

Minutes of the Meeting of the Dersingham Parish Council held on 26 March 2018 at 7.00pm, at Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

**Present:** Cllr S Payne (Chair), Cllr B Hopkins, Cllr C Shepherd, Cllr M Shepherd, Cllr D Murrell, Cllr J Houston, Cllr V Brundle, Cllr J Sanpher, Cllr B Anderson, Cllr K Hathaway, Cllr A Hobson, Cllr G Billard, Cllr B Judd and Cllr D Wright (Left 9.15pm).

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).  
Borough Councillor J Collingham (Left 7.19pm), Norfolk County Councillor (Left 7.19pm) 3 members of public.

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

- 12804      To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from.** Cllr K Manship, Cllr C Hopkins, Cllr T Bubb.
- 12805      To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
None received.
- 12806      To receive a verbal report from Norfolk County Councillor.**  
Cllr Dark thanked the Parish Council for voting on the two footpaths issues.  
Cllr Dark the work to be carried out on the pavement by Croft House will be completed by May.  
Cllr Dark had attended a meeting regarding the average speeds cameras on A149. The process has been stopped for the foreseeable future to allow consultation between Parish Councils and committees to voice concerns regarding the issue.  
Cllr dark inform the Parish Council he will be given another budget of £6500.00 and advised he is committed to helping throughout local parishes  
Cllr Payne had received a letter from a Parishioner expressing concern with the drainage along 50-58 Hunstanton Road, he stated it was inadequate and was allowing the area to flood after heavy rain. Cllr Dark requested the letter be forwarded to him to enable him to investigate further. Highways engineers are aware there may be teething problems and therefore problems need to be reported as soon as possible.  
The Clerk raised the issue of gritting along both Station Road and Mountbatten Road, during the bad weather the roads were treacherous, and buses were unable to use them. Cllr Dark said the gritting service was already stretched and it may not be possible to add further side roads to the gritting schedule. It was unprecedented weather and may not be experienced again for some time. Cllr Hathaway asked if it could be gritted on a call on basis. Cllr Dark advised it may be worth waiting to receive the new bus route and times and the review the idea of a call on basis gritting.

- 12807 To Receive a Verbal report from Borough Councillor.**  
Cllr Bubb had sent his apologies  
Cllr Bubb had requested Cllr Collingham to discuss the planning for the new Pine Cones site. Cllr Collingham had expressed concerns about a crossing over the bypass and wished to know if the Parish Council wanted her to call it in to the Borough Council. The Clerk advised the Parish Council are unable to comment until the Planning application had been submitted to the Borough Council. Cllr Dark also expressed concern over the plan and suggested the talks regarding the crossing be combined with the average speed camera consultation along the A149.
- The meeting was put into closed session at 7.20pm
- 12808 Minutes of the Dersingham Parish Council Meeting held 9 March 2018.**  
**It was resolved for the minutes of the meeting to be signed as a true record.**
- 12809 Minutes of the Dersingham Parish Council Meeting held 12 March 2018.**  
**It was resolved for the minutes for the meeting to be signed as a true record after the following amendments.**  
Cllr C Shepherd wished for the following amendment NALC in discussion with central government over parish roles, nobody will be ready by 25 May but need to show work has started. NALC looking for funding for DPO. If councils have policies in place there is no reason for the Clerk not to be DPO. Clerk has further training to attend. Data audit – LCPAS have offered one date at the end of Easter holiday, price includes an overnight stay. Clerk advised not to undertake data audit and she has check sheets. Training for councillors – Snettisham want to share, to be run by Norfolk Parish training partnership. Cost £300.00, £150.00 each, to be voted on at the next meeting. Need to ensure that the Parish Council has insurance cover around data protection. **It was resolved for the Clerk to check this is in place.**  
Cllr C Shepherd also wished for it to be noted that item 12790 was to include that she had also commented on Cllr Hipkins inappropriate behaviour towards Cllrs with regards to the transfer of CIL payment resolution.
- 12810 Clerks Report.**  
The Clerk advised she had nothing to report to Full Council.  
The Clerk advised the Neighbourhood Planning grant aid had been extended to £17000.00. Cllr C Shepherd advised that £8000.00 of the £17000.00 would only be awarded if it was an extra special case.
- 12811 Village Fun Day.**  
The Clerk advised she will chase both Mr K Blackwell and Mr R Makemson. Cllr Payne stated details need to be confirmed as soon as possible.

