

Minutes of the Parish Council Meeting of the Dersingham Parish Council held on 25 June 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 B Anderson, Cllr B Judd, Cllr C Davey, Cllr G Billard and Cllr D Wright.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant). Norfolk County Councillor S Dark
no Members of the public present.

12935 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from. Cllr K Manship, Cllr A Hobson, Cllr K Hathaway and Cllr T Bubb.

12936 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.

Cllr S Dark advised Norfolk County Council had lost their leader Cliff Jordan who had sadly passed away. Cllr Dark is to run in the Snettisham Borough Council By-Election after Avril Wrights resignation, he assured this would enhance his Norfolk County Council position.

Cllr Dark advised the barriers that had been left after the traffic lights had been installed along Hunstanton Road had now been removed. Work on the pavement outside the new Village Centre had been completed. The proposal for average speed cameras along the A49 is still on hold whilst junctions etc were under review. The lighting issue in St Nicholas Close is still ongoing, Norfolk County Council are awaiting the Police to agree an anti-social behaviour report to allow the light to remain on throughout the night. Cllr Dark stated he was still looking into the grasscutting issues raised by Cllr Bubb on the Mountbatten estate, along with the Gritting issues previously raised by Councillors along Station Road.

Cllr Dark stated he has been granted another year's members budget for the financial year and wished to hear any suggestions from the Parish Council as to where he could allocate some of the money. Cllr Payne suggested a bus stop outside the new Village Centre. Cllr Dark is to speak to Sally Bettinson as the Clerk advised Mr Stringfellow and Sally were previously involved.

12937 Minutes of the Dersingham Annual Parish Council meeting held 11 June 2018.
It was resolved for the minutes to be signed as a true record after the following amendments.

Minute number 12931 Cllr Anderson requested amendments regarding the diversity index at 1 metre intervals at a range of locations on the warren in order to determine the species present and their densities.

12938

Dersingham Village Centre.

- **Report**
- **Update**
- **Report on informal meeting with DVCA**

Cllr Judd advised the build is progressing well and appears to be running to schedule. The decorators are in and the electricians have been working on the second fix today and will continue to do so throughout the week. The plastering is almost complete, and the cubicles and basin units had been installed today. Cllr Davey advised the lift was being installed the end of this week.

Cllr Davey had met with Sandringham's agent and Richard Stanton regarding the external drains and an application had been submitted to Historic England. Cllr C Shepherd asked if the application had been a schedule monument consent application. Cllr Davey confirmed it was.

Discussion was had regarding the drainage that is to be put in place, the contractors have agreed to remove the rubble from the soil that was excavated, Sandringham estate have agreed to planting a hedge that would run along Manor Road and down between the centre and the Moat. Cllr M Shepherd had enquired if there was no longer going to be a soakaway. Cllr Davey advised there would no longer be a soakaway, the water would be taken directly into the external drainage. Cllr M Shepherd asked if there had been a revised planning app submitted for the car park, Cllr Davey confirmed the plans had been resubmitted.

Cllr Davey wished to thank all those councillors that had donated to the restoration of the chandelier for the centre. Cllr Davey was hoping to see the progress tomorrow and would know then if there was to be more work needed.

Cllr Payne told councillors the meeting had gone well with the DVCA and both parties were now aware of the roles expected by them. Cllr Hopkins stated he had received a report from Mr Collingham advising the outcome of the meeting, although not all Councillors present at the meeting had received the report. Cllr Hopkins proposed the report be issued to all Councillors to keep them updated. Cllr Payne advised that it was not an official report and therefore should not be circulated.

Cllr Payne advised the budget for purchasing tables, chairs, cutlery etc was not looking as tight as first though however fund raising will continue.

12939

Dersingham Centre Task Group report.

Cllr C Shepherd advised she had requested the Task group as an agenda item and had no report to discuss. There still appears to be a shortfall similar to the one stated in the last Full Council meeting. Cllr C Shepherd had two factors that were causing concern. Firstly, the starting figure at the beginning of the year has shown as two different figures, therefore Cllr C Shepherd is awaiting more information from the Clerk. Secondly, no report from the Quantity Surveyor had been received since report 7 therefore the projected final cost is unknown. Cllr Davey stated

the reports are received monthly and should be circulated. Cllr Davey agreed to email reports to all Councillors.

Cllr Payne reminded Cllr C Shepherd that the Task Group should meet regularly to discuss the current financial position and should act as a collective.

12940 Accounts for Payment.
25 JUNE PAYMENTS

D/P	T M Browne Ltd - Dersingham Centre	£109460.64
DD	Opus Energy –Energy (Ders Centre)	£211.93
DD	Opus Energy – Streetlight Energy (Streetlights)	£115.58
DD	Utility Warehouse – Mobile -April	£13.40
DD	BT – Telephone & Broadband	£126.64
D/P	G Scanlon – Office Cleaning	£30.00
D/P	Clearview Windows – Office Windows	£10.00
D/P	Norfolk Parish Training & Support	£300.00
D/P	CGM – Rec Grasscutting	£121.06
D/P	Martyn Howe – Dersingham Centre	£1350.00
D/P	Viking Direct – Stationery Etc	£54.18
D/P	Wages June	£1874.94
D/P	Norfolk Pension Fund – Pension	£621.40
D/P	HMRC – PAYE	£1120.43
D/P	PCC – Grasscutting Grant	£1200.00
D/P	Dersingham School – Room Hire	£80.00

It was resolved to make these payments.

