

Minutes of the Meeting of the Dersingham Parish Council held on 25 January 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 I Broughton, Cllr J Houston, Cllr B Hopkins, Cllr D Wright, Cllr T Suiter, Cllr V Brundle, Cllr C Davey, Cllr P Edwards

Also Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant), 5 members of the public were present.

The Chair opened the meeting to the public. Members of the public discussed Planning Application 15/02117/F. All parties affected with the application voiced their opinions and concerns with regards to the plans to enable the Cllr's to be fully aware and informed before Applications and Determinations were discussed and voted on.

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

12165 To Receive and Consider Apologies for Absence

Apologies received from Cllr A Hobson.

12166 To Receive Declarations of Interest

Cllr Edwards and Cllr Payne declared an interest in a Planning Application. Planning number 15/02117/F

12167 Crime Statistic Report.

No Crime Report received.

12168 To receive a verbal report from the Norfolk County Councillor

Cllr Dobson sent his apologies for his absence.

12169 To receive a verbal report from the Borough Councillors.

Cllr Collingham & Cllr Bubb were not present.

12170 Minutes of the Dersingham Parish Council Meeting held 14 December 2015.

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

12171 Minutes of the Dersingham Parish Council Precept Meeting held on 18 January 2016.

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

12172 Clerks Report.

The Clerk advised the replacement De-Fib pads had been ordered but not yet arrived. **The Clerk to chase and notify Cllr Edwards once received to enable pads to be replaced.** The Bus Meeting was held on 20 January 2016 Martin Stringfellow was unable to attend. Ben Colson

who had previously owned Norfolk Green attended along with Cllr John Dobson and Cllr Bird. The viability of the Number 11 bus was discussed, again people urged to use it or lose it. Concerns were voiced regarding the buses and trains not running in time with each other. Next meeting will be held in Hunstanton Town Hall, date and time to be arranged. The Clerk had met with Ben Colson Monday 25 January 2016 with regards to a leaflet concerning the buses. **The Clerk to discuss with Environment Committee.**

12173 Minutes of the Communication Committee Meeting held 4 January 2016.

Cllr Hathaway advised the website is now under construction and reminded everyone that a photo and resume of each Cllr is to be put onto the website. Cllr Payne suggested that a group photo could be supplied if Cllr's were against individual pictures. Steve Davis has volunteered to do some in house training with regards to the Village Voice for The Clerk and The Admin Assistant. Cllr Payne requested that the Communications Committee discuss the Village Voice at the next meeting to determine who is to run the magazine, how it is run etc. **It was resolved for The Clerk to add Village Voice to the next Communication Meeting Agenda.**

12174 Minutes of the Recreation Committee Meeting held on 4 January 2016.

Cllr Davey was not present to give feedback. Cllr Hathaway discussed the availability of the stickers regarding dog fouling now the law has changed. Cllr Payne advised she could provide The Clerk with some stickers however due to the printing costs at the Borough Council supplies will be limited.

12175 Minutes of The FGP&A Committee Meeting held on 4 January 2016.

Cllr Payne advised that we had received confirmation from Norfolk County Council they are unable to undertake running our payroll. **It was resolved for The Clerk to obtain quotes from local sources with regards to our payroll.**

12176 Minutes/Notes of Dersingham Centre Committee/Association 05 January 2016.

Cllr Davey was not present to give feedback.

12177 Minutes of the Environment Committee Meeting held on 11 January 2016.

Cllr Hathaway advised a planting plan had been produced for the pond by Cllr Anderson. Ponds UK wish to do a site visit when the pond is topped up Cllr Edwards advised it was more difficult than expected to fill the pond from the stream, 4000 litres had been pumped into the pond and even with current rainfall more water will need to be added. Cllr Edwards will inform The Clerk of a date for this once he has been able to get volunteers on site. The Clerk will then contact Ponds UK. A new cleaning contract has been agreed with Mr Lee. Overhead Cables in

Gelham Court are to be placed underground. Cllr Anderson is currently working on the Major Risk Analyse.

12178 Minutes of the Staffing Committee Meeting held 14 January 2016.
Discussion was had regarding the training undertaken by The Clerk. Cllr Houston expressed concerns the training had been ongoing for some time and wished to know when it would be completed. Cllr Payne explained that the qualification is not needed for The Clerk to perform her daily duties. Cllr Payne advised that The Clerk, as per Staffing Committee Minutes, would have the qualification by March or she will have to start on a new course.

