for approval.
Councillor Hipkin advised Parishioners had received responses to their concerns regarding the planning application on Manor Road.

13219 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.

Applications:

None Received

Determinations.

19/00167/F Application for alterations to dwelling including 1st Floor accommodation at 7 Bank Road, Dersingham. **-Granted**

19/00157/F Application for Renovation and Extensions to existing Chalet Bungalow at Heathlan, Woodside Close, Dersingham. **-Granted**

13220

Minutes of the Environment Committee Meeting held 8 April 2019.

Councillor Anderson advised that Councillor C Shepherd had brought to his attention that the street light maintenance contract should have been awarded through a tender process and that the Committee should not have agreed to renew the existing contract during the Committee meeting. Councillor Payne said the minutes for the meeting state Committee had resolved to renew the contract. Councillor Anderson advised this was to be rescinded and the tender process followed.

With regards to the Skatepark the minutes for the Committee meeting state the Clerk was to obtain quotes, however it had been resolved for the Clerk to get tenders.

Councillor Anderson advised the Clerk is to obtain tenders and seek legal advice with regards to the Village Green and to report at the next Environment Committee meeting.

Councillor Anderson proposed to vire £250.00 from the Environment budget for 2018/19 for the War Memorial Maintenance for 2019/20. **It was resolved for the proposal to be approved.**

The Committee had called an urgent meeting on 16 April 2019 to agree the Streetlight Energy contract and had agreed to a three-year contract with Opus. A decision had to be made promptly as quotes tend to increase and change quickly.

13221

Minutes of the Finance & Administration Committee Meeting held on 11 April 2019.

Councillor M Shepherd advised there had been an issue with the outturn of the Staffing budget however this has now been resolved.

The Internal Auditor had carried out his checks and will submit a report. Councillor M Shepherd stated Receipts and Payments appears to have no further action on it and had not been entered as an agenda item as requested.

The Opus billing issues have now been dealt with.

Councillor C Shepherd asked the Clerk is the issue with reaching the limit on the Edge package had been dealt with. The Clerk confirmed it had at a cost of £194.40.

13222 Minutes of the Environment Committee Meeting held 16 April 2019.
This item was dealt with under minute number 13221.

13223 Minutes of the Communication Committee Meeting held on 17 April 2019.

Councillor C Shepherd advised the new Editor is in place and adapting quickly.

The last edition of Village Voice was a larger publication which increased printing costs. As the advertising is not covering the costs of the Village voice it was decided to limit the size of the magazine to 72 or 76 pages. A larger magazine also has weight implications for those distributing it.

Councillor C Shepherd asked for volunteers to take the Village Voice to distributors once delivered by Clanpress. Councillors Noble, Frost and Hipkin agreed to help with this.

An email had been received from a Parishioner who was concerned there was no contact form on the home page of the Parish Website. Mr Martyn who maintains the website advised it had been removed and placed on a different page as there had been attempts to hack the website, he is still working on the issue.

Noticeboards had been discussed and it was decided to wait for external works to be completed so a meeting with the DVCA can be arranged and a joint decision made regarding location of noticeboards.

**13224 Dersingham Village Centre.
Update on outstanding work priority lists.**

Councillor M Shepherd stated the orders had been placed for the additional light and fire alarm sensor, however he was unsure if works had started. Councillor Payne advised the timers had been fitted to the lights and the smoke sensor had been installed. Councillor M Shepherd asked who was liaising with the contractors to ensure access was available for works to be completed. Councillor Judd confirmed he had been in contact with them.

Quotes for the footpath, and car park are to be chased to try and meet the timescale of the end of June as suggested by the DVCA. Councillor M Shepherd requested an agenda item be created for the Annual Parish Council Meeting to be held 13 May 2019 to ensure authority is given to place orders as soon as quotes are received.

Councillor M Shepherd advised he had been invited to attend a meeting Friday to talk to suppliers regarding the signage options for the front of the Centre. He asked if any other members of the Task Group wished to attend. Although it is not high on the priority work list formulated by the task group, DVCA have implied they would fund the cost.

**13225 Dersingham Centre Project Review and other actions.
Update.**

Councillor C Shepherd advised the Review Group meet regularly, professional bodies had been interviewed and Councillors are now being approached to attend interviews. Ben Colson is hoping to have a report ready by the end of July and will present it to Full Council when finalised.

