

Minutes of the Annual Council Meeting of the Dersingham Parish Council held on Tuesday 18 May 2016 at 7.30pm in Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

**Present:** Cllr S Payne (Chair), C Hipkin (Vice Chair), Cllr K Manship, Cllr B Hopkins, Cllr D Murrell, Cllr C Shepherd, Cllr B Anderson, Cllr K Hathaway, Cllr I Broughton, Cllr A Hobson.

**Also, Present:** Borough Councillor Tony Bubb, Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant), 2 members of the public were present.

The Chair asked if anyone was intending to film/record the meeting. No acknowledgement was received.

- 12482 Election of Chairman**  
Votes were taken on nominated Councillor Payne. **It was resolved that Cllr Payne was duly elected as Chair for the coming year.**
- 12483 Election of Vice Chair.**  
Votes were taken on nominated Councillor Hipkin. **It was resolved that Cllr Hipkin was duly elected as Vice Chair for the coming year.**
- 12484 To Receive and Consider Apologies for Absence**  
Cllr G Billard, Cllr C Davey and Cllr Wright.
- 12485 To receive declaration of interest**  
None declared.
- 12486 To review and adopt the Standing Order for Dersingham Parish Council.**  
Cllr Shepherd noted these were too much of a general model and needed to be made personal to Dersingham. Cllr Payne suggested The Clerk should be notified of any amendments by Monday 22 May 2017 and deferred to Finance and Administration Committee.  
**It was Resolved to approve and accept the Standing Order Procedure.**
- 12487 To Review and adopt the Financial Regulations for Dersingham Parish Council.**  
Cllr Shepherd asked if there could be an amendment so the Financial Regulations read as The Clerk/RFO as these duties are performed by the same person.  
**It was Resolved to approve and accept the Financial Regulations procedure.**
- 12488 To Review Committees and It's Membership.**  
**Recreation**  
Cllr C Davey, Cllr S Payne & Cllr B Hopkins  
**Communications**  
**It was resolved Communications Committee would be dissolved.**  
**Cllr Shepherd is to lead a Village Voice working group, which will**

also incorporate the Dersingham Parish Council website. Cllr Shepherd will report to Full Council, with noticeboards being referred to Finance and Administration Committee.

**Environment Committee**

Cllr B Anderson, Cllr K Hathaway, Cllr K Manship, Cllr I Broughton & Cllr C Shepherd.

**Finance, General Purpose and Administration Committee.**

Cllr S Payne, Cllr C Davey, Cllr B Anderson, Cllr B Hopkins & Cllr K Hathaway.

**It was resolved to remove “General Purpose” from the Committee title.**

**Dersingham Centre Committee.**

Cllr C Davey, Cllr S payne, Cllr D Wright, Cllr C Hipkin, Cllr B Hopkins & Cllr I Broughton.

**Planning Committee.**

Cllr C Hipkin, Cllr C Shepherd, Cllr G Billard, Cllr C Davey & Cllr A Hobson.

**Staffing Committee.**

Cllr S Payne, Cllr C Hipkin & Cllr B Hopkins.

**12489 Appointment of Parish Council representatives to serve on the following Committees/Organisations.**

Sports Ground Committee – (Currently Cllr B Hopkins, Chair, Cllr D Wright and Cllr C Davey) – **No Change**

Police Liaison (SNAP) – (Currently Cllr C Hathaway) – **No Change**

Dersingham Social Club – (Currently Cllr D Wright) – **No Change**

Norfolk Playing Fields Associations – (Currently Cllr D Wright) – **No Change.**

Tree Warden – (Currently Cllr B Anderson) – **No Change.**

Heacham & District Community Transport Scheme – (Cllr A Hobson) - **Updated.**

Youth Club – **Disbanded.**

United Charities Trustees – (Currently Cllr D wright, Cllr K Hathaway, John Hunter and Sarah Harmer) – **No Change.**

**12490 To Review the Committee terms of reference.**

**With a proposed amendment made to Environment Terms of Reference to include Co-Opted bodies, It was resolved to accept all Committee Terms of Reference.**

**12491 Reports were read out by the Committee Chairs. Please see attached reports.**

a) **Finance and Administration –Cllr S Payne**

**Finance, General Purposes and Administration Committee**

This committee sets the Precept with input from other committees and also oversees the administration of the office, and policies which are not personnel related. This year's Precept has again included a levy for the new Dersingham Village Centre.

