

Minutes of the Meeting of the Dersingham Parish Council held on 25 April 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 T Suiter, Cllr C Davey, Cllr A Hobson, Cllr B Anderson, Cllr P Edwards, Cllr I Broughton, Cllr M Osborne and Cllr V Brundle.

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

The Chair thanked everyone who was involved and attended the beacon lighting in honour of the Queens 90<sup>th</sup> birthday celebration.

The meeting was then opened up to the public. Members of the public expressed concerns over planning application 16/00634/F. It was felt that the plans were insufficient, the extension would not be in keeping and would restrict light to properties either side.

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

**12227 To Receive and Consider Apologies for Absence**

There were no apologies received.

**12228 To Receive Declarations of Interest**

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

Cllr Davey also declared prejudicial interest in Planning Application 16/00634/F.

**12229 Crime Statistic Report.**

No Crime Report received.

**12230 To receive a verbal report from the Norfolk County Councillor**

Cllr Dobson advised the Heacham Recycling Centre was to re-open 01 June 2016 and would be operating on a full time basis. Docking Recycling Centre has already re-opened and again is operating on a full time basis.

Cllr Dobson spoke about the Devolution and the combining of Authority Leaders, Local Councillors and Mayors. This would cover Cambridge, Norfolk and Suffolk and be responsible for the Key Route Network, local roads, 16 plus schools, joint responsibilities for National Health & Disabilities and long term unemployment with the Local Government Improvement Unit (LGIU) currently working with no template, the current work process is adhoc with ongoing issues regarding a Mayor for 3 counties etc. These issues are still ongoing.

**12231 To receive a verbal report from the Borough Councillors.**

Cllr Collingham and Cllr Bubb both sent their apologies.

**12232 Minutes of the Dersingham Parish Council Meeting held 21 March 2016.**

**It was resolved that these minutes are true and accurate and duly signed by the Chair.**

**12233 Clerks Report.**

A good response has been received for advertising in the Village Voice. The Clerk advised she now has a mobile phone that she can be contacted for work issues. The telephones within the office are set up with BT.

The Parish Council are currently waiting for the outstanding Opus Energy bill for February and March 2016. As the accounts need to be reconciled to the end of March to close the financial year any underspend has an agreement to be transferred to the New & Repair budget and paid once the bill are received. **It was resolved for this to be discussed at the next Environment Committee Meeting.**

The Clerk attended a conference in Peterborough 20 April 2016 she advised that there was a change to the tendering rules. Tenders should be published on the website Contracts Finder if over £25,000 and even if not advertised on the website the result had to. Also all council payments must be made within 30 days any that are not have to be listed on the Council's website.

**12234 Minutes of the Recreation Committee Meeting held 4 April 2016.**

Cllr Davey advised a letter was to be issued to the residents of Bank Road regarding the trees overhanging the zip wire on the play area. The Clerk advised a letter had been issued to the houses that are adjacent to the play area and a mixed response had been received. **It was resolved for the area to be discussed at the Recreation Committee Meeting. Cllr Edwards to commence work on trimming back the trees overhanging the recreation ground as soon as possible.**

Cllr Davey had been approached by youngsters in the village regarding a replacement for the skatepark. The signs have been changed around the recreation ground to make people aware that dogs are not permitted anywhere on the grounds.

**12235 Minutes of the FGP&A Committee Meeting held on 4 April 2016.**

Cllr Payne advised The Clerk had emailed round the Grant Application Policy and reiterated the telephones had been dealt with and contracts are now in place.

**12236 Minutes/Notes of Dersingham Centre Committee meeting 5 April 2016.**

Cllr Payne stated the planning application for the centre had been held up due to comments received from Historic England regarding keeping more of the existing building. Cllr Davey proposed that once the planning application had been granted the centre committee could invite architects to submit bids.

- 12237 Minutes of the Communications Committee Working Group held 11 April 2016.**  
Cllr Hathaway reiterated the Village Voice deadline is 4 May 2016. Also reminded all councillors to look at the website, putting articles and dates on the calendar.  
The Chair asked for a vote on a proposal that anyone who advertises in every edition of the Village Voice be given a 10% discount on their advert in the new Dersingham Data. **It was resolved to approve the proposal.**
- 12238 Minutes of the Environment Committee Meeting held 11 April 2016.**  
Posters and leaflets have been printed and laminated to encourage people to use the number 11 bus. Cllr Anderson has distributed the majority of the leaflets to local business etc. The Clerk had emailed Borough Council with regards to cutting the grass verges to avoid damage to the daffodils planted. A response had been received from Nathan Johnson.
- 12239 Accounts End of Year Accounts.**  
The Clerk advised if the outstanding Opus invoices are not received by Wednesday 4 May the year end reconciliation will commence in order for the figures to be sent to Mazars. Cllr Payne urged any queries to be raised as soon as possible to enable the accounts to be done. **It was resolved that the accounts be accepted as an accurate record**
- 12240 Retraction of Minute item regarding Autela.**  
Cllr Payne had received complaint to her private email address from Autela with regards to the amount stated on the FGP&A minutes of £300 charge for automatic enrolment. This amount had incorrectly been quoted as part of a misunderstanding on The Clerks behalf and was for personal pensions. **It was resolved for The Clerk to write a letter of apology to Autela and the amount retracted from the FGP&A minutes.**
- 12241 Third Party Hire of the Recreation Ground.**  
Cllr Payne advised that the Recreation Ground could be hired out for events however groups etc. should get formal permission. For any event held a full risk assessment must be carried out and relevant Insurance documents submitted to The Parish Council. However, with this in mind Cllr Payne wished to take the opportunity to remind everyone that advertising for anything other than the permitted event was strictly not allowed on Parish Council property. After discussion it was felt that one banner advertising the event would be acceptable, this could display other businesses within the event i.e. food stalls and must be part of the event banner. It would not be acceptable to place individual banners advertising businesses.
- 12242 Parking in Manor Road**  
Cllr Edwards wished to bring to everyone's attention the current situation of inconsiderate parking along Manor Road, should there be a need for emergency vehicles to access properties etc they would not be able to

