

Minutes of the Meeting of the Dersingham Parish Council held on 19 December 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 J Houston, Cllr Brundle, Cllr B Anderson, Cllr K Hathaway, Cllr I Broughton, Cllr T Suiter (Arrived 7.09pm), Cllr C Davey and Cllr D Wright.

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant), County Councillor John Dobson (Left 7.14pm) and 5 members of the public.

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

**12385 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from** Cllr Edwards, Cllr Billard, Cllr Green and Cllr Hobson.

**12386 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
Cllr Brundle declared an interest in agenda item 11 War Memorial Garden Maintenance & SLA.

The meeting was then opened to the public.

A Parishioner requested that agenda item 12 Committee/Meeting Structure be opened to the public to allow comment. The Chair refused on this occasion and advised that Parishioners could comment in public session at the end of the meeting.

Two Planning Applications had been listed on The Agenda both for Park Hill. With regards to 10 Park Hill the amendments to the application will not affect the views of those residents that had already objected to the original plans. 16 Park Hill comments will be entered onto The Borough Council Planning site as one resident is concerned with the impact on their property.

Public session was closed at 7.06pm

**12387 To receive a verbal report from the Norfolk County Councillor.**  
Cllr Dobson wished to express his gratitude to Dersingham Parish Council for their input and support with regards to the current bus timetable issues. A timetable has been established that appears to suit the people using the buses not the companies running the bus service. Cllr Dobson along with Cllr Richard Bird are to approach the Executive Director of Transport for Norfolk County Council to seek his help in persuading the two bus companies to meet and discuss the proposed timetable, with a possible outcome to be announced as soon as possible. There are two main topics for discussion firstly the Dersingham service into Kings Lynn incorporating the Hospital and The North Coasthopper with the current owner using buses too large and which appear to be completely inadequate for the narrow roads. It is hoped that the new timetable will be agreed and put into place by summer 2017.

The decision regarding the possible loss of the Lollypop Lady is unlikely to be made until the budgets are processed as this is when the questions will be raised with regards to the nominal amount it costs to maintain the position. Cllr Dobson urged people to complete the online survey, he felt that there is a need for the position to remain in place otherwise it wouldn't have been established to begin with.

- 12388 To receive a verbal report from the Borough Council Councillors.**  
Apologies were received from Cllr T Bubb.  
Cllr Collingham was not present.
- 12389 Minutes of the Dersingham Parish Council Meeting held on 28 November 2016.**  
**It was resolved for the minutes to be signed as a true and accurate.**
- 12390 Clerks Report.**  
The new noticeboard that is to be placed on the Co-Op site had been delivered however it was damaged, The Clerk had contacted the relevant company to report the damage and was awaiting further instruction with regards to a possible replacement.  
The new bin to replace the current one at Woodside Close has been ordered and we are just awaiting delivery.  
The Parish Council are still waiting quotes for various gates and metalwork needed.
- 12391 Minutes of the FGP&A Committee Meeting held on 05 December 2016.**  
Cllr Payne advised there were no issues to bring to Full Council.  
Tenders had been sent out for grass cutting but to date only one had been received.
- 12392 Minutes of the Dersingham Centre Committee Meeting held 06 December 2016.**  
Cllr Payne advised there were no issues to bring to Full Council.  
There had been a few questions received from The Lottery with regards to our recent submission, these are currently being dealt with.
- 12393 Minutes of the Communication Committee Meeting 12 December 2016.**  
Cllr Hathaway advised Communication Committee had considered other options of the production and editing of the Village Voice. As there have been no volunteers to edit the magazine the possibility was discussed to outsource the magazine in its entirety, whilst The Parish Council would negotiate The Parish Council Element of the magazine. Cllr Hopkins felt it was the flagship of the village and would be a shame to see it produced elsewhere. Cllr Davey agreed but reiterated that the magazine needed an Editor and numerous attempts to find one have failed and therefore other options must be considered.

**12394 Minutes of the Environment Committee Meeting held 12 December 2016.**

Cllr Anderson advised there were no issues to bring to Full Council. The replacement of the current street lights to LED is going well with one Parishioner from Dodds Hill emailing Cllr Anderson to say how pleased they were with the new street lights. However, there are some problems with a few street lights e.g. Chapel Road/Shernbourne Road currently waiting for EDF to repair which is taking time, there are also some high resistance cables within the village that are going to take longer to replace.

**12395 War Memorial Garden Maintenance & SLA.**

Cllr Brundle requested sight of the documents received from The Insurance company detailing the requirements needed to perform the risk assessment on the War Memorial. The Clerk advised that the initial contact was via email with the Insurance company which was followed up by a telephone call in which all the criteria were discussed. Cllr Brundle felt that the criteria for risk assessments were so varied and specific to the needs of the area in question that The Council could not be sure they were performing the check adequately without written requirements from the Insurance company. Cllr Hipkin suggested that a Template Risk Assessment could be downloaded which is currently used by CITB and it could give a breakdown of criteria needed. It is area specific as you enter the address, postcode etc. and the app then collates the information required for the risk assessment. Cllr Payne requested Cllr Brundle refrained from comment as she had declared an interest.

