

Minutes of the Parish Council Meeting of the Dersingham Parish Council held on 23 July 2018 at 7.00pm, at Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

**Present:** Cllrs S Payne (Chair), B Hopkins, C Shepherd, M Shepherd, D Murrell, J Houston, C Davey, K Hathaway, B Judd, and G Billard.

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).  
8 members of the public present.

- 13016      To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from.** Cllrs C Hipkin, V Brundle, A Bubb, K Manship, D Wright and B Anderson.
- 13017      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.

A Parishioner asked if the Parish Council could explain why there is such a large overspend on the Centre build of £194,000.00, when she had attended a meeting in March and had been reassured by the Councillors at the time that an £80,000.00+ increase to the 2018-19 precept along with £20,000.00 on the 2019-20 precept would get the Village Centre completed, doors open and running. Cllr Davey advised there was no final figure at present of the overspend involved. There is to be a meeting between The Parish Councils QS and the contractors QS to cover their valuations and a final figure will be achieved. Cllr Davey advised it could be a shortfall of £54,000.00 on the building costs. The Parishioner then asked why there was a need to borrow £200,000.00 if the shortfall was only £54,000.00, leaving Parishioners paying for the loan on their precept for the next 30 years. Cllr C Shepherd advised figures were still under discussion however The Parish Council had to apply for a loan large enough to cover all eventualities as they cannot reapply for funds once the loan has been granted.

A second Parishioner asked was the correct financial planning not in place at the start of the build and how could the Parish Council not know what the current financial situation is. Cllr Davey advised the build was not a set price for costing.

A Parishioner asked why it was not a fixed price and how many tenders were received before the contract was awarded to TM Browne. Cllr Davey advised three tenders were received and reviewed. Cllr Billard stated out of the three tenders received only one was given the opportunity to re-tender to reduce costings.

The Parishioner stated that there should have been clear specifications and variations monitored as the Parish Council are spending public money and should be accountable for that. Cllr Hathaway stated that with any build there are always unforeseen issues and costs are incurred.

A Parishioner asked if there had been a sum of money offset for contingencies, Cllr Davey advised there had been contingency figure set

aside which the Lottery felt should have been a larger amount of money and the Parish Council had not set enough money for the contingency. Cllr C Shepherd advised this issue will be covered in agenda item 12 Dersingham Centre Project review and Other Actions, she felt there would need to be a thorough review of how the entire project had been handled. Although there had been a Task Group formed to oversee the project costs the Parishioners are owed an explanation with regards to the overspend.

A Parishioner asked if there was a breakdown of expenditure available to Parishioners. Cllr C Shepherd advised she had the latest summary spreadsheet compiled by the Task Group and showed expenditure up to 28<sup>th</sup> August 2018. Cllr C shepherd asked the Clerk that this gets put on the Parish Council website.

It was resolved to bring the meeting back into closed session at 7.25pm

**13018 Minutes of Dersingham Parish Council Meeting held 23 July 2018. It was resolved for the minutes to be signed as a true record after the following amendments.**

To remove "Borough Councillor stated he had nothing to advise the Parish Council regarding Borough Council Business"

Item 12985 correct text to show insurance renewal details from the "Current" insurer Zurich.

**13019 Minutes of Dersingham Parish Council Meeting held 7 August 2018. It was resolved for the minutes to be signed as a true record.**

**13020 Minutes of the Dersingham Centre Committee Meeting held 7 August 2018.**

Cllr Payne advised there had been some issues concerning the invoices received from TM Browne regarding the detailing of the expenditure relating to the Wren Grant. This has now been resolved and invoices are submitted separately.

**13021 Minutes of the Dersingham Parish Council Meeting held 24 August 2018.**

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

Item 13004 to show as Cllr M Shepherd.

Item 13006 to show as Cllr C Shepherd. Cllr C Shepherd wished for the wording to be changed to show: Cllr C Shepherd said it would be good to get a final figure so that the Council can obtain the right amount of funding.

**13022 Minutes of the Dersingham Parish Council Meeting held 31 August 2018.**

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

Cllr C Shepherd wished for the Clerks report shown in item 13012 be removed as this was not read out or discussed at the meeting and the minutes should reflect only things discussed during the meeting. Cllr C Shepherd agreed the figures were looked at but did not get discussed. The Clerk advised she had been unable to read the report during the meeting. The Clerk advised it would be noted on the current minutes however this was not acceptable to Cllr C Shepherd and requested the minutes to be amended. Cllr M Shepherd advised the website would also need updating. The Clerk said she would seek advice. Cllr Payne said it was unnecessary to seek advice and to change the minutes. **It was resolved for the report to be removed from the minutes and the website be amended.**

Item 13013 to show as Cllr C Shepherd and to amend to show Cllr C Shepherd felt to change the application would be costly to show concerns there was no hand rail in place.

