

Minutes of the Meeting of Dersingham Parish Council held on 23rd November 2021 at 7.00pm in the Dersingham Village Centre.

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor A Watkins, Councillor R Anderson, Councillor B Anderson, Councillor M Noble, Councillor R Frost, Councillor D Hipkin, Councillor D Wright, Councillor G Billard and Councillor T Bubb.

Also, Present:

Sarah Bristow (Clerk)

Geraldine Scanlon (Communications Officer-Minute taker).

Councillor S Dark (Left 7.30pm)

1 members of the public.

13901 To Receive and Consider Apologies for Absence.

It was resolved to approve apologies received from Councillor V Brundle, Councillor J Houston and Councillor J Stokes.

13902 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.

None received.

13903 Open the forum for Public Participation.

Councillor C Shepherd asked if the public had any matters to raise, there were none raised.

13904 To receive a verbal report from Norfolk County Councillor.

Councillor Dark reported he had spoken to County regarding the signage requests, the Dersingham Village Centre sign, and the hedgehog signs, however County are unable to assist with the matter, as it was considered too many signs acted as a distraction to drivers, should the Parish Council decide to erect the signs themselves County would not insist on them being removed. Councillor Dark informed Councillors he would fund the signage from his Local Members fund once the positioning had been agreed.

Sally Bettinson is to attend a site meeting, along with the Clerk, Councillor C Shepherd and Councillor Bubb on Monday 29th November to discuss the suggested location of the trod.

Councillor Dark advised a quote in the region of £5000.00 had been received to clear the ditches that run along the back of the estate and the football pitch however where the ditch runs between properties it would have to be cleared manually and no quote has yet been received for this work to be carried out. After discussion Councillor Dark advised, he would try to arrange a meeting with the parties involved, including the land owner and once the work had been agreed he would be happy to assist with the costs from his Local Members fund.

Councillor Noble asked if there was an update regarding cars speeding along Shernborne Road, Councillors discussed at length the options to deal with the issue. Councillor Dark suggested the Highways Road Safety Officer came to look at the road layout and make recommendations.

13905 To receive a verbal report from Borough Councillors.

Councillor J Collingham was not present.

Councillor Bubbs reported the Borough Council are to meet next Thursday and it has been proposed the Borough Council will now collect waste from “publicly accessible” areas hopefully reducing the amount of fly-tipping. This will include rubbish collected during litter picks, which will hopefully encourage more villages to hold litter picks.

Councillor Bubbs advised the leaves on the footpath along Manor Road from the Village Centre to the corner of Chapel Road had been cleared after reports of a parishioner falling from their mobility scooter due to the leaves obstructing the kerb edge.

13906 Accounts for payment.

Councillor C Shepherd advised the payments list had been circulated by the Clerk this afternoon

Councillor C Shepherd stated a payment had been listed for authorisation for the Royal British Legion (RBL) Poppy Appeal of £37.00 for the purchase of the wreaths and proposed a donation of £100.00 be made to the RBL, as agreed in previous year. **It was resolved to approve the proposal.**

Councillor C Shepherd queried transaction 186 – Opus Energy. The payment list shows VAT at £13.15 however the invoice received shows VAT at £46.01 and advised the VAT had been charged at 20%. The Clerk advised she would amend the VAT accordingly.

Councillor C Shepherd asked if an invoice had been received from Mr English regarding the cleaning of the playground. The Clerk advised there had been nothing to date and would contact Mr English.

Councillor C Shepherd asked if the donation agreed to be made to the RNLI could be added to this month’s payments as it was deferred at the previous Full Council meeting to ascertain local branch details. The Clerk advised it was added to the previous list.

