

Minutes of the Meeting of the Dersingham Parish Council held on 27 June 2016 at 7.00pm in Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

**Present:** Cllr S Payne (Chair), C Hipkin (Vice Chair), Cllr K Manship, Cllr K Hathaway, Cllr K Green, Cllr J Houston, Cllr B Hopkins, Cllr A Hobson, Cllr B Anderson, Cllr P Edwards (Left 6.50pm), Cllr I Broughton (Arrived 6.55pm) and Cllr V Brundle.

**Also Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant), 6 members of the public were present.

The Chair asked if anyone was intending to film/record the meeting. Cllr Green advised he would record the meeting.

**12267 To Receive and Consider Apologies for Absence**

**12268 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**

Cllr Anderson submitted a dispensation allowing him to comment on Planning Application 16/00634/F.

Cllr Davey also expressed a prejudicial interest in Planning Application 16/00634/F

**12269 To receive a verbal report from the Norfolk County Councillor.**

Apologies were received from Cllr Dobson.

**12270 To receive a verbal report from the Borough Council Councillors.**

Apologies were received from both Cllr Bubb and Cllr Collingham.

**12271 Minutes of the Dersingham Parish Council Meeting held on 23 May 2016.**

**It was resolved that these minutes are true and accurate.**

**12272 Clerks Report.**

The Clerk advised that the deadline for the Village Voice magazine is Wednesday 29 June 2016.

Cllr Edwards had been to The Parish Council office to carry out a check and run through the fire safety and procedures within the office. The Clerk had then acted on recommendations made. A new First Aid kit had also been purchased as the current contained items near being out of date.

The Chair congratulated The Clerk on completing and passing her CiLAC qualification.

**12273 Minutes of the Recreation Committee Meeting held 6 June 2016.**

Cllr Davey reminded everyone of the forthcoming Village Party on 18 September 2016 to be held on the sports ground. A presentation is being organised regarding the skatepark.

**12274 Minutes of the FGP&A Committee Meeting held 06 June 2016.**

Cllr Payne advised there were no issues to bring to Full Council.

- 12275 Minutes of Dersingham Centre Committee Meeting 07 June 2016.**  
The design options were discussed in detail at the meeting and the plans are now going through for planning approval.  
Cllr Davey advised there were no recommendation to bring to full Council.
- 12276 Minutes of the Communication Committee Meeting held on 13 June 2016.**  
Cllr Hathaway advised there were no recommendation to bring to Full Council.
- 12277 Minutes of the Environment Committee Meeting held 13 June 2016.**  
Cllr Anderson proposed that the two Trees of Heaven on the Recreation Ground be removed and replaced with large Elm trees variety Autumn Gold. **It was resolved for The Clerk to obtain quotes for the removal of the Trees of Heaven.**
- 12278 Minutes of the Staffing Committee Meeting 14 June 2016.**  
Cllr Hathaway queried how the extra hours spent working on the Village Voice by admin staff was covered. Cllr Payne advised it had been agreed there was no budget to cover the costs of the hours therefore time of in lieu would have to be taken. Cllr Hathaway voiced concern that this will have an impact on the office and feared other duties may be neglected. There were no recommendations for Full Council.
- 12279 Silica Sand Extraction Update.**  
The meeting held by Stuart Dark in the County Hall Thursday 23 June 2016 was a success. The Deadline for comments and concerns to be submitted was today, Monday 27 June 2016. Cllr Hathaway enquired if a timescale had been given for a response from the Borough County Council, however no information regarding their response had been received.
- 12280 External Audit.**  
**Council to make Annual Governance Statement for 2015/16.**  
The Chair read out the statement.  
**It was resolved to Approve all the points on the Annual Governance Statement for 2015/16 and this was marked and signed by the Chair.**  
  
**Council to formally accept the accounts for 2015/16.**  
**It was resolved to accept the accounts for 2015/16.**
- 12281 Accounts to date.**
- 12282 Applications and Determinations:**  
Applications:

16/00634/F Mrs S Chenery, Application for rear first floor dormer window to cottage, replacement windows, front porch canopy at 8 Chapel Road, Dersingham. **Seconded Amended version - Approved**

16/01083/F Mr & Mrs Teasdale, Application for extension and alterations at 10 Pakenham Drive, Dersingham – **No Comment.**

16/01101/F Mr S Williamson, Application for swimming pool extension and garage extension (Revised Design) at Longridge, 10 Doddshill Road, Dersingham. – **No Comment.**

16/01034/F Mr & Mrs M Staff, Application for single storey side extension at 17 Mountbatten Road, Dersingham. - **Approved.**

Any others

Determinations.

16/00746/PAGPD Mr & Mrs M Staff, Application for single storey side extension which extends beyond the side wall by 4 meters with a maximum height of 4 meters and a height of 3 metres to the eaves at 17 Mountbatten Road, Dersingham. – **Refused.**

16/00717/F Mr R Childs, Application for recovering of roof and construction of porch at 50 Lynn Road, Dersingham – **Granted**

16/00650/F Mr S Bradley, Application for sunroom bathroom extension and alterations to 12 West Hall Road, Dersingham – **Granted**

16/00743/F Mr & Mrs Eels, Application for extensions and alterations to dwelling at 9 Hunstanton Road, Dersingham - **Granted**

Any others

**12283**

### **Correspondence.**

The Chair read out the correspondence received.

