

Minutes of the Parish Council Meeting of the Dersingham Parish Council held on 24 September 2018 at 7.00pm, at Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

**Present:** Cllrs S Payne (Chair), C Hipkin (Vice Chair) B Hopkins, C Shepherd, M Shepherd, D Murrell, J Houston, V Brundle, A Bubb, C Davey, K Hathaway, B Anderson, B Judd, and D Wright.

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant). Norfolk County Councillor S Dark (Arrived 7.10pm left 7.34pm) and PC Anderton (Left 7.23pm)

2 members of the public present.

**13043 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from.** Cllr G Billard

**13044 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.

**13045 To receive a verbal report from Norfolk County Councillor.**  
Councillor Dark advised County Council were currently in consultation regarding the closure of Children's Centres around Norfolk, the consultation is due to run until November 9<sup>th</sup>. Councillor Dark encouraged everyone to engage in the consultation, to read the information supplied and become informed as to what is involved. The Children's Centre contract has been in place for ten years and is currently delivered by different people at different levels and costings. County Council want to review how this is being run, closing some Centres but improving the service by bringing it more into the community, into village halls etc and improving the services provided. Over the last seven years lifestyles have changed and families have different needs, which now needs to be addressed.

Councillor Dark stated today the Chair of Children's Services had stepped down from the position and he had been approached to take the role as Chair, which he accepted. Councillor Dark wished it to be made clear this would have no impact on the work he undertakes for Parish Councils etc.

Councillor Dark said he still had funds left in his budget therefore if there was anything Highways related issues within Dersingham he would do his best to review and assist where possible. Councillor Payne suggested as bus stop be put in place outside the new Village Hall, not only to benefit the new Centre but the doctor's surgery and butchers in the area. Councillor Dark advised he is happy to support the proposal and would discuss with the bus company.

**13046 To receive a verbal report from the Borough Councillors.**  
Councillor Collingham was not present.

Councillor Bubb updated Council on the grass cutting on Robert Balding Road. Sally Bettinson had meet with Councillor Bubb, County had not adopted much land in the area. Robert Balding Road is still owned by a third party; however, they have expressed no interest in maintaining or using the area. Therefore, householders have been approached to establish if they wish to main the grass area outside their properties. Councillor M Shepherd is to meet with Councillor Bubb to discuss the areas regarding grass cutting and land ownership to update mapping. Councillor Bubb advised he had been on a tour of the recently converted self-contained flats for the homeless in broad street King's Lynn. These will be run by the Housing Charity and will provide accommodation for crisis housing.

**13047**

**PC Anderton – Community Speed Watch.**

PC Anderton thanked the Parish Council for inviting him to speak about the scheme. The scheme had been established to ease pressure on the Road Policing Team, Currently the Community Speed Watch scheme tends to cover villages leaving the Road Policing Team to highways.

The Community Speed Watch (CSW) usually covers speed limits up to 40 MPH, with limits set at 35 in a 30 MPH zone and 45 in 40 MPH zone to allow for speedo variances.

Training is given to those joining the scheme and takes around 1 hour to complete, once trained volunteers can train any others joining the team. Should a member of the public be caught speeding by the CSW as a first offense they will receive written communication advising them of the speed registered. If a second offense is committed a further written notification is issued and the car then becomes known to the Road Policing Team and will be targeted. However, if the offense is registered 40+MPH in a 30 MPH zone the first written communication is by passed and the second letter and Police notification is put into place.

The scheme is operated on a voluntary basis and usually consists of 4-6 team members. For health and safety reasons the scheme usually only runs during day light hours.

Councillor Judd enquired why the police sit in the same layby in Ingoldisthorpe as drivers become aware and slow down accordingly. PC Anderton advised each area the police monitor must be assessed for health and safety reasons, motorists have been known to brake sharply once they speed camera is seen can lose control etc.

Councillor Payne suggested we advertise for volunteers to run the scheme. The Clerk is to update the Parish Website with the Community Speed Watch leaflet.

