

Minutes of the Meeting of Dersingham Parish Council held on 20th October 2021 at 7.00pm in the Dersingham Village Centre.

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor A Watkins, Councillor J Stokes, Councillor J Houston, Councillor R Anderson, Councillor B Anderson, Councillor M Noble and Councillor T Bubb.

Also, Present:

Jennifer Shah Locum Clerk

Geraldine Scanlon (Communications Officer-Minute taker).

3 members of the public.

Rev Mark Capron and Mr Neil Adams (Church Warden)

Councillors observed a two minutes silence after the murder of MP David Amess.

13874 To Receive and Consider Apologies for Absence.

It was resolved to approve apologies received from Councillor D Wright, Councillor V Brundle, Councillor R Frost and Councillor D Hipkin.

13875 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.

Councillor C Shepherd declared an interest in agenda item 13 – Consideration of replacing Grit Bin, Park Hill and item 14 – consideration of application made by DVCA for new hand dryers. Councillor M Shepherd declared an interest in agenda item 13 – Consideration of replacing Grit Bin, Park Hill.

13876 Open the forum for Public Participation.

A member of the public handed Councillors a copy of the original minutes typed by Mrs Scanlon for the Full Council meeting held 22nd September 2021, this version was prior to the minutes being checked by the Chairman ready for circulation to all Councillors for approval at this evening's meeting. He questioned the Chairman regarding amendments made to specific Minute numbers before circulation. Councillor C Shepherd proposed the query be deferred for discussion at agenda item 8 – Minutes of Dersingham Parish Council 22nd September 2021. **It was resolved to approve the proposal.**

13877 To receive a verbal report from Norfolk County Councillor.

Councillor S Dark was not present.

13878 To receive a verbal report from Borough Councillors.

Councillor J Collingham was not present.

Councillor Bubb advised he had been involved in the clearance of a piece of land on Wallace Twite Way. He said the Borough Council, once they had received photos obtained by Councillor Bubb had acted quickly to clear the area.

Councillor Bubb advised he had put forward the suggestion of a Pedestrian Transporter Bridge to replace the existing West Lynn Ferry

that, in his opinion was no longer fit for use, it was easily accessible for disabled people, bikes etc. The availability of crossing times is sporadic due to tides and weather conditions, and it is extremely muddy King's Lynn side.

13879 Request from Dersingham PCC regarding additional Burial Ground.

Mr Adams addressed Councillors advising of the need for additional burial space and made suggestion that a piece of land off Sugar Lane be considered. Reverend M Capron highlighted issues that should be considered when trying to establish an area such as access for the cortege and a turning point should be included for ease of entrance and exit. Councillors discussed at length possible sites and who owned the land considered. Councillor R Anderson proposed Mr Adams and Reverend Capron present a further report to Councillors that detailed a list of requirements and alternative possible locations. Reverend Capron agreed to write a report but reiterated that this is a matter that would need to be discussed again as soon as possible.

13880 Accounts for payment.

Councillor M Shepherd advised he had produced a new payments list, items highlighted in yellow were to be processed manually. The Clerk had been asked by Councillors at the previous Full Council meeting to ascertain if it was possible to make the RNLI donation payable to a local Branch of the charity. Councillor M Shepherd proposed the payment be deferred to the next Full Council meeting to enable payment details to be established. **It was resolved to approve the proposal.**

Councillor C Shepherd advised, in the Clerk's absence, Councillor Bubb had agreed to set the payments up and Councillor Noble will authorise them.