get the appliances through Cllr Edwards had walked the area and felt that the option of a Trod was not viable, there are other traffic calming ideas, with this in mind Cllr's were asked for thoughts and ideas as to how this problem could be resolved.

## 12243 Applications and Determinations:

### Applications:

16/00634/F Mrs S Chenery, Application for extension to cottage, replacement windows, front porch canopy at 8 Chapel Road, Dersingham - **Refused**

16/00650/F Mr S Bradley, Application for sunroom bathroom extension and alternations at 12 West Hall Road, Dersingham - **Approved**

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

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

Any others

### Determinations.

15/00162/F Application for erection of 3 residential dwellings upon the site, together with associated access, parking areas, residential curtilages and landscaping at Land Adj The Orchard, Senters Road, Dersingham. - **Granted**

16/00137/F Mr G Eley, Application for porch extension to dwelling at 8 Lynn Road, Dersingham. - **Granted**

16/00154/F Mr L Shilvock, Application for extensions to dwelling at Lyncraft, 10 Manor Road, Dersingham. - **Granted**

16/00218/F Mr P Nichols, Application for side extension to dwelling at 1 Clayton Close, Dersingham. - **Granted**

Any others

## 12244 Correspondence.

The Chair read out correspondence received.

A letter had been received from The Borough Council notifying us of a change of house name from The Rectory to 11a Shernbourne Road. Also received from The Borough Council was a letter of appeal regarding planning on High Farm, 94 Hunstanton Road any comments to be made concerning this should be submitted by 23 May 2016. Norfolk County

Council had submitted a letter re Electronic Consultation for Planning Applications.

**12245 Accounts for Payment.**

**MARCH PAYMENTS**

<b><u>Cheque No</u></b>	<b><u>Payment To</u></b>	<b><u>Amount</u></b>
D/P	Heronwood Landscapes – Rec G/Cut	£58.00
D/P	Dersingham VA Primary School – Room Hire	£40.00
105858	M Pearson – Internal Audit	£210.00
D/P	Anglian Water – Rec Water	£14.25
D/P	SLCC – Training Conference	£41.40
D/P	KLWNBC – Printing	£107.74
105859	Dersingham PCC – Room High Der Centre	£90.00
D/P	Heritage Tree Specialist Ltd – Ders Centre	£360.00
D/P	Bullfinch – Beacon	£358.80
D/P	Flogas – Beacon Gas	£41.44
D/P	Viking Direct – Stationery/Stamps etc	£278.80

**APRIL 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	£17.54
D/P	K & M Lighting Services –S/L Main	£294.62
D/P	G Scanlon – Office Cleaning	£30.00
D/P	Nalc – Subscription	£706.81
D/P	Sandringham Estate – Sports Grd Rent	£600.00
D/P	ECS Computers – 365 licence	£479.99
D/P	BT Telephone Bill	£83.40
D/P	Wages	£1634.46
D/T	Norfolk Pension Fund – Pension	£526.49
D/T	Clearview Windows – Office Windows	£10.00
D/T	Amey LG Ltd – Christmas Light Socket	£357.25

## **Any Others**

### **12246 Date & Place of next meetings.**

Annual Parish Council Meeting 10 May 2016 starting 7.00pm at Dersingham VA Primary and Nursery School.

Full Council Meeting on Monday 23 May 2016 starting 7.00pm at Dersingham VA Primary and Nursery School.

Dersingham Centre Meeting 3 May 2016 at 7.00pm at Church Hall

Recreation Committee Meeting 9 May 2016 at 6.00pm at Parish Office

FGP&A Committee Meeting 9 May 2016 at 7.15pm at Parish Office

Environment Committee Meeting 16 May 2016 at 7.00pm at Parish Office

**Meeting closed 8.35**

### **12247 To inform Full Council on progress regarding the Village Hall**

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act.”

**To inform Full Council on progress regarding the Village Hall.**