

Minutes of the Annual Parish Council Meeting of the Dersingham Parish Council held on 11 June 2018 at 6.30pm, 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 (Arrived 7.39pm) Cllr B Anderson, Cllr K Hathaway, Cllr A Hobson, Cllr B Judd and Cllr G Billard.

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).  
Borough Councillor J Collingham (Arrived 7.39pm – left 7.49pm)  
0 Members of the public.

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

- 12909      To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from.** Cllr K Manship, Cllr C Hipkin and Cllr D Wright.
- 12910      To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
Cllr C Shepherd, Cllr M Shepherd and Cllr B Judd expressed personal interest in Planning Application 18/00956/RM on Park Hill.  
  
It was resolved to open the meeting to allow the public to speak.
- 12911      To receive a verbal report from Norfolk County Councillor.**  
Cllr S Dark was not present.
- 12912      To Receive a Verbal report from Borough Councillor.**  
See public time
- 12913      Resignation of a Councillor.**  
The Clerk advised she had received resignation from Cllr J Sanpher. The Chair advised a vacancy notice would be displayed.
- 12914      Minutes of the Dersingham Parish Council Meeting held 14 May 2018.**  
**It was resolved for the minutes of the meeting to be signed as a true record after the following amendments.**  
The addition of Cllr C Hipkin (Vice Chair) to show in attendance.
- 12915      Minutes of the Dersingham Centre Committee Meeting held on 5 June 2018.**  
Cllr Davey advised there were no recommendations to bring to Full Council.  
Cllr Davey stated there has been an issue raised with the overflow car park that needed to be resolved with Historic England. This includes problems with the drainage from the moat area and runs alongside the overflow car park, needing agricultural drainage for rain discharge

however this is still under discussion. Cllr C Shepherd advised Historic England had raised concern with regards to the impact of the setting along with the car park being surfaced and regularly used. **It was resolved for Cllr Davey to meet with Historic England to discuss concerns.**

Cllr Davey advised there had been confusion over the size of the bricks purchased by Parishioners for the "Buy a Brick" fundraiser. This is still to be resolved.

**12916 Appointments to Outside Bodies.  
Council to confirm representation on the Executive Committee of Dersingham Village Centre Association.**

Cllr Payne stated the Parish Council has a seat on the DVCA Committee, it was agreed this would be The Chair of the Parish Council. **It was resolved for The Chair to represent the Parish Council on the DVCA Committee.**

**12917 Dersingham Village Centre  
- Report  
- Update**

Cllr Davey advised the build was slightly behind schedule, this was partly due to the contractors installing the underfloor heating. The floor is now completed to the screed being in place and the Junker flooring is ready to be laid.

The time capsule has been put in place and unfortunately, after all the effort given, Cllr J Sanpher was unable to attend. Cllr Payne is to write and article and include pictures.

Cllr Davey advised he had met with Martyn Howe, Quantity Surveyor. After a lengthy discussion the QS was confident that, although there were considerable variations in costs between TM Browne and himself, his figures were more accurate, bringing the build to within budget.

Cllr Judd suggested now that the floor is in it would be the ideal time to start allowing groups to view the centre for potential bookings.

Cllr Brundle enquired the costs of hiring the centre

Cllr Payne advised the hire costs were on the DVCA website along with the booking forms.

Cllr C Shepherd enquired when the kitchen was to be installed, Cllr Davey advised he hoped to get the contract out this week.

Cllr Davey advised Councillors of a candelabra that had been offered by the church and would be converted to a chandelier, Cllr Davey had requested donations to help cover the cost of £400.00. After discussion concerning the fixture, fittings and placing of the chandelier, Cllr Davey thanked those that had donated.

**12918 Dersingham Centre Task Force Report.**

Cllr C Shepherd had prepared a report – see attached.

DC Finances - Comments for meeting on 11/6/18

A Financial Task group was set up at the end of last year to look at the funding of the Dersingham Centre project. After a lot of number crunching it was found that there had been additional expenditure incurred over that expected. This was partly because of the change from a new build to a refurbishment and extension of the existing building. This resulted in having to increase the precept for this financial year.

