

Minutes of the Meeting of the Dersingham Parish Council held on 26 February 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 B Hopkins, Cllr C Shepherd, Cllr M Shepherd, Cllr D Murrell, Cllr J Houston (Arrived 7.05pm), Cllr V Brundle (Arrived 7.05pm), Cllr J Sanpher, Cllr B Anderson, Cllr K Hathaway, Cllr T Bubb, Cllr G Billard, Cllr B Judd, Cllr D Wright.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant). Mr B Colson. 2 Members of public.

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

12757 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from. Cllr K Manship, Cllr C Davey, Cllr A Hobson.

12758 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.
Cllr Payne declared an interest in agenda item 20 Planning Application 18/00257/F.

Talk on the Current Bus Service from Mr B Colson.

Mr Colson advised he was here to summarise the situation as he currently sees it with regards to the local bus situation. Stagecoach runs as a private company and runs without public funding, therefore as a company they are within their rights to operate as they wish. Stagecoach contract end 24 April 2018. Mr Colson advised that all planned routes to start after the 24th April needed to be with the traffic regulator by this Friday. So, more information will be available within the next couple of weeks.

The Designer had brought plans of the redevelopment of the picnic site to show and discuss with the Parish Council. The plans have been worked on for the last two years and it was felt that to receive the Parish Councils comments, within the next month, before submission to The Borough Council would be beneficial. The intention is to close the current point of entry of the A149, to the site and create new access further along the A149 opposite the village Mountbatten Estate so a crossing can be achieved into Dersingham via this route. It is planned there will be retail units, Log Cabins. Cllr Payne stated with the current caravan park there is the gate giving vehicular access to the Drift was promised to be opened by the owner of Pinewoods however this has not been achieved. Cllr's are to email comments to the Clerk within the next month.

The meeting was returned to closed session 7.25pm

12759 To receive a verbal report from Norfolk County Councillor.
Cllr Dark was not present.

12760 To Receive a Verbal report from Borough Councillor.

Cllr Collingham was not present

Cllr Bubb advised there was nothing specific for Dersingham. The Borough Council have increased the Council Tax for 2018/19 by £4.50 per year. Car parking fees are still under discussion and will be resolved by 12 March 2018. Price increases can be seen on The Borough Council website.

12761 Minutes of the Dersingham Parish Council Meeting held 12 February 2018 at 6.30pm.

It was resolved for the minutes for the meeting to be signed as a true record after the following amendments.

Parishioners comments when re-opened to the public. A Parishioner asked how much the predicted costs were for the building of The Dersingham Centre. The total cost, including fees would be higher than the £902,000.00.

Cllr Houston acknowledged the previous amendment regarding the Skatepark monies being ring-fenced and wished to know what The Chair had done with regards to acting on the subject. The Clerk advised the meeting that the Chair had not been given any authority from Council to act in any way on the matter, The Chair advised the money had been transferred to The Centre as a resolution to a proposal made to The Full Council. Cllr Houston expressed concern that the money was "Ring-fenced" from a grant obtained for the Skatepark and should never have been transferred, now the Parishioners are having to repay the money transferred to the centre via the Precept. The Clerk advised this was not the case, initially the money was made up from previous years Community Support Grant and had no bearing on the Precept.

12762 Notes of the Communication Working Party Meeting held on 20 February 2018.

Cllr C Shepherd advised there was nothing to bring to Full Council. Communications group had agreed for Mrs Scanlon to take over the distribution of the Village Voice. Cllr C Shepherd advised the pictures previously taken of Cllr's will be used on The Parish Council website, if Cllr's wished to provide an alternative picture they are more than welcome to do so.

The Parish Councils' Facebook page is now live, anything Cllr's wish to have posted should be sent through to the Clerk.

12763 Clerks Report.

The Clerk advised the resurfacing of the traffic lights is due to take place 5th & 6th March 2018 and the new signals will go live 13th March 2018.

Cllr M Shepherd queried that the drainage on the northwest side of Hunstanton Road as it didn't appear to have been done to date. The Clerk advised the drainage work will be carried out this week.

A new road sign for Heath Road has been ordered.

12764 Village Fun Day.

The Clerk had been unable to contact Mr R Makemson however she had spoken to Mr K Blackwell. The Funday will be held 10th June 2018 from 12.00 to 5.00pm, with the Dog Show commencing at 1.00pm.

12765

Data Protection Officer.

Cllr M Shepherd advised he had spoken to the Clerk and two quotes had been obtained to carry out a Data Audit, both quotes were for the same amount. The first from an independent body the other from the LCPAS. Discussion was had with regards to the merit of both quotes however the Clerk felt that, due to lack of training, she was not able to advise on either party. Cllr M Shepherd felt the LCPAS were the best option. Cllr Hipkin stated that Data Protection was something that needed to be taken seriously and therefore the audit needed to be carried out by a qualified company. The deadline to have the Data Protection Officer in place is 25 May 2018. Cllr M Shepherd advised the cost of the audit would be £600.00 Cllr Payne advised the Parish Council could via unspent money from Admin Budget to cover the costs. **It was resolved for the Clerk to contact LCPAS to arrange the Data Audit.**

12766

Neighbourhood Plan.

