

Minutes of the Meeting of Dersingham Parish Council held on 28 October 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 M Noble, Councillor S Osborn, Councillor J Houston, Councillor V Brundle, Councillor T Bubb, Councillor B Anderson and Councillor D Murrell

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant) and 4 members of the public (Left 7.50pm).

13353 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from Councillor Billard, Councillor Frost and Councillor Wright

13354 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
None received.

13355 Resignation of Councillor
Councillor C Shepherd advised the resignation had been received Councillor M Haizelden.

The meeting was opened to allow public participation at 7.02pm

Parishioners in attendance had seen the Skatepark as an agenda item and wished to come to reinforce their continued support. With the already hard work they have put into raising funds they wanted to know the current situation.

The meeting was closed from public participation at 7.08pm

13356 To receive verbal report from Norfolk County Councillor.
Councillor S Dark was not present

13357 To receive verbal report from Borough Councillors.
Councillor J Collingham was not present.
Councillor Bubb stated he had been to City Hall regarding the County Lines drug trafficking activity; King's Lynn had got the lowest number of incidents. This was the same for domestic violence reports.
An application had been received at the Borough Council for change of usage at the Burrells site in Dersingham to a veterinary clinic. Councillor Bubb had called the application in as he was not happy with the availability of car parking.

13358 Chairman's Report
Councillor C Shepherd advised she had prepared a written paper as items to report had been placed as agenda items.

- 13359 Clerks Report**
The Clerks advised she had not prepared a written paper due to being on Annual Leave. Anything to raise would be discussed as agenda items.
- 13360 Minutes of the Dersingham Parish Council meeting held on 30 September 2019.**
It was resolved to approve the minutes as a true and accurate record and duly signed by the Chairman.
- 13361 Minutes of the Dersingham Parish Council meeting held on 14 October 2019.**
It was resolved to approve the minutes as a true and accurate record and duly signed by the Chairman.
- 13362 Minutes of Finance & Administration Committee meeting held 10 October 2019.**
Councillor M Shepherd advised the minutes had been circulated.
A new budget report had been printed that should benefit Committees, the Budget Heading Transaction Report, which breaks down all income and expenditure for the relevant Committee.
An application had been received from Norfolk Citizen Advice for a minor grant. Councillor M Shepherd asked Full Council if they wished to contribute, there is currently £250.00 in the minor grants budget. The Clerk advised when applications have been received that were not local the Parish Council have not authorised the grant. Councillor Hipkin stated he felt it was a local based organisation that should be supported. Councillor Anderson proposed a donation of £100.00 be made. **It was resolved to approve the recommendation.**
With regards to the external audit carried out there was one advisory given regarding the asset register, valuations need to be more consistent. Councillor C Shepherd asked the Clerk if the VAT had been claimed. The Clerk advised it had.
- 13363 Minutes of the Planning Committee held 14 October 2019.**
Councillor Hipkin advised there had been no planning application received.
A list of businesses, organisations and qualified professionals had been drawn up. A letter will be issued to invite them to join a possible Steering Group regarding the Neighbourhood plan. Councillor Bubb said the Neighbourhood plan enables the Parish Council to control better what happens within the Parish, will be able to be proactive regarding housing development. Community Infrastructure Levy (CIL) will be greater with more community assets. Councillor C Shepherd stated parishioners will also be invited to join the Steering Group.
Councillor Hipkin advised a letter to the appeals panel stating concerns over the Knight's Hill development had been issued.

13364

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/

Applications:

19/01725/F Application for proposed annex (ancillary) following alterations to garage at 66A Hunstanton Road, Dersingham - **Approved**

Determinations.

19/00791/F Application for Relocation of Play Equipment and installation of Static Caravans to Vacated Space at Pinecones Caravan and Camping, Dersingham Bypass, Dersingham - **Granted**

19/00602/F Application for conversion of barn to holiday let at 72 Manor Road, Dersingham. – **Granted**

13365

Minutes of the Environment Committee meeting held 14 October 2019.

Councillor Hopkins advised the budgets had been reviewed and set. Grass cutting tenders had not been received and were to be chased. There were two policies, Policy for the use of Dersingham Recreation Ground for non-Parish Council organised events. (Non-commercial) and the Dersingham Parish Council Events Management Policy, both of which needed to be adopted by Full Council. Councillor Houston felt the policy regarding the Recreation ground needed further discussion as it holds Village Green status and therefore events cannot be held there. Councillor C Shepherd advised events can be held on a village green however you can not charge people to attend. Councillor Houston said a village green holds lots of restrictions and wished to see the legal documentation obtained by the Parish Council. Councillor C Shepherd advised the legal advice was still incomplete.

