

MINUTES OF MEETING OF THE ENVIRONMENT COMMITTEE
held on Wednesday 6 December 2017 at 10:00am
at Council Offices, Post Office Road

Present : Cllr B Anderson, Cllr K Hathaway & Cllr C Shepherd

In Attendance: B/Cllr Bubb, Cllr A Hobson & The Clerk

31 Apologies

It was resolved to accept apologies from Cllr K Manship.

32 Declarations of Interest

None received.

33 Minutes of meeting of 13 November 2017

It was resolved for the minutes to be signed by the Chair, as a true and accurate record.

34 Matters Arising

All other Items on the agenda.

35 Rangers

Cllr Hathaway reported that the oak leaves that have fell on the path between Manor Road and Old Hall Drive are very slippery. **It was resolved for the Clerk to report.**

36 Major Emergency Plan

The Clerk reported that Kevin Kent had sent two templates one large detailed plan and one a simpler version. **It was resolved for the Clerk to fill in as much as she could of the simpler version and email round.**

37 Current Financial Position

The Clerk handed round a budget sheet. Everything in order. **It was resolved for the Clerk to undertake the consultation regarding the proposed streetlight in Centre Vale.**

38. Setting the Precept

No amendments needed from what was previously set.

39 Actions Outstanding.

Items will be reported under Areas of Responsibility.

40 Areas of Responsibility

(a) Bus Shelters/Bus Stop

The Clerk advised that she had ordered the replacement stickers but they were expensive at £10 per letter. **It was resolved for the Clerk to speak with Dolphin Graphics and ask if it was cheaper to undertake as one big sticker.**

(b) **Streetlights**

Streetlight 9171. Cllr Hathaway had checked the area and found the sensor in the bush below the light. **It was resolved for the Clerk to report to K & M and ask them to cut back the branches so this cannot happen again.**

(c) **Grasscutting**

Cllr Bubb advised that the County Grasscutting map had since been changed since Cllr Bubb reported the un-adoption of Robert Balding Road. **The Clerk to check with NCC Highways that the map is now correct and they are going to instruct the Borough Council to cut.**

(d) **Cleaning**

Nothing to report.

(e) **Litter bins**

Nothing to report.

(f) **Seats and Benches**

Nothing to report.

(g) **Dog waste bins/sponsorship –**

The Clerk advised that Dersingham Centre Committee had rejected an area put forward from Mr Hussey. The Centre Committee had put forward the end of Stratford Close. **It was resolved for the Clerk to take this forward with Mr Hussey.**

The Clerk advised that the Sponsorship was due for renewal from April and she would send out renewals in the New Year. **It was resolved for the Clerk to undertake this.**

(h) **Footpaths and Walkways.**

Cllr Hathaway advised that Mr Lee had sorted the shingle on the pavement between St Cecilia's and the Co-Op.

(i) **Tree Warden**

The Clerk advised that when looking at the grasscutting areas on the Mountbatten Estate that the large trees in Pakenham Drive do in fact belong to the Parish Council so the Clerk had ask for them to be added to the survey. The Clerk advised that the survey should be back soon.

The Clerk advised that the new trees were in place on the Recreation Ground and Mr Lee had watered as advised by the company and would water every couple of days from March onwards.

Cllr Bubb asked regarding the suckers around the Lime Tree in the War Memorial Area. The Clerk advised that she had a two year agreement to cut the suckers as and when needed. **It was resolved for the Clerk to get Mr Lee or Mr Cook to undertake.**

(j) **General Village Environment –**

Bank Road

Cllr Shepherd advised that the paperwork had been found and the Parish Council only have the area on licence. The Planning Committee had recommended to Full Council that the licence is revoked and the area handed back to the Borough Council to maintain.

Flooding

Cllr Bubb advised that he had several meetings planned with County Councillor Stuart Dark cancelled and one of the items he wished to take with Cllr Dark was the flooding on the corner of Church Lane especially with the planning application for the field beside it.