The Clerk advised an overpayment of 11p had been made to Wave and would be credited to our account and asked if the invoice received from Ashton Shaw for £72.00 could be added to the list for authorisation. **It was approved to add the addition payment to Ashton Shaw.**

Dersingham Parish Council**Expenditure transactions - payments approval list****Start of year 01/04/21**

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
175	D/P 23.11.21- 175	£663.49	£0.00	£663.49	14/10/21	Dersingham Centre Association - Centre Maintenance and running costs	£663.49
197	d/P 01.11.21- 197	£236.06	£39.34	£196.72	15/10/21	OPUSEnergy Streetlight Energy -sept - oct	£236.06
176	D/P 04.10.21- 176	£8.50	£0.00	£8.50	19/10/21	Barclays Bank - Monthly charges	£8.50
194	D/P 23.11.21- 194	£44.00	£0.00	£44.00	21/10/21	Dersingham Parochial Church Council Christmas Tree	£44.00
177	D/P 23.11.21- 177	£2,796.00	£466.00	£2,330.00	01/11/21	P J & B Jones Ltd -	£2,796.00

1		£2,269.20	£378.20	£1,891.00		WARR	Warren Grasscutting	
2		£142.80	£23.80	£119.00		REC	Playing Field	
3		£384.00	£64.00	£320.00		ENV	General Grasscutting	
178	D/P	£137.00	£0.00	£137.00	01/11/21	Royal British Legion Poppy Appeal - Poppy Wreaths		£137.00
	23.11.21-							
	178							
188	dd	£126.16	£21.03	£105.13	01/11/21	K & M Lighting Services - Street Lighting Maintenance		£126.16
	25.11.21-							
	188							
180	DD	£41.40	£6.90	£34.50	02/11/21	Nov 21 System:3 Business Solutions - Microsoft 365 monthly subscriptions		£41.40
	02.11.21-							
	180							
179	D/P	£54.00	£0.00	£54.00	03/11/21	Jennifer Shah - Locum Clerk		£54.00
	23.11.21-							
	179							
184	b/t	£60.00	£0.00	£60.00	04/11/21	David Doman - War Memorial maintenance		£60.00
	23.11.21-					Oct 21		
	184							
196	D/P	£72.00	£12.00	£60.00	05/11/21	Aston Shaw - Undertaking payroll to 05.07.21		£72.00
	23.11.21-							
	196							
185	dd	£13.40	£2.23	£11.17	06/11/21	Utility Warehouse - Mobile Nov 21		£13.40
	30.11.21-							
	185							
181	D/P	£1,427.52	£0.00	£1,427.52	08/11/21	Salary - November		£1,427.52
	08.11.21-							
	181							
182	D/P	£1,162.99	£0.00	£1,162.99	08/11/21	Salary - November		£1,162.99
	28.11.21-							
	182							
183	d/p	£894.14	£0.00	£894.14	08/11/21	Norfolk Pension Fund - November Pensions		£894.14
	23.11.21-							
	183							
1		£173.89	£0.00	£173.89		Staff	Staff	
2		£720.25	£0.00	£720.25		Employees' Pension	Staff	
189	D/P	£75.00	£0.00	£75.00	09/11/21	Employer Pension	Melanie Hilton - Locum	£75.00
	23.11.21-							
	189							
192	D/P	£154.80	£25.80	£129.00	09/11/21	Edge It Systems Ltd - Accounts Package Upgrade		£154.80
	23.11.21-							
	192							
193	D/P	£25.76	£0.00	£25.76	09/11/21	Sarah Bristow - Expenses for Cleaning Contractor		£25.76
	23.11.21-							
	193							
1		£20.37	£0.00	£20.37		ENV	Black Bags	
2		£5.39	£0.00	£5.39		COVI	Washing up Liquid	
187	DD	£49.14	£8.19	£40.95	14/11/21	BT		£49.14
	28.11.21-					Monthly phone & broadband		
	187					Nov 2021		
186	DD	£276.05	£46.01	£230.04	15/11/21	OPUSEnergy - Streetlight Energy -Oct-Nov		£276.05
	30.11.21-							
	186							
195	D/P	£2,592.00	£432.00	£2,160.00	16/11/21	Ward Hill Walker - HR Advice		£2,592.00
	23.11.21-							
	195							
191	DD	£88.33	£0.00	£88.33	20/11/21	Jo Halpin Jones - Village Voice Editor Honorarium		£88.33
	25.11.21-							
	191							
190	DD	£270.00	£0.00	£270.00	22/11/21	C & E Handyman		£270.00
25.11.21-	Services - Cleaning Contract							
190								
Total		£11,267.74	£1,059.50	£10,208.24				

It was resolved to make the payments subject to the required changes.

