

Minutes of the Environment Committee meeting held on Monday 5th June 2023 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chair), Cllr C Shepherd, Cllr T Bubb (Vice Chair), Cllr A Watkins and Cllr J Stokes

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **Election of the Chairman of the Environment Committee and to receive the Chairman's Declaration of Acceptance of Office**
Cllr C Shepherd nominated Cllr R Frost. Cllr T Bubb seconded the nomination.
It was resolved to approve Cllr R Frost as Chairman of the Environment Committee. Cllr R Frost duly signed the Declaration of Acceptance of Office.
2. **Election of the Vice-Chairman of the Environment Committee and to receive the Vice-Chairman's Declaration of Acceptance of Office**
Cllr R Frost nominated Cllr T Bubb. Cllr C Shepherd seconded the nomination.
It was resolved to approve Cllr T Bubb as Vice-Chairman of the Environment Committee. Cllr T Bubb duly signed the Declaration of Acceptance of Office.
3. **To consider apologies for absence – Cllr B Anderson**
4. **Declarations of Interest and requests for dispensations by councillors in any agenda item – none received.**
5. **Public Participation – No Public present**
6. **Minutes of the Environment Committee Meeting 3rd April 2023.** Cllr C Shepherd proposed and Cllr T Bubb seconded the minutes. **The minutes were approved as a correct record and duly signed by the Chairman.**

Action points were discussed and those completed will be removed.

- (a) Cllr C Shepherd carried out the tree inspection and confirmed that the Cherry Tree on the Recreation Ground is dead. The Business Manager was requested to secure quotations for the felling of the tree.
- (b) The Business Manager confirmed that she had chased the company for quotations for 5 no. streetlights to have the doors secured with steel ties but will chase again.
- (c) The Business Manager confirmed that the taking of photos of the back of each dog bin and post onto Parish Online for reference will be carried out during August.
- (d) The Business Manager confirmed that the purchase for one new dog bin had been completed and new A4 'No dogs in the playground area' sign for Bank Road had been received and will be shortly installed.
- (e) The Business Manager provided the quotation for new matting and backfilling of soil for underneath the multi-play structure (originally carried out in 2014) and the BM was requested to obtain another competitive quotation.
- (f) The Business Manager provided the quotations for cutting the tops and sides of the hedge surrounding the WWII Pill Box. A decision to be made at item 22.
- (g) The Asset Register has been updated and the BM will review recent purchases.
- (h) To prepare tenders - split into 3 sections (1) Two new goal posts with or without nets, (2) Removal of old goal posts – cut down to ground level and made good and (3) a second basketball hoop - still outstanding

- (i) The Business Manager confirmed that the tick list had been completed and a decision will be made at item 7(d).
- (j) To investigate the possibilities of siting a bench with NCC's Highways – still outstanding
- (k) The Business Manager confirmed the Environment Committee meeting dates had been sent out.
- (l) Cllr R Frost and Cllr J Stokes had been to inspect the ditch between Holyrood and the sports recreation ground. Cllr C Shepherd informed the meeting that she will produce a report highlighting each landowners responsibility for each section of land.

7. **Current Financial Position** – Nothing to report

8. **Reserves** – Project reserves will require additional funding to pay for the replacement of streetlights.

9. **Areas of responsibility**

- (a) Bus shelters/stops – see item 22(c)
- (b) Streetlights – nothing to report
- (c) Grass Cutting – Cllr C Shepherd offered to walk around the village and check that all areas within DPC contract are being cut
- (d) Cleaning – It was reported that the signs on the Children's Playground need cleaning. The Business Manager was asked to contact DPC's Cleaning Contractor to undertake the work.
A decision was made agreeing the new tick list with an action comment box and the Business Manager was requested to pass the documents to the Cleaning Contractor.
- (e) Litter Bins – Cllr A Watkins reported that the litter bin opposite the Spar was overflowing and the Business Manager was asked to contact DPC's Cleaning Contractor to check whether it had now been emptied.
- (f) Seats and Benches - donation of bench – see item 6(j)
- (g) Children's Playground Inspection Form – The Business Manager informed the meeting that an order to RoSPA for the annual inspection of the Playground and Skate Park had been sent out for completion in June.
Cllr C Shepherd informed the meeting that she had emailed the Skatepark Contractor informing them that if the remedial work isn't carried out the retention money will be re-allocated.
- (h) Dog Bins and Sponsorship – The Business Manager confirmed that all advertisements had been placed on all 31 dog bins.
- (i) Footpaths/Walkways – It was reported that Footpath no. 6 was overgrown and Cllr J Stokes offered to report it using NCC's Highways Online 'Report a Highways Problem'.
- (j) Tree Warden – see item 6(a). Cllr C Shepherd reminded the meeting that a new survey of all trees should be carried out and will send the Business Manager the previous 2018/19 Condition Report/Survey in preparation for a new survey to be commissioned.
- (k) General Village Environment (Ragwort and plaques for Beech and Oak trees) – The meeting was informed that mole hills were appearing on the grass area by the village sign in Lynn Road and there was also ragwort in this area. A working party will be organised to hand pull ragwort once there has been some rain.
Plaques – The Business Manager was asked to provide quotations for two plaques. Cllr T Bubb informed the meeting of concerns of parking near the zebra crossing in Lynn Road close to the Co-op and whether double yellow lines would help the issue. The Business Manager was asked to place the item on the agenda for Full Council.

