

Minutes of the Meeting of the Dersingham Parish Council held on 26 September 2016 at 7.00pm in Dersingham VA Primary and Nursery School, Saxon Way, Dersingham.

Present: Cllr S Payne (Chair), Cllr C Hipkin (Vice Chair) Cllr K Manship, Cllr K Hathaway, Cllr D Wright, Cllr K Green, Cllr T Suiter, Cllr G Billard, Cllr J Houston, Cllr B Hopkins, Cllr P Edwards, Cllr I Broughton, and Cllr V Brundle.

Also Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant), Norfolk County Councillor John Dobson (left 7.45pm), Borough Councillor Judy Collingham (Arrived 7.45pm left 8.03pm) and 7 members of the public.

The Chair asked if anyone was intending to film/record the meeting.
Cllr Green and Cllr Houston wished to record the meeting

12305 To Receive and Consider Apologies for Absence
Apologies received from Cllr Anderson, Cllr Davey and Cllr Hobson.

**12306 To Receive Declarations of Interest and request for Dispensations
by Councillors in any of the Agenda Items listed.**
Cllr Suiter declared an interest in Planning Applications 16/01517/F and
16/01540/F.

The meeting was then opened to the public.

A member of the public raised concerns that the Full Council Meeting Agenda had not been displayed in any of the Parish Council notice boards. The Clerk advised that the Agenda is displayed in the office window and it had been decided not to place the Agenda in the noticeboards as they are not big enough now the Agenda is often 6-7 pages long.

The issue of vehicles exceeding the speed limits along Lynn Road was discussed. Cllr Payne suggested that those affected should attend the SNAP meeting as this is the best place to raise such concerns. The next SNAP meeting is to be held 15 November 2016 at Dersingham VA Primary and Nursey School, Saxon Way.

Concerns were raised regarding the removal and replacement of the flag pole on the War Memorial as it was considered an unnecessary expenditure that appears to have escalated from disagreements amongst Councillors within the Parish Council.

12307 To receive a verbal report from the Norfolk County Councillor.
Cllr Dobson discussed the devolution which he is not in favour of and felt it was going back in time and was concerned that a Mayor would not be the correct way to deal with the two counties, Norfolk and Suffolk. It appears the new Prime Minister is not in favour of the devolution and currently 4 district councils are opposed to the idea and the devolution plans need to be passed unanimously.
There has been concerns raised regarding overspend and reserves have now been earmarked as North West Norfolk has a high number of elderly residents, which means a strain on resources to cover Adult Social Services, providing care for the elderly and also care for the carers. Children Services also has a high expenditure with a 21 million overspend.

Buses are once again in the forefront of discussion with more adjustments being made to the number 11 bus and therefore a meeting is to be arranged to discuss the best way forward.

12308

To receive a verbal report from the Borough Council Councillors.

Apologies were received from both Borough Councillors Cllr Bubb however did supply a written report to raise awareness that the planning permission for the Semba Trading had now been refused. Enforcement had been taken out on 13 September 2016 and Semba had one month to appeal.

Still on planning, the TPO's on trees at 16 Park Hill were approved, after considerable debate, as was the permission for the property.

You may have read of the supposed threat to the Borough's public conveniences. The Councillors are against closures and consider that we have a moral duty to provide these, if not a legal one. I am on a task group considering all aspects of this most important provision together with up coming refurbishments and the intention is to retain coverage in the most cost effective way.

Please get in touch if you have any matters to discuss.

Cllr Collingham had just attended a meeting in which Sir Henry Bellingham was present and the devolution plans were "in the long grass" with the change in the Prime Minister.

A major concern for Cllr Collingham was the drainage on the Sports Ground, both as a Borough Councillor and the Chair of the Tennis Club. It was suggested a group be formed to deal the current situation. The ditches appear blocked and overgrown, poor drainage pipes along with the rubbish behind Centre Vale are all causing a quagmire. **It was resolved for The Clerk to arrange a Meeting with Sandringham Longhurst Trust, Sports Ground Management and Richard Stanton**

12309

Minutes of the Dersingham Parish Council Meeting held on 25 July 2016.

