

Minutes of the Annual Parish Council Meeting of the Dersingham Parish Council held on Tuesday 10 May 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 D Wright, Cllr C Davey, Cllr A Hobson, Cllr B Anderson and Cllr I Broughton.

**Also Present:** Borough Councillor Judy Collingham, Borough Councillor Tony Bubb, Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant), 2 members of the public were present.

The Chair asked if anyone was intending to film/record the meeting. No acknowledgement was received.

**12248 Election of Chairman**  
Votes were taken on both nominated councillors, Cllr Payne and Cllr Houston. **It was resolved that Cllr Payne was duly elected as Chair for the coming year.**

**12249 Election of Vice Chair.**  
Votes were taken on both nominated Councillors, Cllr Hipkin and C Cllr Houston. **It was resolved that Cllr Hipkin was duly elected as Vice Chair for the coming year.**

**12250 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from Cllr P Edwards, Cllr T Suiter, Cllr G Billard.**

**12251 To receive declaration of interest**  
None declared.

**12252 To review and adopt the Standing Order for Dersingham Parish Council.**  
**It was Resolved to accept the Standing Orders with no amendments.**

**12253 To Review and adopt the Financial Regulations for Dersingham Parish Council.**  
**It was Resolved accept the Financial Regulations with no amendments.**

**12254 Appointment of Parish Council Representatives to serve on the following Committees/Organisations**

**Village Organisations Committee.**

Sports Ground Committee – (Currently Cllr B Hopkins Chair, Cllr D Wright and Cllr C Davey) – **No Change**

Police Liaison (SNAP) – (Currently Cllr C Hathaway) – **No Change**

Dersingham Social Club – (Currently Cllr D Wright) – **No Change**

Norfolk Playing Fields Associations – (Currently Cllr D Wright) – **No Change.**

Tree Warden – (Currently Cllr B Anderson) – **No Change.**

Heacham & District Community Transport Scheme – (Currently K Hathaway) -**No Change.**

Youth Club – (Currently Cllr S Payne & Cllr D Wright) – **No Change.**

United Charities Trustees – (Currently Cllr D wright, Cllr K Hathaway, John Hunter and Sarah Harmer) – **No Change.**

**12255 Dersingham United Charities Council Representatives Councillors to agree.**

**It was resolved for current representatives to continue.**

**12256 To Review the Committee terms of reference.**

**It was resolved to accept all Committee Terms of Reference.**

**12257** Reports were read out by the Committee Chairs.

**Finance, General Purposes and Administration –Cllr S Payne**

**Finance, General Purposes and Administration Committee**

This committee sets the Precept with input from other committees and Working Groups.

Our work is then very much focussed on monitoring budgets, and ensuring there are no major issues.

You might think, from the Budget Financial Comparisons, that the Parish Council has overspent.

This excess of expenditure compared to income is due to The Warren and Youth Group.

The Warren monies are currently held as earmarked reserves, and spend is taken directly from that.

Regarding the Youth Group, the Parish Council was holding their money, which was transferred to the leaders once the Group had set up its own bank account.

The Clerk has been trained to use a new accounts package which better identifies Reserves, particularly Earmarked Reserves, in the Accounts. (Please see the separate Balance Sheet) This will be in use for the current financial year.

We do invest spare funds, in two ways –

Our accounts (current and savings) at Barclays operate a sweeper system whereby the current account is always kept at £500; any surplus is transferred to the savings account or from it to cover expenditure.

Reserves are invested in National Savings where we get a very modest return. With interest rates being what they are at the moment, it is not worth shopping around for better rates.

FGP&A also oversees the Small Grants pot.

The Small Grants Pot is aimed, primarily, at Village organisations or those who directly benefit Dersingham residents.

There were no grants awarded in the year 2015/16. Requests Were received from Regional and National charities. The Committee decided not to support these with grants, but offered them a free advertisement in Village Voice (in consultation with the Communications Committee).

We also look at Parish Council Policies and review these on a regular basis.

