

Minutes of the Environment Committee meeting held on Monday 6th January 2025 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 and Cllr T Bubb

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** - Cllr R Frost (Chairman) and Cllr A Watkins
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – None
3. **Open the meeting to allow Public Participation** - none present
4. **Minutes of the Environment Committee Meeting held on the 2nd December 2024**
– the minutes were proposed by Cllr C Shepherd and seconded by Cllr B Anderson 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 – The BM explained that 4 companies/individuals were emailed on 16th December but as yet she hadn't received any replies but will chase them up.
- (b) To source quotations for removing selected paving and replacing with gravel or crushed limestone at the war memorial gardens – ongoing
- (c) To source further quotations from specialist companies to install new locks on all gates into the playground - ongoing
- (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. The BM confirmed that she had emailed the property manager of St. Cecilia's Church on the 2nd December but hadn't received a reply
- (e) To source quotations for the repainting of the 3 identified seats. The repainting to be undertaken in the Spring of 2025. The BM confirmed that 7 companies had been contacted and given the deadline of Monday 27th January to send in their quotations. See Item 6(f)
- (f) To approach a third sponsor for the dog bin – The BM explained that additional companies had been approached but so far all had declined. The Councillors suggested 2 further companies and the BM will approach those.
- (g) To chase up NCC's Norfolk Trails Team regarding the interpretation board – The BM explained that despite further emails to Norfolk Trails Team they had not replied and she had now contacted Cllr Stuart Dark on Thursday 2nd January 2025.
- (h) To chase the grass cutting contractor for a quotation for 'feed and weed' to be carried out in sections over the forthcoming year – quotation received - see item 18.
- (i) To chase a quote from the Streetlighting Contractor for a rear shield on a streetlight – quotation received – see item 18.
- (j) To purchase 2 x Tree Plaques - ongoing
- (k) To chase the tree surgeon for Public Liability insurance – Cllr C Shepherd had given permission to contact Heritage Tree Specialists for their Public Liability Insurance and these were now on SharePoint – see item 6(j)

- (l) To report a flashing streetlight on Manorside – completed but Cllr J Stokes informed the BM that the streetlight was still flashing and the BM would chase it up.
- (m) To obtain quotations for February 2025 for a replacement bin on War Memorial Gardens – work to be undertake for February’s meeting.

Cllr T Bubb

- (a) To re-install the ‘Please clean up after your Dog’ sign on the sports field – Cllr T Bubb asked Cllr C Shepherd to confirm exactly where the sign was to be placed

Cllr B Anderson

- (a) To purchase socket headed nuts and bolts for the Christmas lights – Cllr B Anderson explained that now the Christmas lights had been taken down, he would purchase the nuts and bolts.
- (c) **To consider matters arising**
Cllr C Shepherd informed the meeting that the street lighting electricity supplier Opus had moved the supply to Drax Energy who advised that they would honour existing terms and conditions but had given an incorrect date for the end of the contract.

5. Current Financial Position and Reserves

Cllr C Shepherd informed the meeting that all expenditure would be within budgets except possibly for street lighting due to the change of supplier.

6. Areas of responsibility

- (a) Bus shelters/stops - The BM confirmed that the cleaning contractor had cleared the leaves out of the Chapel Road bus stop gutters.
- (b) Streetlights – a decision was made to instruct the streetlighting contractor to sand down and paint the brackets on selected wooden poles. The location and number to be agreed for the next meeting.
A decision was made to instruct the streetlighting contractor to place a rear shield on streetlight L9106.
- (c) Grass Cutting – nothing to report
- (d) Cleaning – nothing to report
- (e) Litter Bins – nothing to report
- (f) Seats and Benches – for information - Specification - painting benches BE01, BE03 and BE18. The BM had previously circulated the painting specification and informed the meeting that the agreed bench BE03 was powder coated paint and a decision was made to change this bench to BE05. The BM will alter the specification and send out to the selected painting contractors for quotations.
- (g) Children’s Playground Inspection Form – nothing to report
- (h) Dog Bins and Sponsorship – Replacement Dog Bins – Cllr C Shepherd is waiting for a decision on exercising dogs on the football/cricket pitches by the Sports Ground Charity before she completes her survey on the required number of new dog bins.
- (i) Footpaths/Walkways – Cllr T Bubb asked if gravel could be placed on the footpath between Centre Vale and The Pastures and Cllr C Shepherd agreed to cascade this request to Sandringham Estate.
- (j) Tree Warden and Tree Survey – A decision was made to select Heritage Trees to carry out the work on Philip Nurse Road and Earl Close and the BM was instructed to send the order out.
- (k) General Village Environment – Cllr J Stokes expressed concern that the blackberry bushes and moat had been cleared on The Pastures. Cllr C Shepherd asked the BM to contact Historic England and make them aware of the clearance.

7. **Recreation Ground** – nothing to report
8. **War Memorial and War Memorial Gardens** – nothing to report
9. **Climate change and Biodiversity** – nothing to report
10. **Rangers and update on NCC Highways Requests** – Cllr T Bubb reported that the grass on Manor Road opposite St Nicholas church was covered with dead leaves and asked the BM to arrange for these to be swept up.
11. **Meeting Dates for 2025** – A decision was made to move the following Environment Committee meeting to a Tuesday for: Tuesday 4th February, Tuesday 4th March and Tuesday 6th May to allow the RFO to complete the bank reconciliation checks before the meeting. Meetings for June to December 2025 will be agreed at a later meeting.
12. **Correspondence** – The BM informed the meeting that an email had been received from a parishioner with concerns over the poor quality of grass cutting undertaken by the Borough Council. The BM was instructed to reply explaining that Dersingham Parish Council had already made complaints and the grass cutting in 2025 would be monitored.
13. **Open the meeting to allow Public Participation** - none present
14. **Items for inclusion on the next agenda** – none
15. **Date of next meeting** – Tuesday 4th February 2025 at 7pm
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** – Cllr C Shepherd explained that no correspondence had been received from the owners of the land and this item will be taken off future agendas.
18. **Quotation for 'Feed and Weed' on Recreation Ground** – A decision was made to accept the quotation from PJ and B Jones for 'Weed and Feed' on the recreation ground. The BM was asked to send an order and ask when he would carry out the work.

With no further business the meeting was closed at 20:08

Business Manager

- (a) To source further quotations for the Village Sign to be repainted – To follow up on quotations from 4 companies/individuals
- (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 follow up with the property manager of St. Cecilia's church regarding permission for a new bus shelter on Mountbatten Road

- (e) To approach 2 further companies for the sponsorship of the dog bins
- (f) To purchase 2 x Tree Plaques
- (g) To obtain quotations for February 2025 for a replacement bin on the War Memorial Gardens
- (h) To prepare an order for painting of brackets on wooden poles once a decision has been made on the number and localities
- (i) To contact Historic England and make them aware of the clearing of blackberry bushes and the moat on The Pastures
- (j) To arrange for the dead leaves on the grass on Manor Road opposite St Nicholas church to be swept up

Cllr T Bubb

- (a) To re-install the 'Please clean up after your Dog' sign on the sports field when the position has been agreed by Cllr C Shepherd

Cllr B Anderson

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