

Minutes of the Meeting of Dersingham Parish Council held on 28th January 2022 at 7.00pm in the Dersingham Village Centre.

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor R Anderson, Councillor B Anderson, Councillor D Wright, and Councillor A Watkins.

Also, Present:

Sarah Bristow (Clerk)

Geraldine Scanlon (Communications Officer-Minute taker).

The Countess of Romney DL presented the Parish Council with a commemorative plaque commissioned and produced by the Norfolk Lieutenancy to Commentate our community's resilience in the year of the pandemic.

13947 To Receive and Consider Apologies for Absence.

It was resolved to approve apologies received from Councillor M Noble, Councillor J Stokes, Councillor R Frost, Councillor G Billard and Councillor D Hipkin.

13948 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.

None received.

13949 Open the meeting for Public Participation.

There was no public present.

13950 To receive a verbal report from Norfolk County Councillor.

Councillor S Dark was not present.

Councillor C Shepherd advised she and the Clerk had attended a meeting with Councillor Dark to discuss local issues. Councillor Dark had reported the issue of the signage for wildlife is still ongoing along with the concerns raised by Councillor Noble regarding vehicles speeding along Shernborne Road.

13951 To receive a verbal report from Borough Councillors.

Councillor Bubb and Councillor Collingham were not present.

13952 Accounts for payment.

Councillors discussed payments to be made.

Dersingham Parish Council

Expenditure transactions – payments **Start of year**

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
233	DD 06.01.22- 233	£8.50	£0.00	£8.50 16/12/21	Barclays Bank - Monthly charges	£8.50
240	B/T 28.01.22- 240	£5,907.60	£984.60	£4,923.00 16/12/21	Proctor Roofing - Supply and erect access equipment to carry out the works Strip existing zinc ridge flashing detail and clear away from the site Supply and fix new 6 x 2 timber to form new upstand. Supply and fix 1 No coat of primer to the new timber upstand. Supply and fix Resitrix SKW waterproof membrane to new timber upstand and lapped onto	£5,907.60

						existing system Supply and fix over fascia vent to top of new timber upstand. Supply and fix new zinc ridge flashing detail together with all necessary fixtures and fittings Dismantle access Cavell & Lind - Occ Health Assessment	
237	B/T 28.01.22-237	£210.00	£0.00	£210.00	21/12/21		£210.00
224	DD 20.01.22-224	£126.16	£21.03	£105.13	01/01/22	K & M Lighting Services - Street Lighting Maintenance Dec 21	£126.16
226	DD 28.01.22-226	£1,427.52	£0.00	£1,427.52	01/01/22	January Salary	£1,427.52
223	DD 02.01.22-223	£41.40	£6.90	£34.50	02/01/22	System:3 Business Solutions - Microsoft 365 monthly subscriptions	£41.40
232	D/P 28.01.22-232	£11.93	£0.00	£11.93	02/01/22	WAVE - Water charges 02.10.21 to 01.01.22 Rec Ground	£11.93
228	D/P 28.01.22-228	£785.56	£0.00	£785.56	04/01/22	Norfolk Pension Fund - January 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
225	D/p 28.01.22-225	£45.00	£0.00	£45.00	05/01/22	David Doman - War Memorial maintenance	£45.00
231	D/P 28.01.22-231	£81.00	£13.50	£67.50	05/01/22	Aston Shaw - Undertaking payroll to 05.10.21	£81.00
227	DD 28.01.21-227	£854.12	£0.00	£854.12	06/01/22	January Salary	£854.12
235	DD 30.01.22-235	£13.40	£2.23	£11.17	06/01/22	Utility Warehouse - Mobile Jan	£13.40
229	D/P 28.01.22-229	£80.00	£0.00	£80.00	07/01/22	C & E Handyman Services - Spraying the Play Equipment 8 visits	£80.00
230	D/P 28.01.22-230	£35.00	£0.00	£35.00	07/01/22	C & E Handyman Services - Replacement of tile on bus shelter and paint bench outside	£35.00
221	D/P 28.01.22-221	£69.11	£11.52	£57.59	10/01/22	Corona Corporate Solution Ltd - Photocopier usage 06.10.21 to	£69.11
234	DD 07.02.22-234	£3,769.95	£0.00	£3,769.95	10/01/22	Public Works Loan Board - PWLB Repayment	£3,769.95
1		£1,748.67	£0.00	£1,748.67		CNC	Capital Payment
2		£2,021.28	£0.00	£2,021.28		CNC	Interest Payment
239	D/P 28.01.22-239	£247.05	£41.18	£205.87	10/01/22	Glasdon UK Limited - One yellow grit bin 400 to replace one at Park Hill	£247.05
1		£237.10	£39.52	£197.58		ENV	Grit Bin
2		£9.95	£1.66	£8.29		ENV	Delivery
220	DD 30.01.22-220	£317.29	£52.88	£264.41	15/01/22	OPUS Energy - Streetlight Energy -Dec-Jan	£317.29
222	DD 30.01.22-222	£49.14	£8.19	£40.95	16/01/22	British Telecommunications - Monthly phones &	£49.14
238	D/P 28.01.22-238	£300.00	£0.00	£300.00	20/01/22	Medina Services - To cut back hedge and topping, Cut back Brambles and waste disposal at Broadlands Close,	£300.00
241	B/T 28.01.22-241	£2,766.22	£461.04	£2,305.18	21/01/22	K & M Lighting Services - New Column in Clayton Close and Pansey Drive	£2,766.22
242	D/P 28.01.22-242	£2,280.00	£0.00	£2,280.00	25/01/22	Clanpress - Village Voice Issue 134 printing	£2,280.00
236	D/P	£165.00	£0.00	£165.00	01/02/22	SLCC - Clerk's Subs for	£165.00

