

Minutes of the Meeting of the Dersingham Parish Council held on 16 April 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 T Bubb, Cllr B Anderson, Cllr K Hathaway, Cllr C Davey, Cllr G Billard, Cllr B Judd and Cllr D Wright.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).
Borough Councillor J Collingham (Arrived 7.03pm and Left 7.19pm).

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

12836 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from. Cllr K Manship, Cllr A Hobson, Cllr J Sanpher and Cllr C Hipkin.

12837 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
None received.

It was resolved to open the meeting to allow the public to speak.

12838 To receive a verbal report from Norfolk County Councillor.
Cllr Dark was not present.

12839 To Receive a Verbal report from Borough Councillor.
Cllr Bubb advised there was nothing to advise Full Council with regards to Dersingham. Cllr Bubb is part of Planning Task Group that are looking at next set of sites due for building from 2025 to 2036, however there is no infrastructure and do not have work beyond a few weeks therefore 10 years is what the government seem to be working to. The Borough Council are trying to encourage planning task group to think more long term as doctors, dentists do not establish surgeries unless there is housing.
Cllr Collingham also advised she had nothing to bring to Full Council. Cllr Collingham thanked Cllr M Shepherd for his advice reading the loose manhole cover previously discussed.

It was resolved to return to closed session at 7.15pm

12840 Minutes of the Dersingham Parish Council Meeting held 26March 2018.

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

Minute item 12812 Data Protection Officer.

The Clerk pointed out that the DPO must be an officer and not a Councillor. However, it was also pointed out that there would be a conflict of interest between the DPO and the Data Processor. The Council is the Data Controller. After discussion it was resolved to have a working group

party to investigate the role of DPO, but this would take place after Councillor training on Data Protection. The Clerk is currently trying to organise this. The Clerk advised that fines are related to subscriptions to the ICO (currently £35.00) Cllr Houston queried the reserves report coming from Mr Bristow's computer. The chair said this issue had been raised in the office that morning. Cllr Hathaway asked that this not to be done again.

Minute item 12814 Dersingham Village Centre.

Cllr Houston wished for it to be minuted the Chair had previously "Promised" the new Dersingham Centre would have a hearing loop system installed, however this is not the case as no provision had been made to install a system. Cllr Davey stated although it had not been included he saw no reason to not obtain costings for a hearing loop system. Cllr Bubb advised the West Norfolk Hearing Association, Railway Road, King's Lynn would be worth approaching as could offer advice regarding equipment and advice.

12841 Minutes of the Staffing Meeting held 27 March 2018.

Cllr Payne advised there were two items for resolution. First proposal to change the office opening hours to the public from 10.30 to 13.00. If Councillors wish to see office staff, they will need to make an appointment between 13.00 and 15.00. **It was resolved to change the office hours. Office signage will be amended, and notification placed in the next edition of Village Voice.**

Cllr Payne's second proposal was to increase the Admin Assistants salary by a one-point increment. **It was resolved to increase the Admin Assistants salary by one-salary point.**

12842 Notes of the Communication Working Party Meeting held 27 March 2018.

Cllr C Shepherd advised she had drafted a Social Media Policy. Cllr Payne proposed Councillors read the policy and have comments to the Clerk by 9th May 2018.

12843 To approve Privacy Statement to be placed on the website.

The Clerk handed round a Privacy Statement for Councillors to read. Cllr C Shepherd stated that she was not happy with some details held on the policy. The Clerk stated the policy needed to be implemented to allow advertisers to be contacted as soon as possible to obtain consent before the forthcoming years advertising is issued, should this not be achieved the Village Voice deadline will not be achievable and should be postponed. After discussion Cllr Payne proposed Councillors read the Privacy Statement and send comments to the Clerk by Friday 3.00pm to be discussed at a meeting to be held the following Monday 23rd April 2018. **It was resolved for Councillors to submit comments and an informal meeting of the Communication Working Group to be held on Monday 23rd April.**

12844 Appointment of Kitchen Contractors for Dersingham Village Centre.

Cllr Payne circulated the quotes received for the new kitchen for the Dersingham Centre. Discussion was had regarding what would be included by the preferred contractor. **It was resolved for the Kitchen contract to be awarded to KLS.**

12845 Dersingham Village Centre.

Cllr Davey advised that progress on the Centre is going well. The zinc roof had been started and a large part completed today. The internal scaffolding had been removed, giving a better idea of the scale of the building. The access hatch to the roof had been completed. Cllr Hopkins asked if the build was still running to schedule. Cllr Davey advised due to the bad weather the build was a little behind schedule but hoped now the weather is improving things would progress quickly. The lift has been agreed and ordered, however, there is a 12 week wait for delivery. Decisions regarding the internal details such as bathroom fixtures and fittings are now imminent. Cllr Davey advised the time capsule will be buried soon.

Cllr Billard raised concern that the only Councillor signing variation orders was Cllr Judd, Cllr Davey had not signed any. Cllr Davey assured Cllr Billard that although the variations had been agreed between himself and Cllr Judd, Cllr Judd had been the only signatory. Cllr Billard suggested both parties should sign any future variations as a safeguarding measure. Cllr Davey agreed.

The Clerk requested an electric meter reading as the most recent bill received had been £456.76 which is considerably more than previous bills.

