

Minutes of the Meeting of the Dersingham Parish Council held on 31 October 2016 at 7.00pm in Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

Present: Cllr S Payne (Chair), Cllr C Hipkin (Vice Chair) Cllr K Manship, Cllr B Hopkins, Cllr K Green, Cllr G Billard, Cllr J Houston, Cllr V Brundle, Cllr C Davey, Cllr Anderson, Cllr K Hathaway, Cllr I Broughton. Cllr A Hobson, Cllr P Edwards (Left 8.00pm) and Cllr D Wright.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant), Borough Councillors Tony Bubb (Arrived 7.15pm left 8.20pm) Judy Collingham (Arrived 7.45pm left 8.20pm) and 6 members of the public.

The Chair asked if anyone was intending to film/record the meeting.

12344 To Receive and Consider Apologies for Absence

Apologies were accepted from Cllr Suiter.

The Clerk advised she had received an email from Cllr Osborne notifying her he was unable to attend the meeting however he had not specifically expressed his wish for the email to act as his apology for absence. Councillors were advised that Cllr Osborne had now not attended 6 consecutive meetings and therefore his position on The Parish Council would be forfeited. It was proposed that Cllrs vote to determine Cllr Osbornes position on The Parish Council. **It was resolved Cllr Osborne would forfeit his position on The Parish Council and The Clerk to write to advise.**

12345 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.

The meeting was then opened to the public.

A Parishioner spoke regarding Planning Application at Park Hill, specifically regarding the design shown as a chalet style building. The front of the dwelling would be single story and the rear 1.5 stories. This would affect neighbours either side of the property. Objections have been logged on the Borough Council website and The Parishioner wished for these details to be considered when The Council came to discuss the Planning Application.

A Parishioner enquired if the letter from The Borough Council regarding the call for Sites and Policy Suggestions Consultation would be referred through to the Planning Working Party. Cllr Payne advised the letter would be referred.

Public session was closed at 7.08pm

12346 To receive a verbal report from the Norfolk County Councillor.

Cllr Dobson was not present.

- 12347** **To receive a verbal report from the Borough Council Councillors.**
Cllr Bubb wanted to make everyone aware that the Deadline for The Village Voice was Wednesday 02 Nov 2016.
The Borough Council are now encouraging anyone that knows of areas suitable for development to come forward. There is a “self-build” category this involves areas suitable for development being suggested by friends, family etc and would be looked at favourably by The Borough Council and a second category known as “Custom” suggested land, this would-be land identified by builders etc.
Cllr Bubb is part of a working group that is tackling public conveniences. Currently the Borough Council are spending £345,000 per annum and need to review the expenditure, Suggested ways to reduce the cost is to look at closing Ferry Lane Toilets, Kings Lynn as these are only frequently used when there is an event on the Tuesday Market Place. As an alternative, members of the public will be invited to use alternative venues such as The Corn Exchange.
- 12348** **Minutes of the Dersingham Parish Council Meeting held on 26 September 2016.**
It was resolved that these minutes are true and accurate and duly signed by The Chair
- 12349** **Minutes of the Dersingham Parish Council Meeting held on 14 October 2016.**
It was resolved that these minutes are true and accurate and duly signed by The Chair
- 12350** **Clerks Report.**
Village Voice deadline is Wednesday 2 November 2016.
The Clerk wished for everyone to start considering next year’s Fun Day to be held on the Sports Ground Sunday 10 September 2017. Ensuring as many Councillors are available to support the event. Also, the fashion show that is due to be held 18 November 2016 as a fund-raising event held by The Dersingham Centre Association.
Village Voice Live is to continue until March 2017.
The new socket for the Christmas Lights has now been installed and further lights purchased for the remaining trees that currently have none. The lights are to be switched on 27 November 2016 at 5.00pm, with the event opening at 3.00pm – 6pm.
The new replacement LED’s have been ordered and the order acknowledged.
Distribution of the Village Voice to the volunteers that deliver them is still to be resolved although the idea of Councillors taking them to the volunteers is a viable one.

The Clerk had attended a course in Aylsham regarding The Council award scheme. There are three levels, Foundation, Quality and Quality Gold. The Clerk advised that apart from a Staff Councillor Training policy and putting information held onto the website there was no reason why we could not apply for Foundation and Quality.

The Clerk also advised as part of the award scheme each Councillor should have a personal profile on the website with a picture and a brief resume. This would need to be achieved within the next 12 months.

12351 Minutes of the Recreation Committee Meeting held on 3 October 2016.

Cllr Wright wished for an amendment to be made to the Minutes as he was present at the meeting however minutes' state he had sent his apologies for absence. **It was resolved for The Clerk to amend accordingly at the next Recreation Meeting.**

Cllr Davey reported the Recreation area is now starting to look a little tired and showing signs of wear and tear. This is being looked at by Playdale. The Christmas lights will be in place in time for the switch on 27th November.