Total	£19,590.95	£1,603.07	£17,987.88
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It was resolved to approve the payments.

13953 Accounts up to 31st December 2021.

Councillor M Shepherd advised the accounts circulated had been done to today's date not the 31st of December 2021 as stipulated on the agenda.

a) Internal Audit Controllers Quarterly Report.

Councillor M Shepherd advised he had circulated the IAC Quarterly report and there had been no discrepancies found.

13954 Council to set the Budget for 2022/23.

Councillor C Shepherd reported the budgets had been discussed by each Committee, reviewed by the Finance & Administration Committee, and presented to Full Council at the Working Group budget setting meeting on the 17th of January 2022. Councillor M Shepherd stated the proposed budgets were shown in column "2022/23" of the Financial Budget Comparison that had been circulated. With no queries raised by Councillors, Councillor M Shepherd proposed the Council formally adopt the budgets for 2022/23. **It was resolved to approve the proposal.**

13955 To set the Precept for 2022/23.

Councillor C Shepherd advised a report had been circulated to Councillors notifying them of the intention to fund the budget for 2022/23 directly from the precept. The report also showed a table of recommended precept allocations for each committee. After discussion Councillor C Shepherd proposed the precept be set at £158,565.00 for 2022/23, an increase on 2021/22 precept figure of £146,000.00. **It was resolved to approve the precept for 2022/23 be set at £158,565.00**

13956 Minutes of the meeting of Dersingham Parish Council held 15th December 2021.

a) To approve the minutes.

Councillor C Shepherd proposed, as the minutes had not been circulated to Councillors prior to the meeting, approval be deferred to the next Full Council meeting. **It was resolved to approve the proposal.**

b) Action points.

13957 Notes of the Staffing Working Group meeting held 6th January 2022.

Councillor C Shepherd advised the Staffing Committee had met the 5th January not the 6th January as shown on the agenda and reported the Clerk's doctor had requested she attend an appointment with the Occupational Therapist (OT), the report has now been received from the OT. No issues had been identified; however, Staffing Committee agreed the Clerk is to continue working from home.

13958 Notes of the Finance & Administration Working Party meeting held 10th January 2022.

Councillor M Shepherd advised there were no recommendations to bring to Full Council.

13959 Notes of the Environment Working Party meeting held on 11th January 2022.

Councillor C Shepherd advised there were no recommendations to bring to Full Council.

Councillor C Shepherd reported a contractor had previously been instructed to remove the old Christmas Tree lights from the Recreation Ground and Councillors

had authorised payment at the December Full Council meeting, as the contractor had been on site that day. However, the contractor had not completed the work and had worked to a strict interpretation of the order placed which has resulted in junction boxes, cables and some lights being left in the trees. The Clerk had contacted the contractor but unfortunately it looks as though the work will remain incomplete. Councillors discussed the issue. Councillor M Shepherd said it is a reminder Councillors need to be satisfied any work contracted out is completed satisfactorily before authorisation of payment is made in the future.

