

Minutes of the Meeting of Dersingham Parish Council held on 25 November 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 B Anderson, Councillor R Frost and Councillor G Billard

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant) and 10 members of the public (Left 7.50pm). Norfolk County Councillor S Dark (Arrived 8.50pm- Left 9.10pm) Mr Garry Marsden and Mr Parsons

13377 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from Councillor D Murrell, Councillor T Bubb and Councillor Wright

13378 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
Councillor B Hopkins declared an interest in agenda item 23 Leases.

The meeting was opened to allow public participation at 7.02pm

13379 Talk by Garry Marsden – Visitor Services Manager, Sandringham House re Car Parking Charges.

Garry Marsden presented information to the Parish Council and Parishioners regarding the changes that are due to take place at Sandringham including the introduction of car park charges, extending the seating area outside the café and restaurant, improving the café and the shop. Concerns were raised regarding car park charges, Mr Marsden advised the charges were 30 mins parking for free, 2 hours at £3.00, 4 hours at £5.00, all day for £7.00 or a season ticket for £40.00 per year. A season ticket will cover two vehicles for the year. It is the vehicle that is covered not the number of occupants but will only admit one person to the gardens and museum. The car park will have a barrier that will operate using vehicle registration recognition. This allows you to enter the car park, the registration is scanned on departure and the barrier will lift.

Councillor Hopkins expressed concerns dog walkers that currently use Sandringham on a regular basis will start to walk their dogs in the village instead increases the dog fouling problem that is already an issue.

A Parishioner asked if the area around the scenic route gate entrance would be affected. Mr Marsden assured her the area was not involved. She also asked if the banking either side of the road was to be extended, the answer was yes to the junction of Donkey Pond Hill. Councillor Collingham asked if the Historic Houses passes would be affected. Mr Marsden said the passes would be valid from April to October. Councillor Collingham advised that parking in Holkham of £3.00 was offset when visiting the coffee shop. Mr Marsden advised the car park charges are being introduced to try and generate additional income and improve

facilities. Mr Parsons advised a survey had been carried out to achieve the best outcome however no decision is perfect.

A parishioner asked if there would be a pensioner's concession. Mr Marsden advised there were no concessions as it was felt £40.00 per year a reasonable rate equating to only 11p per day.

Councillor Anderson asked if there would be car charging points. Mr Marsden advised there would be situated near the disabled drop off zone. A buggy service will be offered to those that are unable to get from the car park to the visitor centre.

Another Parishioner had walked the scenic route and all those she approached and spoke to about the car park charges only one person had said they were happy to pay.

The question was raised, would coaches have to pay to park. Mr Marsden stated coaches are exempt from parking charges if they stay to visit the centre etc, however if they stop merely for a comfort break, they will be charged. This will be monitored and controlled by coaches booking prior to arrival.

A further point was raised regarding the surfaces of the car park as the strips of tarmac were too high in comparison to the car parking space. Mr Marsden assured this was to be addressed too.

The pedestrian crossing between the visitors centre and Sandringham house was felt to be very dangerous as the speed limit through there was 60MPH. Mr Marsden advised the issue was being looked at a reduction in speed limit had been suggested but was not possible. The possibility of traffic calming measures had been discussed.

It was asked if the path at shut up common was to be closed. Mr Marsden assured the path was only closed temporarily while the chainsaw work was being carried out for the arboretum.

13380

To receive verbal report from Norfolk County Councillor.

Councillor Dark explained County Council is currently in pre-election purdah with specific restrictions on communication activity, therefore things have ground to a halt.

Work had been carried out on the standing for the new bus stops along Manor Road, near the Village Centre and doctor's surgery, however there has been no progress on the signage needed. Councillor Dark is to chase.

The A149 average speed cameras are now active and set at 60MPH, but due to councils being in purdah the consultation for the change in speed limit to 50MPH would take place in January. Norfolk county highways will also be reviewing the junctions in the area.