13907 Accounts up to 31st October 2021.

Councillor C Shepherd advised, due to the accounts being circulated late this afternoon there had been no chance for Councillors to review the Financial Budget Comparison and Reserves documents.

13908 Minutes of the meeting of Dersingham Parish Council held 22nd September 2021.

a) To approve the minutes

Councillor C Shepherd reminded Councillors, at the previous Full Council meeting, a member of the public had raised an issue with the minutes of 22nd September 2021 particularly minute number 13814, she advised she had issued a suggested amendment to the Clerk but had received no response therefore there was no update regarding the situation. The Clerk stated she wished for the original minutes to be reinstated and that minutes should only be changed by the proper officer. Councillor C Shepherd suggested a zoom meeting be arranged, to be attended by Councillor C Shepherd, the Clerk and Mrs Scanlon to determine what is to be agreed to present to Full Council.

13909 Minutes of the Meeting of Dersingham Parish Council held 20th October 2021.

It was resolved to approve the Minutes as a true and accurate record once the following amendments had been made.

Councillor M Shepherd advised a payment of £500.00 to the DVCA for Office rent and two Direct Debits £231.62 - Grenke Leasing Ltd – Photocopier and £236.06 – Opus Energy had been raised and approved for payment at the previous Full Council meeting, therefore they needed to be added to the payment list for 20th October minutes.

Councillor Bubb also asked for an amendment minute number 13878 to show – 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 purpose.

13910 Notes of the Finance & Administration working group held 8th November 2021.

Councillor M Shepherd advised there were no items requiring resolution from Full Council and said the working group had reviewed budget setting with some amendments being suggested, however there are areas that needed clarification and would therefore discuss budgets again at the next Committee meeting.

13911 Minutes of the Environment Committee meeting held 11th October 2021.

Councillor C Shepherd advised the trees from the Woodland Trust had not been delivered when expected due to problems with the couriers. Delivery is now expected between 24th November and 3rd December therefore the planting dates will need to be rearranged accordingly.

- 13912 Minutes of the Environment Committee meeting held 21st October 2021.**
Councillor C Shepherd stated the meeting held 21st October was a face-to-face meeting and therefore a committee meeting, not a working group held via Zoom. Mrs Scanlon advised she had notified the Clerk the meeting was face to face and had sent minutes to the Clerk; however, these had now been changed by the Clerk to show as notes of a working group meeting.
The Clerk queried the request for a new budget line to be added for maintenance and additional Recreational Ground equipment as this was already covered by Budget Code 5015 – Playground equipment & maintenance. Councillor R Anderson said the new budget line was to cover new Recreational Ground projects/equipment and maintenance not Playground. Councillor C Shepherd suggested this be discussed at the next Environment Committee meeting.
- 13913 Notes of the Environmental Working Group Committee meeting held virtually 9th November 2021.**
Councillor Frost and Councillor C Shepherd thanked Councillor R Anderson for his hard work in getting the Christmas lights installed.
Councillor Frost advised he had attended the Heacham Community Car Scheme meeting; the AGM is due to be held in January which he will attend and report back to Full Council in due course.
Councillor Hipkin asked if there was an update regarding the basketball hoops being reinstated. Councillor C Shepherd said this is to be discussed by the Environment Committee.
- 13914 Minutes of the Communication Committee meeting held 2nd November 2021.**
Councillor C Shepherd advised the Committee had completed the budget setting.
Communication Committee had received correspondence from St Nicholas Church inviting the Parish Council to purchase a Christmas tree for the tree festival, it had been approved by committee to purchase a tree.
- 13915 Chairman's report.**
Councillor C Shepherd reported work has been ongoing with repairs to the Centre's roof, it was hoped this will be completed by the end of the week.
Councillor C Shepherd advised the last meeting planned for the Queens Platinum Jubilee celebrations had been cancelled as the Clerk was unable to attend due to sickness, another meeting date is to be arranged.
- 13916 Clerk/RFO report.**
The Clerk advised the Queens Green Canopy is offering a "physical" commemorative plaque for those taking part in the planting of Jubilee trees and asked if Councillors would like it to be placed on the Warren. Councillor C Shepherd proposed this item be discussed at the next Environment Committee meeting. **It was agreed to approve the proposal.**
- 13917 Applications and Determinations.**
All applications can be viewed, commented on, online at the Borough Council's Planning Portal. online.west-norfolk.gov.uk/online-applications/