- 13960** **Notes of the Budget Working Party meeting held on 17th January 2022.**
Councillor C Shepherd proposed, as the notes had not been circulated to Councillors prior to the meeting, approval be deferred to the next Full Council meeting. **It was resolved to approve the proposal.**
- 13961** **Minutes of the Planning Committee meeting held on 19th January 2022.**
Councillor C Shepherd advised Councillor Noble wished to stand down from being the Chairman of the Planning Committee due to other commitments, therefore a new Chairman will be elected at the next Planning Committee meeting.
Councillor C Shepherd stated two applications had been discussed with No Objections being agreed on both applications. It had also been agreed, with such little development within the village, the Neighbourhood Plan would no longer be pursued.
- 13962** **Minutes of the Staffing Committee meeting held on 24th January 2022.**
Councillor C Shepherd reported Staffing had authorised staff salaries. It had also been agreed that if the Clerk is unable to attend the Full Council meeting of the 17th of February 2022, due to other commitments, a Locum Clerk will be approached to attend the meeting.
Annual leaves requests received from staff had also been agreed.
- 13963** **Chairman's Report.**
Councillor C Shepherd advised she had taken part in Radio Norfolk's Treasure Quest with the clues leading to the Pill Box on Broadlands Close, which highlighted the current condition of the Pill Box as being poor. Councillors discussed the Pill Box, and it was agreed for it to be added to the Environment Committee agenda.
Councillor C Shepherd reminded Councillors of the working group meeting due to be held 31st January 2022 to discuss the celebrations for the Queens Platinum Jubilee. Currently the working group consists of Councillors C Shepherd, R Anderson, A Watkins, The Clerk and Mrs Scanlon however Councillor C Shepherd asked if any other Councillors wished to attend the meeting.
- 13964** **Clerk's/RFO Report.**
The Clerk reported:
An order had been placed for work to be done on the bus shelter on Hunstanton Road.
The replacement Grit Bin is now in place at Park Hill.
The last quarter for the VAT had been submitted with a refund of £2103.59 due.
A payment of £125.00 insurance excess had been received from the solicitor regarding the damaged streetlight in Old Hall Drive.
A bank statement, showing interest of 90p had been received from the NS&I .
Councillor M Shepherd asked if the authorised signatories had been amended on the account. The Clerk advised the paperwork had been completed and returned to NS&I but would contact them for an update.

13965 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:

22/00027/F Application for single storey side and rear extension with first floor rear dormer extension/conversion and alterations at 33 Queen Elizabeth Drive, Dersingham. - It was resolved to make No Objections.

Determinations:

21/01926/F Application for proposed extensions to existing dwelling house balcony applied to existing south facing single storey projection and erection of additional solar panels. 14 Station Road, Dersingham. – Granted.

21/02249/F Application for retrospective planning for the addition of new windows to the side elevations, new Velux's on the front elevation and extension to the rear of the property. 19 Bank Road, Dersingham. – Granted.

13966 Date, Time, and Place of meetings for 2022.

Councillor C Shepherd explained that due to the popularity of Dersingham Centre, it is becoming increasingly difficult to book the hall for Full Council meetings. The 15th of February 2022 is the only available night for Full Council to meet, however this coincides with the Clerk having to attend a meeting for Gayton Parish Council. Staffing had authorised a locum clerk to attend the meeting of the 15th of February. Councillors discussed the issue. **It was resolved for the Full Council meeting to be held 15th February 2022; the Clerk is to arrange a locum Clerk to attend.** Councillor C Shepherd advised meetings to be held throughout 2022 are still to be arranged but hoped, subject to covid rules, that we could return to Monday meetings in the Garden Room from March onwards.

13967 Correspondence.

None received.

13968 Items for inclusion on the next agenda.

Minutes of the meeting of Dersingham Parish Council held 15th December 2021.
Notes of the Budget Working Party meeting held on 17th January 2022.
Queens Platinum Jubilee.

13969 Date & Place of next meeting.

15th February 2022, 7.00pm 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.

13970 Sports Ground Lease.

Councillor C Shepherd updated Councillors regarding the Head lease received from the solicitor. Councillors discussed several concerns highlighted throughout the Head lease which would have to be referred to the solicitors, it was agreed Councillor C

Shepherd to contact the solicitor. Councillor C Shepherd stated the discussion relating to the Sports Ground Lease must, for the moment, remain confidential and not discussed with outside parties.

13971 Social Club Lease.

Councillor C Shepherd advised the Clerk had circulated the accounts received from the Social Club to Councillors, and the club is currently running at a loss. Councillors discussed the future of the Social Club and agreed Councillors Wright and Hipkin would discuss, informally, with those running the club the current situation and ascertain their thoughts on the future regarding a new lease.

Action Points Dersingham Parish Council Meeting 23rd November 2021.

Clerk

- To arrange a zoom meeting as per minute 13908. The Clerk, Councillor C Shepherd and Mrs Scanlon to attend.
- To arrange a meeting for the Queens Platinum Jubilee celebrations.

Councillor C Shepherd.

- To arrange a zoom meeting as per minute 13908. The Clerk, Councillor C Shepherd and Mrs Scanlon to attend.

Action Points Dersingham Parish Council Meeting 15th December 2021.

Clerk

- To increase PCC grant to £5000.00 yearly
- To add EACH donation to the payments list.

Councillor C Shepherd

- To write to the local MP regarding face-to-face meetings

Action Points Dersingham Parish Council Meeting 28th January 2022.

Clerk

- To contact NS&I for an update on the account signatories.
- To add Minutes of the meeting of Dersingham Parish Council held 15th December 2021 to the next Full Council agenda.
- To add Notes of the Budget Working Party meeting held on 17th January 2022 to the next Full Council agenda.
- To add Queens Platinum Jubilee to the next Full Council agenda.

Councillor C Shepherd

- To the solicitor notifying Councillors concerns regarding the Head Lease received.

With no further business the meeting closed at 8.20pm