The committee's work is very much focussed on monitoring budgets, and ensuring there are no major issues.

The Parish Council's internal auditor visits every quarter and examines the accounts.

We invest any spare funds, in two ways –

Our accounts (current and savings) at Barclays operate a sweeper system whereby the current account is always kept at £500; any surplus is transferred to the savings account or from it to cover expenditure.

Other funds, including ring-fenced reserves, are invested in National Savings where we get a very modest return. With interest rates currently being so low, the Council decided to reduce its reserves to a minimum and invest in schemes eg upgrading street lighting which will lead to long term savings.

The Committee oversees the Small Grants pot and awarded one grant this year to Gardening with Disabilities.

Much of the work this year has been focussed on managing the finances for the new Village Centre. It is envisaged that this work will increase once work is underway and grants are being claimed.

It is my recommendation that the committee's name be amended to Finance and Administration.

Sue Payne

Chairman

Finance, General Purposes and Administration Committee

May 2017

## **b) Environment – Cllr B Anderson**

### **Environment Committee report to the Annual Parish Council meeting 18th May 2017.**

#### **The Warren.**

This has been an ongoing problem for the whole year. Providing a enough water to seal the geotextile/bentonite liner within a reasonable period of time has proven very difficult. Solutions are still being considered. We have plans to provide a proper bridge over the dyke that separates the Warren from the Drift. Proceeding with this awaits the clarification of various legal points but it is regarded as necessary as there is considerable evidence of people jumping over the dyke.

#### **Streetlights.**

The conversion of the streetlights in the ownership of the Council is now complete. Very considerable savings are anticipated both for energy consumption and maintenance - indeed this was shown in the bills for the last quarter of 2016/17. It is hard to estimate the total saving as we began the conversion a few years ago over this period our maintenance contractor, energy supplier and unit cost of power have

all changed. However, I expect a roughly 60% saving (index linked) over the pre-conversion cost prior to 2014.

### **Bus stops and traffic lights.**

Using the 50% funding from the Parish Partnership Scheme we are proceeding with proper hard-standings for the bus stops down Station Road and also providing pedestrian control of the traffic lights at the Station Road-Chapel Road-Hunstanton Road junction. This will stop all traffic and allow enough time for the road to be crossed safely. There have a number of near misses with traffic coming at speed around corners at a junction used extensively by pedestrians.

### **Other matters.**

- A number of seats have been repainted where the plastic coating has split, allowing the steel substrate to rust.
- The litter bin just north of the junction with Woodside Avenue has been replaced.
- Drainage problems around the Sports Field are being addressed.
- Cycle barriers at the ends of footpath flanking St Cecelia's are being considered.

### **Tree Warden report.**

A number of trees within the conservation area have been felled or pruned in violation of planning rules. I submitted advice in a recent issue of Village Voice, outlining the correct procedure. Following Strom Doris a dangerous tree at the edge of Life Wood has been felled. Several other dead trees have been removed.

Finally, I wish to thank Sarah, Geraldine our Council Chair and the other members of the Committee for their efforts over the past year.

Brian Anderson  
Environment Committee Chair

### **c) Communication – Cllr K Hathaway**

Annual Report for the Communications Committee  
May 2017

#### **Village Voice**

Many thanks must go to Tony Bubb for this year's editions of Village Voice. However, he indicated that he wished to stand down yet again as editor at the end of this year. So, thank you Tony for everything that you have done for Village Voice in the past. And we welcome our new editor, Mr John Vost into post. John has been a resident of Dersingham for some years and an avid reader of Village Voice and I'm sure he will do an excellent job as editor.

The area that Village Voice covers has expanded to include the parish of Sandringham, we know that many of Sandringham's parishioners take an interest in

and get involved with events and activities in Dersingham and it is interesting to hear our near neighbour's news.

The actual compilation of the magazine is now undertaken by the office staff and they are now more confident with the software, processes and timescales. Distribution of the magazine to our delivery team is now done by parish councillors and this seems to be working well.

#### Dersingham Village Data

Tony has volunteered to continue to produce the Data magazine but following a suggestion from the office staff publication will be delayed until October to ease office workload.

Both the Village Voice and Data are delivered to every property in Dersingham by our volunteer delivery team who tramp the front paths and search for letter boxes to achieve their goal, a big thank you to every one of them.