Sue Payne  
Chairperson  
Finance, General Purposes and Administration Committee

## **Environment – Cllr B Anderson**

### **2015-16 Environment Committee Report.**

The year has been the usual glory hole of issues given that the Committee usually deals with those issues that don't seem to have a natural home anywhere else.

#### **1. Budget.**

This financial year the Committee was able to reduce its call upon the precept as we did not identify any tasks appropriate for a Parish partnership bid.

#### **2. The Warren.**

The work on the pond continues. I have to admit that the project has not gone according to plan as the water table was much lower than we were led to believe. However, since we have organised a drone flight over the Warren we are now in a position to determine the number of aquatic and marginal plants required to populate the pond and its edges. Beyond that, an area between the medieval moat site and the pond will be planted with a wildflower mix concentrating on heathland species.

#### **3. Buses.**

This is (at least temporarily) a success. The number 11 service has resumed and the Committee has placed posters and leaflets in a number of local shops and on Council notice boards urging people to use the service on a "use it or lose it" basis. The success of the campaign has been due in no small measure to coordination with other villages on the 11 route. We have not been able to persuade Stagecoach to reroute the 10 through the Mountbatten estate in order to provide a direct route to the hospital.

#### **4. Streetlights.**

The replacement programme continues. Orchard Close has now been converted and we plan further conversions to LEDs during the year. A

cheaper conversion method (used by Ingoldisthorpe) will allow more lamps to be converted for the same money in some areas.

#### **5. Dog fouling.**

Councillor Hathaway has continued her campaign on this. It remains a disgusting problem with no quick-fix solution available. Signage, fluorescent sprays and articles in the Village Voice are the current lines of attack

#### **6. Trees and Tree Warden.**

We have had a little more success this year in getting Tree Preservation Orders. Ash Die-back is spreading much more slowly than predicted by the Danish data. So only one tree has been affected in the village. Another that I identified as a possible candidate has been felled by the landowner so we'll never know for sure. Sudden Oak Death Syndrome has been getting more prevalent in the country but, despite the name, has done little damage to Oaks and is attacking Rhododendron, something I for one will not be sorry to see. I have been contributing to an invasive plant survey and note that Tree of Heaven is on the list. I will probably be proposing in the near future that the two on the Recreation Ground be felled and replaced with native trees - perhaps resistant Elm.

#### **7. General.**

Footpaths, walkways and benches have received some remedial treatment during the year.

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Finally, I would like to thank my fellow Committee members - Councillors Iris Broughton, Kate Hathaway and Keith Manship, and Borough Councillor Tony Bubb for their contribution and support during the year and to Sarah and Geraldine who have been adroit and efficient in dealing with all my requests, however peculiar.

#### **Communication – Cllr K Hathaway**

Annual Report for the Communications Committee May 2016

As a newly formed Committee rather than a Working Group it has been a busy year with the new member on a steep learning curve. However a lot has been achieved.

#### **Village Voice**

As ever the popular Village Voice has gone from strength to strength. Mr Davis had hoped to continue as editor until the 100<sup>th</sup> edition but unfortunately and reluctantly had to relinquish his role due to unpredicted circumstances. Fortunately Tony Bubb, our previous editor was able to gallantly step into the role again and at the moment the eagerly awaited

100<sup>th</sup> edition of Village Voice is in production. With Tony as the editor the office staff have done exceptional work on the production of this edition, taking on an unfamiliar programme and 'learning on the job'. Fortunately Mr Davis has been able to coach our staff and offer a great deal of support to them. Well done.

I would like to take this opportunity to thank Steve for everything that he has done as editor of Village Voice, from seeing it through to the full colour edition to the willing assistance and time he has given in the production of the 100<sup>th</sup> edition. Thank you Steve and the very best of luck for your future.

With the support of our advertisers and contributors our popular Village Voice will continue successfully into the future.

### **Village Voice Live**

Village Voice Live continues to be well supported mainly due to the varied and interesting topics arranged for us by Tony Bubb. Again thanks must go to him and all those who assist and support this monthly event. Profits from these evenings continue to be donated to the Dersingham Centre.

