

Minutes of the Dersingham Parish Council Meeting held on 29th July 2019 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham PE31 6LN.

Present: Councillor C Shepherd (Chairman), Councillor C Hipkin (Vice Chairman), Councillor B Hopkins, Councillor M Shepherd, Councillor D Murrell, Councillor D Wright, Councillor M Noble, Councillor G Billard, Councillor J Houston and Councillor R Frost.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).
Borough Councillor J Collingham (Left 7.15pm)
4 Members of the public.

The Chairman advised all those in attendance that she would be recording the meeting on an audible device. Councillor Hipkin asked if this was a necessity. The Chairman advised it was allowable if all attending the meeting were made aware.

13303 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from Councillor Anderson,
Councillor Brundle and Councillor Bubb.

13304 To Receive Declarations of Interest and request for Dispensations
by Councillors in any of the Agenda Items listed.
None received.

The meeting was opened to allow public participation 7.02pm

A Parishioner advised the dates on the Parish Council website for the Full Council Meeting was incorrect and he had attended the Centre Monday 22 July as stated. The Chairman explained there had been a change in dates due to the Dersingham Centre Review Group report not being completed. The gentleman said the Website should have been updated letting the Public wishing to attend know.

Planning application 19/01152/F was discussed at length with Parishioners expressing their concerns regarding site access, heavy goods vehicles using the lane and only being inches from their property and the possibility of the garages being used for non-domestic use.

The George Pratt roundabout was discussed as a Parishioner said it was in poor state and looked shocking. Councillor C Shepherd advised it was the Borough Council that maintained the roundabout.

A Parishioner also asked about the maintenance of the War Memorial as that too was looking unkempt and enquired what had happened to the flagpole. Councillor C Shepherd advised the flagpole had been removed as it had been damaged beyond repair in high winds. The Parish Council then made the decision to not replace the flagpole. The Parishioner asked why there had been no consultation with the public as some had previously made donations towards the flagpole. Councillor Frost advised he had contacted those that were involved with the upkeep of the War Memorial and work will resume as soon as the sleepers had been delivered for the new beds. The Clerk advised they were due for delivery within the next week.

13305 To Receive a verbal report from the Norfolk County Councillor.
Councillor Dark was not present.

13306

To Receive a verbal report from the Borough Councillors.

Councillor Collingham advised she had asked the Borough Council to defer approval of the garage and associated works at 10 Manorside, Dersingham.

Councillor Collingham is the Chair of the Regeneration and Development panel at the Borough Council. The regeneration of the of the Guild Hall is under review and another bid for the heritage lottery is to be submitted. Any ideas from Councillors to keep the Guild building in a working state would be much appreciated.

There had been a Sportsground meeting and the tennis club had funded the resurfacing of the tennis court.

13307

Chairman's Report.

Her Majesty the Queen had visited the Dersingham Village Centre. It was a private visit and Her Majesty had requested to meet users of the Village Centre. The Chairman, along with Sue Payne had the honour of greeting Her majesty who was then shown around the centre by Sue Payne and David Collingham introduced the user groups.

The Chairman had attended a 2-day course on chairmanship skills, an excellent course run by NALC.

As well as Committee meetings the Chairman had attended review group meetings, the collation of the report has been more challenging than anticipated. Meetings will continue throughout August and it has been agreed the report will be presented to Full Council at a meeting to be attended by Councillors only on 17th September. Once this has taken place the report will then be presented to the public.

The Clerk is to arrange for the two prospective Councillors to meet with The Chairman and Vice Chairman.

Correspondence had been received from the Big Lottery; the Parish Council remains responsible for reporting back the outcomes of the project. Work will take place on this between the Chairman and DVCA throughout August. No formal reply is due until November.

Councillors were reminded of the training session this coming Wednesday at 6.45pm consisting of the Parish Council finances.

13308

Clerks Report.

The Clerk had circulated her report prior to the meeting – see attached. Came & Co Insurance – Cyber Insurance.

Operation London Bridge (Death of Senior National figure) -this is about the procedure and protocol when the death of a senior national figure takes place. The Chairman suggested this item be deferred to Communications Committee.

13309

Minutes of Dersingham Parish Council Meeting held on 24 June 2019.

It was resolved to approve the minutes as a true and accurate record after the following amendment and duly signed by the Chairman.