Cllr C Shepherd advised Full Council she wished to establish a steering Group to recommence work on the Neighbourhood Plan. Articles have previously been written for the Village Voice which had received some interest from Parishioners, however a steering group would enable public consultations, exhibitions with the view to grants to be applied for. Cllr Bubb advised Neighbourhood Plans need to be in place as soon as possible as The Borough were currently working on the plan for 2026 to 2036. **It was resolved for The Clerk, Cllr B Anderson, Cllr C Hipkin, Cllr J Houston and Cllr C Shepherd will form the Neighbourhood Plan Steering Group.**

12767

Dersingham Village Centre Report/Update.

Cllr Judd advised he had collated a report as requested to enable Cllr's to see the 28 variations made to date, unfortunately he was unable to giving costings to the variations as they were dealt with by the Quantity Surveyor, once they were known Cllr Judd could confirm costings. There was discussion with regards to the variations being authorised on site, Cllr Judd explained that it is not always practical to bring the variations to Full Council as decisions need to be made at the time to enable work to carry on. Cllr C Shepherd enquired if the variations had been on the request of Cllr Davey and Cllr Judd or if it had been TM Browne. Cllr Judd advised most of variations had come from TM Browne. **It was resolved Cllr Billard, Cllr Davey and Cllr Judd would oversee and authorise variations and the £500.00 spending cap removed.**

12768

Tree Survey.

The Clerk advised there was nothing to report.

12769

Co-Option of Cllr Billard onto The Dersingham Centre Committee.

It was resolved for Cllr Billard to join the Dersingham Centre Committee.

12770 Time Capsule.

Cllr Sanpher advised she had had a good response from a variety of people she approached, The Methodist Church, Catholic Church, Bowling Club. The Library had not yet submitted anything, Cllr Hopkins will chase. Cllr Sanpher said once the Library had responded the time capsule could be sealed and passed to Dersingham Centre to be placed within the building. Cllr Judd stated it would be embedded behind one of the old chimney stacks. Cllr Murrell requested the capsule be sealed tight to avoid the contents being water damaged.

12771 NCC Rangers.

Nothing to report.

12772 General Village Environment Maintenance

Cllr Anderson advised he had nothing to report.

Cllr Bubb said the street light previously discussed at Orchard Close regarding the sensor being lost due to the over hanging tree branch. The branches are still overhanging and have not been trimmed back. **It was resolved for the Clerk to get Mr Lee to undertake.**

12773 Mapping.

The Clerk advised the PMSA were unable to find any record of The Parish Council, therefore the Clerk had reapplied and will receive confirmation with the next 2 days. Cllr M Shepherd asked if it was a new application including the post office. The Clerk confirmed it was a new application.

12774 The Warren:

Cllr Anderson advised he has a list of plants appropriate for the pond and surrounding area however it is not the time of year to be planting.

12775 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/

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

Applications:

18/00257/F Mr & Mrs C Payne, Application for rear single storey extensions and front porch and associated internal works at 21 Centre Crescent, Dersingham. - **Approved**

Determinations.

None received

12776 Correspondence.

The Chair read out the correspondence received.

The Clerk advised £156.86 CIL payment had been received. Cllr C Shepherd proposed the money be transferred to the Dersingham Centre funds.

Cllr Hipkin stated he felt the centre had been given enough money and it would be appreciated by those who were fundraising for the new Skatepark. Cllr Hipkin counter proposed the money be transferred to the Skatepark. **It was resolved for the money to be transferred to the Dersingham Village Centre.** Cllr Hipkin felt it was a joke that to transfer such a small to a million-pound build when it would have more impact being transferred to the Skatepark. Cllr C Shepherd then raised the question if the skatepark was needed. Cllr Hipkin stated this is something that the parents and children of the village were really supporting, organising events etc and was something for the younger members of the village. Cllr Hipkin stated that The Parish Council have not been supportive of the skatepark as a meeting had been arranged today for 4.30pm at the Parish Council Offices and not one representative of The Parish Council attended or explained no one being there. Cllr Hipkin stated he wished to resign from The Parish Council and would put it formally in writing to The Clerk.

12777 Reserves.

12778 Accounts to 31 January 2018.

Cllr C Shepherd wished to thank the Clerk for circulating the accounts prior to the meeting.

It was resolved to approve the Accounts to 31 January 2018.

12779 Accounts for Payment.

26 FEBRUARY PAYMENTS

DD	Opus Energy – Site (Ders Centre)	£279.68
DD	Opus Energy – Streetlight Energy (Streetlights)	£178.94
D/P	Viking Direct – Stationery/Cleaning	£179.18
D/P	Clanpress – Village Voice Printing	£2356.00
D/P	G Scanlon – Office Cleaning	£40.00
D/P	Clearview Windows – Office Windows	£10.00
D/P	SLCC Membership	£181.70
D/P	Wren Third Party Contribution	£9468.88
D/P	Stephen Martyn – Website Host & Maintenance	£300.00
D/P	ICO - Registration	£35.00
D/P	Wages February	£1803.50
D/P	Norfolk Pension Fund – Pension	£588.40

Cllr C Shepherd queried the raise in the electricity costs used on site for the Dersingham Centre build. Cllr Payne advised they are running the portacabin, heating etc. Cllr C Shepherd requested it be asked if they are leaving the heating on overnight and weekends. Cllr Judd said he will bring it up at the next site meeting.

It was resolved to make the payments.

12780 Items for inclusion on the next agenda.

No items given. The Chair requested Cllr's to advise the Clerk of any items.

12781 Date & Place of next meetings.

Full Council Meeting on Monday 12 March 2018 starting 7.00pm at Dersingham VA Primary and Nursery School.