12941 Accounts to End of May 2018.

Councillors raised a few questions regarding entries on the accounts. The Clerk clarified issues raised and the accounts were found to be in order. **It was resolved for reserves sheets would be needed going forward.**

12942 Internal Auditor.

The Clerk advised an Internal Auditor had not been appointed for 2018/19. Cllr Payne proposed the Parish Council invite last years Internal Auditor to continue throughout 2018/19. **It was resolved for the Clerk to contact the Internal Auditor.**

12943 To Review Committee Structure and Membership.

Although the decision had been mad to continue with two Full Council meetings a month Cllr C Shepherd felt Committee members needed to be decided should we revert to only one Full Council meeting and monthly Committee meetings. Currently there is a Staffing Committee, members are Cllr Payne, Cllr Hipkin and Cllr Hopkins. Cllr Hopkins felt another Councillor was needed for Staffing Committee as staff hours etc needed to be discussed and managed. Cllr Payne advised due to the nature of the Committee and the personal details discussed, standing orders state the Chair, Vice Chair and one other Councillor was all that

was required. Cllr M Shepherd suggested the standing orders could be amended during the review if additional Councillors were needed on the Staffing Committee.

Cllr C Shepherd asked if there were any volunteers to join the Communication Working Group as the resignation of Cllr Sanpher meant there was now a vacancy.

Cllr Houston asked if there was an update with the Neighbourhood Plan. Cllr C Shepherd stated there was nothing to report.

Dersingham Village Centre Committee current members are Cllr Payne, Cllr Davey, Cllr Judd, Cllr Hipkin and Cllr Billard.

Cllr Payne proposed the Parish Council continue with the current Full Council and Committees to be reviewed in October. **It was resolved to continue with a review date of October.**

12944 To Review Standing Orders.

The Clerk had reviewed the new module and amended it where appropriate to fit the Parish Council needs and had circulated the original along with the amended version of the module to the Finance Task Group. Cllr Payne proposed the Finance Task Group arrange a meeting to discuss the Standing Orders once they had had the time to read them. Cllr C Shepherd had asked for a copy of the Standing Orders and had never received them. **It was resolved for the Clerk to issue copies of the original and amended module to all Councillors.**

12945 To Review Financial Regulations.

Cllr Payne proposed the Financial Regulations be issued to Councillors, if Councillors had comments or concerns to make the Finance Task Group aware to enable them to be discussed at their next meeting. **It was resolved for the Clerk to issue Councillors with the Financial Regulations.**

12946 Proposal regarding the lease of a Photocopier.

The Clerk had contacted three companies regarding the lease of a photocopier and collated the information into a report for Councillors to review. Councillors discussed the location, security features etc. Cllr Payne asked the Clerk which she considered the best option. **It was resolved to lease model Konica Minolta C287 on a five year term.**

12947 Grasscutting Contract.

The Clerk advised no further tenders had been received. The Clerk felt that, with it being mid-season, contractors were unable to take on further work commitments. The Clerk suggested asking the contractor that is currently doing interim cuts to do so until the year end and then re-tender for the grasscutting contract. Cllr Davey advised legally the Parish Council had to open the tender received. Cllr M Shepherd said although

any tender should be opened it does not have to be accepted if it was felt it wasn't suitable. It was proposed Cllr Hopkins, Cllr M Shepherd, Cllr Payne and the Clerk meet tomorrow at 2pm to open the tender. Should the tender not be accepted, the contractor will continue to cut the grass until the season ends in October. **It was resolved for Councillors to meet and review the tender.**

12948 Data Protection.

Cllr C Shepherd advised the group met last week and she had produced a paper. Cllr C Shepherd advised there was to be another meeting 17 July 2018.

12949 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:

18/01078/F Application for removal of existing dilapidated close boarded timber fence and replacement with woven steel fencing and automated entrance gates at Mecklenburg House, 92 Chapel Road, Dersingham. – **Refused.**

Determinations.

18/00550/RM Reserved Matters Application: Construction of dwelling at Land W of 13 Gelham Manor, Dersingham. **Granted**

18/00725/F Application for 90-degree rotation of double garage which has existing planning permission ref no 17/02243/F so as to use existing access to property at Wynthorpe, 8 Woodside Avenue, Dersingham. – **Granted.**

12950 Clerks Report.

The Clerk stated UEA had been contacted again with regards to the toxic test to be carried out on the water from the pond on the Warren. Cllr Anderson stated he had some contacts that would be able to take the samples for testing. **It was resolved for Cllr Anderson to arrange the toxicology test.**

Cllr Anderson enquired when the village sign would be back in place. The Clerk will chase progress.

Cllr Anderson advised the newly planted trees on the Recreation Ground would need regular watering. The Clerk is to contact the Recreation Cleaner to ensure the trees are watered regularly.

12951 The Warren.

It was resolved to defer this agenda item to the next Full Council meeting.

12952 Correspondence.

The Chair read out the correspondence. A letter from Norfolk County Council Highways re Parish Partnerships, the Chair asked Councillors for any ideas to be passed to the Clerk.

A letter from a Parishioners regarding the planting of wildflowers, Cllr C Shepherd suggested a planting agenda be discussed by the Environment Committee.

12953 Items for inclusion on the next agenda

The Chair requested any Councillors with items for the next agenda to notify the Clerk

12954 Date & Place of next meetings.

Full Council Meeting on Monday 9 July 2018 starting 7.00pm at Dersingham VA Primary and Nursery School.

With no further business the meeting closed at 8.46pm

DRAFT