City Council have agreed an Environment Policy with a zero-carbon target set for 2030 and within the next five years a tree is to be planted for every resident in Norfolk which will equate to one million trees.

Councillor Dark advised the Parish Council should consider things needed within the village so an application can be processed for help from Councillor Darks local member fund for 2020-21 budget.

13381 To receive verbal report from Borough Councillors.

Councillor Collingham advised work continues to Chair the regeneration development which will include a presentation for the Guild Hall Trust, any questions or suggestions would be happily received.

Councillor Collingham asked if there would be a brief report detailing the presentation by Garry Marsden. Councillor C Shepherd said she was going to email Mr Parsons and ask for a brief summary.

The Community Centre redevelopment was discussed, Councillor C Shepherd stated Mr Parsons had advised her plans were being changed and new plans would be submitted. Councillor Collingham asked if this redevelopment was linked with that at Dodds Hill. Councillor C Shepherd confirmed the two were linked and the Dodds Hill development could not proceed without the Community Centre being passed.

The Clerk asked if the leaves could be cleared from the footpaths as they are a slipping hazard. Councillor Collingham advised she would look into it.

13382 Chairman's Report

Councillor C Shepherd advised she had attended several meetings since the last Full Council meeting. She had also had the honour of laying the wreaths on behalf of the Parish Council both at the war memorial at the church and the village war memorial, she thanked Councillors that attended the services and Councillor Brundle for her guidance during the services.

Councillor C Shepherd had attended a seminar along with the Clerk which covered a variety of subjects including Operation London Bridge, disability access to PC websites and a paperless council.

Councillor C Shepherd had assisted Councillor M Shepherd in completing the work on the neighbour's boundary fence.

Councillor C Shepherd is meeting with a Representative from the Big Lottery and a DVCA trustee on Tuesday 26th November to discuss the outcomes of the project and demonstrate the building is being used as intended. Another meeting is set for Wednesday 27th with the DVCA trustees.

13383 Clerks Report

The Clerks advised she had had a meeting to discuss the sleepers at the War Memorial.

The new Elm tree had arrived and has been planted.

13384 Minutes of the Dersingham Parish Council meeting held on 25 November 2019.

Councillor C Shepherd asked Councillors to only discuss recommendations requiring Full Council ratification as all minutes had been circulated previously.

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

Minute number 13357 should show: County Hall not City Hall

Minute number 13358 should read: Councillor C Shepherd advised she had not prepared a written paper as items to report had been placed on the agenda.

Minute number 13366 should show: Councillor C Shepherd proposed Councillor Hipkin take the role of Project Leader.

13385 Minutes of the Environment Committee Meeting held on 4 November 2019.

Councillor Hopkins advised there were no recommendations to bring to full council.

He advised the Environment Committee had resolved to award a contract for the grass cutting on the recreation ground for the next three years commencing April 2020.

It had been decided for the Clerk to raise the order for Tree specialists to begin work on a tree in Crisp Close.

**13386 Skatepark Project.
Skatepark – Legal Advice – Report to Full Council 25/11/19**

It was previously agreed that legal advice would be sought in respect of the proposal to construct a new skatepark in the recreation ground to replace the wooden ramp that was removed 3 years ago. Two sets of contrary advice have been received and neither solicitor has charged. However, they were asked a simple question and were only provided with limited information.

A third solicitor, who is a specialist in Village Greens has provided a quote for 2 hours work at a cost of £250 plus VAT. This reflects a reduced rate as we are a local authority. More detailed information has been provided and specific questions have been asked. The solicitors have confirmed that the written advice should be given within 10 days.

The cost is reasonable and should give the answers that councillors have requested.

I propose that we accept the quote and that the money be taken from the Skatepark Reserve fund.