### **Dersingham Data**

Again edited by Tony Bubb the 2016 edition is due to be published between editions 102 and 103 of Village Voice. Dersingham Data continues to be a very useful information tool for all the village residents and many of our visitors too.

### **Dersingham.org.uk**

At last we have a much more up to date village website designed to be user friendly for modern devices. A feature of the site is the village calendar which village clubs, groups and societies can take the opportunity to advertise their events; something that the Social Club has taken full advantage of already. If you have an event coming up then please make use of this facility, it may even save events clashing. The site will continue to expand providing an information base for Dersingham.

The committee continues to monitor the village notice boards, another information tool, ensuring that all our parishioners have the opportunity to be kept fully informed of Parish Council activities.

Our finances have been carefully monitored and are on track.

My thanks go to my fellow committee and co-opted members for their continued support and to the office staff as well.

Cllr Kate Hathaway  
Chair Communications Committee

## **Recreation – Cllr C Davey**

### **Dersingham Recreation Committee**

#### **Annual Report to March 2016**

##### **General**

The Recreation Committee has met monthly and has continued with the endeavours made by previous committees to try to improve the overall facilities and ambiance of the village and to encourage all parishioners to make use of the facilities available. After the strides made last year (2014/2015) in substantially revamping and upgrading the Play Area, this year has been a more consolidation year as we see what the next phase of any development should take.

##### **Children Play Area**

After the major upgrade and addition of new equipment, the Play Area has certainly seen a huge increase in popularity. Whenever the weather has been good, large numbers of children can be seen using all the equipment in the area. Some items of new equipment are more popular than others, and no-one appears yet to have mastered the circular swing.

With the increased usage of the children's Play Area more attention has been focused on regular safety and inspection checks on all the equipment. A regular weekly inspection has been carried out – my thanks to Kurtis who has undertaken this task. In general there have not been any major problems with the equipment in the play area, and parents and users have expressed their appreciation for everything provided.

##### **Skate Park**

The major disappointment during the year was the vandalism of the skate park. The initial damage seemed to be due to natural wear and tear, since the equipment had been in use for about 10 years. However, after this damage had been repaired at some cost, the skate park was then severely damaged, with a concrete slab left in the hole. Despite efforts by the police the culprits were not identified, and the Council decided that there was little to gain from carrying out further repairs since the skate park was only likely to be further vandalised, and this this would be a waste of public funds. The Council acknowledges that there was a generous offer from a local company to carry out the repairs, but felt that this money would only be wasted.

The Council has agreed to consider replacing the skate park, and has started a Reserve Fund to finance this cost. However, replacement of the skate park needs further fundraising and some commitment from the potential users.

##### **Intervillage Sports Competition**

This annual event is organised at Lynn Sports and all villages are encouraged to participate. I would like to thank Louse Rice who was instrumental in organising our Dersingham Teams for the Intervillage Sports Competition. This year Dersingham came 4<sup>th</sup> out of the 8 teams

competing, which is a very highly commendable result, considering the difficulty in selecting teams from persons residing within the Parish.

### **Have a Party**

This event was well attended on the Recreation Ground, with various sports and fun events arranged for children and adults. The attendance of the Fire Engine on the Recreation Ground with its crew was certainly appreciated by the young generation.

### **Christmas Lights**

The Recreation Committee has been successful in installing Christmas Lights in a further three trees around the Recreation Ground. Provision has been made in the budget for 2016/2017 to install Christmas Lights in all the remaining trees on the Recreation Ground along Hunstanton Road.

I would like to thank all the members of the Recreation Committee who have helped to make this year successful.

**Christopher Davey**  
**Chairman**  
**Dersingham Recreation Committee**

**Village Hall - Cllr C Davey**  
**Dersingham Village Centre Working Group**

### **Annual Report to March 2016**

#### **General**

The Working Group has met regularly and has made very good progress this year, and the Committee is now more confident of seeing work commencing on our new Dersingham Centre during 2017, which was given as our target at the last Annual General Meeting.