- 12812 Data Protection Officer.**  
The Clerk handed a report on General Data Protection Regulation to the Cllrs – please see attached.  
Cllr M Shepherd stated that NALC are still advising the Clerk should not undertake the role of DPO, however the ISO have advised that the Clerk can take on this role. After discussion it was resolved to have a working party to investigate this. The Clerk is currently trying to organise training for the earliest date available.
- 12813 Neighbourhood Plan.**  
Cllr C Shepherd advised she has been trying to arrange a date with the members of working group to have a meeting. **It was resolved for the Clerk to email the Working Group to establish a new date.**
- 12814 Dersingham Village Centre.**  
Cllr Davey advised the centre build is progressing well. The roof is to be delivered next week and erected. Once this is achieved the internal work will begin. Electrical/ heating drawings will be issued before Easter, electrical work is running a little behind due to alterations with the under-floor heating.  
Cllr Houston asked if there was to be a loop system installed in the new centre to enable Cllr's to hear better throughout meetings as was previously agreed by Cllr Payne. Cllr Payne advised there is no provision at present to be installed, however there are different options that can be reviewed once the centre is operational and would be funded by the Dersingham Centre Association.  
Cllr Houston asked if there is sufficient insurance cover. The Clerk advised there is full construction cover.  
Cllr Payne proposed the task group established for the review of the centres finances be disbanded as they had fulfilled their remit and felt it was a duplication of work as details of the centre are discussed at the Dersingham Centre Committee Meeting as well as The Full Council meeting. After discussion with regards to the need of the task group **It was resolved to maintain the task group.**  
Three quotes had been received for the PV Cells, Cllr Davey handed the quotes to Cllrs. After discussion regarding the quality, guarantee, car charging point, access to the PV Cells once installed Cllr Davey proposed the quote from CRC to be agreed. **It was resolved to award the contract to CRC.**
- 12815 Trees.**  
The Clerk had received 2 quotes to carry out the repairs to the 3 trees identified as critical on the recent tree survey and proposed the council accept either one of the quotes without the third being received. Cllr Anderson advised we only have 6 months to carry out the work on the trees from the date of the survey, therefore we may need to only consider the quotes received. **It was resolved to accept the quote received from D Yeomans.**

- 12816 Skatepark.**  
Cllr Hopkins advised those involved with the working group are happy with the way things were progressing and further events have been organised. Cllr Hopkins stated it had been discussed the working group establishing their own bank account for the money that has been raised. Cllr Payne advised due to charitable law they are unable to have a bank account. After discussion it was felt the working group could have their own bank account if it had 3 individuals named with 2 signatories. Cllr Payne proposed the working group be established as a committee. **It was resolved to form a Skatepark Committee with Cllr Hopkins, Cllr Payne, Cllr Sanpher and Cllr Billard to join.**
- 12817 Grass Cutting Contract.**  
The Clerk the Parish Council needed to go to tender for the grass cutting and Cleaning contract within the village. Cllr C Shepherd stated she had never seen the contract for grass cutting or cleaning and asked if a copy could be sent. The Clerk is to issue the contracts to Cllr C Shepherd. **It was resolved for the Clerk to obtain tenders for both Grass Cutting and Cleaning contracts.**
- 12818 Cleaning Contract.**  
This item was covered in minute item 12817
- 12819 Office Equipment.**  
The Clerk advised the main printer/copier is no longer working. Cllr Brundle enquired if a new printer/copier could be leased. It was discussed what functions were required etc. Cllr Houston stated during his career copiers had been leased and returned to the company, however all the documents had been stored on the copier memory and not deleted when returned to the company. Cllr Houston wished to raise the issue with the new data protection procedures coming into force.
- 12820 NCC Rangers.**  
The Clerk is to report the pot holes along Chapel Road
- 12821 General Village Environment Maintenance.**  
Cllr Anderson advised the former Environment Committee had results from safety survey including seats and dog bins. There are two bins that need to be replaced and others that need remedial work. Some of the seats need cleaning, painting. It was suggested the grass area around the dog bins need to be cut and maintained to make access to the bins easier. **It was resolved for the Clerk to obtain quotes for cleaning and maintaining the area around the dog bins.**
- 12822 Annual Litter Pick.**  
Cllr Anderson is to advise Full Council of a suggested date at the next Full Council meeting.
- 12823 Mapping.**

Cllr M Shepherd advised he has now received the login details and requested a meeting be arranged with Cllrs from the working group to discuss how to progress with the mapping.

**12824      The Warren.**

Cllr Davey and Cllr Anderson had been conducting a survey of the pond to ascertain the gradient of the land and to establish if the bund should be moved. They will advise Full Council of their findings once they have completed the survey.