**13023 Notes of Communication Working Party Meeting held on 4 September 2018.**

Cllr C Shepherd advised that the level of advertisers had decreased and suggested anyone wishing to or know of anyone wanting to advertise to contact the Clerk.

Distribution of the village voice is covered although more volunteers are needed to keep as reserves.

Mr Martyn is to increase the level of security on the Parish Council website.

Cllr C Shepherd stated the current Editor is happy to continue until the end of this financial year therefore in the new year an advert will be run for a new Editor in the Village Voice.

**13024 Minutes of the Dersingham Centre Committee Meeting held on 4 September 2018.**

Cllr Davey advised contractors had given a combined cost for the main car park and the overflow car park of £6000.00. Cllr M Shepherd queried the two amounts shown on the minutes of Dersingham Centre meeting held 4 September 2018 item 394 & 395 totalled £7500.00 for the car parks. Cllr Davey advised the contractors had managed to reduce the price to £6000.00. Cllr C Shepherd asked if the money was within the figures already and is described as early warning. Cllr M Shepherd asked if the cost included grading the car park to join the footpath. Cllr Judd confirmed it was within the costing. Cllr C Shepherd asked if this had been confirmed in writing, Cllr Judd said it had. Cllr Davey proseed the Parish Council agree the variation for the car park work to commence. Cllr Judd second the proposal. **It was resolved to approve the variation.**

Cllr Davey advised the Dersingham Centre Committee will no longer meet and any future issues will be addressed through Full Council meetings.

Cllr Payne stated minutes of Dersingham Centre Committee meeting 4 September 2018 had to be approved as the committee had now been disbanded. **It was resolved to approve the minutes.**

Cllr C Shepherd asked if parishioners were still able to Buy a Brick/Tile or had it been closed now. Cllr Davey confirmed no more will be sold.

**13025 Dersingham Village Centre.**

- **Report**
- **Update**
- **Leases**

Cllr Davey stated works on the Centre was 99.9% completed. A meeting is to be held on Wednesday with the contractors for final inspection to agree snagging issues. The Clerk had issued the contract today for the mag locks to be installed on the main entrance to the Centre. Cllr M Shepherd raised concerns regarding the security of the building should the power be disconnected as the locks would fail. Cllr Davey advised the building would only be left unlocked until power was restored and would not be an issue. Cllr M Shepherd informed Council that it would invalidate the building insurance and a back up supply needed to be established. Cllr Davey agreed this was to be investigated.

Cllr Payne advised there is to be an open house held on 20 October which the Mayor will attend. A preview night has been arranged for 16 October at 6.30pm.

Cllr Payne had circulated the leases to Councillors however proposed a task group be established to review the leases and report to Full Council. **It was resolved for the task group to consist of Councillors M Shepherd, Payne, Hathaway and the Clerk.**

**13026 Dersingham Centre Task Group.**

Cllr C Shepherd advised there was no update since last week's meeting. Cllr C Shepherd asked if the Clerk could update the Parish website to include the summary spreadsheet for the expenditure on the Centre build. **It was resolved for the Clerk to update the website.**

**13027 Dersingham Centre Project Review and Other Actions.**

Cllr C Shepherd suggested, due to public and Councillors concerns over the overspend on the Centre, a small task group be established to write terms of reference and discuss the starting point of the project review. Cllr C Shepherd raised concerns that the Parish Council will be running the Skatepark Project and needed to learn from mistakes made. **It was resolved for a task group consisting of Councillors C Shepherd, Houston, M Shepherd and the Clerk and a meeting be arranged.**

**13028 Councillors**

The Clerk advised she had received a resignation from Cllr Hobson therefore there are now two vacancies for Parish Councillors. The Clerk informed Councillors that there had been expressions of interest from two Parishioners however, after several attempts to contact both she had been unable to get a response.

Cllr Payne advised due to Cllr Manship's ongoing health issues he would be unable to continue as a Parish Councillor. Cllr C Shepherd felt that due to the length of service by Cllr Manship it would be nice to commemorate it in some way. **It was resolved for the Chair to Write to Councillor Manship and the Clerk to go through formal process.**

13029

**Accounts for Payment.**

Cllr C Shepherd asked for clarity as to which payments had already been paid and those awaiting payment. The Clerk advised any shown as Standing Orders (SO) had been paid. Cllr C Shepherd asked if future account for payment schedules could be split to show those for authorisation and those paid. **It was resolved for the Clerk to provide separate lists.**

Cllr M Shepherd queried the insurance payment being listed as he thought the payment had already been made. The Clerk advised it had been paid and was scheduled for information only. Cllr Hathaway asked if the Village sign had been claimed on the insurance and if we had received payment. The Clerk advised the payment had been received. Cllr Houston asked why two payments had been made to Grenke – Printer Lease. The Clerk advised the payment was for the photocopier, one being for maintenance of the copier and one for payment. Cllr Payne asked why this payment was needed. The Clerk advised she would investigate it.