#### **Lottery Grant**

As outlined at the AGM in 2015, the application for funds to develop our Dersingham Centre for a Grant from the National Lottery is divided into four separate stages. Each Stage has to be passed successfully before moving onto the next Stage. At each Stage more details are required by the Big Lottery to justify the need for the Dersingham Centre, particularly towards helping the disadvantaged or less fortunate persons within our community, as well as reaching out to other communities.

Although the Committee have been aware for some time, the Big Lottery have now publically announced that our project to establish a new Dersingham Centre has been successful in satisfying all the requirements of Stage Two of our bid for funds. We are now approved to progress to preparing the documentation which forms Stage THREE of the Lottery Fund Application. Although this does NOT mean that we have

been successful in our bid for Big Lottery funds, our application is now considerably less likely to fail, provided that we continue to meet the Lottery requirements.

This is a significant milestone in the Lottery Funding bidding process since the Council is now provided with Grant Funds which can be used in further development of the designs, appointing architects, and preparing the full designs which can then proceed to tender. The Council plans to invite bids soon to select an architect to do this work.

### **Planning Application**

Although senior Borough Council Planning Offices came on site in 2012 and discussed and approved our proposed plans to demolish the existing Church Hall and build the new Dersingham Centre on the same site, there is now some resistance to this approach, and an alternative design is under review which includes some aspects of the existing hall. In preparing any alternatives, the Working Group continues to try to ensure that the facilities which will be provided by the new Dersingham Centre will meet the needs and aspirations of all the residents of Dersingham. The alternative design will be costed and the Planning Application submitted for the alternative options, stating our preference for a complete new build which we believe would achieve a more efficient and less costly building for the Parish.

### **Establishment of the Dersingham Village Centre Association (DVCA)**

The Dersingham Village Centre Association was established at the end of 2015 with two main aims:

- To take on the fund raising activities for the new Centre, including managing the Cinema Nights and the Dersingham Lottery;
- To create the organisational structure for the operation, management and maintenance of the new Centre

The DVCA is in the process of establishing itself as a Charitable Trust, with any surpluses generated by the Centre to be used for the overall good of the Community. The Centre would be owned by the Parish Council on behalf of the community, but would be leased to the DVCA to manage it. The Parish Council offices would be relocated to the Centre.

### **Draft Designs and Drawings**

The designs for the new Centre continue to be drafts, with changes incorporated to satisfy perceived requirements of potential user groups.

As soon as an architect is appointed, further consultations will be arranged which will allow all parishioners another opportunity to review and discuss the proposed plans.

### **Overage Agreement**

The land for the existing Church Hall was given to the parishioners of St Nicholas by King George, and St Nicholas Church is prepared to give the land without charge to the Parish Council so that the Dersingham

Centre can be constructed. An Overage Agreement has been drawn up valid for a period of 25 years so that if the new Centre is sold within this period then the benefit of the disposal would be shared equally between the three parties, namely St Nicholas Church, Sandringham Estate, and the Parish Council. This Overage Agreement has been prepared and is ready for signature as soon as Lottery funds are available to proceed with the construction works.

### **Fund Raising**

As we indicated at the 2015 AGM we anticipate that we will need to raise additional funds in addition to any Grant which we may receive from the Lottery, both to cover the cost of the Centre as well as to cover the annual costs for operating and maintaining the Centre. The Working Group has started two fund raising activities:

- **Village Hall Cinema Nights:** A number of film nights have been held in the Church Hall and these have been largely successful, though the numbers attending clearly reflect the popularity of the film. Some films had as few as 20 viewers while the blockbuster “A Lady in the Yellow Van” was a complete sell-out, with standing room only for late arrivals, and some people turned away.
- **Dersingham Centre Lottery:** Tickets are now being sold for the Dersingham Centre Lottery, with monthly prizes being drawn at the monthly Village Voice Live events. Although the number of tickets sold is presently low, the Committee hopes that this will start to generate a regular income.

The Working Group is not a formal committee of the Parish Council, and is made up of a number of individuals, both Parish Councillors and members of the public, who are keen to see the successful development of the Dersingham Centre. I would like to thank all members of the Working Group for their continued support throughout the year.