Dersingham Parish Council

Expenditure transactions - payments approval list

Start of year

01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
160	B/T 20.10.21- 160	£1,022.40	£170.40	£852.00 02/07/21	P J & B Jones Ltd -	£1,022.40
1		£86.40	£14.40	£72.00	WARR Warren Grasscutting	
2		£142.80	£23.80	£119.00	REC Playing Field	
3		£793.20	£132.20	£661.00	ENV General Grasscutting	
149	DD 04.10.21- 149	£4,974.82	£0.00	£4,974.82 06/09/21	Public Works Loan Board - PWLB Repayment	£4,974.82
1		£2,290.76	£0.00	£2,290.76	CNCL Capital Payment	
2		£2,684.06	£0.00	£2,684.06	CNCL Interest Payment	
147	B/T 20.10.21- 147	£50.00	£0.00	£50.00 19/09/21	Community Action Norfolk - Subs - Silver	£50.00
148	B/T 20.10.21- 148	£250.00	£0.00	£250.00 22/09/21	RNLI - Donation	£250.00
163	B/T 20.10.21- 163	£749.52	£103.42	£646.10 27/09/21	Ward Gethin Solicitors - DVCA Leases	£749.52
1		£129.00	£0.00	£129.00	CNCL Non VAT	
2		£620.52	£103.42	£517.10	CNCL VAT PART	
151	D/P 20.10.21- 151	£2,356.00	£0.00	£2,356.00 28/09/21	Clanpress - Village Voice Issue 132 printing	£2,356.00
162	B/T 20.10.21- 162	£480.00	£80.00	£400.00 29/09/21	PKF Littlejohn LLP - External Audit	£480.00
155	SO 20.10.21- 155	£126.16	£21.03	£105.13 01/10/21	K & M Lighting Services - Street Lighting Maintenance Oct 21	£126.16
158	DD 01.10.21- 158	£41.40	£6.90	£34.50 01/10/21	System:3 Business Solutions - Microsoft 365 monthly subscription	£41.40
164	D/P 22.10.21- 164	£10.55	£0.00	£10.55 02/10/21	WAVE - Water charges 02.07.21-01.10.21 Rec Ground	£10.55
159	D/P 20.10.21- 159	£60.00	£0.00	£60.00 04/10/21	David Doman - War Memorial maintenance Sept 21	£60.00
154	DD 30.10.21- 154	£13.40	£2.23	£11.17 07/10/21	Utility Warehouse - Mobile Oct	£13.40
165	D/P 22.10.21- 165	£89.09	£14.85	£74.24 07/10/21	Corona Corporate Solution Ltd - Photocopier usage06- 07.21 to 06.10.21	£89.09

Signature

Date

13/10/21 02:52 PM Vs: 8.61.03

Signature

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Expenditure transactions - payments approval list

Start of year

01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
166	D/P 22.10.21- 166	£70.00	£0.00	£70.00 07/10/21	C & E Handyman Services - Spraying the Play Equipment 7 visits at £10.00 per visit	£70.00
167	D/P 28.10.21- 167	£1,427.32	£0.00	£1,427.32 07/10/21	Staff - October Salary	£1,427.32
168	D/P 28.10.21- 168	£854.12	£0.00	£854.12 07/10/21	Staff - October Salary	£854.12
169	D/P 28.10.21- 169	£785.56	£0.00	£785.56 07/10/21	Norfolk Pension Fund - October Pensions	£785.56
1		£153.29	£0.00	£153.29	Staff Staff Employees Pension	
2		£632.27	£0.00	£632.27	Staff Staff Employer Pension	
170	D/p 20.10.21- 170	£135.00	£22.50	£112.50 08/10/21	Ward Hill Walker - HR Advice	£135.00
161	B/T 20.10.21- 161	£600.00	£0.00	£600.00 11/10/21	Sandringham Estate - Lease Rent 11.10.21 to 05.04.22	£600.00
153	DD 29.10.21- 153	£49.14	£8.19	£40.95 15/10/21	British Telecommunications - Monthly phone & broadband Oct 2021	£49.14
157	SO 20.10.21- 157	£88.33	£0.00	£88.33 20/10/21	Jo Halpin Jones - Village Voice Editor Honorary	£88.33
156	SO 07.10.21- 156	£270.00	£0.00	£270.00 22/10/21	C & E Handyman Services - Cleaning Contract	£270.00
Total		£14,502.81	£429.52	£14,073.29		

Signature

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Date

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It was resolved to approve the payments