Applications:

None received.

Determinations:

21/01896/CM County Matters: Prior approval for the installation of electricity generating solar panels on the south facing roof and side extension roof of Fires Station, 2b Doddshill Road, Dersingham. No Objection.

21/01362/F New dwelling and detached car port, 32 Station Road, Dersingham – Granted

21/01656/F Retrospective application: Replacement of two garden fence panels at 21 Hipkin Road, Dersingham – Granted.

21/01550/F Application for two storey front extension and single storey rear extension. Widening of dropped kerb to driveway. 25 Old Hall Drive, Dersingham – Granted.

13918

Correspondence.

Councillor C Shepherd advised further correspondence had been received, regarding the memorial plaque to commemorate the resilience of our community during the time of the pandemic as discussed at the previous Full Council meeting, requesting a village event, or meeting that the plaque could be presented to the Parish Council. After discussion, Councillor C Shepherd proposed the plaque be presented at the next Full Council meeting. **It was resolved to approve the proposal.**

Councillor C Shepherd advised the Clerk had circulated correspondence relating to the Borough Council's CIL money and suggested this item be dealt with by the Environment Committee at their next meeting.

13919

Items for inclusion on the next agenda.

Councillor C Shepherd to report on the Skatepark reserves.

13920

Date and place of next meeting.

Wednesday 15th December 2021 at 7.00, Dersingham Village Hall.

The Chairman opened the meeting for public participation 20:20

With no public 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.

13921

Sports Ground Management Lease.

Councillor C Shepherd reported she had received confirmation the Sports Ground Management Committee are now a registered company, and their new name is Dersingham Sports Ground Community Interest Company. Now this is

in place work can recommence on the lease and Councillor C Shepherd suggested a working group be established to look at the draft lease. Councillors T Bubb, D Hipkin, M Noble, M Shepherd and C Shepherd are to arrange a working group meeting once the draft is available.

13922 Social Club Lease.

The working group formed to deal with the lease had met. A letter had been written to the Social Club regarding the lease requirements etc, but no response had been received to date.

13923 Minutes of Staffing Committee meeting held 15th November 2021.

Councillor C Shepherd reported staffing had agreed the appointment of a locum Clerk to cover sickness absence and additional hours worked by Mrs Scanlon to cover the Clerks previous sickness absence had also been agreed.

Councillor C Shepherd asked staff to leave the meeting at 20.30.

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.
- Obtain quotes for street light column risk assessment.
- Add "Plant a tree for the Jubilee" to the Environment agenda.

Action Points Dersingham Parish Council Meeting 23rd November 2021.

Clerk

- Add the approved £100.00 donation to Royal British Legion to November payments.
- Make necessary amendments to the November payments as per minute 13906
- Add approved payment of £72.00 to Aston Shaw to November payments.
- To arrange a zoom meeting as per minute 13908. The Clerk, Councillor C Shepherd and Mrs Scanlon to attend.
- To reinstate the minutes, from notes changed regarding the Environment Committee meeting held 21st October 2021 as per minute number 13912.
- To add addition budget line for Recreation ground project/equipment and maintenance.
- To arrange a meeting for the Queens Platinum Jubilee celebrations.
- To add the Queens Green Canopy Commemorative Plaque on the Environment Committee agenda.
- Arrange memorial plaque to be presented at Full Council meeting as per minute 13918.
- Add correspondence relating to the Borough Council CIL to the next Environmental Committee meeting agenda.

With no further business the meeting closed at 9.15pm