Coral Shepherd
Chairman, Dersingham Parish Council

Councillor C Shepherd read the report to Councillors and proposed the quote shown in the report be accepted for the legal advice concerning the construction of the skatepark in the recreation ground. **It was resolved to approve the proposal.**

13387 Minutes of the Planning Committee held 11 November 2019.

Councillor Hipkin advised the planning committee had discussed applications received and given their recommendations.

It had been resolved during the planning meeting to defer the Neighbourhood Plan to the next committee meeting to enable enough time to be allocated for thorough discussion.

Councillor C Shepherd had written another letter regarding the Knight's Hill Development.

13388 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:

Non received

Determinations.

19/01523/RM Reserved matters application for Construction of dwelling following subdivision of site at The Coach House Hawthorn Cottages Dersingham - **Granted**

13389 Minutes of the Finance & Administration Committee Meeting held 11 November 2019.

Councillor M Shepherd advised there were no recommendations to bring to full council.

As Councillor M Shepherds role as Internal Audit Controller he had picked up mis coding however this had been rectified by the Clerk and will show on next month's reports.

Councillor M Shepherd thought the current process for amending minutes at the stage of approval were not correct as the original minutes were not being updated. It had been resolved to recommend the Clerk makes and initials the amendments on the minutes and the Chairman then signs the amended minutes. These will then be scanned, the signature redacted and put on the website.

All signatures on minutes will be redacted before putting on the website.

13390 Minutes of the Staffing Committee Meeting held 18 November 2019.

Councillor C Shepherd advised the committee had met and had asked staff to keep a record of visitors to the office to establish how many were there on Parish Council business and how many had Dersingham Village Centre enquiries.

The Clerk has changed her working hours and therefore her contract needs to be amended to reflect this. Councillor C Shepherd advised this would be discussed further in the Exclusion of Press and Public part of the meeting.

There were three policies to be brought to full council for adoption however correspondence had been received from NALC to advise

changes to both the Disciplinary and Grievance policies therefore Councillor C Shepherd proposed they be deferred for the updates to be checked.

Councillor C Shepherd proposed the third policy- Staff Appraisal be adopted. **It was resolved to approve the Staffing Appraisal policy.**

13391 Accounts up to 31 October 2019.

Councillor C Shepherd said the British Legion only get paid for the production costs of the poppy wreaths made, therefore no profit is made. She asked Councillors if they were willing to give a donation of £100.00 to the poppy appeal. **It was resolved a donation of £100.00 would be made from the Chairman's Allowance.**

13392 Accounts for Payment

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
163	B/T	£126.16	£21.03	£105.13	01/11/19	K & M Lighting Services - Streetlight Maintenance	£126.16
	25.11.19-163						
155	D/P	£441.60	£73.60	£368.00	04/11/19	H & R Builders Ltd - To Carry out work as per the specification below.	
£441.60	25.11.19-155					Item 1 – New brick pier and quoins to wall on northern boundary The location of this item is to the rear of the building at the end of the boundary wall on the north-east corner of the site. Cut back existing carrstone wall as necessary to form new brick pier and quoins on existing foundation and tie into existing wall. All Materials and style to match existing Carrstone and brick wall. Gas bottle protection cage and end of wooden fence will be removed by client before work commences to provide access. Item 2 – Minor repairs Carrstone to Village Centre wall The location of this item is on the eastern flank wall of the centre adjacent to main entrance, beside electricity pole. Make good two small holes in existing Carrstone wall including removal of old defective cement mortar patch. All materials to match original Carrstone construction.	
177	B/T	£1,113.60	£185.60	£928.00	06/11/19	P J & B Jones Ltd – Grasscutting	£1,113.60
	25.11.19-177						

