

Minutes of the Environment Committee meeting held on Monday 6th October 2025 at 7.00pm, in the Garden Room, Dersingham Village Centre

Present: Cllr R Frost, Cllr C Shepherd, Cllr M Ward, Cllr B Anderson (left at 20:43), and Cllr T Bubb

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr A Watkins and Cllr J Stokes
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** - None
3. **Open the meeting to allow Public Participation** – No public present
4. **To approve the minutes of the Environment Committee Meeting held on the Tuesday 2nd September 2025**
 - (a) The minutes were proposed by Cllr C Shepherd and seconded by Cllr T Bubb and were approved as a correct record and were duly signed by the Chairman.
 - (b) To review action list

Business Manager

- (a) To obtain quotations for a Full Tree Survey when the Parish Online/inventory has been updated – see item 18
- (b) To complete grant funding application for seats in existing bus shelters at Manor Road and Chapel Road and to speak to NCC regarding a new bench on Hunstanton Road just past Woodside Avenue – completed and grant application was successful - and see item 7(a)
- (c) To take photos for the next phase of painting seats and benches and present these to Octobers meeting for a decision – to be completed for November's meeting.
- (d) To investigate further into artwork for the wildlife and history of the railway line and to speak to Norfolk Wildlife Trust on their recommendations for information signs – to be completed for budget setting.
- (e) To place the quotation for repairing the Village Sign brickwork on the next meeting agenda – see item 22.
- (f) To contact Cllr Stuart Dark to ask when NCC were going to carry out the second round of weedkilling in the village – completed and weed spraying to commence on 7th October 2025.
- (g) To place a request for a top up to the Dog Bin Emptying budget from reserves on the next Full Council meeting agenda on Monday 22nd September – completed.
- (h) To check whether there were any more costs for plants/bulbs for the War Memorial Garden Planting – see item 9.
- (i) To ask BCKLWN for replacement No Dog Signs, if not available to obtain quotations for metal signs – see item 19.
- (j) To review dog bin sponsorship for the next meeting – The BM confirmed that Coastal Vets had 15 adverts and Dersingham Veterinary Clinic had 12 adverts last year and they would be contacted in November.
- (k) To arrange for quotations to trim around the Pill Box for the meeting on 6th October 2025 – see item 20.

- (l) To discuss not strimming around the wooden poles on the children's playground with the grass cutting contractor – completed.
- (m) To arrange for a quotation for supply and delivery of an Oak tree and to inform the parishioner of the costs – completed and waiting for the parishioner to reply.
- (n) To place a request for the costs of the replacement street lights in Woodside Avenue and Woodside Close to be paid from Reserves on the agenda for Full Council on 22nd September – completed.
- (o) To place request for cost of installing benches at The Warren to come from The Warren Reserve on the agenda for Full Council on 22nd September – completed.

Cllr C Shepherd

- (a) To send a letter explaining the true facts about the fence/ditch to James Wild MP – Cllr C Shepherd explained that the letter had been held back due to progress with the fence/ditch.
- (b) To trim the tree on Earl Close and at the same time to trim a willow tree on the walk between Mountbatten and Earl Close – These will be trimmed shortly.
- (c) To contact the Borough Council re CIL funding governance – completed but unfortunately there will be no CIL money as this is dependent on new development and other than single plots none is planned in the near future and even then, there would be no CIL for replacement streetlights.

Cllr R Frost

- (a) To conduct a survey of all dog bins to ascertain if any require replacement or whether any can be removed before replacements are agreed – completed and see Item 7.(h)(i).

(c) To consider matters arising

Cllr C Shepherd informed the meeting that the BM had sent out the specification for digging out the ditch, cutting back the hedge and reinstating the crossing around the Sports Ground.

Cllr C Shepherd explained that the fence blocking the access across the ditch had been removed but access through the hedge was still being used.

Cllr C Shepherd reported that some pop rivets hadn't been fitted when the new bus shelter in Mountbatten Road was installed and Ace Shelters would send these out to be fitted by councillors.

5. Current Financial Position and Reserves - Cllr C Shepherd went through the budget codes

410 – Environment Misc. Income - £3,390 from the insurance claim for the damaged streetlight less the excess costs.