**13048**

**Speeding along Lynn Road.**

Councillor Payne stated PC Andertons review of the Community Speed Watch had covered possible ways to overcome speeding and asked the Clerk to write to the parishioner who had expressed concerns regarding the speeding down Lynn Road thanking him for his letter and advising him we are trying to introduce the Community Speed Awareness.

**13049 Minutes of the Dersingham Parish Council Meeting held 10 September 2018.**

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

To amend the precept amount discussed in public time from £20,000.00 for 2019-20 precept to show £25,000.00 for 2019-20.

To amend Councillor C Shepherd stated the Parish Council had to apply for a loan large enough to cover all "project costs" as they cannot reapply for funds once the loan has been granted.

Item 13025 to show Councillor M Shepherd suggested to Council that it would probably invalidate insurance if left unlocked during the night or unoccupied.

Item 13030 Councillor M Shepherd provided a report detailing issues raised at the previous Full Council meeting. These have subsequently been with during a Finance Task Group meeting.

**13050 Dersingham Village Centre.**

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

Councillor Judd advised the Centre was now complete and outstanding items regarding the kitchen will be completed this week. Councillor Davey advised a final figure of 1.1 million had been agreed between the contactors and the Parish Councils quantity surveyor which would be covered by the recently approved loan. Councillor Payne suggested Councillor C Shepherd and the Clerk meet as soon as possible to discuss cashflow. **It was resolved for the Clerk and Councillor C Shepherd to meet Tuesday 25 September.**

Agenda item 14 **Telephone/ IT**

Councillor M Shepherd advised there had been a hold up completing the IT public and network for the Parish Office and felt that it may not be resolved until the end of October.

**13051 Dersingham Centre Task Group Report.**

Councillor C Shepherd advised after recent events of a final figure being established there was nothing to bring to Full Council.

**13052 Dersingham Centre Project Review and Other Actions.**

Councillor C Shepherd advised the Project Review Action team had met with Councillors M Shepherd, J Houston and The Clerk to discuss the way forward with the review. Councillor C Shepherd stated it was felt the group needed to be made larger and had approached Councillors Hipkin and Anderson to join the group. **It was resolved for Councillors Hipkin and Anderson to join the review group.**

Councillor C Shepherd said an independent Chair would need to be appointed, someone ideally that had experience of managing large project. the Parish Council would offer reasonable expenses to the Chair. The terms of reference would be around the governance of the project, financial control and management and whether proper procedures and decision making were followed. The Review Group also

tried to establish a starting point for the review, it was felt the current review would go back eighteen months.

13053

### **Meeting Structure.**

The Chair read a report – see below

### **Parish Council Meeting Structure**

#### Introduction

In May this year Council voted to suspend Standing Order 4 in respect of the Environment, Finance and Administration, Planning, and Recreation Committees and hold two Full Council meetings each month. Communications, Staffing and Village Centre committees continued to meet.

The intention was that items would be thoroughly discussed by all councillors and that meetings would not last longer than two hours with carefully planned Agenda. That has not been the case for a variety of reasons, and some things, particularly the day to day management of the Council's core functions has been missed, eg Grass, Cutting, Bus Shelters, Street Lights, The Warren and Village events. Important items such as reviewing and updating Standing Orders and Financial Regulations have not been achieved and work has been delegated to Task Groups.

Also, it was hoped to reduce the workload on staff. However, the Admin Assistant has had increased work in attending, recording and producing minutes of Full Council meetings. The Clerk/RFO has benefitted from not having to service committees but has spent much time on the Village Centre. With the Village Centre project work finishing, the Clerk/RFO should be able to devote more time to Committee work and day to day business of the Council.

Full Council is not the best forum for discussing the details around the day to day functions as the Agenda is often lengthy, whereas a committee can spend time on issues around a common theme.

#### Proposal

1. The decision to suspend Standing Order 4 is reversed.
2. That Environment, Finance and Administration, and Planning Committees are re-instated with a minimum of five members on each.
3. Recreation matters are dealt with by Environment, which should also take on responsibility of the War Memorial and Garden.
4. The Quorum for Full Council meetings should be increased to 10, that for Committee meetings to remain at three.
5. Staffing Committee to comprise the Chairman, Vice-Chairman and three other councillors appointed by the Chairman.
6. All re-instated committees to review their Terms of Reference
7. No Committee to be devolved a budget or spending powers, until the next Annual Parish Meeting. All expenditure to be approved by Full Council.