Since then there has been the reintroduction into the project of elements that had been deleted to reduce costs, namely the kitchen, better quality flooring, pv cells on the roof and the first-floor suite. The Parish Council was successful in obtaining a grant from WREN to fund this work. There have also been amendments to the construction.

The works being carried out by T M Browne are being excellently monitored by Martyn Howes, however other cost elements of the project have not been monitored against the budget. The figures have now been rechecked and amended in light of expenditure and income since January and they also now include projections of expected future bills. A revised spreadsheet has been produced.

In working on this spreadsheet certain assumptions have been made:  
the total build cost is based on Martyn Howes report no 7 (£868,220.98 April 2018) with the addition of costs for "phase 2",  
additional electricity bills, fees (Martyn Howe, Atelier) and legal fees,  
assumed full use of money allowed for costs around diversion of footpath,  
No use of money from DVCA,  
No additional expenditure on main car park, other than in T W Browne contract,  
No costs related to overflow car park other than planning application fee,  
No allowance for any additional costs related to scheduled monument consent for drainage,  
Final payment of £25,000 to T W Browne from 2019/20 precept.

The available Parish Council funds figures were based on the DC Reserve presented on paper to the full council meeting of 30/4/18, these figures being net of VAT. They have been adjusted for the current financial years income and expenditure, including the precept contribution and the return of the skatepark funds to that reserve.

This gives a predicted shortfall of **£8071.68**. This may be accommodated through savings effected in the last financial year. The financial situation for the DC can best be described as fragile as this figure will vary upwards if the final build cost increases.

Cllr B Hopkins asked if there was likely to be a shortfall, Cllr C Shepherd agreed yes there is a query over the figures around the amount in the DC reserve and this may affect the final predicted cost but the Clerk is working on this, but the figures used are those that are net of VAT.

**It was resolved for the meeting to be opened for public time 7.44pm.**

Borough Councillor J Collingham advised there was nothing to report from Borough Council but wished to know if the Parish Council had paid for an extra grass cut. The Clerk advised there had been £10.00 extra

expenses added to the Council tax to cover the costs. Cllr Collingham thought the grass areas looked well kept.

Cllr Collingham thanked those that took part and helped with the Open Gardens. Although there wasn't as many visitors this year where the costs kept to a minimum, it was thought that an estimated figure of £5750 had been raised. Cllr Collingham stated that a donation would be made to the Dersingham Centre and was hoped to be £1000.00, again this is to be confirmed.

Cllr Bubb

**It was resolved to place the meeting in closed session at 7.49pm**

**12919 Account for Payment.**

**11 JUNE PAYMENTS**

SO	Buttriss - Office Rent	£500.00
DD	E-on Energy – Rec Electricity	£6.00
DD	Utility Warehouse – Mobile	£13.40
D/P	Clanpress – Printing Village Voice	£2356.00
D/P	Gala Tent - Gazebo	£550.00
D/P	C & E Handyman Services – Painting Bus Shelters	£65.00
D/P	Mr Signs – Banners for Fun Day	£86.40
D/P	C & E Handyman Services – Cleaning Rec Ground	£80.00
D/P	ECS Computers – 365 for the office	£575.96
D/P	St Cecilia – Room Hire	£20.00
D/P	K & M Lighting Services	£105.56
D/P	Cartridge Save – Printer Cartridges	£117.44
D/P	T M Browne Ltd - Dersingham Centre	£177228

**It was resolved to make these payments**

**12920 Asset Register**

The Clerk advised the asset register was discussed with the Finance Task group and amendments made to show £1.00 lines where appropriate. Cllr M Shepherd enquired if the purchase price needed for the asset register was a historic or current figure and if this would impact the insurance value. The Clerk advised it was historic.

The Clerk suggested the annual accounts be signed off with the already agreed figures and the asset register be reviewed throughout the coming year. Cllr Payne agreed the accounts could be signed off as they have been passed by the internal auditor. Cllr M Shepherd asked if the auditor would be notified of the decision made. Cllr Payne said the auditor would be notified.