41. Mapping

The Clerk advised that she had visited Snettisham and the Clerk had shown her the Mapping System and the Clerk could see how it could be used on a daily basis. The Clerk advised that Snettisham Clerk had gradually put the information on over a number of weeks and was now updating as and when. **It was resolved for the Clerk to find out costs involved and for this committee to recommend to Full Council that the Council subscribes to the system.**

42 The Warren

Cllr Anderson advised that the internal Drainage Board had fitted the handrails and everything was in order. The Bund has not needed any further maintenance.

Cllr Anderson had previously sent round a draft Management Plan. After discussion it was agreed to update the Plan. **It was resolved for Cllr Anderson to update the plan and circulate.**

43 Parish Partnership Scheme

The Clerk advised that the design had been modified so that Mr Green could get his mobile Fish and Chip van and trailer on to his drive as he needed all of the current carriageway. This meant that the filter lane remains. The Committee has concerns regarding the length of time to cross and the cars stopping for longer and the plan was to change the corner and resurface to put right the drainage issue on the corner. The Clerk is still waiting for County Councillor Dark to speak with her over this issue. The Committee will not be happy to pay towards the scheme if the drainage situation is not resolved. This item to go to Full Council.

44 Risk Assessments

The Clerk advised of the two quotes she had received. **It was resolved for the Clerk to award the contract at a cost of £400.00.**

45. Correspondence –

a) Letter re dog waste in the alley hedge between Tudor Way and Saxon Way.

46. Items for the Website.

Nothing at this time.

47. Items for inclusion at next Full Council Meeting

Rangers
Major Emergency Plan
General Village Environment Maintenance
Mapping
The Warren

48. Date, time and venue of next meeting

Within Full Council Meetings

With no further business the meeting was closed at 11:25am.

Financial Budget Comparison

Comparison between 01/04/17 and 04/12/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance	2018/19
Environment				
Income				
400 Dog Bin Sponsorship	£0.00	£0.00	£0.00	£600.00
405 NCC Partnership Scheme	£0.00	£0.00	£0.00	£0.00
410 Misc	£0.00	£1,006.00	£1,006.00	£0.00
Total Income	£0.00	£1,006.00	£1,006.00	£600.00
Expenditure				
4000 Cleaning Contract	£3,500.00	£2,150.46	£1,349.54	£3,500.00
4005 Dog Bins	£500.00	£0.00	£500.00	£500.00
4010 Dog Bin Advertising	£60.00	£0.00	£60.00	£60.00
4015 Dog Bin Emptying	£2,800.00	£0.00	£2,800.00	£3,000.00
4020 Grasscutting/Verge Maintenance	£2,800.00	£2,530.00	£270.00	£3,300.00
4025 Floral Enhancements	£350.00	£0.00	£350.00	£350.00
4030 Taskforce	£150.00	£45.80	£104.20	£75.00
4035 Street Lighting Energy	£2,500.00	£826.03	£1,673.97	£2,000.00
4040 Streetlight Maintenance	£2,000.00	£703.76	£1,296.24	£1,500.00
4045 Streetlight Repair/Survey/New	£1,000.00	£530.46	£469.54	£3,500.00
4050 Seats/Benches	£0.00	£25.00	-£25.00	£100.00
4055 Village Sign	£100.00	£0.00	£100.00	£100.00
4060 Bus Shelters	£250.00	£0.00	£250.00	£250.00
4065 Footpaths/PROW	£100.00	£0.00	£100.00	£100.00
4070 Trees	£2,000.00	£1,016.34	£983.66	£3,000.00
4075 Litterbins	£0.00	£0.00	£0.00	£0.00
4080 General Maintenance	£2,000.00	£1,465.00	£535.00	£2,000.00
4085 Parish Partnership Scheme	£29,000.00	£27,982.00	£1,018.00	£0.00
Total Expenditure	£49,110.00	£37,274.85	£11,835.15	£23,335.00