Councillor Houston requested a recorded vote, the Clerk advised to have a recorded vote all Councillors had to agree for their vote to be recorded too. **It was resolved to record the vote as follows.**

Policy 1: Policy for the use of Dersingham Recreation Ground for Non-Parish Council organised village related events (Non-Commercial)

Cllr Noble For, Cllr Bubb For, Cllr M Shepherd For, Cllr Hopkins For, Cllr Hipkin For, Cllr Anderson For, Cllr Murrell For, Cllr Houston Against, Cllr Brundle Abstained and Cllr Osborn For. **It was resolved to adopt the policy.**

Policy 2: Dersingham Parish Council Events Management Policy.

Cllr Noble For, Cllr Bubb For, Cllr M Shepherd For, Cllr Hopkins For, Cllr Hipkin For, Cllr C Shepherd For, Cllr Anderson For, Cllr Murrell, Cllr Houston Against, Cllr Brundle Abstained, Cllr Osborn For and Cllr C Shepherd For. **It was resolved to adopt the policy**

Environment Committee currently has two vacancies. There had been four Councillors wishing to join environment, Councillors Houston, Brundle, Hipkin and Osborn. The Chairman asked Councillors individually their preferred method of voting. **It was resolved to hold a secret ballot.**

Once ballots had been counted and verified **it was resolved for Councillors Hipkin and Osborn to join the Environment Committee.**

13366 Skatepark Project.

Councillor C Shepherd advised a report had been circulated. After discussion at the previous Environment Committee meeting it had been agreed to seek Full Council approval to proceed with the Skatepark and if this was accepted, to nominate Councillor Hipkin as the Project Manager. Councillors Hopkins, C Shepherd and Frost had also volunteered to join the project group.

Councillor C Shepherd asked the Parish Council for agreement to continue with the Skatepark project. **It was resolved to continue with the Skatepark project.**

Councillor C Shepherd proposed Councillor Hipkin to take the role of Project Manager. **It was resolved to accept the proposal.**

13367 Minutes of the Staffing Committee meeting held 21 October 2019

Councillor C Shepherd advised this item would be deferred to the next Full Council meeting, due to the Clerk being on annual leave and unable to discuss outcomes from the meeting.

13368 Minutes of the Communication Committee Meeting held on 23 October 2019.

Councillor C Shepherd advised a working group had met to discuss Operation London Bridge; another meeting is planned for 18th November.

The Village Voice has reached 20 years and Jo Halpin-Jones will be working on something to commemorate it on the cover of the next Village Voice.

Communications Committee had a brief discussion regarding the proposed car park charges at Sandringham. Sandringham representatives Garry Marsden and Edward Parsons are to attend the next Full Council meeting to give a brief presentation. Councillor Bubb advised he had not been consulted as a Borough Councillor. Councillor C Shepherd advised there had been no consultation.

13369 Accounts up to 30 September 2019

The Clerk advised there was nothing to report regarding the accounts. Councillor M Shepherd requested a Reserve report be included along with the Financial Budget Comparison report for the Full Council meeting. The Clerk agreed.

13370 Accounts for Payment

Dersingham Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
141	DD 06.10.19- 141.	£4,974.82		04/04/19	Public Works Loan Board - Public Loan	£4,974.82
1		£2,809.69	1111		interest	
2		£2,165.13	1110		Capital	
134	B/T 26.10.19- 134	£126.16	4040	01/10/19	K & M Lighting Services – Streetlight Maintenance	£126.16
133	D/P 28.10.19- 133	£948.00		02/10/19	P J & B Jones Ltd - Grasscutting	£948.00
1		£795.60	4020		Grasscutting	
2		£152.40	8000		Warren Grasscutting	
137	D/P 26.10.19- 137	£11.93	5000	02/10/19	WAVE - Rec Water	£11.93
139	dd 07.09.19- 139	£9.86	1125	07/10/19	Barclays Bank - Bank Charges	£9.86
142	DD 07.10.19- 142	£185.00	4000	07/10/19	C & E Handyman Services - Cleaning Contract	£185.00
143	DD 07.10.19- 143	£6.00	5005	07/10/19	E-On Energy - Rec Ground Energy	£6.00
138	B/F 26.10.19- 138	£161.36	1160	08/10/19	BBT Group - Printing Costs	£161.36
140	d/p 26.09.10- 140	£19,800.00	7040	09/10/19	T M Browne Ltd - Final retention payment	£19,800.00
145	D/P 28.10.19- 145	£218.68	4035	15/10/19	OPUSEnergy - Streetlight Energy	£218.68
146	DD 28.10.19- 146	£58.44	1045	15/10/19	British Telecommunications - telephone bill	£58.44
147	D/P 28.10.19- 147	£121.06	5030	15/10/19	CGM Group - Grasscutting Rec Ground	£121.06
144	DD 24.10.19- 144	£13.40	1045	24/10/19	Utility Warehouse - Mobile Phone	£13.40
149 £50.00	b/t 28.10.19- 149	£50.00	6020	28/10/19	Jo Halpin Jones - Editing Village voice - shortfall	

