

Minutes of the Meeting of the Dersingham Parish Council held on 15 January 2018 at 7.00pm, at Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

**Present:** Cllr S Payne (Chair), Cllr C Hipkin (Vice Chair), Cllr C Davey, Cllr B Hopkins, Cllr C Shepherd, Cllr D Wright, Cllr G Billard, Cllr B Judd, Cllr A Hobson, Cllr K Hathaway, Cllr M Shepherd, Cllr T Bubb and Cllr B Anderson.

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant). No Members of public.

The Chair asked if anyone was intending to film/record the meeting.  
No one wished to record the meeting.

- 12670 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from.** Cllr K Manship, Cllr J Sanpher.
- 12671 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
Cllr Bubb declared an interest on Planning Applications discussed as he is a member of the Planning Committee at The Borough Council.
- 12672 To receive a verbal report from Norfolk County Councillor.**  
Cllr Dark was not present.
- 12673 To Receive a Verbal report from Borough Councillor.**  
Cllr Collingham was not present.  
Cllr Bubb informed the Parish Council the two Sandringham Planning applications have been reviewed by the Borough Council. Doddshill application had been passed, along with the demolition of the old school. However, the Community Centre application had been refused on the grounds of insufficient housing with only 9 houses planned and poor parking allocation.
- 12674 Minutes of the Dersingham Parish Council Meeting held 11 December 2017.**  
**It was resolved for the minutes to be signed as true and accurate.**
- 12675 Clerks Report.**  
The Clerk advised she had contacted the insurance company with regards to the vandalism on the playground equipment. Claims can only be made on individual items damaged and not as a collective claim, therefore paying each excess would be more expensive than the cost of the repairs. The Dersingham sign had been damaged in the bad weather and needs to be replaced at a cost of £2112. The Clerk to put in an insurance claim.  
The Clerk stated she will be looking at the Emergency Plan, anyone wishing to assist or have an input should contact The Clerk.  
We now have a new Police contact – Sgt Lesley Goodway.

There is a conference to be held in Swaffham; Neighbourhood Planning. Is on the agenda. The Clerk asked for expressions of interest in attending.

Cllr C Shepherd, Cllr Payne and The Clerk to attend.

Anglian Water had responded to The Clerks enquiry with regards to Shernbourne Road and advised all works were completed. Cllr Wright stated there is still a leak.

**12676 Minutes of the Recreation Committee Meeting held on 4 December 2017.**

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

**It was resolved for the minutes to be signed as true and accurate.**

**12677 Minutes of the Finance & Administration Committee Meeting held 4 December 2017.**

Cllr Payne advised there were no recommendations to bring to Full Council.

**It was resolved for the minutes to be signed as true and accurate.**

**12678 Minutes of the Planning Committee Meeting held on 5 December 2017.**

Cllr Payne advised there were no recommendations to bring to Full Council.

**It was resolved for the minutes to be signed as true and accurate.**

**12679 Minutes of the Environment Committee Meeting held on 6 December 2017.**

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

**It was resolved for the minutes to be signed as true and accurate.**

**12680 Minutes of the Dersingham Centre Committee Meeting held 9 January 2018.**

Cllr Davey requested amendments made to the minutes to remove Cllr Davey from the apologies.

**12681 Village Funday.**

The Funday is booked for 10 June 2018 and will be held on the Sports Ground.

Cllr Bubb suggested contacting the Guides and Scouts to invite them to hold their summer fete on the same day.

Cllr Payne suggested a group should be set up to start organising the Funday.

**It was resolved for Mr K Blackwell, Mr R Makeson, Cllr Hopkins and Cllr Payne to meet.**

**12682 Recreation Gate Repairs.**

The Clerk advised she had chased repairs due and was awaiting a date for the work to be carried out.

Cllr Payne asked who currently holds keys for the Recreation Ground. The Clerk advised David Lee, CGM and herself hold keys. Cllr Payne requested another set of keys to be cut and labelled in the key safe in the office. **It was resolved for The Clerk to obtain another set of keys.**

**12683 Working Group Volunteers.**  
Previously covered in Village Fun.

**12684 Data Protection Officer.**  
This role was discussed at length with regards to who should be asked to perform the duties, both suggestions of internal and external management were discussed along with the costs, conflict of interests etc. This role must be put into place by 25 May 2018. Cllr C Shepherd suggested deferring the item until the Full Council at the end of February to enable more information to be collated. **It was resolved to defer this item as proposed.**

**12685 Neighbourhood Plan**  
Cllr C Shepherd advised there was no update.

**12686 NCC Rangers**  
Pavement on Lynn Road south of the drift on the west side and around pleasure place on the east side grass cutting.  
Anglian Water have left Station Road footpath in an unacceptable state. **It was resolved for The Clerk to report to Norfolk County Council Highways.**

**12687 Major Emergency Plan.**  
The Clerk stated she will draft an edition of the smaller plan, which would be ample for a village the size of Dersingham. Cllr Payne volunteered to assist with the emergency plan.