**Christopher Davey**  
**Chairman**  
**Dersingham Centre Working Group**

**Dersingham United Charities – Ruth Mountain (Sec)**

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# **DERSSINGHAM UNITED CHARITIES**

Regd. Charity Number 208523

11 BANK ROAD, DERSINGHAM, KING'S LYNN, NORFOLK, PE31 6HW

Clerk: Mrs Ruth Mountain

Tel No 01485 541523

*ANNUAL REPORT YEAR ENDED March 2016*

Membership of the Trustees is limited to nine volunteers who manage approximately 100 acres of land in Dersingham. This land is divided into farm land, fuel allotments (commons) and field gardens (allotments). Revenue from the land is used to provide funding for general benefit to the poor and those suffering hardship and in assisting persons who are preparing for a trade. During the year two obligatory committee meetings are held on the second Thursday in May and November, with interim meetings taking place as and when required

With the recent appointment of a vicar at St Nicholas Church, the trustees are again at full complement. Parish council representatives are Dennis Wright and Kate Hathaway with Allan Coleby, Sarah Harmer and John Hunter, also appointed by the parish council to serve a four year term from May 2015. Barry Smeaton, Walter Blaney and Elizabeth Fiddick have been re-appointed by the trustees to serve a five year term. Revd. Mark Capron completes the committee. Barry Smeaton was elected Chairman at the November meeting.

Annual accounts are produced at the end of March and after approval by the committee, are sent to the Charity Commissioners. Copies are held by the parish council and clerk of the trustees and are available to parishioners on request. Charity donations are distributed to local charities and individuals whose criteria meet the requirements detailed in paragraph one. Dersingham Day Centre for the Elderly, Dersingham Seniors Club, Dersingham Phobbies and Orchard Close Community Group have again benefited. Donations are made upon application, which should be received by the clerk of the trustees by 1<sup>st</sup> November each year, for consideration by the committee, for December distribution.

Management of the Commons and the SSI site on the Fen is overseen by the trustees. The SSI site is funded by Natural England under their Higher Level Stewardship scheme. Income from agricultural land, grazing, allotments and shooting rights is regularly monitored and updated.

Allotments at the Station Road site become available at intervals during the year. Residents requiring a plot should contact the clerk.

Ruth Mountain

March 2016

## **Chairman's Report – Cllr S Payne**

### **Dersingham Parish Council**

### **Annual Parish Council Meeting**

#### **Chairperson's Report**

I write this at the end of my first full year as Chairperson.

We are lucky to have almost the full complement of Councillors. There is one vacancy, which we would love to fill.

I am hoping that the Parish Council will be seen as a Council that does things. This started with putting on events like Big Lunch and Village Fun Days. It is these sorts of events that promote co-operation among village groups. We need to work together to promote well-being for our residents. Recently the Parish Council lit a Beacon, along with many towns and villages across the county, to celebrate the 90<sup>th</sup> Birthday of Queen Elizabeth II.

It has been a busy year for the Council and I am sure we would not have achieved so much without the support of the Office staff – Sarah and Geraldine. Since her appointment, Geraldine 'hit the ground running' to help Sarah in keeping the Council on track. (Excuse the pun!)

With the transfer of Village Voice production to the office, both Sarah and Geraldine have had to learn new skills very quickly. I am truly grateful to Steve Davis for his training and support, and to Tony Bubb who is staying on in an editorial role. The magazine is, for me, our flagship and I will do all I can to ensure it remains a quality publication.

Work to provide a new Village Centre for Dersingham has taken up a lot of my time, writing Bids to Big Lottery, meeting with partners and Stakeholders, and organising consultation events to inform parishioners about the project. The Lottery process is a long one, but should be worth all the angst in the end. I am very grateful to colleagues on the Parish Council's Working Group and the Dersingham Village Centre Association for their help in getting us to where we are now. A major fundraising drive is being planned – watch this space.