**12921 Signing off the Accounts for 17/18.**

**It was resolved for the Chair to sign the accounts form. The Clerk to send off to the external auditor.**

**12922 VAT.**

The Clerk advised she had attended a VAT training session. Due to the VAT Local Government section 126 agreement any income generated which would give the HMRC an income over £1000.00 VAT then they must be VAT registered. Due to the income of the advertisers for the Village Voice the Parish Council well exceeds this. Registering as VAT will only affect new advertisers. Cllr M Shepherd queried if the VAT can be processed online once VAT registered, the Clerk confirmed online processing was available.

Cllr C Shepherd asked when the Parish Council was last registered for VAT, the Clerk thought it was around 2 years ago.

It was discussed the original information received by the Inland Revenue Helpdesk had been incorrect as the Clerk was advised the Parish Council did not need to be VAT registered. Councillors felt the Clerk should write to the Inland Revenue. **It was resolved for the Clerk to write.**

**12923 Skatepark- Fundraising and Bank Account.**

The Chair proposed the item be deferred until the next Full Council meeting as the item was requested by Cllr Hipkin who was not present.

**12924 Mapping.**

Cllr M Shepherd handed Councillors a Mapping Project Update report June 2018 – See attached

**Dersingham Parish Council – Mapping project update June 2018**

Plotting of assets and other features onto Parish Online has been proceeding well. The focus has been on DPC maintained Trees, DPC owned street lights and dog waste bins but many other features have also been picked up during the site surveys. All features have been checked on site before plotting. The current situation is shown in the table below. Please note that even where items are shown as “complete”, asset values have not yet been entered as this requires further discussion and research. Further information for each asset could be entered if required. I am sure that councillors and staff will have ideas to contribute to this once they have seen the system.

Description	Objects entered	Plotting Status	Comments
DPC maintained trees	150	Complete	To be revisited when land ownership and BC/NCC maintenance areas plotted
DPC maintained tree groups	6	Complete	
DPC owned Street lights	175	Complete	
Dog Waste bins	31	Complete	
Litter bins	13	Complete	Question as to who should empty some of the bins still being investigated.
Benches	23	WIP	Not all of these are DPC responsibility. I am aware of others in the village that belong to H.As that have not been plotted. We need to decide if we want to plot all benches or just ours.

Bus Shelters	4	Complete	
Bus stop locations	21	Complete	Information only as not our assets
Information boards	6	Complete	
Recreation ground and play equipment	30	WIP	Most plotted but need detailed information from Parish order records to complete.
Road signs	8	WIP	Plotted while conducting site surveys but need to discuss what we want plotted on parish layers. View may change when further info received from NCC
DPC grass cutting areas	10	Complete	Done to assist Sarah with grass cutting contract. This should be reviewed when land ownership is plotted and NCC/BCKLWN grass cutting areas are entered into our system.
DPC grass cutting linear features (footpaths and dykes)	8	Complete	Ditto
Land ownership	0	Not started	Need access to parish records to commence
Buildings	0	Not started	Need access to Parish records to commence
Any other DPC assets	0	Not started	Please let me know if you have any thoughts as to what they are.
External datasets from NCC and BCKLWN	0	Not started	

As you see we now have quite a lot of data in the system which can be displayed on maps in various ways and on a variety of base maps including high resolution aerial surveys. Mechanisms for text based reporting within the system are quite limited but the exporting to Excel for further analysis is very easy. Example spreadsheets for manipulating street lights, trees and dog waste bins are available if anyone would like to see them.

In addition to our assets the package gives us access to high resolution aerial imagery which I've found extremely useful in plotting our assets and has revealed some surprises about the village. Post Office AddressBase is very useful for identifying and searching for individual properties and should we need to create a mailing list. Before you ask, it does not contain personal information. There are many other datasets from external sources that I've not really explored yet, including some from Historic England, Natural England, Environment Agency, British Geological Survey and Public Rights of way from NCC.