Cllr Brundle had re-worked the SLA however questioned why it was down to her to sign on behalf of Cllr Houston and Cllr Green. The Chair reminded Cllr Brundle she had volunteered to be signatory previously at a Full Council Meeting. The Chair deferred the item. **It was resolved for The Clerk to forward the email received from The Insurance Company.**

Discussion was had with the current situation regarding the risk assessments performed within the play area however, The Chair reminded Cllrs that the agenda item was for the War Memorial and not the play area. **It was resolved for the Play Area Risk assessments to be discussed at Recreation Committee.**

**12396 Committee/Meeting Structure.**

Cllr's discussed the proposal to cease Committee Meetings and replace them with two Full Council meeting per month. The Clerk had emailed all Councillors requesting view points on the proposal but had received little response. It was felt removing the Committee Meetings would lessen the workload for The Clerk as there would be fewer meetings resulting in less minutes etc, recent months have also seen several Committee Meetings not being quorate due to Cllr's being unable to attend, however bringing all Committee issues to a Full Council meeting would result in lengthy meetings. Cllr Anderson felt that two Full Council Meetings would not be adequate to discuss each Committee at length

and reach decisions that are required and therefore suggested compiling a document that would require four signatures to revoke the original vote to change to two Full Councils Meetings and allowing another discussion and vote to take place at January Full Council Meeting.

**12397 Applications and Determinations.**

Applications:

16/01711/RM Mr C Batch, Reserved Matters Application for one new dwelling at site Adj Innisfree 10 Park Hill, Dersingham – **No Comment**

16/02026/O Mr & Mrs Judd, outline application for new dwelling at Tit Willow, 16 Park Hill, Dersingham. - **Approved**

16/02119/F Mr Kellegher & Ms Rix, Application for 2-storey rear extension to dwelling at 1 Duck Decoy Close, Dersingham. - **Approved**

Determinations.

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. **Granted**

16/01901/F Gemstone Building Surveyors Ltd. Application for erection of storage building, Gemstone, 53 Lynn Road, Dersingham. - **Granted**

**12397 Correspondence.**

The Chair read a letter received from The Borough Council re grounds maintenance.

**It was resolved to pass the letter through to the Environment Committee to discuss.**

**12398 Accounts to date.**

a) **Councillors to approve accepting the accounts until the end of November 2016.**

**It was resolved to approve the accounts.**

**12399 Accounts for Payment.**

**DECEMBER 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	£484.12
DD	Utility Warehouse – Mobile (Aug)	£18.40
D/P	BT – October/November	£159.31
D/P	K & M Lighting Services –S/L Main	£279.90

D/P	G Scanlon – Office Cleaning - November	£40.00
D/P	Wages December	£1778.89
D/P	Norfolk Pension Fund	£571.87
D/P	HMRC – PAYE	£1108.50
D/P	Thaxters - Flower bed – Co-op	£109.40
D/P	Thaxters - Christmas Lights	£41.98
D/P	Thaxters - Christmas Lights	£41.99
D/P	Thaxters - Task Force Daffodils	£34.99
105877	S Bristow – Cakes for Volunteers Tea	£50.25
105878	S Bristow – Party Tent	£87.99
D/P	Clearview – November/December	£20.00
D/P	Anglian Water – Rec Water	£11.04
D/P	Glasdon – Litter Bin	£477.60

It was resolved for payments to be made.

#### 12400 Date & Place of next meetings.

Full Council Meeting on Monday 30 January 2017 starting 7.00pm at Dersingham VA Primary and Nursery School.

Recreation Committee Meeting 9 January 2017 at 6.00pm at Parish Office  
 FGP&A Committee Meeting 9 January 2017 at 7.15pm at Parish Office  
 Communication Committee Meeting 16 January 2017 at 6.00pm at Parish Office  
 Environment Committee Meeting 16 January 2017 at 7.15pm at Parish Office  
 Precept Meeting Monday 23<sup>rd</sup> January 2017 at 7.00pm at Dersingham VA Primary and Nursery School.

With no further business the meeting was closed at 8.02pm

The meeting was then re-opened to the public.

A Parishioner asked if it was feasible, and at this point was only a suggestion, for one person to carry out the weekly Play Area assessment and the Risk Assessment required for The War Memorial, as this could then be a duty that is performed at the same time and would only require additional criteria added to the already current assessment performed on the Play Area.

Frustration was also voiced with regards to the discussion held around Planning Application. Previously as a collective The Parish Council had voted on an application however during the meeting they had been unable to reach a decision on the same application when there had been very little change to the resubmitted plans. It was felt

that The Parish Council displayed little consistency when dealing with Planning Applications.

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