- 13226 Dersingham Centre Finance Task Group Report.**
Councillor C Shepherd advised she had requested this as an agenda item however there was nothing to report as she had not received the final year end figures from the Clerk.
- 13227 Footpath.**
Councillor C Shepherd advised there was nothing to report to Full Council.
- 13228 A149 Consultation.**
Councillors discussed concerns regarding the two junctions being closed in Snettisham and the impact it may have in the village. Councillor Payne advised Councillors make individual comments on Norfolk County Council site.
- 13229 Clerk Report.**
The Clerk distributed her report. Councillor Payne advised that she thought something had been missed as it did not read correctly. The Clerk advised due to time restraints and the situation should read sponsored dog bins the Clerk agreed to correct and distribute to all councillors with easier paragraph structure. Councillor Davey asked if the Clerk joining the Executive Committee for the SLCC Norfolk Branch would affect working hours. The Clerk advised it would be dealt with in her time not Parish time. The Chair asked for that in writing.
- 13230 Accounts for Payment.**

29 APRIL PAYMENTS

March

D/P	BMAC – War Memorial Gardens	£60.00
D/D	Barclays Charges	£12.50
D/P	Edge It Systems – Upgrade Package	£194.40

April

SO	C & E Handyman Services – Cleaning Contract- March	£185.00
DD	E-on Energy – Rec Electricity- April	£6.00
DD	Utility Warehouse – Mobile - April	£13.40
D/P	K & M Lighting Services -April	£105.56
DD	Opus Energy – Streetlight Energy (Streetlights) March to April	£423.38
DD	British Telecom – Telephone Bill	£58.44
D/P	Martyn Howe – Review Team	£210.00
D/P	Sandringham Estate – Sports Ground Rent	£600.00
DD	Grenke – P/Copier Lease	£231.62
D/P	BBT – Photocopier - usage	174.55
D/P	WAVE – Dersingham Centre	£11.43
D/P	ECS Computers- 365 Office	£575.96
D/P	Thaxters Garden – TOPROSE	£10.99

D/P	Burrells – Payroll Administration, annual fee.	£324.00
D/P	April Salaries, Includes One-Off Payments relating to accrued hours	£4733.23
D/P	Norfolk Pension Fund – Pension- February	£1796.35
DD	Barclays Bank Charges	£9.95
D/P	Sports Ground Management ½ Grant	£2750.00
D/P	Dersingham PCC – 1/3 Grasscutting Grant	£1200.00

All blue have been paid.

It was resolved for the payments to be made.

13231 Accounts to 31 March 2019.

Councillor M Shepherd wished for it to be recorded no accounts were received by councillors prior to the meeting. The Clerk advised she had issued them at the Finance & Administration Committee meeting. Councillor M Shepherd said the paperwork was incomplete at the committee meeting. Councillor Payne stated other councillors should be able to review the accounts before the meeting. Councillor M Shepherd requested the accounts to be sent to him electronically.

13232 Correspondence.

The Chair read out the correspondence.

13233 Items for inclusion on the next agenda.

Traffic lights at Hunstanton Road and Station Road junction.
Dersingham Centre works orders.

13234 Date & Place of next meetings.

Annual Parish Council Meeting on Monday 13 May 2019 starting 7.00pm at The Garden Room Dersingham Village Centre.
Committee Meeting dates to be confirmed

A Parishioner queried the difference Annual Parish Council Meeting due to be held 13th May and the Annual Parish Meeting. Councillor Payne explained the Annual Parish Meeting held 24th April was to give Parishioners chance to set the agenda and raise issues with Councillors. The Annual Parish Council Meeting is for Councillors to select the Chair, Vice Chair and Committees etc.

Previously there had been discussion regarding a footbridge over the bypass, a Parishioner asked if there were any updates. Councillor Payne advised there had been no news on this.

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act.”

13235. Dersingham Centre Leases
a) lease with DVCA
b) Office Lease with DVCA
c) Valuation Office Agency Letters

Councillors discussed issues surrounding the leases for both the DVCA lease and the Office Lease. Councillor M shepherd advised he was having a meeting with DVCA to go over concerns Friday afternoon. The Clerk asked if there were any issues needing advice from Full Council. Councillor M Shepherd advised he had things in hand