8. Standing Order 4 is amended by the addition of the following paragraph, which will result in the re-ordering of the clauses –  
Any Councillor can attend meetings of a Committee which they are not a member of but do so in the same capacity as members of the public.

This will mean that there will be five committees in place until the next Annual Parish Meeting in May 2019

1. Communications - meeting every two months
2. Environment - meeting monthly
3. Finance and Administration - meeting monthly
4. Planning – meeting as/when required
5. Staffing - meeting every two months in private

Task and Working groups will continue to be set up for short term projects as and when required.

Meetings should be held outside office opening hours, where possible, to minimise disruption to staff and members of the public.

Any Councillor can ask for an item to be placed on the Full Council Agenda, but it would help if a report can be prepared to be circulated in advance of the meeting. This would save time at meetings and councillors will be better informed to make any decisions required.

Sue Payne

September 18<sup>th</sup>, 2018.

The Chair read the proposals for Council to approve:

- 1 **It was resolved to approve proposal 1.**
- 2 Councillor Anderson stated that previously Committee had three Councillors and three Members and felt five may not be achievable. The Chair stated that with Recreation Committee not being reformed there may be other volunteers to join the Environment Committee. **It was resolved to approve proposal 2.**
- 3 Cllr Davey expressed concern that the events such as the Christmas lights switch on would not be dealt with by Environment Committee. Councillor Payne advised such events would be managed by a Sub Committee. **It was resolved to approve proposal 3.**
- 4 After discussion re Quorum figures, **It was resolved to defer proposal 4 until Standing Orders have been reviewed.**
- 5 Councillor C Shepherd suggested as staff work for Full Council, The Chair should recommend the Councillors for the Staffing Committee which will then be ratified by Full Council. **With this amendment it was resolved to approve proposal 5.**
- 6 **It was resolved to approval proposal 6.**
- 7 With the amendment to show Annual Parish Council Meeting, **It was resolved to approval proposal 7.**
- 8 Councillor Hopkins disagreed that Councillors attending a meeting and were not part of the Committee could not speak during the meeting. Councillor M Shepherd stated Councillors

that attend meetings when not part of the Committee usually attend as they have a particular interest or knowledge and would like to contribute. Councillor Bubb advised Borough Council would permit Councillors to attend and speak in meetings, using standard order 34, however they would have to advise before the meeting on the agenda item they wished to comment, they would then be invited to speak throughout that item only. Councillor M Shepherd proposed the item be deferred until Standing Orders were reviewed. **It was resolved to defer proposal 8.**

13054

**Office Opening Hours.**

The Chair read the following report –

**Dersingham Parish Council**

Office Opening hours wef Oct 1<sup>st</sup>, or when the office relocates.

With the imminent move to the Village Centre, thought should be given to reviewing the hours that the office is open to the public.

For several years, people (councillors and members of the public) have been saying there is a long gap between Wednesday and Monday. This has been more noticeable regarding Village Voice.

Having discussed the possibility of opening the office on four days a week with staff, they would prefer Monday to Thursday.

Proposal

That wef Oct 1<sup>st</sup>, the office will be open to members of the public Monday to Thursday 10:30 to 12:30.

Working hours for staff will be discussed with staff, bearing in mind the recently adopted Lone Working Policy. The open hours should be manageable within both employees current working hours.

Councillor C Shepherd advised the Clerk had circulated an email stating both herself and the Admin Assistant were unable to provide cover for the suggested hours due to other commitments, with this in mind there was little point in currently pursuing the change in office hours. Councillor Anderson suggested Parishioners be advised to contact Councillors direct out of office opening times, allowing the Councillors to deal with the query or advise the Clerk would be in contact once the office was open. **It was resolved to defer Office Opening Hours.**

13055

**Bank Arrangements**

The Chair read the following report -

**Dersingham Parish Council**

**Banking Arrangements and financial management Introduction**

At present The Clerk/RFO manages the Parish Council's Finances by using an accounts package (EDGE). Most payments are made electronically via Direct Debit, or Online Payment via Internet Banking. Cheques are issued occasionally.