Dersingham Parish Council
Expenditure transactions - payments approval list
Start of year 01/04/19

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
150	B/T 28.10.19- 150	£2,223.00	6005	28/10/19	Clanpress - Printing Village Voice	£2,223.00
151	b/t 28.10.19- 151	£1,398.90	3000	28/10/19	- Wages	£1,398.90
152	b/t 28.10.19- 152	£600.12	3000	28/10/19	- Wages	£600.12
153	b/t 28.10.19- 153	£665.61		28/10/19	Norfolk Pension Fund -	£665.61
1		£134.90	3000		Employees part	
2		£530.71	3015		Employers Part	
154	b/t 04.11.19	£8.00	1125	28/10/19	Barclays Bank - Bank Charges	£8.00
Sub Total		£31,580.34				

Total £31,580.34

Councillor M Shepherd stated the final retention payment for TM Browne was on the payment list. There had been two snagging lists given to TM Browne which had all been completed apart from one item. There are three lights in the main hall that are fading and need replacing. The Sub-contractor had not been willing to change them therefore Councillor M Shepherd had escalated the issue to Darren Browne who had responded giving his word the lights would be replaced. Councillor M Shepherd proposed the retention payment be made as he felt there would be absolutely no problem with the work being completed. After discussion it was agreed to make the payment.

It was resolved to approve the payments

13370 Dersingham Village Centre Liaison Group Report by Councillor M Shepherd.

Dersingham Centre Liaison Group - update to October Council meeting

The liaison group has met twice since the last full council meeting. The first meeting was specifically to agree the Final TMB snagging list and the second was our normal scheduled meeting. Notes and other paperwork from these meetings can be shared with councillors if they wish.

Leases

The two draft leases have now been agreed and our solicitor has been requested to produce the final versions for signature. A separate report will be circulated to councillors with more details.

TMB Snagging

TMB have now submitted their final invoice for the release of retention from the build contract. Payment is dependent on completion of the end of maintenance period snagging. TMB intend to do this work on 24th and 25th October so a further verbal update will be given to Full Council on 28th October.

The retention release invoice will be on the October payment list but this may need to be approved for payment subject to the completion of the snagging work to our satisfaction.

Outstanding works

1. Some time ago Council authorised DVCA to install dimmer switches for the main hall lights. The electrical contractor subsequently discovered that the lighting panels are not compatible with dimmer switches so the order cannot be completed. The item has now been removed from the list but DVCA are now requesting our agreement in principle to dimmable wall lights. Please see below.
2. The additional fire sensor in the under-stair cupboard has now been completed.
3. Quotes have now been received for repairs to the boundary wall. These are;

Contractor A	£2,460
Contractor B	£350
Contractor C	£895
Original estimate	£650

It is proposed that contractor B be requested to undertake the work.

4. Agreement has now been reached with our neighbour as to the design and construction of a gate that will give access to the rear of our building. Cllr M Shepherd has agreed to undertake the work assisted by Cllr Frost. It is anticipated that the cost of materials will be just under £100.

It is proposed that the work be undertaken, and purchase of materials be authorised.

Operational issues

1. Cllr M Shepherd has requested information from DVCA regarding the building utilities and running costs so our contribution for the first year of

operation can be calculated. This is particularly important now as we need the information to feed into next year's budget setting but unfortunately the information has not yet been provided. The assistance of our nominated Trustee will be sought.

2. Cllr Shepherd and Tom Wheeler have been working through the building manuals and other sources to identify warranties that have, or are about to, expire. DVCA are now aware that they urgently need to arrange to get some maintenance contracts in place. The heating system, sewage treatment plant, lift, kitchen equipment and electrically operated front doors are cases in point. DVCA have undertaken to address these issues without delay.
3. Arrangements have been put in place for the provision of a secure storage area for the building manuals and related documents to enable DVCA to have access whenever needed.

DVCA requests for authorisation

DVCA have been compiling a list of improvements that they wish to undertake *at their cost*. Under the terms of the lease they require our consent for some of the work. Depending on the nature of the work they have asked either for our agreement to the work going ahead or our agreement in principle, so they can work up detailed designs and/or get quotes.