Minute number 13283 Planning Committee meeting held 17th June 2019.

Councillor M Shepherd requested the action points be circulated promptly to remind Councillors of items they need to take forward. Mrs Scanlon agreed to circulate as soon as possible.

13310

Minutes of the Staffing Committee Meeting held 17 June 2019.

Councillor C Shepherd advised as two new Councillors had joined the committee, they had been brought up to date with staffing matters. Staff had raised concerns that a proper performance appraisal structure was not in place. The process will be updated with the first of the appraisals to take place in October and reviewed in March.

Currently staff records hold little information regarding training etc. Staff are to provide a training list for the previous two years of training courses attended.

Timesheets are now submitted weekly.

A protocol document had been written regarding the Member/Officer Relations. Councillor C Shepherd advised Councillors it was a document that outlined what was expected from one another.

The Clerk advised she had a copy of a Member/Officer Protocol document that had been adopted June 29, 2009 and asked for the opportunity for both documents to be reviewed before the new document is agreed by Full Council. Councillor M Shepherd asked if the 2009 document had been adopted as that has implications. Councillor Houston advised that if the document had been adopted it would have to be unadopted before the new one can be implemented.

Councillor C Shepherd proposed the document be reviewed over summer and deferred to the next Staffing Committee meeting.

It was resolved to approve the proposal.

13311

Minutes of the Communication Committee Meeting held 26 June 2019.

Councillor C Shepherd advised there is a possible shortfall on printing costs for the Village Voice due to insufficient advertisers. This is being addressed and the Editor is keeping the magazine at 72 pages helping to reduce printing costs.

The Publication Scheme is ongoing, and policies are slowly being placed on the Parish Council Website.

13312

Minutes of the Planning Committee Meeting held on 8 July 2019

Councillor Hipkin advised two planning applications had been reviewed and both recommended for approval.

With regards to the neighbourhood plan Councillor Hipkin stated parishioners will be asked to help form a potential steering group. If a group cannot be established the Parish Council will not undertake a neighbourhood plan.

Probity and Planning Protocol was circulated and Councillor Hipkin proposed this document be adopted. **It was resolved to approve the proposal.**

13313

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:

19/01152/F Application for proposed garage and associated works at 10 Manorside, Dersingham. - **Refusal**

Councillor C Shepherd described what the application involved and opened the meeting for public participation at 7.48pm
Parishioners stated reasons for their concerns regarding the application. A picture was supplied of a heavy goods vehicle only inches from the side of property down the ash lane used for access. After lengthy discussion between Councillors and Parishioners **It was resolved to refuse the application. The Clerk is to submit photo with refusal details to Borough Council.**

Determinations.

19/00772/F Application for single storey rear extension and porch to front at 39 Philip Nurse Road, Dersingham. - **Granted**

19/00835/F Application for construction of an Annexe on the North Elevation and Internal Alterations to existing dwelling at Whiteways, 23 Woodside Avenue, Dersingham – **Granted**

19/00992/F Application for single and two storey rear extension and alterations including pitched roof over existing garage at 48 Doddshill Road, Dersingham -**Granted**

13314 Minutes of the Environment Committee Meeting held on 08 July 2019.

Councillor Frost advised that we are currently waiting for tenders to arrive for the Skatepark. The tenders will be opened at the next Environment Committee meeting in September. Councillor Houston asked if there was any outcome regarding the ability to build on the recreation ground. Councillor C Shepherd advised Environment are awaiting legal advice. Regarding a Parishioners concerns the basketball hoops are at the incorrect height, Councillor Frost had been to the check and one will need adjusting. The Clerk is awaiting quotes for the work to be carried out.

Councillor Frost had been in contact with those who were maintain the War Memorial regarding the work needed to be done. He was advised the work would be carried out once the replacement sleepers had been installed. The Clerk said these were due to be delivered this week.

The meeting was opened for public participation at 20.14

A Parishioner said he had received an email stating a wooden structure skatepark would be just as durable and equally as quiet as a concrete one. The Clerk advised more information needed to be gathered regarding the longevity etc. A Parishioner stated the last wooden skatepark was vandalised and set on fire.