- 13881 Accounts up to 30th September 2021.**
Councillor C Shepherd advised as the Finance & Administration Committee had not been quorate the meeting scheduled for 13th September had been cancelled.
Councillor C Shepherd had advised Councillors at the previous Full Council meeting a sum of money, £3253.11, had been transferred into the Parish Council account, however at that time it had been unclear who had made the payment. It was confirmed it was the expected the donation from the disbanded youth club.
- 13882 Minutes of the meeting of Dersingham Parish Council held 22nd September 2021.**
a) To approve the minutes
Councillor C Shepherd proposed, as Councillors had been presented this evening with a different version of the minutes by a member of the public and they had not had sufficient time to read through, she reviews both copies, highlights the changes and the circulate to Councillors. **It was resolved to approve the proposal.**
Councillor B Anderson stated there were several Councillors present tonight that had not attended the previous meeting therefore would not be aware of the details minuted.
b) Actions points.
 Actions points were discussed and those completed removed
- 13883 Minutes of the Environment Committee held on 11th October 2021.**
Councillor C shepherd advised due to tight timescales the Clerk had been unable to present the Environment minutes for this evening's meeting.
- 13884 Minutes of the Staffing Committee meeting held 18th October 2021.**
Councillor C Shepherd reported Staffing Committee had met and authorised staff salaries. It was also agreed to pay Mrs Scanlon 30 additional hours accumulated whilst covering the Clerk during her initial sickness absence
Councillor C Shepherd said consideration will be given regarding a Locum Clerk to cover the Clerks current sickness absence.
- 13885 Chairman's Report.**
Councillor C Shepherd advised both Septembers Planning and Finance & Administration Committee meetings had been cancelled due to not being quorate and reminded Councillors an agenda included a summons to attend meetings.
Currently plans are being made for the Queens Platinum Jubilee celebrations and Councillor C Shepherd asked Councillors for ideas regarding other projects that they wish to suggest for the Parish Council to take forward in the next two to three years, for example becoming a dementia friendly village.
- 13886 Clerk/RFO Report.**
No Clerks/ RFO report had been submitted due to sickness.

- 13887 To consider replacing the Grit Bin on Park Hill.**
Councillor C Shepherd advised the current Grit Bin located at Park Hill is no longer fit for use and as it is Parish Council owned residents were seeking approval from the Full Council to replace the bin. Councillors C & M Shepherd left the meeting after declaring an interest in the matter.
After discussion Councillor B Anderson proposed the Grit Bin be replaced at a cost no greater than £350.00. **It was resolved to approve the proposal.**
- 13888 To consider the application from DVCA for Hand Driers.**
Councillor C Shepherd advised a more detailed report had been submitted by DVCA as requested by Councillors after the Full Council meeting held 22nd September 2021. DVCA requested approval of two new hand dryers to be installed in the ladies toilet and one new one installed in the gentleman's toilet downstairs and one in the upstairs toilet. Councillors discussed the proposal. **It was resolved to agree the proposal.**
- 13889 To consider and comment on the Borough Council Public Space Protection Order (PSPO) - Dog Control Order.**
Councillor C Shepherd the current order was due to expire 1st December 2021 and the Borough Council wish to renew the order with no changes being made. The correspondence received stipulates if no comments are received from the Parish Council by 12th November it will be assumed the Parish Council support the PSPO. Councillor C Shepherd proposed no comments be submitted as no changes are to be made to the order. **It was resolved to approve the proposal.**
- 13890 Sports Ground Management Committee (SGMC) – consider appointing another Parish Council representative to the committee.**
Councillor C Shepherd advised the Parish Council should have three representatives for the SGMC currently there are two, Councillors D Wright and C Shepherd, therefore there is one vacancy. SGMC are in the process of registering as a Community Interest Company in connection with replacing the existing pavilion and obtaining a new lease so it is unclear what the structure will be once this is established. Councillor C Shepherd asked if any Councillors wished to volunteer to take the existing third representatives' position. Councillor Houston volunteered. **It was resolved for Councillor Houston to join the SGMC as a Parish Council representative.**
- 13891 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:

21/01696/FM Application for an extension of existing caravan site to accommodate lodges at Pine Comes Caravan and Camping, Dersingham Bypass, Dersingham. – To express concern at the continuing built development and permanency of the structures at the site and reduction of open space. If permission is to be recommended request a condition re occupancy for no longer than 28 days by the same person.

