

Minutes of the Meeting of the Dersingham Parish Council held on 28 November 2016 at 7.00pm in Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

Present: Cllr C Hipkin (Vice Chair) Cllr K Manship, Cllr B Hopkins, Cllr J Houston, Cllr C Davey, Cllr B Anderson, Cllr K Hathaway, Cllr I Broughton. Cllr A Hobson, and Cllr D Wright.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant), Borough Councillors Tony Bubb & Judy Collingham (Arrived 7.14pm left 7.26pm) County Councillor John Dobson (Left 7.26pm) and 6 members of the public.

Cllr Hipkin took the Chair in Cllr Payne absence. The Chair asked if anyone was intending to film/record the meeting.

12365 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from Cllr Edwards, Cllr Suiter, Cllr Billard, Cllr Green, Cllr Payne and Cllr Brundle.

12366 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
Cllr Hipkin declared an interest in Planning Application 16/01866/RM.
Cllr Houston declared an interest in agenda item 13 War Memorial Gardens.

The meeting was then opened to the public.

A Parishioner advised that an amendment to the minutes was needed.

Public session was closed at 7.08pm

12367 To receive a verbal report from the Norfolk County Councillor.
Cllr Dobson reiterated what had been made public with regards to the devolution being withdrawn for Norfolk and Suffolk.
There had been a meeting held with regards to the Bus services, timetables etc also discussing how to provide the best service regardless of who delivers it. A meeting is to be held Friday 2 December 2016 with City Councillor Richard Bird rep North Coast and the Director of Transport at County Hall to try and persuade the two bus companies to share the agreed timetables. Cllr Dobson felt that pressure still needed to be applied to get the bus service running more effectively.
Cllr Dobson advised that the County Council are currently reviewing the need for Lollypop Ladies and the Dersingham crossing is one implicated in the review. It was hoped the review would save £40,000.00 however from the 1.5-billion-pound budget the savings would be minimal and seemed to be cutting a service that is vital within the community. It was suggested the school should be contacted and a letter notifying all parents of the situation put into school bags. Cllr Dobson encouraged The Parish Council to place posters on noticeboards and push to make people aware of the importance of needing a Lollypop lady. It was suggested a site meeting be arranged, Cllr Dobson requested he be invited.

12368

To receive a verbal report from the Borough Council Councillors.

Cllr Bubb spoke of the rejection of the devolution but felt there would be a replacement in the offering soon.

The report of the Borough Council findings with regards to the public toilets on the Borough can now be viewed and comments left on the Borough Councils website.

Cllr Bubb is currently sitting on the Borough Charity Committee, the charity is used to provide certain items i.e. washing machines, Fridge freezers etc. however requests have increased for carpets and flooring. Once the previous tenants have left the property the carpets are automatically removed therefore new tenants need to replace them. Cllr Hipkin Advised that Freebridge have made the decision to remove all carpets as a standard procedure as the instances of needles and blood being found embedded in the carpets has increased and was therefore seen to be better from a health and safety perspective. Cllr Bubb advised he had put forward a suggestion that the floors be covered with a compositional flooring as standard which would be solid rubber and would be impenetrable.

Cllr Collingham enquired the current situation with regards to the Sports Ground and the state of the surface of the tennis courts which are now covered in a film and was a slipping hazard. The Clerk explained Richard Stanton, First Marcus O'Lone, L & H Homes Hanover, Sports Ground Management, have been contacted however there has been no response from any parties. Cllr Collingham felt that, bearing in mind the time scales attached to the problem, the issue should be escalated. The Clerk is to liaise with Cllr Collingham with regarding further action.

12369

Minutes of the Dersingham Parish Council Meeting held on 31 October 2016.

It was resolved for the minutes to be signed as a true and accurate after the following amendment.

Parishioners comment

The outline application indicated that the front of the dwelling would be single storey and the rear 1.5 storeys. The current application is 2 storeys at the front and would overlook neighbours at the front of the property

12370

Clerks Report.

The Clerk attended a Planning Meeting on Wednesday 23 November 2016 along with Cllr Payne. The Clerk advised that there was a handout regarding what could be commented on as a Parish Council and she would copy for all Councillors.

There had been two planning applications received however they are not noted on the agenda for October Full Council Meeting as they will still be within the timescales when added to the December Full Council agenda.

12371

Minutes of the Dersingham Centre Committee Meeting held on 1 November 2016.

a) Councillors to vote on any Recommendations to Full Council.

b) Council to vote to award the contract for Building Control Services.