It was resolved to end public participation at 2016

13315 Minutes of the Finance & Administration Committee held 11 July 2019.

Councillor M Shepherd advised a letter had been received from Norfolk Accident Rescue Service (NARS) detailing the work they do and requesting donation. The Parish Council have a minor grants facility therefore Finance Committee decided to recommend to Full Council that a donation be given to NARS and the amount to be agreed.

Councillor Hopkins proposed a donation of £100.00 be given. Councillor Hipkin said NARS provide a great service and would like to propose a donation of £250.00.

It was approved for the Parish Council to donate £250.00 to NARS from Minor Grants.

Correspondence had been received from Burrells notifying the Parish Council they had been taken over by Ashton Shaw. Councillor M Shepherd asked if the appointment letter had been received the Clerk advised not to date and the contract with Burrells was ongoing until either party gave a date of termination. Councillor M Shepherd asked the Clerk to follow up as the appointment letter is needed and a contract signed with Ashton Shaw.

The Clerk advised she has still to receive the new VAT number. Councillor Wright asked why we had to re-register for VAT the Clerk said it was due to income from the Village Voice. Councillor M Shepherd said the Parish Council had been told they needed to register for VAT during a meeting with tax advisers.

13316 Accounts up to 30 June 2019.

The Clerk advised Councillor M Shepherd had mentioned the financial comparison report had changed from the usual format. The Clerk had decided to compact the report to reduce printing costs. Councillor M Shepherd suggested the presentation of the financial comparison report be discussed at the next Finance Committee meeting.

13317 Accounts for Payment.

Councillors raised queries regarding payments listed that the Clerk was able to resolve.

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/19**

Tn no Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
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81	B/T 29.07.19-	£740.38	£0.00	£740.38	29/04/19	Norfolk Pension Fund -	£740.38
1		£134.90	£0.00	£134.90		Staff Employees part	
2		£605.48	£0.00	£605.48		Staff Employers Part	
84	B/T 29.07.19-	£665.61	£0.00	£665.61	29/04/19	Norfolk Pension Fund -	£665.61
1		£134.90	£0.00	£134.90		Staff Employees part	
2		£530.71	£0.00	£530.71		Staff Employers Part	
76	B/T 29.07.19-	£48.00	£0.00	£48.00	26/06/19	Norfolk Parish Training & Support - Course	£48.00
60	DD	£185.00	£0.00	£185.00	29/06/19	C & E	
	07.07.19-					Handyman Services - Cleaning Contract	£185.00
77	B/T 29.07.19-	£126.16	£21.03	£105.13	01/07/19	K & M Lighting Services - Streetlight Maintenance	£126.16
85	B/T 29.07.19-	£1,200.00	£0.00	£1,200.00	24/07/19	Norfolk County Council	
						Bus Stop Payment	£1,200.00
92	D/P 31.07.19-	£2,223.00	£0.00	£2,223.00	24/07/19	Clanpress – Printing Village Voice	£2,223.00
79	DD 28.07.19-	£1,387.10	£0.00	£1,387.10	28/07/19	Staff - Wages	£1,387.10
80	DD 28.07.19-	£600.12	£0.00	£600.12	28/07/19	Staff - Wages	£600.12
61	DD 07.07.19-	£6.00	£0.00	£6.00	29/07/19	E-On Energy - Rec Ground Energy	£6.00
62	DD 07.07.19-	£13.40	£2.23	£11.17	29/07/19	Utility Warehouse - Mobile Phone	£13.40
63	B/T 29.06.19-	£236.59	£39.43	£197.16	29/07/19	OPUSEnergy – Streetlight Energy	£236.59
64	b/t 29.07.19-	£137.90	£8.00	£129.90	29/07/19	OPUSEnergy – Streetlight Energy	£137.90
1		£167.90	£8.00	£159.90		ENV Main Bill	
2		-£30.00	£0.00	-£30.00		ENV Discount	
						Goodwill gesture	
65	Cash 29.07.19-	£24.34	£2.50	£21.84	29/07/19	Petty Cash -	£24.34
1		£4.70	£0.00	£4.70		CNCL Batteries	
2		£14.99	£2.50	£12.49		ENV Black Sacks	
3		£4.65	£0.00	£4.65		CNCL Refreshments	
66	B/T 29.07.19-	£11.53	£0.00	£11.53	29/07/19	WAVE - Rec Water	£11.53
67	b/T 29.07.19-	£58.44	£9.74	£48.70	29/07/19	British Telecomm - telephone bill	£58.44
68	B/T 29.07.19-	£2,798.67	£0.00	£2,798.67	29/07/19	BHIB LTD - Insurance	£2,798.67