With the support of our advertisers and contributors our popular Village Voice and Data will continue successfully into the future.

#### Village Voice Live

Again, a thank you to Tony for arranging such engaging topics to inform and entertain our parishioners, however several winter evenings had low turnouts due to the failure of the heating system. We have two more events planned before the demise of the old village hall with the final one being a Bar-B-Quiz.

#### Dersingham.org.uk

The parish council website continues to be maintained by Mr Steve Martyn but it is felt that more use should be used of the site for information not only by the Parish Council but also by the organisations within the village to advertise events and activities.

#### Notice Boards

The boards within the village are updated regularly and a new one has been installed at the Co-op. Another resource to keep our parishioners informed.

I have felt that the Communications Committee has been the poor relation of committees for some time. 'Oh, it's just Village Voice or Village Voice Live' but as our parishioners rarely attend Full Council meetings the Village Voice and the website should be our main source for disseminating information to our parishioners as to what this Parish Council is working to achieve in our village on their behalf.

It is all about engagement and involvement. If they don't know about it how can they be involved.

We now have a full complement of councillors so the need to sit on as many committees should be less so I have decided not to Chair or sit on this committee next year. I wish the remaining councillors well in their task.

My thanks go to my fellow committee and co-opted members and the office staff for their support.

Cllr Kate Hathaway  
Chair Communications Committee

## **d) Recreation – Cllr C Davey**

### **Dersingham Recreation Committee Annual Report to March 2017**

#### **General**

The Recreation Committee has met generally monthly and has continued with the endeavours to improve the overall recreational facilities within the village. This year has been principally a year of consolidation, observing the overall use of the equipment provided in the Play Area, and ensuring that everything is maintained in good condition. It was always the intention to consider introducing some equipment for the older age group, and planning for this could be considered during the next year.

#### **Children Play Area**

After the major upgrade and addition of new equipment, the Play Area has certainly seen a huge increase in popularity, and this has continued throughout the year. The need for some extra seating is recognised, and an order has been placed for a picnic bench and table suitable for use by wheelchair users. Whenever the weather has been good, large numbers of children can be seen using all the equipment in the area.

With the increased usage of the children's Play Area the importance of the regular safety and inspection checks on all the equipment is recognised. We aim to have a regular weekly inspection to identify any faults, and these are repaired as soon as possible. In general there have not been any major problems with the equipment in the play area, and parents and users have expressed their appreciation for everything provided.

#### **Skate Park**

The Recreation Committee recognises that there is still a keen demand for the replacement of the skate park, and a Reserve Fund has been established to go towards the cost of a new, more substantial, skate park. As can be seen in the accounts, at the end of the financial year, this Fund now has an amount of £9,000 towards the cost of a new skate park. Additional fund raising and applications for grants will be necessary before a new skate park can be provided within the recreation ground, and this requires more commitment from the potential users.

#### **Strawberry Tea 12<sup>th</sup> June**

A strawberry tea was held on 12<sup>th</sup> June in the St Nicholas Church Hall, which was reasonably well attended. This event was arranged to synchronise with the garden party in the Mall, and live streaming was arranged of the Mall event.

#### **Village Party**

This event on the Recreation Ground was well attended, with various sports and fun events arranged for children and adults. The general consensus was that it was a fun occasion and worth repeating. So the date for the follow up event has been scheduled for 10<sup>th</sup> September 2017.

## **Christmas Lights and Switching On Party on 27<sup>th</sup> November**

The Recreation Committee was successful in getting Christmas lights installed in all the remaining unlit trees on the Recreation Ground along Hunstanton Road.

A Switching – On Party was arranged for 27<sup>th</sup> November featuring the arrival of Father Christmas on a sleigh, and a number of stalls for children with musical rides and a bouncy castle, as well as a grotto for Father Christmas. With food stalls and music, a good time was had by all.

### **Thanks**

I would like to thank all the members of the Recreation Committee who have helped to make this year successful. I would also like to thank all those who helped to arrange, run or help at any of the functions we arranged during the year. The success of these events depends on everyone's participation.

**Christopher Davey**  
**Chairman**  
**Dersingham Recreation Committee**

### **e) Staffing – Cllr S Payne**

**Dersingham Parish Council**

**Annual Parish Council Meeting**

#### **Staffing Committee**

This committee comprises the Chairman, Vice-Chairman and one other Councillor and oversees staff contracts, recruitment, remuneration packages, and working conditions.