It should be remembered that once the lease is signed the principle is that our agreement should not be unreasonably withheld as running and maintaining the building is the responsibility of DVCA. Our concerns should generally be to prevent any harm to the property and consider any planning, legal and other constraints as owner of the building.

Items for which full agreement have been requested.

1. Extending stainless steel splashbacks in kitchen around more of the worktop surfaces. This is to make the walls easier to clean and prevent damage to paintwork.
2. Install grey plastic wall protector at chair rail height around Main Hall, Hub and Garden Room. A sample of the proposed material will be available for councillors to view at the meeting. DVCA clearly have a problem with chair damage to walls to address. The material is very resilient and is often used in public buildings including care homes & hospitals so should resist hard wear and tear.
3. Installation of a cold water tap in the external store at the Western end of the building, the supply to be taken from beneath washbasins in assisted toilet/baby change. The objective is to provide a water supply for gardeners and for hosepipe use outside the building.

It is proposed that the Council agree to DVCA carrying out this work at their own expense provided;

- a) The work does not commence until after the leases have been signed.**
- b) The external pipework and tap (item 3) are adequately frost protected.**
- c) The work is done to a good standard by suitably experienced person.**
- d) Any damage done to the building structure or decoration is rectified at no cost to the council.**

Items for which "agreement in principle" have been requested.

1. Installation of dimmable wall lights in main hall. DVCA have asked for agreement in principle prior to talking to contractors about the best way to achieve the desired lighting effects and obtaining quotes.
2. Fitting of wall units in kitchen. DVCA have asked for agreement in principle before seeking quotes and a detailed design for our consideration.
3. Creation of a planted area of shrubs and perennials between the new concrete footpath, the bin store and the newly planted hedge in the north east corner of the site. This area is currently an area of dusty soil that needs tidying up.
4. Creation of a raised bed to the south of the Garden Room, between the windows and the concrete path. The objective is to stop drivers parking on the gravel area when the car park is busy, due to the risk of damage to the Garden Room windows. This item was first discussed in August when further details as to size, shape, exact location and content were requested, but that has yet to be received.
5. Creation of a raised bed to the west of the car park, adjacent to our western boundary was first discussed a long time ago and was the reason surplus soil was left when the car park work was completed. Detailed plans have been requested for formal approval but have yet to be agreed within DVCA.

It is recommended that the Council confirms it has no objections to these proposals in principle but request further details of each proposal for discussion and agreement prior to any work commencing.

The Councils guidance is sought as to whether it wishes to delegate the agreement of the detailed proposals or wish the decisions to come back to full council for determination.

Mike Shepherd
21/10/2019

Councillor M Shepherd advised the snagging had been completed since the report was written, apart from the issue raised in minute number 13370.

Regarding outstanding works item 3 repairs to the boundary wall, Councillor M Shepherd advised he obtained quotes as shown on his report and proposed contractor B to complete the works. **It was resolved to approve the proposal.**

Item 4 construction of gate to gain access to the rear of the building Councillor M Shepherd proposed the work be undertaken and to purchase the materials at a costing under £100.00. **It was resolved to approve the proposal.**

Councillors discussed the DVCA requests for authorisation regarding the works requested to be carried out. There was a sample of the plastic wall protector for Councillors to see. Councillor M Shepherd then made the following proposals

It is proposed that the Council agree to DVCA carrying out this work at their own expense provided;

- a) The work does not commence until after the leases have been signed.
- b) The external pipework and tap (item 3) are adequately frost protected.
- c) The work is done to a good standard by suitably experienced person.
- d) Any damage done to the building structure or decoration is rectified at no cost to the council.

It was resolved to approve proposals a,b,c and d.

Councillor M Shepherd then advised Councillors of the items for which “agreement in principle” was needed and proposed council confirms it has no objection to these proposals in principle but request further details of each proposal for discussion prior to work commencing. **It was resolved to approve the proposal.**

Councillor M Shepherd sought councils’ guidance to delegate the agreement of detailed proposals to Finance & Administration Committee or return to Full Council for determination. **It was resolved to delegate agreement to Finance & Administration Committee.**

13371

PCC Christmas Tree Festival

a. Council to vote to pay to have a tree to decorate.

b. If Yes who will decorate.