Dersingham Parish Council

Expenditure transactions - payments approval list
year 01/04/19

Start of

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
69	B/T	£194.90	£32.48	£162.42 29/07/19	BBT Group - Printing Costs	
£194.90	29.07.19-					
70	B/T	£51.71	£0.00	£51.71 29/07/19	Borough Council Of King's Lynn & West Norfolk - Election Recharge Costs	£51.71
	29.07.19-					
71	B/T	£136.80	£22.80	£114.00 29/07/19	Rospa - Playground Inspection	£136.80
	29.07.19-					
72	B/T	£60.53	£10.09	£50.44 29/07/19	CGM Group – Grasscutting Rec Ground	£60.53
	29.07.19-					
73	B/T	£132.00	£22.00	£110.00 29/07/19	NALC - Training	£132.00
	29.07.19-					
74	B/T	£50.00	£0.00	£50.00 29/07/19	Community Action Norfolk - Subs	£50.00
	29.07.19-					
75	B/T	£570.00	£95.00	£475.00 29/07/19	P J & B Jones Ltd – Grasscutting	£570.00
	29.07.19-					
1		£417.60	£69.60	£348.00	ENV Grasscutting	
2		£152.40	£25.40	£127.00	WARR Warren Grasscutting	
78	DD	£20.00	£0.00	£20.00 29/07/19	Barclays Bank – Bank Charges	£20.00
	05.07.19-					
91	D/P	£300.00	£0.00	£300.00 29/07/19	Norfolk Parish Training & Support - Training 31 July 2019	£300.00
	31.07.19-					
93	D/P	£2,750.00	£0.00	£2,750.00 29/07/19	Dersingham Sports Ground Management Committee - 1/2 Yearly Grant	£2,750.00
	29.07.19-					
94	D/P	£1,200.00	£0.00	£1,200.00 31/07/19	Dersingham Parochial Church Council - 1/3 Yearly Grant- Grasscutting	£1,200.00
	31.07.19-					
90	D/T	£11.00	£0.00	£11.00 05/08/19	Barclays Bank – Bank Charges	£11.00
	08.08.19-					
86	DD	£185.00	£0.00	£185.00 07/08/19	C & E Handyman Services - Cleaning Contract	£185.00
	07.08.19-					
87	DD	£6.00	£0.00	£6.00 07/08/19	E-On Energy - Rec Ground Energy	£6.00
	07.08.19-					
88	DD	£13.40	£2.23	£11.17 07/08/19	Utility Warehouse - Mobile Phone	£13.40
	07.08.19-					
89	D/P008.08.	£177.64	£29.61	£148.03 07/08/19	OPUSEnergy – Streetlight Energy	£177.64
	19-89					
82	B/T	£1,387.10	£0.00	£1,387.10 28/08/19	Staff- Wages	£1,387.10
	28.07.19-					

83	B/T	£600.12	£0.00	£600.12	28/08/19	Staff - Wages	£600.12
	29.07.19-						
Total		£18,308.44	£297.14	£18,011.30			
Signature				Signature			
Date							
30/07/19 11:13 AM Vs: 8.24.01							Page 2 of 2

It was resolved to make the payments.

13318 Authorisation of Debit Card.

Councillor M Shepherd said that currently the Clerk must use her own debit card to make transactions therefore as per financial regulations it was proposed Parish Council debit card be obtained. The Clerk would be authorised for payments for £500.00. **It was resolved to approve the proposal.**

13319 Minutes of the Staffing Committee meeting held 15 July 2019.

This was dealt with under minute number 13310.

13320 Appointment of Parish Council representatives to serve on the DVCA Committee.

Councillor C Shepherd advised Councillor Houston had expressed an interest in becoming a representative. Councillor C Shepherd suggested deferring this item until she had liaised with DVCA concerning an issue regarding email contact.