Cllr Edwards referred to minute item 625 as the flooring around the roundabout was not safe enough for children to use. The surface has now started to lift and Cllr Edwards was concerned this was an entrapment hazard. The Clerk advised she had met with Playdale and was still awaiting their response. Playdale's rep had agreed the wet pour was substandard and would contact his technical team to establish the company responsible. Cllr Edwards felt the ride should be fenced off on health and safety grounds. **It was resolved for The Clerk to chase Playdale prior to next Recreation Committee Meeting.**

12352 Minutes of the FGP&A Committee Meeting 03 October 2016.

There were no issues to bring to Full Council.

Cllr Edwards queried the Aged Debtors shown. The Clerk advised those concerned had been written too and posted recorded delivery. To date there had been no response.

12353 Minutes of the Dersingham Centre Committee Meeting held on 04 October 2016.

Cllr Davey advised the documents were still being prepared to be submitted for phase 3 of The Lottery bid, an extension had been granted for submission until 10 November 2016 as still awaiting full estimates from the Quantity Surveyors. It appears the final building costs will be £954,800 and was confident this is achievable, taking into consideration

various donations including that from WREN, Public Works Loans and Leader. Cllr Davey proposed firstly the tender information for the build of the new centre was to be ready so if The Council get the go ahead from the lottery the order can be placed. Secondly for the centre to appoint a Quantity

Surveyor to oversee the work in progress during construction and to ensure the CDM regulations are adhered to. **This was approved in principle. Cllr Davey is to start the process of compiling a short tenders list for a Quantity Surveyor and SPD specialist.**

- 12354** **Notes of The Communication Committee Meeting held 10 October 2016.**
Cllr Hathaway advised there were no issues to bring to Full Council. The Clerk asked for the Council to accept Communications Minutes from meeting dated 11 July 2016 as the committee has not been quorate since. **It was resolved to approve the minutes and to be signed by The Signed.**
- 12355** **Minutes of the Environment Committee Meeting 10 October 2016.**
Cllr Anderson advised there were no issues to bring to Full Council. The Elm trees due to replace the Trees of Heaven that are due to be removed have been priced at £400.00 per tree. Quotes are now needed for the removal of the trees ensuring the suckers are killed off. Cllr Anderson reported an apple tree at 8 Chapel Road had been removed although the area was covered by a Tree Preservation Order, Cllr Anderson had contacted The Borough Council for guidelines/rules that needed to be met regarding Tree Preservation orders, however no response had been received to date.
Discussion was had with regards to making Dersingham a No Cold Caller zone. Cllr Payne suggested this is something The Parish Council could agenda for the new year.
- 12356** **Minutes of The Planning Committee Meeting held 14 October 2016.**
Cllr Hipkin was concerned the planning applications were not getting reviewed adequately, he felt a committee of 6 people meeting twice a month to examine and discuss plans received would ensure a proper informed opinion could be submitted by The Parish Council. After discussion Cllr Payne suggested that a working group be formed as opposed to a Committee as standing orders and Terms of Reference. would have to be amended to form a committee where as a working group could be formed to facilitate and advise The Full Council. **It was resolved for a Working Group to be formed and to report back to Full Council.**
- 12357** **Committees/Full Council Meetings.**
Cllr Payne advised there are currently 7 Committees, which means there is a lot of preparation for meetings, compiling minutes etc. taking a vast amount of time for The Clerk. The suggestion was made that instead of 7 Committee meetings each month they are replaced by 2 Full Council Meetings. Cllr Hopkins agreed this process would quicken decision making and ensure things were dealt with more efficiently.
Working groups could be established i.e. for next year's Fun Day and then reports made during The Full Council meetings to enable things to be approved. The Clerk raised the issue of extra costings as we would have to pay additional room hire charges each month. **It was approved in principle to cease Committee meetings and adopt two Full Council meetings each month.**

12358

Flag Pole.

The Clerk reported the new flag pole had been vandalised, the cover had been forcibly removed and had therefore been reported to the police and a crime number received. A complaint had been received regarding the base of the new flag pole with concerns the bolts and it was seen to be a health and safety issue.

12359

War Memorial Garden.

Cllr Brundle was not willing to sign the SLA regarding the maintenance of the War Memorial as requested as she felt the information held was incorrect. Cllr Brundle highlighted areas in which she was not happy and requested that she took the document away to thoroughly read through and make any amendments she felt necessary. **It was resolved for Cllr Brundle to review the document before the next Full Council Meeting.**

12360

Safeguarding Policy.