We also discuss issues raised by our employees, Health & Safety (work-related), and welfare issues.

This year, the hours of the Administration Assistant were increased to 14 to cover the Village Voice workload.

The Honorarium for the Village Voice editor was proposed by this committee and is included in the general payroll budget.

Due to its nature, meetings are not open to the public.

Sue Payne  
Chairman  
Staffing Committee  
May 2017

f) **Village Hall – Cllr C Davey**

**Dersingham Village Centre Committee  
Annual Report to March 2017**

**General**

The Dersingham Village Centre Committee has generally met monthly since it was converted from a Working Group to a Committee and has made very good progress this year. In my Report to March 2016, I reported that the Committee was more confident of seeing work commencing on the new Dersingham Centre during 2017, and this target now seems realistic.

**Lottery Grant**

During this year we have achieved some major milestones towards the application of a lottery grant for the Dersingham Centre. As everyone is now aware, the Big Lottery has awarded us with a grant of £550,000 towards our new Centre. We still have a large gap between our estimated final cost of about £950,000 including all building costs and professional fees for surveys, supervision, and quality control, but these we hope to bridge during the first few months of our next year.

In order to get the grant, recognition must be given to the major efforts made by various persons on the Committee and other co-opted members who produced two most important documents which the Big Lottery used to evaluate our bid for grant funds:

- Business Plan – this presented the detailed analysis of the way the new Centre would be managed in order to achieve the outcomes and benefits which the Big Lottery felt could justify the award of a Grant
- Capital Development Plan – this presented the Big Lottery with the technical details on how the new Centre would be managed before and during the construction phase, to ensure that the completed building would meet the overall requirements of the community.

These substantial documents clearly demonstrated to the Big Lottery that there was a need for the new Centre, and the Committee and the Association had the capacity to make it happen.

**Planning Application**

The Planning Application was completed during the year and the approved Planning Application was submitted as part of the Capital Development Plan. There were some late changes made to the designs in order to satisfy the requirements of Historic England. These late changes resulted in some increase in the final cost estimates, but had to be complied with, or the planning application could be rejected.

However, with the Planning Application now approved, the overall concept of the new Dersingham Village Centre could proceed.

**Establishment of the Dersingham Village Centre Association (DVCA)**

The Dersingham Village Centre Association established at the end of 2015 continues with its two main aims:

- To take on the fund raising activities for the new Centre;
- To create the organisational structure for the operation, management and maintenance of the new Centre



### **Detailed Designs, Drawings and Cost Estimates**

During the year an architectural company was appointed to complete the detailed designs for the Centre. Some further consultations were held during the year to give parishioners an opportunity to make final changes to the designs. As a result of the consultations some changes were incorporated to satisfy some groups, and the arrangement of the kitchen was revised.

The designs for the new Centre are now considered to be almost final, with only relatively minor changes expected to be made, generally related to changes of materials or some fittings.

These final designs were sent to a Quantity Surveyor to obtain final cost estimates for inclusion in the Capital Development Plan.

### **Tenders for Construction of the Dersingham Centre**

Following approval from the Full Parish Council, an open invitation for bids to construct the new Centre was published on the local government web site. Only three bids were submitted and after detailed review the full council agreed with a recommendation that detailed discussions including an engineering review of the works should be carried out with a single bidder. Some discussions have been held to clarify the works and confirm the details of the works to be included in the contract. However, a contract cannot be signed until the Parish Council has all the funds required for construction.

### **Car Parking Facilities**

The Committee recognised the need to resolve the potential car congestion on the existing car park at the Church Hall. Although the new Centre will not extend into the existing car parking area, more parking spaces would be necessary when the Centre was fully functional. Discussions were held with Sandringham and the tenant farmer, and agreement has been reached to develop the area surrounding the Bowling Club into a more permanent parking area. This will require installation of ground drainage and some surface materials, possibly incorporating excavated materials from the foundations for the new Centre.

### **Overage Agreement**

As reported last year, the land for the existing Church Hall was given to the parishioners of St Nicholas by King George, and St Nicholas Church is prepared to give the land without charge to the Parish Council so that the Dersingham Centre can be constructed. An Overage Agreement has been drawn up valid for a period of 25 years so that if the new Centre is sold within this period then the benefit of the disposal would be shared equally between the three parties, namely St Nicholas Church, Sandringham Estate, and the Parish Council. This Overage Agreement was prepared in 2015 and is now being updated so that it is ready for signing as soon as sufficient funds are available to proceed with the construction works.