Bank statements are received monthly, but the Clerk/RFO can check the accounts by logging in to the online system using a PIN Sentry device.

The Risk to the Parish Council is that if the Clerk/RFO is absent unexpectedly, Council cannot identify which orders have been placed, payments made or received. There would be no access to the bank accounts. Online payments could not be made, although cheques could be issued in an emergency.

This is a serious business continuity risk to the Council and also could cause difficulty with our suppliers if we cannot update them about payments due.

In April the Financial Task Group proposed that authorised signatories and the Admin Assistant be given read only access to the Bank Accounts and appropriate sections of the EDGE accounts package. The former FGP committee has also proposed that authorised signatories and the Admin Assistant be given read-only access to the bank accounts.

For some purchases, especially via websites, the Clerk has been obliged to order goods and then claim reimbursement. This is not satisfactory and a Parish Council debit card could be used as long as safe-guards are in place.

The new Model Financial Regulations were looked at by Cllr Shepherd and the Clerk/RFO earlier this year with the view to adopting them.

**Proposal**

The Clerk/RFO arranges for the Administration Assistant and authorised signatories to be given read-only access to the banker's online system; this to be completed before the next Full Council meeting.

That the Clerk/RFO records all internet addresses, usernames, passwords, PINs necessary to access the council's accounts package and bank accounts. This information shall be handed to and retained by the Chairman in a sealed dated envelope. This process should be repeated whenever passwords or PINs are changed. The envelope to be kept in the Chairman's locked filing cabinet in the council office and may not be opened unless two other councillors are also present. If and when the envelope is opened in any circumstance, the passwords and PINs shall be changed as soon as practicable. If the Clerk/RFO leaves the Council, the passwords and PINS shall be changed.

Whenever the sealed envelope has been opened, this shall be reported to all members immediately and formally advised to the next Full Council meeting.

The Finance and Administration Committee (if reinstated) reviews the new Model Financial Regulations and Standing Orders at its first meeting. If not reinstated the Financial Task Group re-convenes to do this piece of work

Sue Payne  
18<sup>th</sup> September 2018

**It was resolved to defer item until the Finance Task Group have reviewed issues.**

Agenda item dealt with under minute item 13050.

**13057 War Memorial Weeding.**

The Clerk advised she had been approached by the contractor who is currently maintaining the War Memorial requesting a further two hours to complete the work needed. Councillor C Shepherd asked if there were funds in the budget, as maintenance of the war memorial showed £180 spent and £120 on planting however looking at payments made the total is £240. The Clerk is to check details held. Councillor Payne asked for the Flagpole base to be removed. The Clerk advised she had asked two people.

Councillor Brundle expressed concerns over the current appearance of the War Memorial and volunteered herself, Councillor Houston and Mr Green to maintain the area as they had previously. **It was resolved for Councillors Brundle, Houston and Mr Green to undertake the maintenance of the War Memorial on a voluntary basis and the contractor maintain his 1 hour a week as per his contract.**

**13058 The Battle's Over.**

The Clerk advised she had been unable to book a piper for the event and read out the order of service for which a piper would be needed. Discussion was had around the venue and the possibility of using a recording if no piper or bugle player could be found. Councillor Hathaway stressed the event needed to be advertised well to encourage Parishioners to attend.

**13059 Grass cutting on the Warren**

The Clerk advised she needed instruction from Full Council regarding the grass cutting, was the grass to be cut and collected. Councillor Payne said the grass was to be collected after cutting. **It was resolved for the grass to be cut and collected.**

**13060 CAN Membership**

Councillor Payne advised the Parish Council currently have the silver membership. **It was resolved to renew to the Silver Membership for CAN.**