**10 SEPTEMBER PAYMENTS**

SO	Buttriss - Office Rent - August	£500.00
SO	C & E Handyman Services – Cleaning Contract- August	£185.00
DD	E-on Energy – Rec Electricity- August	£6.00
DD	Utility Warehouse – Mobile - August	£13.40
D/D	BT New Phone Instillation	£148.40
D/D	Grenke – Printer Lease	£120.00
D/P	K & M Lighting Services	£105.56
D/P	BMAC Garden Services – War Memorial Garden	£60.00
Credit	Opus Energy –Energy (Ders Centre)	£-49.79
DD	Opus Energy – Streetlight Energy (Streetlights)	£112.26
D/P	G Scanlon – Office Cleaning - August	£40.00
D/P	Clearview Windows – Office Windows - August	£10.00
D/P	Cartridgesave - Printers	£70.91
D/P	Ms H Wallis – Archaeology Dersingham Ctr	£1290.00
D/P	Flights of Fantasy – Village Sign	£2112.00
D/P	ECS – Computer anti-Virus & Support	£213.60
D/P	Martyn Howe – Dersingham Centre	£350.00
D/P	Petty Cash – Top Up	£28.17
D/P	Clanpress	£2490.00
D/P	BHIB – Insurance Brokers – Insurance	£2844.22
Credit	BHIB – Insurance Brokers – Insurance 3 Year	-£124.00
D/P	T M Browne Ltd – Dersingham Centre- Wren	£28334.09
D/P	T M Browne Ltd – Dersingham Centre	£149040.69
SO	Buttriss - Office Rent – September	£500.00
SO	C & E Handyman Services	

	– Cleaning Contract- September	£185.00
DD	E-on Energy – Rec Electricity- September	£6.00
DD	Utility Warehouse – Mobile - September	£13.40
D/P	CGM Group Rec Grasscutting	£60.53
D/P	PJ & B Jones Ltd – Grasscutting July	£1077.00
D/P	PJ & B Jones Ltd – Grasscutting August	£802.20
D/P	T M Browne – Wren	£19541.23
D/P	T M Browne – Wren	£13816.68
D/P	BMAC Garden Services – War Memorial Garden	£60.00
D/P	C & E Handyman – General Maintenance	£97.50
D/P	K & M Lighting Services	£105.56
D/P	The Lampshop – Dersingham Centre – Light	£523.20
D/P	Sports Ground Management – Grant	£2750.00
D/P	Dersingham PCC Grasscutting Grant	£2400.00
D/P	T M Browne Ltd	£135251.33
	(Paid £66,642.09)	

It was resolved for the payments to be made.

**13030 Accounts to 30 July 2018**

Cllr M Shepherd stated he was disappointed that the accounts were only up to 30 July 2018 and August transactions are not included when finances are so tight. The Clerk advised she had been unable to bring the accounts up to August due to other commitments, Emergency Parish Council meetings due to finances and the application for the £200,000.00 loan. The Clerk advised that one invoice had been costed to the wrong budget line. Cllr M shepherd said he was not happy with reports not showing internal journals the Clerk to check with Edge regarding if possible to build in a report.

**13031 Edge Package.**

Cllr C Shepherd advised the Edge package currently used was the leading software. Cllr M Shepherd asked if the package was the light or standard version. The Clerk advised it was the standard package as the light version that was just Receipt and Payment based. Cllr Payne asked the cost of renewal with Edge. The Clerk advised it was £541.20. Cllr M Shepherd queried which budget line this would be paid from. After discussion it was resolved for the money to be taken from the office equipment line. **It was resolved to renew the Edge package.**

**13032 Internal Auditor.**

The Clerk advised she had received resignation from our Internal Auditor at the last meeting and asked the Councillors what they wished her to undertake re replacement. **It was resolved for the Clerk to approach NALC for a list of Internal Auditors.**

**13033 GDPR.**

Cllr C Shepherd stated she had drawn up a questionnaire but not yet had chance to circulate, she will circulate it within the next week.