4015 – Dog bin emptying - £4,375 will be transferred from the general fund for the increased costs of dog bin emptying.

4045 – Streetlight Repair/Survey/New - £5,330 had been spent.

5025 - Recreation Grounds Maintenance – The overspend of £140 was due to weed and feed being applied to the grass in early spring and the cost of additional soil.

Projects Reserves now showed a commitment of £18,160.

6. Spending Plans for 2025-2026 – Cllr C Shepherd confirmed the works for the replacement streetlights and UK Power networks.

7. **Areas of responsibility**

- (a) Bus shelters/stops – Update on grant application for 3 new recycled benches inside the bus shelters on Chapel Road and Manor Road and at the bus stop on Hunstanton Road and to ask permission from Full Council to spend from Project Reserves. The BM announced that the grant application was successful and the grant is £1,203.20 with the parish council contributing £300.80. This will be placed on the agenda for Full Council.
- (b) Streetlights – nothing to report.
- (c) Grass Cutting – nothing to report and Cllr R Frost was pleased with the grass cutting around the village sign.
- (d) Cleaning – nothing to report.
- (e) Litter Bins – condition the of bin at the entrance to Recreation Ground from Station Road, closest to War Memorial garden - The BM had checked the litter bin and confirmed it was unlocked. She was asked to speak to the Cleaning Contractor to remind him to keep it locked.
- (f) Seats and Benches – Update on installation of 2 new recycled benches on The Warren – The BM informed the meeting that the benches had been installed on the 29th September and the photos were on SharePoint.
- (g) Children's Playground Inspection Form – The ABM had placed the weekly reports on SharePoint and Cllr C Shepherd asked that any concerns that were raised remain on the inspection form until the issue has been completed. The ABM had identified that the rope on the swing (Adult) was damaged/fraying and the flooring on the swing (Junior) required looking at. Cllr J Stokes had undertaken the training and would carry out the inspections in the ABM's absence.
- (h) Dog Bins and Sponsorship
 - (i) Review of the dog bins – Cllr R Frost had sent in his review which had been placed on SharePoint, and it highlighted: bins that required cleaning, those with broken foot pedals, those with rusted bottoms and where lids required oiling. Cllr C Shepherd asked whether there were any dog bins that weren't being used and Cllr R Frost confirmed that all bins looked pretty well used, but dog bin DW19 had brambles which required cutting back.
Cllr C Shepherd asked the BM to obtain quotations for removal of the advert stickers and for repainting in red/part black. The parish councillors could then decide on whether it would be best value to replace or repaint.
 - (ii) Request for new dog bin located near The Coach and Horses – Cllr C Shepherd had walked around the public area of The Coach and Horses and identified there was no space for a new dog bin and there was already a dog bin DW13 on the sports field to the south east of the pavilion for public use. Following a discussion, a decision was made that there is no appropriate site for a new dog bin and for the BM to contact The Coach and Horses to explain that they could purchase a dog bin for installation on their land and pay for the weekly emptying.
- (i) Footpaths/Walkways - nothing to report.
- (j) Tree Warden and Tree Survey – Cllr B Anderson reminded the meeting that he had twice reported a dead Chestnut tree and had chased up the requests and this had now been cut down.

- (k) General Village Environment – Cllr T Bubb will contact BCKLWN's Enforcement Team regarding a property on Hipkin Road and Cllr C Shepherd reported that the overhanging hedge on Hunstanton Road had now been cut back.

8. **Recreation Ground**

- (i) Update on E-Bikes/e-scooters on recreation ground – Cllr C Shepherd explained to the meeting that she had checked the Environment Committee terms of reference and it doesn't have the authority to make policy so the request to ban e-bikes/e-scooters and this will be taken to Full Council in November. The BM had contacted the local police beat officer about attending the Full Council meeting in November to discuss e-Bikes/e-scooters in public areas.

9. **War Memorial and War Memorial Gardens** – update on requested plants/bulbs – A list had been sent to the BM and she was asked to order the plants online.