Dersingham is a super place to live with, I am often told, a great sense of community. There are many folk who volunteer in the village including our Task Force, who do a great job in making Dersingham look good. Who wouldn't have smiled at the wonderful show of daffodils alongside the Recreation Ground fence? There is also the group of people who deliver Village Voice every household, ensuring we all get to see it.

Parish Councillors are also volunteers, who do not get enough appreciation for their commitment to Dersingham.

I would like to thank all of you for your contribution over the past year.

Sue Payne

The year 2015/16 has been a busy year as usual, Orchard Close has new replacement LED the Warren has its wildlife pond and Dersingham Centre is advancing at great pace. On a financial level everything has been budgeted accurately even taking into account the unexpected items not know about when setting the budgets.

The Finance, General Purposes and Administration Committee which covers all administration of the Council had an income of £95139.75, which is made up of the Precept, Social Club Rent and Interest on accounts. They had an expenditure budget of £45,090.00 and spent £43757.31 this leaves them with a £1363.23 surplus over the year. This was still achieved taking into account increases in Insurance, Subscriptions, and Staffing Costs.

The Recreation Committee had a quieter year than previous years but not good that the Skatepark was damaged beyond repair. The Council did agree to put £4,500 reserves into help funding a new skatepark. It is hoped consultations with children will be held end of June, beginning of July. The Committee had an income budget of £250.00 but due to event not taking place and others not well attended no money was received. They did obtain a rebate of £14.60 for overpayment of electricity. They had an expenditure budget of £6,725.00. They actually spent £6,980.55 and overspend of £490.95. I am sure everyone will agree that the playground is well used and loved by many.

The Environment Committee have been busy especially with The Warren and unfortunately dog fouling. They had an income budget of £250.00 for dog bin sponsorship, and took in £575.00 in total. The Committee had an expenditure budget of £33801.29 this included underspend on Streetlights from the previous year in agreement with the Full Council. They spent a total of £27900.20, which means an underspend of £5901.09. They have a policy that any underspend on Streetlight budgets is carried forward to the next year. For 2016/17 this is £1433.55. The Committee have changed all the streetlights in Orchard Close and paid for the cable in Gelham Court to go underground. There are new types of LED streetlights coming on the market and it is hoped that more lights can be changed within the next year. A new three-year deal has been signed for Streetlight Maintenance and Energy during the last year.

The Environment Committee also looks after The Warren and they maintain a balance of £37113.26. This will be reduced in 2016/17 with working commencing on the planting up of the pond area.

The Communication Committee now has the membership to make it a committee not a working group. They had an income budget of £18,885.00 and their actual income was £20120.03 which was £1235.03 up. The expenditure budget was £21336.86. The Committee spent £20217.07. This makes a slight overspend of £97.04 which includes an extra payment for printing one edition due to the change in issues with the Financial Year. So they would have been around £2,000 Surplus.

There is also an agreement in place that allows the Committee to use any surplus from Village Voice Live for a purpose. This year the amount of £516.25 will go towards the Dersingham Centre, may pay for the odd brick! I am sure you will agree that the Village Voice and Village Voice live are great assets to the village and would be well missed. Orders for advertising for the 2016/17 financial year have virtually covered the printing expenditure of the magazine for the coming year.

The Dersingham Centre Committee which also runs as a working group have had a very progressive year. The Committee still has a healthy balance of £41808.13 of their original £50,000.000 reserve budget.

I hope you will agree with me that the Council has achieved the remit very successfully financially with the Committees being excellent budget practitioners.

Mrs S J Bristow

RFO.

DERINGHAM PARISH COUNCIL

Prepared by Sarah Bristow Clerk/RFO 10 May 2016

Balances Per Bank Statement as at 31 March 2016

Current Account & Business Premium	£70,932.06
National Savings Account	£54,492.78
Petty Cash	£30.00
Village Voice	
Float	£100.00
Saffron Building Society (1)	£0.00
Saffron Building Society (2)	£0.00
<b>TOTAL</b>	<b>£125,554.84</b>
Less Unpresented Cheques See List	<b>-£7,742.59</b>
<b>TOTAL</b>	<b>£117,812.25</b>