**12825      Councillors attending the office.**

The Clerk advised that recent visits to the office from Cllr's is impacting on the amount of work she can process during office hours. Cllr Payne advised she had a few suggestions regarding the office opening hours and staffs time, this is to be discussed at the Staffing Meeting tomorrow. Cllr Hathaway asked if the two Full Council meetings a month had decreased The Clerks workload and allowed her to reduce the hours worked. The Clerk advised the meetings had reduced her workload with regards committee meetings, minutes etc however the Dersingham Centre has increased her workload.

**12826      Social Club Update.**

Cllr Wright advised Cllr's that the Social Club had their AGM in which Cllr Hopkins had given those that attended opportunity to voice concerns and opinion. He also asked if anyone wanted a new committee however no one wished to change the current committee. Cllr Houston enquired if the social club was now viable, Cllr Hopkins advised the club is currently more financially stable than it was. Cllr Houston then asked if that meant the Social Club will no longer be granted the Rent Holiday as previously suggested. Cllr Payne advised Full Council had voted to allow the Social Club a year rent relief. Cllr Houston stated he thought that Full Council had only voted to allow rent relief should the Social Club not be financially viable. Cllr Payne reiterated the vote was to allow the social club a full year rent relief.

**12827      Subscriptions.**

**12828      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/)**

Applications:

17/02243/F      Mr & Mrs Cork Application for extension and Alterations to Dwelling Wynthorpe, 8 Woodside Avenue, Dersingham - **Amended.**

Determinations.

None received.

Cllr C Shepherd highlighted the usual consultation period of 21 days had been revised by local authority and had been reduced to 7 days, which Cllr C Shepherd felt was inadequate.

**It was resolved for The Clerk to write to the Borough Council.**

**12829**

**Correspondence**

The Chair read out the correspondence.

**12830**

**Reserves.**

Cllr M Shepherd queried how the reserves report showed figures in including VAT compared to the financial comparison sheet that held NET figures, therefore it is unclear the actual figures for budget monitoring purposes. Cllr M Shepherd expressed concerns the Reserves reports are not good for monitoring expenditure. The Clerk advised the accounts are accurate to the penny however the reports generated are not clear.

**12831**

**Accounts 28 February 2018.**

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

**12832**

**Accounts for Payment.**

**26 MARCH PAYMENTS**

DD	Opus Energy –Energy (Ders Centre)	£198.83
DD	Opus Energy – Streetlight Energy (Streetlights)	£170.23
D/P	G Scanlon – Office Cleaning	£30.00
D/P	Clearview Windows – Office Windows	£10.00
D/P	Parish of Our Lady of Perpetual Succour – Room H	£19.80
D/P	Ink N Toner Uk – Fuser Unit	£120.44
D/P	NCC – Pavement Contribution	£1000.00
D/P	KLWNBC- Change of Use Application	£117.00
D/P	Norfolk Parish Training & Support – GDPR	£35.00
D/P	KLWMBC – Trade Sacks	£99.00
D/P	Parish On-Line – Mapping	£240.00
D/P	Cartridge Save – Printer Cartridges	£119.17
D/P	Atelier Associates – Revised Plans	£2385.00
D/P	Wages March	£1803.50
D/P	Norfolk Pension Fund – Pension	£588.40
D/P	HMRC – PAYE	£1100.53
D/P	Viking Direct – Stationery/Cleaning	£294.68

<b>105906</b>	<b>Petty Cash</b>	<b>£13.15</b>
<b>D/P</b>	<b>STC – Risk Assessment - Environment</b>	<b>£480.00</b>
<b>D/P</b>	<b>Thornham Parish Council – Cllr Training</b>	<b>£175.00</b>
<b>D/P</b>	<b>Dersingham VA School – Room Hire - March</b>	<b>£80.00</b>
<b>D/P</b>	<b>Clanpress – Printing Village Voice</b>	<b>£2223.00</b>
<b>D/P</b>	<b>Viking Direct – Stationery</b>	<b>£11.99</b>
<b>D/P</b>	<b>Viking Direct – Stationery</b>	<b>£23.98</b>
<b>DD</b>	<b>Utility Warehouse – Mobile -March</b>	<b>£19.30</b>

**It was resolved for payments to be made.**

**12833      Items for inclusion on the next agenda.**

**12834      Mays Meetings.**  
Annual Parish Council Meeting 14 May 2018 at 6.30pm

**12835      Date & Place of next meetings.**  
Full Council Meeting on Monday 16 April 2018 starting 7.00pm at  
Dersingham VA Primary and Nursery School.

With no further business the meeting was closed at 8.10pm