Cllr Davey advised the business plan had been assembled and submitted on schedule. It was sent recorded delivery and an acknowledgment had been received from The Big Lottery also informing that it could take three months plus for an outcome to be received.

Two tenders had been received for the contract for Building Control Services. A Norwich based company had put a tender in for £1440.00 and the second tender was from Asset Building Control, a local company based in Dersingham £750.00. It was felt a local company would be on hand if there were to be problems etc. Cllr Davey proposed we accept the tender submitted by Asset Building Control. **It was resolved to award the contract to Asset Building Control.**

12372 Minutes of the Recreation Committee Meeting held on 7 November 2016.

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

The Recreation Ground had had some maintenance work carried out however there are still some issues outstanding.

Cllr Davey was pleased with the Christmas lights switch on event with around 250 people attending and felt it is something that can be built on in the future.

Cllr Hobson enquired if there had been any response from Playdale regarding the wet pour for the Play Area. Cllr Davey advised there had been more wet pour put around the roundabout. The Clerk is still awaiting response from Playdale with regards to the Technical report.

12373 Minutes of the FGP&A Committee Meeting 7 November 2016.

There were no issues to bring to Full Council.

The Clerk advised she had written to HMRC to chase progress.

Next year's budget is now due for review by all committees along with allocation of reserves.

12374 Minutes of the Communication Committee Meeting held 14 November 2016.

There were no issues to bring to Full Council.

Cllr Hathaway advised Steve Davis has agreed to do some in house training for the office staff when required to assist with the production of the Village Voice. Cllr Hipkin said after talking to Parishioners it was apparent that the Village Voice is well liked however he felt that Cllr's, Parishioners etc. were unaware of the amount of time and effort that goes into producing the magazine. The Village Voice is in desperate need of an Editor and as this is currently a voluntary position the idea of an honorarium had been discussed to encourage more interest.

12375 Minutes of The Environment Committee Meeting held 14 November 2016.

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

However there had been some discussion regarding the change of crossing at the junction of Hunstanton Road and Lynn Road. This has been quoted to cost £25,000.00 and would be discussed further at the Precept Meeting.

Cllr Anderson had seen on the Borough Council Planning website request to remove 2 trees within the conservation area that were apparently undermining the garage to the back of the property. On visiting the site Cllr Anderson could not see the trees concerned and the necessary reports were not published on the Planning Portal. The Clerk advised that Cllr Anderson could contact the Borough Council in his capacity as Tree Warden and ask about the reports. **It was resolved for Cllr Anderson to contact The Borough Council.**

12376 Minutes of The Staffing Committee Meeting 16 November 2016.

There were no issues to bring to Full Council.

Cllr Hobson asked how much would be offered as an honorarium to attract a new Editor. The Clerk advised it would be a figure in the region of £1000.00 but would be discussed and decided at the Precept Meeting.

12377 War Memorial Garden.

a) **War Memorial Garden Maintenance.**

b) **Mrs V Brundle to sign Councils SLA re maintenance of War Memorial Garden.**

c) **Remembrance Service- Email**

d) **Flagpole & Bench.**

a) The Clerk advised for insurance purposes The Parish Council must have a maintenance contract in place. The Parish Council also need an inspection document, risk assessments for all Parish Land and areas of public use, this will highlight any tripping/slipping hazards, vegetation that needs tending too etc. Cllr Hipkin suggested a form be devised and implemented and areas checked regularly.

b) The Chair deferred this item as Cllr Brundle was not present and the SLA might need to be revised.

c) The Clerk read out an email received from a member of public who no longer lived within the village but wished to know why there was no Remembrance Service held at the War Memorial on Sunday and was held in the church instead. Cllr Houston suggested forwarding the Email to The Royal British Legion. **It was resolved for The Clerk to pass onto the church and The Royal British Legion.**

d) The Clerk advised the bench had now been concreted in and was now secure after reports of it being unsteady. The base plate on the Flag Pole had been straightened and put back in place, again this has been secured with concrete.

12378 School/Lolly Pop Lady.

Discussion was had with regards to the Lolly Pop lady being removed within the village. It was felt that the road was too dangerous for children to cross without the aid of the Lolly Pop lady and there was no other crossing point. It was decided to work alongside the school and to issue letters to all parents to raise awareness. A poster is to be placed on Parish Council noticeboards and an article to be written for the next edition of The Village Voice.

12379 Battles Over – A Nation’s Tribute and WWI Beacons of Light 11 November 2018.

The Clerk asked Councillors if they wished to do something for the event.
It was resolved to take part.