12846 Accounts for Payment.

16 APRIL PAYMENTS

March

D/D	BT – Phone & Broadband	£54.12
D/P	Burrells – Wages	£324.00
D/P	Martyn Howe – Dersingham Centre	£350.00
D/P	K Rolfe – Bus Shelter –Stickers	£9.00
D/P	Mr S Cook – War Memorial Garden Maintenance	£60.00

April

SO	Buttriss - Office Rent	£500.00
DD	E-on Energy – Rec Electricity	£6.00
DD	Utility Warehouse – Mobile	£18.40
D/P	K & M Streetlighting Services– S/light Maintenance	£105.56
D/P	M Pearson – Internal Audit	£225.00
D/P	Waste Raiders – Ders Centre – Fridge Removal	£120.00

It was resolved for payments to be made.

12847 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:

18/00550/RM Mr B Burman, Reserve Matters Application for construction of a dwelling land West of 13 Gelham Manor, Dersingham. – **No Comment**

12848 Clerk Report.

The Clerk advised electricity costs are increasing.

The Clerk advised the annual playground check is due in June/July and enquired if Councillors are happy to continue using RoSPA to carry out the inspection. **It was resolved to allow RoSPA to carry out the inspection and the Clerk to arrange.**

12849 Village Funday.

The Clerk advised she had arranged a meeting with Mr K Blackwell and Mr R Markesom tomorrow morning. Cllr Davey enquired who was running this year's funday, Cllr Payne advised Mr Blackwell was. Cllr Davey expressed concerns that a Parishioner was taking the lead and the Parish Council were no longer in charge. Cllr Payne stated things needed to be booked and confirmed. Cllr Hathaway suggested more Parish Councillors attend these organised events to support them, as currently very few do.

12850 Data Protection Officer.

The Clerk advised she had only received 3 or 4 responses from her email regarding the training. Cllr Payne suggested a reminder email should be issued to Councillors. The Clerk advised there were 2 dates one in April and one in May, she is waiting for Councillors to confirm which date would be best and organise the trainer accordingly. The Clerk was also aware Snettisham Parish Council had shown an interest in attending. Cllr C Shepherd suggested that a date should be set, and Councillors would have to attend. Cllr Payne suggested the Clerk booked a date in May and notifies both Snettisham and Dersingham Parish Councillors of the dates.

12851 Neighbourhood Plan.

Cllr C Shepherd advised a meeting had been organised for tomorrow. The Clerk advised the meeting had been cancelled as Cllr Hipkin had given his apologies. Cllr C Shepherd stated a new meeting date would be arranged.

- 12852 Grasscutting Contract.**
The Clerk advised she had the tender ready to issue. After discussion, regarding the contract, areas to be cut etc and as it had been resolved previously to issue the tenders, the Clerk is to send out the grasscutting tender as soon as possible, and to issued Cllr C Shepherd with a copy of the map.
- 12853 Cleaning Contract.**
With regards to the cleaning contract the tender is to be issued as soon as possible, as discussed in minute item 12852. Cllr Hathaway stated she had removed most of the rubbish from the play area and recreation ground, however taking 4 black sacks of rubbish away had still left the bins half full. She was concerned that the bins contained rotting food etc and would need emptying regularly. **It was resolved for the Clerk to place posters on the noticeboards requesting expressions of interest for the cleaning contract, but the Clerk believes she has cover in the meantime.**
- 12854 Mapping.**
Cllr M Shepherd advised progress was good with the mapping system. Cllr Anderson had met with Cllr M Shepherd to have a tour of the system and to discuss what was felt needed. Cllr M Shepherd stated the trees had all been input on the system, this was easy as there had been a recent tree survey carried out with all the information shown. The next stage was to list and map street furniture, i.e lights, benches etc. The Clerk stated the information was held in the Parish Office. Cllr M Shepherd advised he would be doing a physical walkaround the village as it would achieve better accuracy. Cllr M Shepherd requested authority from Full Council to approach both Borough Council and Norfolk County Council to try and obtain relevant data sets that hold. **It was approved for Cllr M Shepherd to approach both Borough and County Councils.**
- 12855 The Warren.**
Cllr Anderson offered assistance to Cllr Davey with regards to the survey on the bund.
- 12856 Annual Litter Pick.**
Cllr Anderson advised the litter pick would be held Sunday 3 June. The Clerk is to organise the relevant equipment needed. The Clair asked if it was possible to purchase our own pickers and bags. Cllr Hathaway stated using the Borough Councils equipment meant they would collect they rubbish quickly after the event instead of Parish Council having to dispose of it.
- 12857 Advice Subscriptions for 2018-19.**
The Clerk had previously emailed details to Councillors and handed paper copies to Councillors at the meeting. Cllr M Shepherd gave a brief resume of the options as he saw it, detailing the options available and what each had to offer. Cllr M Shepherd considered the best option was

NALC as they had a more comprehensive library of documents available to both the Clerk and Councillors. Cllr Davey enquired the costings. The Clerk advised we currently pay LCPAS £100.00 and NALC would be £734.00. **It was resolved to subscribe to NALC.**

12858 Correspondence.

The Chair advised she was unable to read the correspondence as it was not available. The Chair stated correspondence could be removed from the agenda in the future as anything needed discussing would be added as its own agenda item. Any newsletters or parish magazines that are received can be viewed in the office.

12859 Items for inclusion on the next agenda.

Policies
18 Crisp Close – removal of trees.

12860 Date & Place of next meetings.

Full Council Meeting on Monday 30 April 2018 starting 7.00pm at Dersingham VA Primary and Nursery School.

With no further business the meeting was closed at 8.43pm

DRAFT