**12688 General Village Environment Maintenance.**  
Cllr Anderson advised this was an agenda item he had asked to be added but there were no particular matters to discuss.

**12689 Mapping.**  
The Clerk advised no action had been taken on the Mapping system. Cllr M Shepherd volunteered to assist The Clerk with collating information. Information can be obtained from various sources Norfolk County Council, Borough Council and local parishes. Cllr M Shepherd suggested meeting with Snettisham Parish Council. **It was resolved for Cllr M Shepherd to arrange a meeting with Snettisham Clerk.**

**12690 The Warren.**  
Cllr Anderson advised the Internal Drainage Board had left the area with exposed rubble etc which are dropping into the dyke, after putting the bridge in on The Warren, however this is not affecting the flow of the water. **It was resolved for The Clerk to contact Internal Drainage Board to request the area be restored to its previous state.**

**12691 Footpath outside Croft House, Manor Road.**  
The Clerk advised she had been contacted by parishioners with regards to the condition of the footpath along Croft Road, It is uneven, slippery and hard to use for mobility scooter users. The issue had been raised with Norfolk County Cllr Stuart Dark who is happy to take forward the request for repair and assist with payment from his budget, with the Parish Council making part payment for repairs of around £500.00. **It was resolved for The Clerk to ask Cllr Dark to help initiate repairs.**

**12692 Manor Road Parking**  
A Parishioner had expressed concern with parking along Manor Road, he has been unable to access his property due to cars being parked outside his property blocking his dropped kerb. Cllr Payne advised she had written a piece for the Village Voice highlighting parking issues and reminding people to be mindful. Cllr C Shepherd suggested individuals contact their Norfolk County Councillor Stuart Dark.

**12693 Applications and Determinations:**

**All these applications can be viewed, and commented on, online at the Borough Council's planning portal [online.west-norfolk.gov.uk/online-applications/](https://online.west-norfolk.gov.uk/online-applications/)**

**The Council to vote and make comment on the planning applications.**

Applications:

17/02319/F Mrs J Rand, Application for single storey front and rear extension render existing elevations and new boundary walls at 35 Chapel Road, Dersingham. **Approved.**

Determinations.

17/02141/F Mr & Mrs G Pomfret, Application for extensions and alterations at 10 Heath Road, Dersingham. **-Granted**

**12694 Correspondence.**

The Chair read out correspondence from Festival Too requesting donation for this year's event. It was agreed not to donate on this occasion.

Discussion was had with regards to the letter received from Dersingham Social Club advising that the Social Club is now financially insecure, and the possibility of closing has been discussed by the Social Club Committee. Cllr's discussed various options and agreed that this should be placed on the next Full Council Meeting Agenda.

**12695 Full Council Accounts Comparison.**  
**It was resolved to approve the accounts**

**12696 Reserves.**  
**It was resolved to approve the accounts**

12697      **Age Debtors.**  
There are currently no Age Debtors.

12698      **Accounts for Payment.**

**15 JANUARY 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 (Ders Centre)	£113.61
DD	Opus Energy – Streetlight Energy (Ders Centre)	£153.78
DD	Opus Energy – Streetlight Energy (Streetlights)	£177.35
DD	Utility Warehouse – Mobile	£18.40
D/P	BT – Phone & Broadband	£44.08
D/P	Dersingham VA Primary & Nursery – R Hire (Dec)	£40.00
D/P- Jan	K & M Streetlighting Services– S/light Maintenance	£105.56
D/P	Martyn Howe – Dersingham Centre	£350.00
D/P	Dolphin Graphics – Bus Stickers	£24.00
D/P	HMRC - PAYE	£1100.73
D/P	Clearview	£10.00
D/P	Johnson’s Ironwork Ltd – Repairs	£120.00
D/P	Johnson’s Ironwork Ltd – New Gate	£588.00
D/P	Simple Solutions (Chemicals) – Sani Bin	£102.00
D/P	Fraser Dawbarns LLP – Dersingham Centre	£6423.00
D/P	T M Browne Ltd – Dersingham Centre	£75322.57
D/P	CPRE – Subscription	£36.00

It was resolved to make the payments.

12699      **Items for inclusion on the next agenda.**

Dersingham Social Club.  
George Pratt roundabout A149

2700      **Date & Place of next meetings.**

Full Council Meeting (Precept) on Monday 29 January 2018 starting  
7.00pm at Dersingham VA Primary and Nursery School.

With no further business the meeting closed at 8.35pm