12179 Accounts End of December 15.
These were previously circulated by the Clerk. **It was resolved that the accounts be accepted as a true and accurate record.**

12180 Committee's
The Clerk advised there are still Cllr's that have not volunteered to join committees. Cllr Davey is unable to attend the next Communications Committee Meeting, Cllr Payne will attend in his place. **It was resolved The Clerk will write to those Cllr's not assigned to a Committee.**

12181 Food Bags.
Cllr Hathaway provided examples of the food waste bags available from local shops, the bags are the same size as the ones sold by the Borough Council. The Clerk raised awareness of the disruption caused by parishioners requesting the food bags and to actually provide the service of selling the bags would be no more disruptive than explaining to parishioners where they can buy bags from. Cllr Hathaway suggested a poster in the office window to notify the public that the office does not stock the bags.

12182 War Memorial Bench.
The Clerk advised the bench needed to be secured as there was concern it could be stolen. **It was resolved for The Clerk to obtain quotes.**

12183 Applications and Determinations:

Applications:

15/02117/F Mr B Rand. Application for construction of chalet dwelling and garage at Whiteways, 23 Woodside Avenue, Dersingham. - **No Comment**

Any others

Determinations.

- 15/01556/F Mr G Billard. Variation of condition2 planning permission 14/00741/F: To amend previously approved drawing 9 Onedine Close, Dersingham. -**Granted**
- 15/01765/F Mr D Collingham. Application for extension to garage and workshop to provide guest accommodation at Fern Lodge 10 Fern Hill, Dersingham. **Granted**
- 15/01861/F Mr N Maggs-Oosterhagen. Application for conversion of rear of garage to habitable room and single storey rear extension at 11 Valley Rise, Dersingham. **Granted**
- 15/01961/F Mr & Mrs A Huggins. Application for extension to dwelling at 6 Hawthorn Cottages, Dersingham- **Granted**
- 15/01890/F Mr J Askem. Application for proposed rear extension, new front porch, replacement doors and windows and demolition of existing garage at Treetops, 16 Woodside Close, Dersingham. - **Granted**

12184 Correspondence.

Chair read out the following.

Letter from Borough Council re Planning System Training this is to be held 29 February 2016 and Cllrs have been asked to volunteer to attend either session 3pm-5pm or 5.30pm-7.30pm. The Chair and The Clerk are to attend. Cllr Hipkin also volunteered.

12185 Accounts for Payment.

JANUARY PAYMENTS

<u>Cheque No</u>	<u>Payment To</u>	<u>Amount</u>
SO	Buttriss - Office Rent	£500.00
SO	D Lee – Cleaning Contract	£260.00
DD	E-on Energy – Rec Electricity	£6.00
DD	Southern Electric- Streetlight Energy	£19.71
DD	Southern Electric – Streetlight Energy	£656.91
DD	Opus Energy – Streetlight Energy	£17.19
DT	K & M Lighting Services –S/L Main	£294.62
DT	Ponds UK – Warren Pond	£16200.00
105835	AKE Scaffolding – Skatepark	£63.77
105836	D. Lee General Grasscutting	£335.00
DT	Autela Payroll Services – Auto Enrolment	£20.00

DT	Youth Group - Payback	£2612.94
DT	Dan Yeomans	£925.00
DT	East Coast Signs Ltd - Noticeboards	£379.20
DT	Thaxters Garden Centre – VV Tea	£154.00
DT	Dersingham VA Primary & Nursery	£40.00
DT	Glasdon UK Ltd – Rec Litterbin	£141.60
DT	Viking Direct – Stationery	£168.29
DT	BT – Broadband	£83.40
DT	Clearview Windows	£10.00
105837	G Scanlon – Office Cleaning	£30.00
105838	PCL Ltd- Sports Ground C/Park	£4080.00
105839/40	Wages	£1664.64
DT	Norfolk Pension Fund – Pension	£413.96
105841	Petty Cash	£24.48
105842	CPRE –Subs	£36.00
105843	AKE Scaffolding – Skatepark	£22.63
105844	D Lee – Rec Bin & Env Misc	£90.00

Any Others

12186 Date & Place of next meetings.

Full Council Meeting on Monday 29 February 2016 starting 7.00pm at Dersingham VA Primary and Nursery School.

Recreation Committee Meeting 1 February 2016 at 6.00pm at Parish Office
 FGP&A Committee Meeting 1 February 2016 at 7.15pm at Parish Office
 Dersingham Centre Meeting 2 February 2016 at 7.00pm at Church Hall
 Communication Committee Meeting 8 February 2016 at 6.00pm at Parish Office
 Environment Committee Meeting 8 February 2016 at 7.00pm at Parish Office
 Staffing Committee Meeting 18 February 2016 at 6.00pm Parish Office

Parishioners' Comments

Members of the public discussed Planning Application 15/02117/F. All parties affected with the application voiced their opinions and concerns with regards to the plans to enable the Cllr's to be fully aware and informed before Applications and Determinations were discussed and voted on.

With no further business the meeting closed at 8.00pm

DRAFT