1		£523.20	£87.20	£436.00		ENV	Grasscutting	
2		£590.40	£98.40	£492.00		WARR	Warren Grasscutting	
157	DD	£185.00	£0.00	£185.00	07/11/19	C & E Handyman		
	07.11.19-157					Services -	£185.00	
						Cleaning Contract		
158	DD	£6.00	£0.00	£6.00	07/11/19	E-On Energy - Rec Ground	£6.00	
	07.11.19-158					Energy		
160	D/P	£30.00	£0.00	£30.00	07/11/19	C & E Handyman		
	25.11.19-160					Services -	£30.00	
						Clearing around dog bins		
161	D/P	£80.00	£0.00	£80.00	11/11/19	Bmac Garden Services – War		
	24.11.19-161					Memorial Maintenance	£80.00	
162	D/P	£60.00	£0.00	£60.00	11/11/19	Norfolk Parish Training &	£60.00	
	25.11.19-162					Support - Conference - Coral		
168	DD	£58.44	£9.74	£48.70	15/11/19	BritishTelecommunications-		
	29.11.19-168					telephone bill	£58.44	
169	D/P	£290.72	£48.45	£242.27	15/11/19	OPUSEnergy –		
	25.11.19-169					Streetlight Energy	£290.72	
173	b/t	£37.00	£0.00	£37.00	18/11/19	Royal British Legion	Poppy	
	25.11.19-173					Appeal – 2 Wreaths	£37.00	
174	D/P	£100.00	£0.00	£100.00	18/11/19	Norfolk Citizens Advice -	£100.00	
	25.11.19-174					Donation		
175	b/t	£45.00	£0.00	£45.00	18/11/19	Dersingham Parochial	Church	
	25.11.19-175					Council – Christmas Tree	£45.00	
176	Cheque 105922	£23.19	£2.20	£20.99	18/11/19	Petty Cash -	£23.19	
1		£5.00	£0.00	£5.00		CNCL	Batteries	
2		£5.00	£0.00	£5.00		CNCL	Black Ribbon	
3		£13.19	£2.20	£10.99		ENV	Bin Liners	
179	d/P	£54.98	£9.16	£45.82	18/11/19	Thaxters - Weedkiller for War		
	25.11.19-179					Memorial	£54.98	
180	DD	£11.00	£0.00	£11.00	19/11/19	Barclays Bank - Fees	£11.00	
	05.12.19-180							
159	DD	£13.40	£2.23	£11.17	24/11/19	Utility Warehouse - Mobile	£13.40	
	24.11.19-159					Phone		
178	d/p	£91.38	£0.00	£91.38	25/11/19	Mike Shepherd - Building	£91.38	
	25.11.19-178					gateway to Dersingham		
170	D/P	£1,398.90	£0.00	£1,398.90	28/11/19	Centre		
	28.11.19-170					Wages	£1,398.90	
171	D/P	£600.12	£0.00	£600.12	28/11/19	Wages	£600.12	
	28.11.19-171							
172	D/P	£665.61	£0.00	£665.61	28/11/19	Norfolk Pension Fund -	£665.61	
	25.11.19-172							
1		£134.90	£0.00	£134.90		Staff	Employees part	
2		£530.71	£0.00	£530.71		Staff	Employers Part	
Total		£5,432.10	£352.01	£5,080.09				

It was resolved to approve the payments

13393 Dersingham Village Centre Liaison Group Report by Councillor M Shepherd.

Councillor M Shepherd asked if Councillors would like the notes from the liaison group meetings circulated if this item is to remain on the agenda.

It was resolved for Councillor M Shepherd to circulate the notes.

The Deed of Covenants with HM the Queen had been signed and returned to the solicitors for processing; this will give them permission to release the leases for signature.

A Service Level Agreement, giving more specific details of responsibilities not covered by the leases, has been drawn up and agreed by the DVCA. **It was resolved for Councillor M Shepherd to circulate the Service Level Agreement.**

Councillor M Shepherd advised there was now a clear idea of our recharge period from October 2018 to September 2019 including the office rent and utility costs. These will be well within budget, therefore it was proposed to seek approval for payment at December's meeting. **It was resolved to approve the proposal.**

Councillor M Shepherd also advised the northern boundary fencing was now complete.