Councillor C Shepherd advised a letter had been received asking if the Parish Council wanted a tree in the church this Christmas. A two-metre tree would cost £45.00 and a one metre tree £20.00. The Clerk asked which the budget the expenditure would come from, the Chairman advised it would come from the Chairman’s allowance. **It was resolved to purchase a two-metre tree.**

Councillor C Shepherd then asked for volunteers to decorate the tree. **It was resolved for Councillors C Shepherd, Hipkin and Osborn.**

13372 Remembrance Day event – Report by Chairman.
Report to Dersingham Parish Council 28th October 2019
Dersingham Village War Memorial, Remembrance Day Event

I have received a letter from St Nicholas Church inviting me to a meeting on 30th October to discuss the arrangements for the Remembrance Sunday service and ideas for VE day 2020 commemorations and celebrations.

As councillors may be aware a commemorative service at the village war memorial has been planned for 11th November. Councillor Brundle has confirmed to me in writing that she is organizing this service for Armistice Day on behalf of the Royal British Legion. There will be a remembrance service at St Nicholas Church on 10th November in line with national commemorations.

It should be pointed out following last year's 100th centenary of the end of the first world war service at the memorial there were complaints about the location of the refreshments that were provided. It was felt that the location beside the war memorial was disrespectful. There were also complaints about the noise from the temporary flagpole which meant that many people could not hear the service. It would therefore be appropriate for the event on 11 November this year to limit the provision of refreshments to the recreation ground only and not within the memorial gardens and not to have a temporary flagpole erected. The Norfolk county RBL are in agreement with these proposals.

The parish council agreed on 13th May to be part of the National events for VE day/weekend organised by Bruno Peek. However, we do need to discuss ideas locally and I have already been approached by the DVCA, although nothing has been discussed or progressed to date. St Nicholas Church also wish to discuss ideas.

The purpose of the report is to seek formal agreement of this council for the event on 11th November to proceed, to seek agreement of councillors for the chairman to lay wreaths at both services on behalf of the parish council and to seek agreement to enter into discussions in respect of VE Day 2020.

I would therefore propose that:

1. This council agree to the use of the war memorial gardens by the Royal British Legion for a service of remembrance on 11th November.
2. This agreement be subject to there being no temporary flagpole erected.
3. The chairman be authorized to lay wreaths on behalf of the parish council at both services.
4. The chairman be authorized to participate on behalf of the parish council in meetings in respect of the VE Day commemorations and celebrations in 2020 and to report back to full council.

Councillor Coral Shepherd

Councillor C Shepherd advised the report had been circulated. Following complaints regarding refreshments on the War Memorial last year Councillor C Shepherd asked if there was any intention to serve refreshments this year. Councillor Brundle advised there would not be refreshments at this years' service.

Councillors voted on proposal number one. **It was resolved to approve the proposal.**

Councillors discussed proposal two. Councillor Brundle felt that the service would not be conducted properly without a flagpole in place. Councillor C Shepherd advised many War Memorials do not have a flagpole in place. Councillor Hipkin said he would like to see a flagpole for the event. Councillor M Shepherd advised the temporary flagpole that had been secured to the railing last year was incredibly noisy, with the rope hitting the pole that he could not hear the service.

Councillors voted on proposal two. **There was no resolution to the proposal as three Councillors voted for the proposal and five against.**

It was resolved for the Clerk to contact the Parish Councils insurers to check if a temporary flagpole would be covered by our policy.

Councillors voted on proposal number three. **It was resolved to approve the proposal**

Councillors voted on proposal number four. **It was resolved to approve the proposal.**

13373 Correspondence

The Chairman read the correspondence.

13374 Items for inclusion on the next agenda.

None received

13375 Date & Place of next meetings.

Planning Committee To be arranged

Finance & Administration Committee to be arranged

Environment Committee to be arranged.

Staffing Committee to be arranged

Communication Committee to be arranged

Parish Council Meeting on Monday 25 November 2019 starting 7.00pm at The Garden Room Dersingham Village Centre.

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

13376 Leases

Councillor M Shepherd presented a report regarding the leases.

Councillors had received copies of the leases prior to the meeting.

The Clerk advised she had not seen the leases so was unable to advise.

It was resolved for the leases and covenants to be signed once the final copy had been received from our solicitor.

With no further business the meeting closed at 8.55pm

Action Points Dersingham Parish Council Meeting 29.04.2019
Clerk

- To seek legal advice regarding Village Green status

Action Points Dersingham Parish Council Meeting 24.06.19
Clerk

- To implement changes recommended by the Internal Auditor.

Action Points Dersingham Parish Council Meeting 28.10.19
Clerk

- To make payment of £100.00 to Norfolk Citizen Advice from Minor Grants budget.
- To contact our insurance company regarding cover for a temporary flagpole on the war memorial on Remembrance Day.
- To arrange purchase of two metre Christmas tree

Councillor M Shepherd and Councillor R Frost

- To obtain materials and undertake works on the neighbour gate

DRAFT