

Minutes of the Environment Committee meeting held on Monday 2nd December 2024 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr M Ward Vice-Chairman and Chaired the meeting, Cllr C Shepherd, Cllr J Stokes, Cllr B Anderson, Cllr A Watkins, and Cllr T Bubb

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** - Cllr R Frost (Chairman)
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – Cllr C Shepherd declared an interest in item 6(k) Signage on the Sports Ground
3. **Open the meeting to allow Public Participation** - none present
4. **Minutes of the Environment Committee Meeting held on the 4th November 2024 and Environment Budget Setting Committee meeting held on the 5th November 2024.**
 - (a) Cllr C Shepherd asked for the Minutes dated 4th November to be changed to remove the word 'Childrens' and to read Item 5 - the quality of grass in the recreation ground instead of the quality of the grass in the Children's recreation ground. The minutes were proposed by Cllr C Shepherd and seconded by Cllr J Stokes and all agreed and they were approved as a correct record. They will be signed at January's meeting.
Environment Budget Setting Committee held on Tuesday 5th November – the minutes were proposed by Cllr C Shepherd and seconded by Cllr J Stokes and all agreed and they were approved as a correct record and were duly signed by the Chairman of the meeting - Cllr M Ward.
 - (b) Action points were discussed and those completed will be removed.

Business Manager

- (a) To source further quotations for the Village Sign to be repainted - ongoing
- (b) To source quotations for removing selected paving and replacing with gravel or crushed limestone - ongoing
- (c) To source further quotations from specialist companies to install new locks on all gates into the playground - ongoing
- (d) To prepare an order for an additional two tonne of good quality sieved topsoil and 10 kilos of grass seed – work completed
- (e) To contact St. Cecilia's Church for permission for the bus shelter to be situated on their land – work completed
- (f) To chase up NCC's Transportation Scheme for funding for a new bus shelter and to contact the parishioner with an update – work to be held back until a reply is received from St. Ceilia's Church
- (g) To source quotations for the repainting of the 3 identified seats. The repainting to be undertaken in the Spring of 2025 - ongoing
- (h) To chase the dog bin sponsors regarding the next 12 months sponsorship and ascertain if they wanted to continue with their sponsorship at £30 per bin. To approach a third sponsor. The BM confirmed that Coastal Veterinary Group had agreed to sponsor 15 bins and Dersingham Veterinary Clinic had agreed to sponsor 12 bins. The councillors discussed options and gave the BM 3 possible companies to approach for the remaining 4 bins.
- (i) To present updated photos of the dog bins after the extra adverts have been applied to the bins – work completed

- (j) To contact Dersingham Primary School to ascertain whether they would be interested in undertaking a litter pick – The BM had contacted Dersingham Primary School and was awaiting a reply
- (k) To contact the Community Safety Manager at West Norfolk to ask for the Public Space Protection Order to allow the same restrictions of 'No Dogs' to the recreation ground since this is fenced and gated and children under 5 played football and used the skatepark and to also contact James Wild MP for his support - The BM had contacted the Community Safety Manager.
- (l) To chase up NCC's Norfolk Trails Team regarding the interpretation board – The BM confirmed another email had been sent but no reply had been received.
- (m) To chase up NCC Highways regarding the footpath opposite 5 Centre Vale – work completed
- (n) To inform Cllr Robert Frost when the replacement toddler swings have been delivered - ongoing
- (o) To source quotations for the two bus shelters roofs to be professional cleaned – the work had been carried out and photos of the completed cleaned bus shelters were shown to the councillors.
- (p) To purchase the Linseed oil, black Hammerite paint and acetate remover – work completed
- (q) To contact the grass cutting contractor for a quotation for 'feed and weed' to be carried out in sections over the forthcoming year – The BM confirmed that she had emailed the grass cutting contractor but was still awaiting a reply
- (r) To arrange a quote from the Streetlighting Contractor for a rear shield on a streetlight - work completed - The BM confirmed that she had emailed the Streetlight Contractor but was still awaiting a reply
- (s) To contact a parishioner to train Cllr R Frost and Cllr B Anderson on how install the lights and how to switch them on and off - work completed
- (t) To purchase 2 x Tree Plaques – ongoing

Cllr B Anderson asked the councillors not to overload the BM with new projects to allow her to complete the current projects and Cllr C Shepherd underpinned this by asking the councillors to allow the BM working space until February 2025.

Cllr R Frost

- (a) To paint the black litter bin opposite the Spar – to be carried over to 2025

Cllr T Bubb

- (a) To oil the bench at Earls Close – Cllr T Bubb confirmed this had been completed

Cllr C Shepherd

- (a) To write a Facebook article on the timings of the Church Service on Sunday 10th November and the Armistice Service at the War Memorial on Monday 11th November - work completed
- (b) With Cllr J Stokes to clean signs on the War Memorial in time for Armistice Day and to clean the Children's Playground signs - work completed
- (c) To investigate the dog bin in Greenwich Close - work completed

Cllr J Stokes

- (a) With Cllr C Shepherd to clean signs on the War Memorial in time for Armistice Day and to clean the Children's Playground signs - work completed
- (c) To consider matters arising – Cllr C Shepherd asked if Cllr T Bubb had taken photos of the newly oiled bench, Cllr T Bubb confirmed he hadn't. Cllr C Shepherd asked the BM if she had received the Public Liability cover from the tree surgeon, the BM hadn't but would

chase again. Cllr C Shepherd informed the meeting that specialist lettering for the war memorial will be required in 12 months and a budget provision will be required.

