

Minutes of the Meeting of Dersingham Parish Council held on 20 March 2020 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham PE31 6LN.

**Present:** Councillor C Shepherd (Chairman), Councillor C Hipkin (Vice Chair), Councillor M Shepherd, Councillor G Billard, Councillor T Bubb, Councillor D Murrell, Councillor B Hopkins, Councillor J Houston and Councillor M Noble

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant)

**13479 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from Councillor V Brundle, Councillor R Frost, Councillor S Osborn, Councillor B Anderson and Councillor D Wright.**

**13480 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
None Received.

The Parish Council held one minutes silence for the passing of former Councillor K Manship.

**13481 Co-Option of Councillor.**  
Councillor C Shepherd advised she and Councillor Hipkin had met with Mr Stokes and advised he attend meetings to get an understanding of how a Parish Council runs. Mr Stokes had attended both Full Council and Committee meetings. Councillor C Shepherd proposed Mr Stokes be Co-Opted. **It was resolved to approve the proposal. The Clerk to contact Mr Stokes to arrange completion of relevant paperwork.**

**13482 To receive verbal report from Norfolk County Councillor.**  
Councillor Dark was not present

**13483 To receive verbal report from Borough Councillors.**  
Councillor Collingham was not present.  
Councillor Bubb reported various facilities such as Alive Leisure, Theatres and Corn Exchange had closed due to the Coronavirus. Refuse collections will continue to run as normal at the moment.  
A list of contacts has been provided to the Borough Council should Councillors have individuals needing assistance through the coming weeks.

**13484 Report on Current Situation regarding the Coronavirus.**  
**Councillors to vote on operating procedures from Government, NALC, SLCC recommendations.**

Report to Dersingham Parish Council meeting 20<sup>th</sup> March 2020  
Response to Coronavirus restrictions  
Scheme of delegation

Due to the government restrictions around gatherings and social contact there are implications for Parish Council meetings. Whilst our full complement of councillors should be 18, we currently have 14 and our quorum for full council is one third, that is 6, based on the total number. The quorum for committees is 3. However, we only have 3 councillors who are under the age of 70 and do not have underlying health issues. Taking this and government advice into account we will need to postpone all meetings until restrictions are eased.

Decisions will still need to be made, particularly around spending, for example payment of staff salaries, street lighting energy and maintenance, grass cutting. Currently the clerk can authorise payments of less than £500, committees of between £500 and £5000 and full council over £5000 and for expenditure from reserves. As we will not be meeting for a number of weeks **I propose that we suspend paragraph 4.1 of financial regulations and agree that the authority for all spending over £500 be delegated to the clerk in conjunction with the written agreement of the Chairman of the Council (or Vice Chairman in the event of ill health) or Chairman of the appropriate committees.** I should point out that for payments the clerk will set them up and the authorised signatories will still need to authorise them electronically. This should also apply to the placing of orders where necessary subject to chairmen consulting other councillors where necessary.

There are other issues such as the legal requirement to hold an annual parish meeting in April, an annual parish council meeting in May and the completion of financial audits by the end of June (AGAR). NALC are in discussion with government on these issues and it has been agreed that

- The deadline for local government financial audits will be extended to 30 September 2020
- It will consider bringing forward legislation to remove the requirement for annual council meetings to take place in person
- It will consider bringing forward legislation to allow council committee meetings to be held virtually for a temporary period.

If legislation is relaxed or amended, then we will be able to agree urgent decisions electronically subject to keeping a record of the decisions and how they were made. A further report will be emailed to all councillors once and if this is in place. In respect of planning applications, there are unlikely to be many going forward and until the legislation around meetings is amended, **I recommend that we make no comments.**

The office has been closed to the public and residents who need to contact will be asked to do this by email and telephone. The clerk will be working from home and the office phone will be transferred to her home phone. If she does need to attend the office, she must not bring her children into the building as trustees who may be elderly or vulnerable may be in the building. The admin assistant, once the current edition of Village Voice has been distributed will be taking the remainder of the month as annual leave. She has requested that she should be allowed to continue to work from the office – as there will be no-one else in the building, she will be self-isolated and therefore this is a reasonable request. She will be using the office mobile. I would ask that all councillors have due regard to our duty of care to our staff and others and not put their health at risk and **not** to attend the office without the prior agreement of the Chairman and Vice Chairman.