13321 Dersingham Village Centre.

a. Update on outstanding work priority list

b. Entrance sign

A. Councillor M Shepherd said the liaison group had attended a meeting on the 10th July with DVCA. As the Parish Council had formed a working group and not a committee it gives flexibility to meet etc however the group has no delegated powers and act as advisories to Full Council. DVCA can however make decisions. During the meeting various items were discussed the leases, VAT, work is due to start on the car park in the very near future.

Councillor M Shepherd had met with TM Browne to run through the snagging list and is to liaise with DVCA as to when the works can be carried out.

B. Councillor C Shepherd had circulated the attached report.

DERSINGHAM VILLAGE CENTRE SIGNS

As some of you may be aware DVCA have been considering signage at the Centre and have agreed that currently they would simply like to remove the large white painted wooden sign (left from site signage by TM Browne) and replace it with something more in keeping with the building.

They have looked at various options and would like a sign either side of the entrance with only the name of the building on the sign. They have considered two options –

carved oak signs or metal “road” type signs with recycled plastic posts. They have suggested that DVCA pay for one sign and DPC the other.

The metal signs would be maintenance free and more importantly would be more visible for visitors after dark. The oak signs would be about £500 to purchase (£1000 for 2) whereas the road type signs would be £166 each, including VAT. There is a choice of background colours and lettering. See attached that shows some of the combinations. The signs are 1.1m in length and 300 mm high. There would be an additional cost of installing the signs if there no volunteers to do this work. DVCA prefer the metal signs but have not yet agreed on colouring.

The provision of signs was not included on the list of outstanding work. However, the existing sign is not attractive and can only be read by those traveling southwards. The cost is relatively cheap and is affordable.

I recommend that the Parish Council agree to the cost of one metal sign subject to agreement with DVCA about colours. DPC to place order and DVCA to recompense the Council for the cost of one sign. I also propose that the liaison group discuss the details and circulate all councillors once agreement has been reached. If there are no objections to the proposed colour the order can be placed.

Coral Shepherd
DPC Chairman

It was resolved to approve the proposal.

13322 Dersingham Centre Project Review.

This item was dealt with under minute 13307, Chairman’s report.

13323 Correspondence.

The Chairman read the correspondence.

13324 Items for inclusion on the next agenda.

Councillor Wright asked if there was any intention to repair the wall that had been damaged on Janochs Corner beside Sugar Lane. Councillor M Shepherd advised that would be the responsibility of Sandringham Estate. The Clerk is to contact Sandringham Estate.

13325 Date & Place of next meetings.

Communication Committee 21 August 2019 at the Garden Room at 10.00 am

Planning Committee 9 September 2019 at The Loft, Dersingham Centre at 6.00pm

Recreation & Environment Committee 9 September 2019 at The Loft, Dersingham Centre at 7.00pm

Finance & Administration Committee 12 September 2019 at The Loft, Dersingham Centre at 7.00pm

Staffing Committee 16 September 2019 at The Loft, Dersingham Centre at 6.00pm

Special Meeting for Councillors only Tuesday 17 September 2019 at 7.00pm at The Garden Room Dersingham Village Centre.
Parish Council Meeting on Monday 30 September 2019 starting 7.00pm at The Garden Room Dersingham Village Centre.

The meeting was closed at 8.55pm

A Parishioner said she had heard the Neighbourhood Plan had been mentioned previously and there had never been any volunteers and asked if it would be beneficial to hold a public meeting explaining to people what would be involved and what was expected from volunteers. Another Parishioner enquired what area the Neighbourhood plan covered. Councillor C Shepherd advised it covered to the Parish boundary.

Action Points 29.04.2019

Clerk

- To seek legal advice regarding Village Green status

Actions Points APCM 13.05.2019

Clerk

- To circulate Asset Register 19/20

Action Points Dersingham Parish Council Meeting 24.06.19

Clerk

- To implement changes recommended by the Internal Auditor.

Action Points Dersingham Parish Council Meeting 29.07.19

Clerk

- To arrange meeting with Chairman, Vice Chairman and potential Councillors
- To place Member/Officer protocol policy document on the next Staffing Committee agenda and Councillors to give their comments to the Committee.
- To chase appointment letter with Ashton Shaw and locate Burrells contract.
- To place how finance reports are presented onto the next Finance Committee agenda.
- To contact Sandringham Estate regarding the wall repair on Janochs Corner/ Sugar Lane