13394 To receive report from Dersingham Village Centre Trustee – Councillor C Shepherd.

Councillor C Shepherd had circulated her report and advised she had attended her first DVCA meeting. Many subjects were covered purchasing of additional equipment, new bookings, policies, forthcoming events, update from liaison group, maintenance contract and Centre lottery.

Councillor C Shepherd asked councillors to remind everyone the Polling Station will be in the Village Centre on the 12th December not St Cecelia's church.

**13395 To receive report from Councillor C Shepherd on proposed 75 VE Celebrations.
VE Day 2020**

As you may recall the Parish Council has signed up to be part of the celebrations and commemorations of the 75th anniversary of VE Day next year. The May Day Bank Holiday is being moved to Friday 8th May which will be the start of a weekend of events.

I have attended a preliminary meeting at St Nicholas Church and raised the weekend events at the DVCA trustees meeting. The main church service will be at St Nicholas Church on Sunday 10th May but a service at the war memorial on Friday 8th has been proposed. DVCA will be organising an event on Saturday 9th.

Nationally there will be a toast to the veterans, both military and civilian at 3pm on Friday 8th. I would therefore like the Parish Council to host a thank-you tea during the afternoon for as many of those who are veterans of the second world war who are living in the village as possible. Veterans include all those involved in keeping the country going for example by working on the land, in factories and mines, serving as ARP wardens, fire fighters, police, doctors, nurses. I have already asked in my column

in Village Voice for any veteran (or family member or friends) to contact me. Funding will be needed for the event, but it is difficult to be precise about an exact amount until numbers are known. However, a budget should be allocated based on the maximum numbers that can be accommodated in the hall, £1,500 should provide an ample sum.

I am therefore proposing:

1. That consent is given for the use of the war memorial for a service on the morning of 8th May
2. Agreement is given to host a thank you tea for the veterans of WW2 at the village centre.
3. A budget of £1,500 be allocated.

Coral Shepherd
Chairman Dersingham Parish Council

Councillor C Shepherd read the report that had been circulated. Councillors discussed the proposals, Councillor Houston said Councillor Brundle may be able to help if needed. Councillor Anderson asked if anything would be arranged for VJ Day. Councillor C Shepherd advised this could be reviewed nearer the time. Councillor C Shepherd read all three proposals. **It was resolved to approve proposals one, two and three.**

13396 Correspondence.

The Chair read the correspondence and advised the letter from the Social Club would be discussed under agenda item 22 – leases.

13397 Items for inclusion on the next agenda.

None received.

13398 Date & Place of next meetings.

Environment Committee 2 December 2019 at The Loft, Dersingham Centre at 7.00pm.

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

Finance & Administration Committee 9 December 2019 at The Loft, Dersingham Centre at 7.00pm.

Staffing Committee Wednesday 11 December at 6.00pm. at The Loft, Dersingham Centre

Parish Council Meeting on Monday 16 December 2019 starting 7.00pm at The Garden Room, Dersingham Village Centre.

With no further business the meeting closed at 8.35pm

A Parishioner asked if the elderly had been considered when deciding the Polling Station to be held at the centre, as it is less accessible than St Cecilia's. Councillor C Shepherd advised it was a Borough Council

decision and the Clerk advised complaints had been received as St Cecilia's had poor lighting.

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.

13399

Leases

Councillors discussed the Social Club lease. **It was resolved for a meeting to be arranged with Councillor C Shepherd, Councillor Hipkin and the management team from the social club**

Councillor C Shepherd advised due to a change in the Clerks working hours/pattern a new contract needed to be discussed by Staffing Committee and therefore needed Full Councils approval to proceed. **It was resolved for the new contract to be circulated to the Clerk.**

With no further business the meeting closed at 9.10pm

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 25.11.19

Councillor M Shepherd

- To circulate notes from the Dersingham Centre Village Liaison Group meeting.
- To circulate the Service Level Agreement that accompanies the Centre leases.

Councillor C Shepherd

- To arrange meeting with representatives of Social Club