Finally bearing in mind that no one councillor can instruct the clerk, this can only be done by full council. I would propose that any necessary formal instructions to the clerk be delegated to 6 councillors – Chairman, Vice Chairman and four other councillors. All instructions given must be clear and be by written agreement of the Councillors and given in writing. Please note that written does include email.

The situation is fluid with changes almost every day so Sarah or I will keep you updated about any changes, particularly about the way in which we are able to continue to work. Therefore, in the meantime I would ask that all councillors maintain a daily check on their emails and respond in writing within 24 hours if an answer is urgently required. Finally, to please keep in contact with each other.

Councillor C Shepherd proposed the Parish Council suspend paragraph 4.1 of financial regulations and agree that the authority for all spending over £500 be delegated to the clerk in conjunction with the written agreement of the Chairman of the Council (or Vice Chairman in the event of ill health) or Chairman of the appropriate committees.

Councillor M Shepherd asked with regards to the proposal would Vice Chairman of Committees take authority if the Chairman was to be unable to due to sickness. Councillor C Shepherd agreed the proposal to be amended to show Vice Chairman would replace the Chairman of Committees in the event the Chairman is ill. **It was resolved to approve the proposal.**

**13485**

**Chairman's Report.**

Councillor C Shepherd advised Staffing Committee had met and asked Mrs Scanlon and the Clerk to leave whilst Councillors discussed and voted on the Admins Assistants job role.

**It was resolved to upgrade the Admin Assistant to Communications Officer, with an increase to her hourly rate and to give an additional one hour per week.**

**13486**

**Clerks Report.**

The Clerk stated that whilst she was pleased for Mrs Scanlon to receive her upgrade however she would welcome her evaluation in due course. The Clerk asked what, if anything had been put in place to safeguard Mrs Scanlon whilst she is lone working in the office. After discussion it was decided Mrs Scanlon would text both the Clerk and the Chairman on arrival and departure from the office. The Clerk also asked if the stand-alone heater belonging to the Parish Council was still in the storeroom as it was cold in the office now the thermostat had been changed whilst the centre was closed. Councillor M Shepherd suggested the thermostat could be altered for the days the office is open.

The Clerk stated she was still awaiting the asset list from Parish Online to enable her to enter the details onto Edge. She felt the Edge package would need to be upgraded to store the information. Councillor C Shepherd suggested Councillor M Shepherd and the Clerk should discuss this further via email.

**13487 Accounts up to the end of February 2020.**

Councillor C Shepherd advised the reports had been circulated electronically and presented to Finance Committee where they were approved. There had been no changes.