10. **Climate change and Biodiversity** – Cllr B Anderson reported that the summer of 2025 was a very good season for butterflies and the transect recorded some all-time high numbers with 5 species having an all-time record. The total number of butterflies recorded was 679 which was twice the numbers counted in 2024. The native 7-spot ladybird numbers were also up and trees and shrubs have fruited heavier but with smaller fruits

11. **Rangers and update on NCC Highways Requests** – The BM had received a new leaflet from NCC's Highways Ranger Service and it was noted that NCC Highways were asking Parish Councils to contact landowners in the first instance for hedges overgrowing the highways. Cllr C Shepherd pointed out that this was a matter for the county council as they had powers under the Highways Act and Parish Councils did not.

12. **Agree a date for the Environment Budget Setting meeting in November** – This was set for Monday 17th November 2025 starting at 7pm.

13. **Correspondence** – The BM had received a request for a new bus shelter on Station Road, just before Mountbatten Road and the top of Valley Rise and a photo of the site had been placed on SharePoint. After viewing the photo, it was agreed that because of the dropped kerb there was not sufficient space for a new bus shelter and this site had not been highlighted as a frequently used bus stop by the bus company survey. The BM also explained that the funding for bus shelters had closed and she would inform the parishioner that a new bus shelter couldn't be taken further.

14. **Open the meeting to allow Public Participation** – No public present

15. **Items for inclusion on the next agenda** – Turning on the Christmas Lights

16. **Date of next meeting** – Tuesday 4th November at 7pm in The Garden Room

17. **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.

18. **Quotations for a Full Tree Survey** – After discussion the contract was awarded to Target Trees Tree Surgeons providing their estimate was confirmed as a quotation.
19. **Quotations for No Dog Signs** – A decision was made for an A3 metal sign on a 2-metre metal pole which should be concreted in. The BM was asked to arrange for quotations for concreting the post in and to arrange for quotations for A3 metal signage to be sought.
20. **Quotations for trimming around the Pill Box** – The contract was awarded to Medina Services. Cllr T Bubb asked for a piece of land adjacent to the pill box to be cleared of dead vegetation. Cllr C Shepherd and the BM will carry out an inspection.
21. **Quotations for supply and delivery of an Oak Tree** – Quotations had been received and these had been passed onto the parishioner and DPC was now waiting for a response.
22. **Quotation for replacing tiles on the brickwork at the Village Sign** – A quotation had been received and the BM informed the meeting that she will contact the builder for his public liability insurance before sending out the order.
23. **Update on land beside A.149** – Cllr C Shepherd had written to the landowner but hadn't received a reply.

With no further business the meeting was closed at 21:15

Action Points

Business Manager

- (a) To take photos for the next phase of painting seats and benches and present these to November's meeting for a decision.
- (b) To investigate further into artwork for the wildlife and history of the railway line and to speak to Norfolk Wildlife Trust on their recommendations for information signs.
- (c) To place on the agenda for Full Council asking permission to spend from Project Reserves for 3 new recycled benches inside the bus shelters on Chapel Road and Manor Road and at the bus stop on Hunstanton Road.
- (d) To speak to the Cleaning Contractor and ask him to keep the bin locked at the entrance to Recreation Ground from Station Road, closest to War Memorial garden.
- (e) To list on the agenda any outcomes of the Children's Playground Inspection Form.
- (f) To obtain quotations for removal of the advert stickers and for repainting in red/part black on the dog bins
- (g) To write to the Coach and Horses Public House and explain that there is no public space around that area and if they want to proceed then the costs will have to be borne by them.
- (h) To order plants online for the War Memorial and War Memorial Gardens.
- (i) To inform the parishioner that the site for the bus shelter wasn't suitable and the funding had closed.

- (j) To arrange for further quotations for an A3 metal No Dog sign on a 2-metre metal pole which should be concreted in.
- (k) To view a piece of land for clearing at the pill box with Cllr C Shepherd.

Cllr C Shepherd

- (a) To trim the tree on Earl Close and at the same time to trim a willow tree on the walk between Mountbatten and Earl Close
- (b) To view a piece of land for clearing at the pill box with the BM.