- A) Letter from parishioner regarding Planning Application 16/00832/CU. The Clerk advised that The Parish Council had objected to the application.
- B) Letters from Parishioners regarding Planning Application 16/00913F The Clerk advised the planning application was received and had to be dealt with to meet the 21-day deadline. However, parishioners had not been advised of the application and were therefore unable to attend the full council meeting for discussion. **It was resolved The Clerk to write to the parishioners concerned with an explanation with regards the deadlines and procedures. The Clerk to write also to write to Borough Council.**
- C) Letter from Borough Council notification of new property addresses. 30 Woodside Close is now Cottons Lodge.

- D) Email from Waldon Telecom re proposed base station installation at CITL-201279 to be located at Station Road Workshops, Station Road, Dersingham. – **It was resolved to support the proposal.**
- E) Letter from NCC re project called Total Transport. – As a parish we do not run any transport scheme, Heacham have the Community Car Scheme.
- F) Email from Borough Council re Devolution Meeting – The Chair asked if anyone wished to attend the meeting, no Cllr's volunteered to attend. **It was resolved for The Clerk to attend and report back.**
- G) Letter re Memorial Bench in War Memorial Garden. – The Clerk advised a new bench had been purchased and an agreement needed to be met over the location of the bench within the memorial gardens – **It was resolved for The Clerk to meet with the lady at the Memorial Gardens and discuss location.**
- H) Email from Borough Council re community Infrastructure Levy (CIL)- The Chair read the email received.

The Chair read out the correspondence that could be viewed by arrangement with The Clerk.

**12284 Accounts for Payment.**

**JUNE PAYMENTS**

SO	Buttriss - Office Rent	£500.00
SO	D Lee – Cleaning Contract	£260.00
DD	E-on Energy – Rec Electricity	£6.00
DD	Opus Energy – Streetlight Energy	£556.20
DD	Utility Warehouse – Mobile (May)	£24.27
DD	Utility Warehouse – Mobile (June)	£18.40
DD	BT – June	£60.88
D/P	BT – April & May	£30.99
D/P	K & M Lighting Services –S/L Main	£294.62
D/P	G Scanlon – Office Cleaning	£40.00
D/P	M Pearson – Internal Auditor	£75.00
D/P	Dersingham VA Primary & Nursery – R Hire	£40.00
D/P	Heronwood Landscapes	£116.00
D/P	D Lee Grasscutting	£500.00
D/P	D Lee General Maintenance	£60.00
D/P	Cartridgesave – Printer Cartridges	£330.90

D/P	ECS Computers – Norton	£111.60
D/P	Clearview Windows – Office Windows	£10.00
D/P	Atelier Associates – New V-Hall Plans	£4524.00
D/P	Borough Council – Printing Silica	£21.06
D/P	LCPAS – Training	£15.00
D/P	Anglian Water – Rec Water	£11.47
D/P	Viking Direct – Stationery & Misc	£103.03
D/P	Wages	£1697.96
D/P	Norfolk Pension Fund – Pension	£550.87
D/P	HMRC – PAYE NI	£1069.42
105862	Dersingham PCC Village Voice Live R-Hire	£97.50
105863	S Bristow – Thermos Flasks	£74.97
105864	Dersingham PCC – TV Licence S/Tea	£36.38
105865	S Bristow – Mileage April – June	£TBA
D/P	GC Baxter & Associates Ltd – Costings DC	£510.00

#### Any Others

#### 12285 Date & Place of next meetings.

Full Council Meeting on Monday 25 July 2016 starting 7.00pm at Dersingham VA Primary and Nursery School.

Recreation Committee Meeting 4 July 2016 at 6.00pm at Parish Office  
 FGP&A Committee Meeting 4 July 2016 at 7.15pm at Parish Office  
 Dersingham Centre Meeting 5 July 2016 at 7.00pm at Church Hall  
 Communication Committee Meeting 11 July 2016 at 6.00pm at Parish Office  
 Environment Committee Meeting 11 July 2016 at 7.15pm at Parish Office

Parishioners present voiced concerns with regards to the Planning Applications received within The Parish Council and the timescales in which they are actioned. It was felt that certain applications had been discussed as Full Council Meetings before parishioners that could be affected by the planning applications, meaning the applications had been rushed through and commented on before proper consideration had been made to the effect on the area concerned. The Chair advised as the turnaround period of 21 days had to be adhered to for The Parish Council to comment, this meant sometimes a submission of a planning application may come into the office after the agenda had been displayed and there is no time to leave until the next meeting. So it is added and displayed as soon as possible before the meeting so it can be discussed at the Full Council Meeting. Parishioners felt that the wording on The Parish Council website was misleading with regards the planning application

procedures, therefore The Clerk to review the website and report back. It was suggested a link to the Borough Council website was added to The Parish Councils website in order to make viewing Planning Documents easier.

It was also discussed in detail the manner in which Councillors examined the plans for each application. The parishioners present felt they had been let down by The Parish Council when applications had been approved without consideration of the impact to the immediate residents or that the plans were not in keeping with the area. The Clerk advised that several Councillors had looked on line at the plans and were happy to approve. Cllr Davey suggested that parishioners were able to comment on any application made on the Borough Councils website.

It was reported the footpath along Chapel Road was becoming difficult to walk along due to the rubbish and overhanging hedges etc.

Parishioners present enquired if they could see the response issued by The Parish Council with regards the Silica sand extraction. **It was resolved The Clerk would put The Parish Councils response onto the website.**

Meeting Closed 7.25pm

DRAFT