**13034 Lone Working Policy.**

Cllr C Shepherd had written a Lone Working Policy for office staff and circulated to Councillors. Cllr C Shepherd had also circulated the Susie Lamplugh policy to staff highlighting self-awareness. **It was resolved to adopt the Lone Working policy and to put on the website.**

**13035 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:

Any

Determinations.

18/01322/F Application for demolition of existing rear extension and proposed larger single storey rear extension to dwelling at 20 Pansey Drive, Dersingham – **Granted.**

**13036 Planning Appeal re 60 Chapel Road, Dersingham.**

Cllr Payne advised Full Council are not obliged to comment at this stage.

**13037 Affordable Housing in Dersingham.**

The Clerk had circulated an email from Borough Council regarding the Local Parish Profile to increase affordable housing. After discussion regarding areas of development, Parish Council current financial situation. **It was resolved for the Clerk and Cllr C Shepherd to attend the meeting for information purposes only.**

**13038 ROSPA Report on the Recreation Ground Quotes for Remedial Work.**

The Clerk advised Rospa had highlighted issues for the last two years and therefore, felt the work needed to be carried out. Cllr Hathaway asked what works had been reported. The Clerk advised it was mostly surface work. Cllr M Shepherd stated it would be beneficial to see the quotes before asking Councillors to vote on them. **It was resolved for the Clerk to circulate quotes.**

**13039 Clerk's Report.**

The Clerk advised she had received a letter from Alive Leisure requesting details of sports provisions, walking, running etc within the village. Cllr Payne suggested this is something that could be postponed. Cllr Hathaway asked when a response had to be submitted. The clerk advised the deadline had passed and was the end of August.

The Parish Council will now be charged for banking and had gone onto the e-banking system at present.

The Clerk had not yet registered for VAT due to the need to undertake monthly VAT claims and to achieve to fit in with the financial year end.

**13040 Neighbourhood Plan.**

Cllr C Shepherd advised nothing further had been done on the Neighbourhood Plan due to other commitments working on the Centre Finances.

**13041 Correspondence.**

Cllr M Shepherd asked if Correspondence could be circulated to Councillors before the meeting to enable Councillors to read before the meeting so informed decisions can be made.

The Clerk had received an email from a Parishioner re speeding along Lynn Road as you enter the village asking if there was anything the Parish Council could do to address the issue. It was suggested the Parishioner attend the local SNAP meeting however Cllr Payne felt the only thing that may be offered if Community Speed Watch. Cllr Payne advised no action can be agreed as the subject needed to be an agenda item for Councillors to vote in an outcome. Cllr Judd asked that the Parishioner received acknowledgement from the Parish Council of receipt of his email. The Clerk had already acknowledged and would now update. **It was resolved for the item to be placed on the next Full Council Meeting Agenda.**

The Chair read correspondence re membership from CAN. Cllr Payne advised this would also need to be an agenda item due to Councillors having to decide on the membership. **It was resolved for the CAN membership be placed on the next agenda.**

**13042 Items for inclusion on the next agenda.**

Speeding along Lynn Road  
CAN Membership  
Grass cutting on the Warren

With no further business the meeting was closed at 9.00pm

A Parishioner asked why there had been lights on inside the Centre after midnight, the outside lights were on however there were flashing lights inside. Various suggestions were made as to why the lights were on, Cllr Judd advised he would look into it. Cllr M Shepherd thanked the Parishioner for bringing it to the council's attention.

A Parishioner asked who would be funding the topping out party stated in minutes for construction workers once the works were complete. Cllr Davey assured the Parishioner it would be nothing more than a meeting/inspection not a party.

The Parish Council was asked who could Parishioners report or complain to with regards to how the Parish Council have conducted themselves throughout the Centre Project. Cllr Payne advised there was no one that could deal with the complaint. Cllr Davey advised that was why the Review Group had been formed to ascertain answers. The Parishioner stated there must be someone that can process complaints regarding Parish Councils. Cllr C Shepherd advised Borough Councils and County Councils are reviewed by the Local Government Ombudsman but not Parish Councils.

A Parishioner asked why there had not been public consultation regarding the current loan application. Cllr Payne advised there was no call for public consultation as there



will be no impact on the precept because of the loan, in fact the precept will be reduced. The Parishioner stated there was no clear reason given for the need of the loan, Cllr Payne advised the Parish Council were covering worse case scenario. Cllr C Shepherd advised figures the Task Group were dealing with were to cover the entire project whereas Cllr Davey's figures resembled build costings only. The question was asked who gave consent to start the project when all money was not in place. Cllr Payne advised at the time the Parish Council thought there was sufficient funds to commence works.

The meeting closed at 9.15pm

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