The policy was adopted by the Councillors and will remain a working document. The Document will be added to The Council Policies. Cllr Payne added that although it is to be placed on The Parish Council list of policies it is one that will be used infrequently as we seldom have controlled activities.

12361

Applications and Determinations.

Applications:

16/01711/RM Mr C Batch, Reserved Matters: one new dwelling at site adj Innisfree, 10 Park Hill, Dersingham. - **Refused**

16/01805/F Mr G & Mrs L Christie. Application for Extension to rear of bungalow and conversion of garage to habitable room at 19 Viceroy Close, Dersingham. - **Approved**

Determinations.

16/01540/F Mr & Mrs N Lincoln. Application for Extension to rear of dwelling following removal of existing sunroom/utility spaces at 36 Station Road, Dersingham. - **Granted**

16/01362/F Application for demolition of the existing attached garage of the residence and construction of an extension to the house which will be used as both a temporary holiday let and future living accommodation for the applicant and his wife (retrospective) – at 12 Valley Rise, Dersingham. - **Withdrawn**

12362

Correspondence.

The Chair read out the Correspondence received.

12363 **Accounts to Date.**
 It was approved to accept account to end of September 2016.

12364 **Accounts for Payment.**

OCTOBER 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 | £371.77 |
| DD | Utility Warehouse – Mobile (Aug) | £18.40 |
| D/P | K & M Lighting Services –S/L Main | £279.90 |
| D/P | G Scanlon – Office Cleaning - October | £40.00 |
| D/P | D Lee Grasscutting | £500.00 |
| D/P | D Lee Grasscutting - Warren | £360.00 |
| D/P | Heronwood Landscapes (Sept) | £116.00 |
| D/P | Clearview Windows – Office Windows | £10.00 |
| D/P | Cartridge Save | £81.11 |
| D/P | Clanpress – Printing Village Voice 102 | £2420.00 |
| D/P | Dersingham VA Primary & Nursery – R Hire | £40.00 (Sept) |
| D/P | Anglian Water- Rec Water | £13.80 |
| D/P | Sports Ground Grant | £2500.00 |
| 105869 | Dersingham PCC- G/Cutting Grant | £2400.00 |
| 105870 | Community Car Scheme – Grant | £500.00 |
| D/P | Gemstone – Asbestos Report Ders Ctr | £426.00 |
| D/P | Hampshire Flag – Flagpole | £621.32 |
| D/P | Mazars – Audit Fee | £480.00 |
| D/P | SLCC Clerks Subs | £134.44 |
| D/P | PCL Ltd – replacing Flagpole | £240.00 |
| D/P | Colin English – Painting Bus Shelters | £80.00 |
| D/P | LCPAS – Training Course | £50.00 |
| D/P | Beowulf Arboriculture – Xmas Ties | £275.00 |

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| D/P | Wages October | £1778.89 |
| D/P | Norfolk Pension Fund – Pension | £571.87 |
| D/P | KLWNBC – Printing | £17.29 |
| D/P | Atelier Associates – V/Hall | £12038.40 |
| D/P | Rigour Survey- V/Hall | £510.00 |
| D/P | Adam Power-V/Hall | £4750.00 |
| D/P | BBSD- V/Hall | £7404.00 |
| D/P | GC Baxter Associates Ltd- V/Hall | £646.80 |
| D/P | Dolphin Graphics – Banners | £114.00 |
| D/P | East Coast Self Storage – Padlocks | £28.00 |
| 105871 | Thaxters Garden Centre- Christmas Lights | £397.83 |
| D/P | Dersingham VA Primary Room Hire | £40.00 |

It was resolved for the payments to be made.

12365 Date & Place of next meetings.

Full Council Meeting on Monday 28 November 2016 starting 7.00pm at Dersingham VA Primary and Nursery School.

Dersingham Centre Meeting 1 November 2016 at 7.00pm at Church Hall
Recreation Committee Meeting 7 November 2016 at 6.00pm at Parish Office
FGP&A Committee Meeting 7 November 2016 at 7.15pm at Parish Office
Communication Committee Meeting 14 November 2016 at 6.00pm at Parish Office
Environment Committee Meeting 14 November 2016 at 7.15pm at Parish Office
Staffing Committee Meeting 16 November 2016 at 7.00pm at Parish Office.

With no further business, the meeting was closed at 8.29pm

The meeting was re-opened to the public, a parishioner queried the SLA for the Memorial Garden reference 1.1-part C regarding the survey the Lime Tree and carry out of remedial work etc., would the Survey be subject to the Tree Preservation Order and necessary consent sort before any work was undertaken. Cllr Payne assured The Parishioner that permission would be applied for before any works would be carried out.

Meeting closed 8.31pm