12380 Applications and Determinations.

Applications:

- 16/01648/F Mrs M Langridge, Application for construction of new porch following removal of existing, new white PVC door at 56 Manor Road, Dersingham- **Approved.**
- 16/01224/F Agent, Application for replacement of 2 touring caravan pitches and 7 ten pitches with 10 Static Caravans, Pine Cones Caravan and Camping. -Retrospective- **Refused.**
- 16/01866/RM Mr C Hipkin, Reserved Matters: one new dwelling at 15 Woodside Avenue, Dersingham. – **Approved.**
- 16/01901/F Gemstone Building Surveyors Ltd. Application for erection of storage building, Gemstone, 53 Lynn Road, Dersingham. – Retrospective – **Approved.**
- 16/01936/F Ms J King, Application for extension and alterations at 29 Manor Road, Dersingham. – **Approved.**

Determinations.

- 16/01661/F Mr King, Application for extension to cartshed and new office gymnasium outbuilding at 57 Chapel Road, Dersingham

12381 Correspondence.

The Chair read out the Correspondence received

12382 Account to date.

- a) **Councillors to approve accepting the accounts until the end of October 2016.**
- b) **Reserves October 2016.**
- c) **Precept Tax Base.**
- a) **It was Resolved to approve the accounts.**
- b) The Clerk read out the reserves and were noted.
- c)

12383 Accounts for payment.

NOVEMBER 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	£451.46
DD	Utility Warehouse – Mobile (Aug)	£18.40

D/P	BT – October/November	TBA
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	£575.00
D/P	D Lee Grasscutting - Warren	£290.00
D/P	Heronwood Landscapes (Oct)	£58.00
D/P	Clearview Windows – Office Windows	£10.00
D/P	Cartridge Save	£287.60
D/P	Clanpress – Printing Village Voice 103	2356.00
D/P	Dersingham VA Primary & Nursery – R Hire	£40.00 (Nov)
D/P	Hampshire Flag – Flagpole	£74.94
D/P	Wages November	£1778.89
D/P	Norfolk Pension Fund – Pension	£571.87
D/P	KLWNBC – Printing	£266.34
D/P	Buttriss – Water- Electricity	£301.12
D/P	Viking Direct	£83.75
D/P	Dolphin Graphics – Banners	£165.00
105872	S Payne – Postage-Lottery	£26.60
105873	S Bristow – Mileage April to Sept	£123.30
105874	Poppy Appeal – Wreath – S137	£17.00
105875	Petty Cash	£28.29
D/P	G C Baxter Associates – Village Centre	£184.80
D/P	Office Furniture On-Line- Noticeboard	£332.88
D/P	Gary Green Electrical	£700.00
D/P	D Yeomans – Removal of Tree	£160.00

It was resolved for the payments to be made.

12384 Date & Place of next meetings.

Full Council Meeting on Monday 19 December 2016 starting 7.00pm at Dersingham VA Primary and Nursery School.

Recreation Committee Meeting 5 December 2016 at 6.00pm at Parish Office

FGP&A Committee Meeting 5 December 2016 at 7.15pm at Parish Office
Dersingham Centre Meeting 6 December 2016 at 7.00pm at Church Hall
Communication Committee Meeting 12 December 2016 at 6.00pm at Parish Office
Environment Committee Meeting December 2016 at 7.15pm at Parish Office

With no further business, the meeting was closed at 8.40pm

The meeting was re-opened to the public.

A Parishioner commented on Planning Application 16/01224/F with regards to the original application in which the agent had delivered a plausible speech assuring those there that the site would only house up to 25 touring caravans, there was no intention to accommodate static caravans on the site.

The question was raised concerning the future of the Post Office. Cllr Hopkins stated that it was no longer going in the Co-op, Fraser will continue to run the Post Office until March under the current contract conditions.

Cllr Hopkins enquired the current situation with the Full Council Meetings going to twice a month, The Clerk informed it was on the next FGP&A committee agenda to discuss Standing Orders.

A Parishioner asked how many of the now standing Councillors had attended Planning Training in the last 18 months. The Chair and The Clerk had attended training courses and had escalated the information through to each Councillor, however no Councillor had attended within the last 18 months.

The question was raised with regards to the Planning Working Group that had been formed. Was there actually a working group as during the meeting it had been suggested that the group was not running however the minutes from the previous Full Council Meeting state that there would be a working Group as a Committee would not be formed to cover Planning. It was confirmed a Working Group would be discussed at the next FGP&A Committee meeting.

With no further business the meeting closed at 20.56