10. **The Warren – Update on saplings** – On 26th May Cllr C Shepherd and Cllr J Stokes visited the Warren with a parishioner to undertake a review of the saplings and a white sticker has been placed on the growing saplings.
The meeting was informed that two new log seats, kindly donated by the Sandringham Estate, are now insitu and the Business Manager was asked to formally write to the Sandringham Estate and thank them for their kind donation.
11. **Recreation Ground**
(a) Five-Year Plan – no update
(b) Update on Skate Park – see item 9(g)
(c) Moving of bench from play area to beside skatepark – A working party will meet on 13th June to move the bench to beside the skatepark.
12. **War Memorial and War Memorial Gardens** – nothing to report
13. **Climate Change and Biodiversity** – nothing to report
14. **Rangers** – nothing to report
15. **Review of Christmas Lights** – the Business Manager was asked to contact Cllr V Brundle for a report
16. **Correspondence**
(a) NCC's Five new trails across Norfolk – noted at the meeting
(b) EV Charging Points on Electric Lighting Columns – Cllr C Shepherd informed the meeting that the Electric Lighting Columns are not owned by Dersingham Parish Council and the Business Manager was asked to inform the parishioner.
(c) Community champions special tribute will take place at the Royal Norfolk Show – noted at the meeting
17. **Public Participation** – No Public present
18. **Items for inclusion on the next agenda** – No items
19. **Items for Facebook** – No items
20. **Date of next meeting** – 7pm Monday 3rd July in the Loft
21. **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.
22. **Quotations**
(a) Cutting of hedge around pillbox – Quotations were provided by the Business Manager and a decision was made to award Medina Ground Services with the work. The Business Manager was asked to send out an order for the work to be carried out early September.
(b) Streetlights – Quotations were provided by the Business Manager and this work will be confirmed by Full Council on Monday 26th June
(c) Painting of Bus Shelters and War Memorial Railings – Quotations were provided by the Business Manager and a decision was made to award Youngs Home

Improvements with the work. The Business Manager was asked to check when the work would be started and to ask for a second coat of paint on the War Memorial Railings. The painting of the War Memorial Railings would be taken to Full Council on Monday 26th June for confirmation.

Meeting finished at 8.49pm

Action Points

Cllr Shepherd

- (a) To produce a report highlighting each landowners responsibility for each section of land
- (b) To walk around the village and check that all areas within DPC contract are being cut
- (c) To send the BM the previous 2018/19 Condition Report/Survey in preparation for a new survey to be commissioned

Business Manager

- (a) To chase the companies for quotations for 5 no. streetlights to have the doors secured with steel ties.
- (b) In August to take photos of the back of each dog bin and post onto Parish Online for reference
- (c) To obtain additional quotations for new matting and backfilling of soil for underneath the multi-play structure
- (d) To update the Asset Register in view of the latest work/purchases being carried out
- (e) To prepare tenders - split into 3 sections (1) Two new goal posts with or without nets, (2) Removal of old goal posts – cut down to ground level and made good and (3) a second basketball hoop was still outstanding
- (f) To investigate the possibilities of siting a bench with NCC's Highways
- (g) To secure quotations for the felling of the cherry tree on the Recreation Ground
- (h) To contact DPC's Cleaning Contractor to clean the sign on the Children's Playground
- (i) To contact DPC's Cleaning Contractor to check the litter bin opposite the Spar has now been emptied
- (j) Provide quotations for two plaques for the beech and oak trees
- (k) To place 'Double Yellow Lines on Lynn Road near Co-op Zebra Crossing' on the agenda for Full Council
- (l) To formally write to the Sandringham Estate and thank them for their kind donation of the two new log seats
- (m) To contact Cllr Brundle for a report on the review of Christmas Lights

Cllr Jordan

- (a) To report (using NCC's Highways Online 'Report a Highways Problem') asking them to cut back the overgrown footpath no. 6