### **Fund Raising**

As we indicated at the 2016 AGM we anticipate that we will need to raise additional funds in addition to any Grant which we may receive from the Lottery, both to cover the cost of the Centre as well as to cover the annual costs for operating and maintaining the Centre. Some applications have been submitted to obtain Grants from a number of organisations, and the results of these applications will become known in June.

I would like to thank all the members of the Committee for their continued support throughout the year, and all co-opted members and members of the parish who have helped in any way in supporting our Dersingham Centre.

**Christopher Davey, Chairman, Dersingham Centre Committee.**

**g) Planning – Cllr C Hipkin**

Annual Report for the Planning Committee Report  
for Annual Parish Council Meeting on 18 May 2017

The Planning Committee was set up three months ago so to improve the consultation process of the Parish Council. There are currently six Parish Councillors sitting on this committee. The main function of the Committee to see look and access every Planning Application that the Parish Council receives and report back to Full Council our findings and a recommendation.

Members of the Public are encouraged to attend these meetings if they wish to make a comment on their own planning application or one that affects them.

The Committee also looks at Planning Issues that affect the Parish and are currently looking into the allocated “Call for Sites” recently sent through from the Borough Council. The Borough Council are working on a Local Plan unto 2036 and four sites have been allocated in this round.

The Committee are also interested in undertaking a Neighbourhood Plan, and will be developing a Steering Group of Residents who are interested in shaping Dersingham for years to come.

As previously stated we are a new Committee and welcome ideas and suggestions on Planning issues within the Village.

Cllr Colin Hipkin  
Chair  
Planning Committee.

**h) Dersingham United Charities – Ruth Mountain (Sec)**

**i) Chairman’s Report – Cllr S Payne.**

**Dersingham Parish Council**

**Annual Parish Council Meeting**

**Chairman’s Report**

We are lucky now to have a full complement of Councillors, which is great since we now have a lot of big projects to manage.

I would like to record my appreciation to my fellow councillors for their contribution to the work of the Parish Council over the past year, and I am grateful to Sarah and Geraldine, our staff, for their support.

The Parish Council successfully saw off the proposal for a Silica Sand Pit on land between the A149 and The Wash by uniting with Snettisham, Ingoldisthorpe, Heacham Parish Councils and Hunstanton Town Council.

The five councils are now working together on Coastal Flood Defence funding since it was suggested that we could help pay for this.

Similarly, we worked with our neighbouring councils and the two County Councillors to sort out the local bus timetabling, which had become a mess and was not serving local people many of whom rely on buses to get to work, school or hospital appointments.

John Dobson, our County Councillor, retired at the recent elections. I would like to thank him for his work on our behalf, and look forward to working with Stuart Dark who was elected in our Division.

We recently set up a Planning Committee to ensure applications are commented on in time to meet the Borough Council's deadlines.

Tony Bubb retired as Village Voice editor and John Vost has taken on the role with support from Geraldine who collated the latest edition, and Sarah looking after the advertising.

Work to provide a new Village Centre for Dersingham is still taking up a lot of councillor and staff time (liaising with Big Lottery, dealing with legal issues, applying for other grants) helping with fundraising events).

I would like to thank the group of volunteers who have given their time to the project over the past three years and especially the Dersingham Village Centre Association who are leading the fundraising activity.

Also, a huge THANK YOU to the Task Force and Village Voice volunteers for their contribution to the village.

Sue Payne

**12492 End of Year Accounts.**

The RFO read out the attached report. Cllr Shepherd asked, due to only receiving the report at the beginning of the meeting, was there was a period comments had to be submitted. The Clerk advised the accounts would be reviewed and resubmitted at the end of next month, as they are yet to be signed off by the internal auditor.

**12493 To review The Council asset register.**

The Clerk advised this is to be reviewed at next month's F&P Committee Meeting.

**12260 Date, Time and Place of next Annual Parish Meeting.**

**It was resolved the Annual Parish Meeting to take place on a Thursday and revert to the start time of 7.00pm**

With no further business, the Chair closed the meeting at 8.38pm