21/01790/F Application for the erection of 2 No. dwellings with garages land S of 12 Prince Charles Close, Dersingham. – **Objection** to the loss of trees and loss of open space which would be detrimental to the visual amenities of the conservation area.

21/01926/F Application for proposed extensions to existing dwelling house and erection of additional solar panels at 14 Station Road, Dersingham. - **No objection**

Determinations:

21/01548/A Advertisement application for 1 non- illuminated hanging sign at 7 Jubilee Court, Hunstanton Road, Dersingham. – Granted.

21/01519/F Application for single storey rear extension and associated alterations at 15a Pansey Drive, Dersingham – Granted.

- 13892 Queens Platinum Jubilee.**
Councillor C Shepherd advised a meeting had been held which various associations, groups etc had attended and several ideas had been discussed with a view to National, County & Borough and local events coming together for the four-day celebratory weekend in June 2022. Councillor C Shepherd proposed a working group be formed to discuss the Parish Councils participation. **It was resolved for Councillors R Anderson, J Stokes, A Watkin, and C Shepherd form the working group.**
- 13893 To consider the use of the Recreation Ground for an event due to be held 4th June 2022.**
Councillor C Shepherd advised she had received correspondence from Mr K Green, which had been circulated to Councillors, requesting approval to hold a fun day for everyone in the village to enjoy on the Recreation Ground 4th June 2022 for the Queen's Platinum Jubilee celebrations. Councillors discussed the request including risk assessments and required insurance to hold the event. **It was resolved to approve Mr K Greens request.**
- 13894 To consider location of Memorial Token.**

Councillor C Shepherd advised a specially commissioned memorial plaque to commemorate the resilience of our community during the time of the pandemic is to be presented by Deputy Lieutenants to the Parish Council and asked if Councillors had a specific place, they wished the plaque to be located. Councillors discussed at length the plaque, what it represents and potential location. It was decided to defer the item until such time it was considered appropriate to be displayed.

13895 Correspondence.

Councillor C Shepherd advised she had received an invitation from the Borough Council asking Councillors if they wished to attend a Planning update session due to be held at the Borough Council, King's Lynn the 15th November 2021. Councillor M Noble, J Houston and C Shepherd requested to attend.

Councillor C Shepherd reported notification from County Council had been received regarding the reopening of unused footpaths.

13896 Items for inclusion on the next agenda.

Councillor Stokes suggested trying to obtain a written report from Councillor S Dark to be presented at meetings he is unable to attend.

13897 Date & Place of next meeting.

Tuesday 23rd November 2021. 7pm, Dersingham Village Centre

The Chairman opened the meeting for public participation 20:50

Public present declined further participation. With no further participation the Chairman asked the public to leave to enable the upcoming agenda items could be discussed.

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.

13898 Sports Ground Management Lease.

Councillor C Shepherd advised as there had been no update from the Sports Ground Management Committee regarding their Community Interest Company registration there was nothing to report to Councillors. Councillor C Shepherd proposed a zoom meeting be held Monday 25th October to enable Councillors to view and comment on the proposed plans for the new sports pavilion. **It was resolved to approve the proposal and for Councillor C Shepherd to send zoom invite.**

13899 Social Club Lease.

Councillor C Shepherd advised the working group formed to discuss the Social Club lease is due to meet next week.

13900 DVCA Lease.

Councillor M Shepherd advised the leases have now been registered with Land Registry and are therefore finalised.

Action Points Dersingham Parish Council Meeting 29th June 2021.

Clerk

- To prepare a written report regarding the de-fib checks performed.

Action Points Dersingham Parish Council Meeting 22nd September 2021.

Clerk

- Prepare a proposal/report for Finance & Administration regarding invoices, payments list and regular payments list.
- To establish if the £250.00 donation agreed can be made to the local RNLI.
- Obtain quotes for street light column risk assessment.
- Add "Plant a tree for the Jubilee" to the Environment agenda.
- Add Parochial Church Council request for grant increase to Finance & Administration agenda.

With no further business the meeting closed at 9.15pm