I have not yet had time to approach the Borough or County about sharing their data with us but hopefully I'll be able to address that soon. I would like to get started on the land and property ownership layers as soon as possible, but to do that I need access to Parish records. I'm hoping that Sarah can point me to the right files to sift through as soon as we can arrange it. I don't think it should need much of her time to get me started.

Would anyone be interested in a demonstration of Parish Online now it is populated with quite a lot of our data? It has always been in the plan to make the system available to councillors who want it as well as to staff, although it must be remembered that the licences only permit its use for Parish Council business.

Mike Shepherd  
09/06/2018

Cllr M Shepherd advised Councillors the Parish Online system was now available for them to have a brief tutorial/ overview of how the system works. He requested anyone that would like to view the system should contact him and a meeting/ training session could be arranged. Cllr M Shepherd stated the system was open to being amended or updated by any user and would therefore request any users do not delete or ammend any information held.

## **12925 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:

- 18/00956/RM Reserved Matters Application: New dwelling (re-submission of 17/00822/RM) at Land Adj Tit Willow, 16 Park Hill, Dersingham. - **Approved**
- 18/00921/F Application for extension and alterations at 4 Station Road, Dersingham. - **Approved**
- 18/00948/F Application for Single Storey side extension providing a bedroom with en-suite and a study/hubby room at 15 Onedin Close, Dersingham. - **Approved**

Determinations.

None Received.

## **12926 Clerk's Report.**

The Clerk invited Councillors to comment on the two flagpole quotes she had circulated. Cllr Hobson felt there had not been sufficient time to review the quotes as they had only been received at 2pm today. Cllr C Shepherd suggested the item be deferred until the next Full Council meeting. Cllr Payne enquired if the quotes included installation and if installation was not included a quote would be needed to show all costings. Cllr C Shepherd agreed as the previous flagpole cost increased from the £300.00+ to a final costing of £600.00. Cllr C Shepherd asked if the Insurance company had agreed payment, the Clerk advised this is still ongoing.

The Clerk advised the Funday had gone well and the Parish Council had raised £165.00.

## **12927 Data Protection.**

Cllr C Shepherd advised a meeting had been booked for tomorrow, however Cllr C Shepherd proposed the meeting be deferred for a week to allow Cllr Payne to attend a meeting arranged with the National Lottery.

**12928 Neighbourhood Plan.**

Cllr C Shepherd advised she had met with Councillors and the Clerk. Cllr C Shepherd suggested a meeting to invite outside bodies in for a steering group. The Clerk asked Cllr C Shepherd how she had found the training. Cllr C Shepherd advised the training was good.

**12929 Grasscutting.**

The Clerk advised only 1 tender had been received for the grasscutting, the Clerk is to chase those outstanding. Cllr C Shepherd asked if the Clerk had received an email regarding the planting of wildflower meadow, the Clerk advised she had not received any request.

**12930 Cleaning Contract.**

The Clerk advised two tenders had been received. Cllr Payne, Cllr M Shepherd and the Clerk were present when the tenders were opened. Cllr Payne proposed the tender from CE Handyman be accepted. **It was resolved to award the contract to C E Handyman.**

**12931 The Warren.**

Cllr Davey advised Cllr Judd was to assist him in completing the survey at the pond during the forth coming weekend. Cllr Anderson advised he was looking at a diversity index for planting at one metre intervals around the pond. The Clerk advised the toxicology report was being investigated however she had received reports of the pond being dry. Cllr Anderson advised samples could be used from the soil.

Cllr Bubb asked if there was to be another cut of the pathways around the Warren as they are somewhat overgrown. The Clerk advised she would arrange another cut for the area.

**12931 Correspondence.**

None received.

**12932 Items for inclusion on the next agenda.**

None received.

**12933 Date & Place of next meetings.**

Full Council Meeting on Monday 25 June 2018 starting 7.00pm at Dersingham VA Primary and Nursery School.

The meeting was closed at 8.48pm