**13488 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    |
|-------|------------------|-----------|---------|-----------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 241   | DD               | £9.50     | £0.00   | £9.50     | 19/02/20     | Barclays Bank - Bank Charges                                                                                                                                                    | £9.50     |
|       | 06.03.20-241     |           |         |           |              |                                                                                                                                                                                 |           |
| 255   | DD               | £35.00    | £0.00   | £35.00    | 19/02/20     | Information Commissioner - Data Protection                                                                                                                                      | £35.00    |
|       | 31.03.20-255     |           |         |           |              |                                                                                                                                                                                 |           |
| 239   | b/t              | £1,229.11 | £204.85 | £1,024.26 | 25/02/20     | K & M Lighting Services – To                                                                                                                                                    | £1,229.11 |
|       | 23.03.20-239     |           |         |           |              | Supply and install 5 metre galvanised tubular steel column, wire and fit 25 watt Indo Air 1+ LED Latern controlled by photo electric cell with dimming from midnight to 5.00am. |           |
| 240   | b/t              | £60.00    | £0.00   | £60.00    | 26/02/20     | Norfolk Parish Training & Support - Conference 11 March 2020                                                                                                                    | £60.00    |
| 238   | b/t              | £80.00    | £0.00   | £80.00    | 28/02/20     | Community Action Norfolk - Playground Inspection Course x 2                                                                                                                     | £80.00    |
| 1     |                  | £40.00    | £0.00   | £40.00    |              | CNCL Training Staff                                                                                                                                                             |           |
| 2     |                  | £40.00    | £0.00   | £40.00    |              | Training                                                                                                                                                                        |           |
| 245   | D/P              | £126.16   | £21.03  | £105.13   | 01/03/20     | K & M Lighting Services - Streetlight Maintenance                                                                                                                               | £126.16   |
|       | 23.03.20-245     |           |         |           |              |                                                                                                                                                                                 |           |
| 244   | B/T              | £240.00   | £40.00  | £200.00   | 04/03/20     | Parish Online – Subscription                                                                                                                                                    | £240.00   |
|       | 23.03.20-244     |           |         |           |              |                                                                                                                                                                                 |           |
| 250   | DD               | £185.00   | £0.00   | £185.00   | 07/03/20     | C & E Handyman Services - Cleaning Contract                                                                                                                                     | £185.00   |
|       | 07.03.20-250     |           |         |           |              |                                                                                                                                                                                 |           |
| 253   | DD               | £6.00     | £0.00   | £6.00     | 07/03/20     | E-On Energy - Rec Ground Energy                                                                                                                                                 | £6.00     |
|       | 07.03.20-253     |           |         |           |              |                                                                                                                                                                                 |           |
| 252   | DD               | £13.40    | £2.23   | £11.17    | 08/03/20     | Utility Warehouse - Mobile Phone                                                                                                                                                | £13.40    |
|       | 25.03.20-252     |           |         |           |              |                                                                                                                                                                                 |           |
| 254   | DD               | £58.44    | £9.74   | £48.70    | 14/03/20     | British Telecommunications - telephone bill                                                                                                                                     | £58.44    |
|       | 28.03.20-254     |           |         |           |              |                                                                                                                                                                                 |           |
| 251   | D/P              | £75.00    | £0.00   | £75.00    | 15/03/20     | C & E Handyman Services - Cleaning Contract                                                                                                                                     | £75.00    |
|       | 23.03.20-251     |           |         |           |              |                                                                                                                                                                                 |           |
| 256   | B/T              | £31.50    | £0.00   | £31.50    | 16/03/20     | George Billard – Mileage For Course                                                                                                                                             | £31.50    |
|       | 23.03.20-256     |           |         |           |              |                                                                                                                                                                                 |           |
| 257   | Cheque no 105924 | £23.58    | £0.00   | £23.58    | 16/03/20     | Petty Cash - Stationery                                                                                                                                                         | £23.58    |
|       |                  |           |         |           |              |                                                                                                                                                                                 |           |
| 258   | D/P              | £126.45   | £0.00   | £126.45   | 16/03/20     | Sarah Bristow - Mileage                                                                                                                                                         | £126.45   |
|       | 23.03.20-        |           |         |           |              |                                                                                                                                                                                 |           |

|              |              |            |         |            |          |                                   |           |
|--------------|--------------|------------|---------|------------|----------|-----------------------------------|-----------|
|              | 258          |            |         |            |          |                                   |           |
| 1            |              | £112.05    | £0.00   | £112.05    |          | Staff Training Mileage            |           |
| 2            |              | £14.40     | £0.00   | £14.40     |          | Staff Banking                     |           |
| 259          | D/P          | £77.00     | £0.00   | £77.00     | 19/03/20 | Broadland District Council        | £77.00    |
|              | 20.03.20-259 |            |         |            |          | Training - Time Management Course |           |
| 261          | D/P          | £166.66    | £0.00   | £166.66    | 20/03/20 | Jo Halpin Jones - Editing         | £166.66   |
|              | 20.03.20-261 |            |         |            |          | Village voice                     |           |
| 249          | D/P          | £2,753.08  | £0.00   | £2,753.08  | 23/03/20 | HMRC- PAYE -                      | £2,753.08 |
|              | 23.03.20-249 |            |         |            |          |                                   |           |
| 1            |              | £1,115.40  | £0.00   | £1,115.40  |          | Staff PAYE                        |           |
| 2            |              | £692.74    | £0.00   | £692.74    |          | Staff Employees NI                |           |
| 3            |              | £944.94    | £0.00   | £944.94    |          | Staff Employers NI                |           |
| 248          | D/P          | £685.67    | £0.00   | £685.67    | 24/03/20 | Norfolk Pension Fund -            | £685.67   |
|              | 23.03.20-248 |            |         |            |          |                                   |           |
| 1            |              | £138.84    | £0.00   | £138.84    |          | Staff Employees part              |           |
| 2            |              | £546.83    | £0.00   | £546.83    |          | Staff Employers Part              |           |
| 246          | D/T          | £983.48    | £0.00   | £983.48    | 28/03/20 | Wages                             | £983.48   |
|              | 28.03.20-246 |            |         |            |          |                                   |           |
| 247          | B/T          | £4,134.27  | £0.00   | £4,134.27  | 28/03/20 | Wages                             | £4,134.27 |
|              | 28.03.20-247 |            |         |            |          |                                   |           |
| 260          | D/P          | £744.98    | £0.00   | £744.98    | 31/03/20 | NALC - Subscription               | £744.98   |
|              | 20.03.20-260 |            |         |            |          |                                   |           |
| <b>Total</b> |              | £11,844.28 | £277.85 | £11,566.43 |          |                                   |           |