**13061 Account for Payment.**

Councillor M Shepherd advised the request from the previous Full Council meeting was to have the payments shown as two different lists. One that showed payments already made and were listed for information purposes only and the other that showed the payments to be agreed and authorised at the Full Council Meeting. The Clerk advised that was how she had listed the payments for this meeting, as per attached appendix. Councillor M Shepherd stated the list provided did not give the details as requested as the items in blue were still shown as D/D that are awaiting payment or been paid. **It was resolved for the Clerk to provide two separate listings for future meetings. One that shows payments made and for information only and the other to show payments to be made.**



## 24 SEPTEMBER PAYMENTS

DD	Opus Energy –Energy (Ders Centre)	£116.67
DD	Opus Energy – Streetlight Energy (Streetlights)	£121.63
DD	Utility Warehouse – Mobile -Sept	£13.40
DD	BT – Telephones/Broadband	£108.46
D/P	G Scanlon – Office Cleaning	£40.00
D/P	Clearview Windows – Office Windows	£10.00
D/P	Wages September	£1875.14
D/P	HMRC – PAYE	1120.43
D/P	Norfolk Pension Fund – Pension- September	£621.40
D/P	Dersingham School – Room Hire	£80.00
D/P	Martyn Howe	£1350.00
D/P	K & M lighting Services- S/Light Maintenance	£105.56
D/P	Dolphin Graphics – Aerial Prints	£86.40
D/P	Viking Direct – New Office Chair/Stationery	£94.48
D/P	MPS Doors – Automatic doors to the Centre	£3982.77
Any others		

Items marked in this colour have been paid or due to be paid by DD this month.  
All other items still to be paid.

It was resolved for payments to be made.

- 13062 Accounts to 31 August 2018.**  
Councillor M Shepherd stated he had queries relating to the accounts that he wished to discuss with the Clerk and suggested an urgent meeting be arranged with the Finance Task Group and the Clerk. Councillor Payne asked any Councillors with any queries relating to the accounts for discussion at the Finance Task Group meeting.
- 13063 Internal Auditor.**  
The Clerk advised she had no response from NALC regarding the Internal Auditor.
- 13064 Rospa Report on the Recreation Ground Quotes for Remedial Work.**  
Councillor Brundle asked how many quotes had been received as she had only seen one. The Clerk advised there were three quotes obtained. Councillor M Shepherd advised the only problems highlighted were deemed to be of medium risk. The Clerk advised this is now the second year the issues have been highlighted and needed to be addressed. **It was resolved to defer the item to the next Environment Committee meeting.**
- 13065 Neighbourhood Plan.**  
Councillor C Shepherd advised there was nothing to report to Full Council.

**13066 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/](http://online.west-norfolk.gov.uk/online-applications/)

**Applications:**

18/01634/F Application for side extension to link proposed garage conversion to habitable accommodation with internal alterations at 31 Saxon Way, Dersingham. – **Approved.**

Any

**Determinations.**

18/01325/F Application for extension to dwelling at 4 Woodside Close, Dersingham. - **Granted**

18/01273/RM Reserved Matters Application for new dwelling at 15 Woodside Avenue, Dersingham – **Granted.**

18/01470/F Application for extension and alterations and detached garage at 4 Station Road, Dersingham – **Granted.**

**13067 Clerk's Report.**  
The Clerk advised there was nothing to report to Full Council.

**13068 Correspondence.**  
The Chair advised a letter of acknowledgment had been received from Councillor Manship.  
A letter from Stannah Lifts had been received re maintenance. Maintenance will be free for a year and will expire 25 August 2019.

**13069 Items for inclusion on the next agenda.**

**13070 Date & Place of next meetings.**  
Full Council Meeting on Monday 29 October 2018 starting at 7.00pm at Dersingham Village Centre, Manor Road, Dersingham.

With no further business the meeting was closed at 9.05pm

**EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act.”

13071

**Dersingham Centre Leases.**

Discussion was had regarding the leases, concerns were raised. It was felt such an important document needed to be dealt with properly to leave both the Parish Council and Dersingham Village Centre association completely clear to who had what responsibilities. The Clerk advised that with no lease in place the DVCA can not be allowed to occupy the building because they would be sitting tenants. The two parties are to meet and discuss the lease further. The lease will then be circulated to Councillors and placed on the next agenda for discussion.

With no further business the meeting closed as 9.20pm

DRAFT