5. **Current Financial Position and Reserves**

Cllr C Shepherd informed the meeting that more invoices were to be received but so far there appears to be sufficient money in the budgets for this financial year, although she explained that the cost of tree work might take this budget over. Recreation budgets appeared okay and the Projects budget contained £32,000 but some of this would be required for the repaving of the war memorial gardens and the repainting of the village sign.

6. **Areas of responsibility**

- (a) Bus shelters/stops – Ivy growing on Chapel Road bus shelter. Cllr C Shepherd confirmed she would authorise the spend for the bus shelter cleaning of £30 each for two bus shelters. Cllr J Stokes informed the meeting that he would remove the ivy growing on the inside (and a little on the outside) of the bus shelter on Chapel Road
- (b) Streetlights – Cllr T Bubb asked the BM to report a flashing streetlight on Manorside. Cllr C Shepherd informed the meeting that Opus Energy's contract had now moved to Drax and ends in April 2025.
- (c) Grass Cutting – nothing to report
- (d) Cleaning – nothing to report
- (e) Litter Bins – Replacement bin on War Memorial Gardens – Cllr C Shepherd informed the meeting that the outer casing of the litter bin in the war memorial gardens was starting to fall apart and she asked the BM to obtain quotations for the February 2025 meeting.
- (f) Seats and Benches – Cllr T Bubb informed the meeting that he has one bottle left of linseed oil and will use this to recoat the bench next year when the weather improves.
- (g) Children's Playground Inspection Form – nothing reported to the BM
- (h) Dog Bins and Sponsorship – The BM informed the meeting that so far she and the ABM had been unable to remove the stickers on the bin. Cllr C Shepherd asked Cllr T Bubb to ask the Borough Council what they use to remove stickers. Cllr C Shepherd explained to the meeting that dog bin DW18's lid was broken and would require replacement. It was agreed not to order a new bins until February 2025. The BM had placed photos showing the condition of all dog bins on SharePoint and Cllr S Shepherd agreed to report back to the next meeting as to whether any new bins were required.
- (i) Footpaths/Walkways - nothing to report
- (j) Tree Warden and Tree Survey nothing to report
- (k) General Village Environment – Signage on the Sports Ground – The councillors discussed the dog fouling and non-picking up by the owners on the sports ground and it was agreed that signage was required asking owners 'To keep dogs on leads'. Cllr C Shepherd would discuss this further with the Sports Ground Association. Cllr C Shepherd informed the meeting that the 'Please clean up after your Dog' sign which was found on the sports field did require reinstating and Cllr T Bubb offered to re-install it.

7. **Recreation Ground** – Cllr B Anderson informed the meeting that the Christmas lights were now up and whilst it was a simple job it was time consuming. He asked whether a decision could be given to purchase socket headed nuts and bolts and this was agreed.

8. **War Memorial and War Memorial Gardens** – Cllr C Shepherd and Cllr J Stokes had carried out a general tidy up before the 11th November. They have also cleared out the gully and

removed 5 buckets of mud but noticed that the gully was blocked with roots and would need to be further inspected by contractors asked to quote for the repaving of the gardens.

9. Climate change and Biodiversity – Cllr B Anderson alerted the meeting that 2024 had been a bad year for the butterfly population in England and Wales and hoped that 2025 would be an improvement and the Big Butterfly Count has now been running for 14 years. Cllr B Anderson informed the meeting that the bat detecting work would be carried out in 2025.
10. Rangers and update on NCC Highways Requests – no further updates
11. Meeting dates for 2025 – Cllr C Shepherd informed the meeting that the RFO receives the bank statement at the end of month and requires time to balance the accounts and asked the Councillors to consider moving the meeting date to either a Tuesday or the third Monday in the month. The BM expressed concern that left a tight deadline for the minutes to be completed. After discussion it was agreed to further consider this at the next meeting. Cllr C Shepherd asked for the meeting dates to be put to Full Council on Monday 16th December and the dates will be agreed shortly, however, confirmation was given that the next Environment meeting will be held on Monday 6th January 2025.
12. Correspondence
 - 12.1 Cllr C Shepherd informed the meeting that the parish council's Christmas tree was to be decorated on Thursday 5th December for St. Nicholas Parish Church's Christmas Tree Festival
13. Open the meeting to allow Public Participation - none present
14. Items for inclusion on the next agenda
 - 14.1 Meeting Dates for 2025
 - 14.2 Replacement Dog Bins
15. Date of next meeting – Monday 6th January 2025 at 7pm in the Loft
16. Exclusion of 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.
17. Land between The Warren and A149 – no update

With no further business the meeting was closed at 20:28

Business Manager

- (a) To source further quotations for the Village Sign to be repainted
- (b) To source quotations for removing selected paving and replacing with gravel or crushed limestone
- (c) To source further quotations from specialist companies to install new locks on all gates into the playground
- (d) To chase up NCC's Transportation Scheme for funding for a new bus shelter and to contact the parishioner with an update – work to be held back until a reply is received from St. Cecilia's Church

- (e) To source quotations for the repainting of the 3 identified seats. The repainting to be undertaken in the Spring of 2025
- (f) To approach a third sponsor for the dog
- (g) To chase up NCC's Norfolk Trails Team regarding the interpretation board
- (h) To chase the grass cutting contractor for a quotation for 'feed and weed' to be carried out in sections over the forthcoming year
- (i) To chase a quote from the Streetlighting Contractor for a rear shield on a streetlight
- (j) To purchase 2 x Tree Plaques
- (k) To chase the tree surgeon for Public Liability insurance
- (l) To report a flashing streetlight on Manorside
- (m) To obtain quotations for February 2025 for a replacement bin on War Memorial Gardens

Cllr T Bubb

- (a) To re-install the 'Please clean up after your Dog' sign on the sports field

Cllr B Anderson

- (a) To purchase socket headed nuts and bolts for the Christmas lights