It was resolved for these payments to be made.

**13489 Minutes of the Dersingham Parish Council Meeting held 24 February 2020.**  
It was resolved to approve the Minutes as a true and accurate record and were duly signed by the Chairman.

**13490 Minutes of the Environment Committee Meeting held on the 2 March 2020.**  
Councillor C Shepherd advised there were no recommendations to bring to Full Council.

**13491 Minutes of the Planning Committee Meeting held on 9 March 2020.**  
Councillor C Shepherd advised there were no recommendations to bring to Full Council.

**13492 Minutes of the Finance & Administrative Committee Meeting held on 9 March 2020.**  
Councillor C Shepherd advised there were no recommendations to bring to Full Council.

**13493 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/](https://online.west-norfolk.gov.uk/online-applications/)

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

Applications:

19/01725/NMA-1 Non-Material Amendment Application for proposed annex (ancillary) following alterations to garage at 66A Hunstanton Road, Dersingham

20/00327/F Application for proposed single storey car port with store at 66A Hunstanton Road, Dersingham. - **Approved**

20/00328/F Application for single storey extension and garage conversion at 9 Kings Croft, Dersingham. - **Approved**

Determinations.

19/02028/F Application for proposed garage/utility building following demolition of existing garage at 60 West Hall Road, Dersingham. - **Granted**

15/01621/NMA-1 Non-Material Amendment to Planning Permission 15/01621/F: erection of three residential dwellings upon the site, together with associated access, parking areas, residential curtilages and landscaping at Land Adj The Orchard, Senters Road, Dersingham- **Granted**

**13494 Dersingham Village Centre Liaison Group Meeting by Councillor M Shepherd.**

Councillor C Shepherd advised the Liaison Group meeting had been cancelled therefore there was no update for Full Council.

**13495 To receive a report from Dersingham Village Centre Trustee – Councillor C Shepherd.**

Councillor C Shepherd advised the Trustees had met on Tuesday and decided to close the Village Centre with immediate effect.

**13496 Correspondence.**

Councillor C Shepherd advised that the VE Day tea party for veterans had been cancelled due to the Coronavirus.

The Clerk advised the De-Fibs were due to expire the end of April therefore she had ordered a set at £43.09 each.

**13497 Items for Inclusion on the next agenda.**

None received

**13498 Date & Place of next meetings.**

All meeting dates cancelled for the foreseeable future.

Dates to be advised when known

As the Big Lottery had now given consent for the Leases for the Centre and the Sub Lease for the Parish Council office to be signed. Councillor C Shepherd and the Clerk duly signed the Leases.

**Action Points Dersingham Parish Council Meeting 24.06.19**  
**Clerk**

- To implement changes recommended by the Internal Auditor.

**Action Points Dersingham Parish Council Meeting 27.01.20**  
**Councillor C Shepherd**

- To speak with DVCA regarding a hearing loop being purchased for use at meetings.

**Action Points Dersingham Parish Council Meeting 20.03.20**  
**Clerk**

- To arrange for Mr Stokes to sign relevant Councillor acceptance paperwork

With no further business the meeting was closed at 7.45pm