It was resolved that these minutes are true and accurate report after the following amendment:

Borough Councillor Collingham verbal report Cllr Collingham had no report from the Borough Council although wanted to personally make people aware that the Planning review on Semba's application was due to be held 1 August 2016 and wanted parishioners to voice concerns. Discussion was had regarding the noise and the times etc. the lorries were arriving on site. Cllr Collingham advised that the vehicles should only be active in the area between 7.30am-5.00pm however the Enforcement Officer could not act upon this until it had gone through planning.

12310

Clerks Report.

The Clerk advised that there was no immediate intention to remove the Lollipop lady from the school. Cllr Dobson said it was to be discussed at

a County Council meeting and an outcome would be advised as soon as possible. **It was resolved for The Clerk to chase an outcome.**

A wreath has been ordered from the Royal British Legion for the Remembrance Service.

Mazars had returned our paperwork, an amendment was to be undertaken regarding changes re Assets.

12311 Minutes of the Dersingham Centre Committee Meeting held 2 August 2016.

Cllr Payne advised there were no recommendations to bring to Full Council

12312 Minutes of the Dersingham Centre Committee Meeting held 6 September 2016.

Cllr Payne advised there were no issues to bring to Full Council.

12313 Minutes of the Environment Committee Meeting 15 August 2016.

There were no issues to bring to Full Council.

12314 Minutes of the Environment Committee Meeting held on 12 September 2016.

Cllr Hathaway proposed as per minute item 830(b) recommendation to replace the Sodium streetlights to the LED bulbs. Replacing 127 units at a cost of £8255.00, savings would be made in energy and maintenance charges. **It was resolved For The Clerk to place the order.**

12315 Minutes of the Recreation Committee Meeting held 5 September 2016.

Cllr Wright & Cllr Brundle requested that the minutes are amended to remove their names as they were not in attendance. **It was resolved for The Clerk to make the amendments at the next Committee Meeting.** There were no recommendations for Full Council.

Cllr Green asked if the socket had been installed on the last lampost on Bank Road as he had looked and it appeared there was no socket at present. **It was resolved for The Clerk to chase.**

12316 Minutes of the FGP&A Committee Meeting 5 September 2016.

Cllr Payne advised there were no issues to bring to Full Council.

12317 Minutes Staffing Committee Meeting held 19 September 2016.

There were no issues to bring to Full Council. Village Voice has its own agenda item. The Clerk also advised of some errors shown in Dersingham Data. **It was resolved that an apology would be placed in the next edition of Village Voice.**

12318 Dersingham Centre Business Plan.

Cllr Hathaway felt the plan was comprehensive. Cllr Payne proposed to send the draught copy even though sections 6 & 7 are not included at present. As the deadline is 27 October 2016 there will be time to amend and resubmit. **It was resolved to submit the Business Plan.** Cllr

Houston was concerned that the plan was badly written and was to advise at a later date as was currently unable to find exact piece, but regarded staff helping with the running of the centre.

12319 Policy regarding use of the Recreation Ground/War Memorial Garden.

Cllr Hathaway had prepared a document regarding the use of the Recreation Ground/War Memorial Garden. Cllr Payne proposed the policy to be accepted. Cllr Edwards was concerned with the policy reading that the KLWNBC Emergency Planning, Norfolk Police and Fire Rescue Service would only be informed for Large Events (500+) and felt authorities needed to be informed for every event held. **It was resolved to remove (500+) from Large Events and the Policy to be adopted.**

12320 Flag Pole War Memorial Garden.

The Chair advised in May 2016 Councillors voted to have the current flagpole removed and replaced by The Parish Council. The Clerk has obtained quotes and recommends the quote of £480.57, this includes an 8 Metre Flagpole and an Anti-Fray Netting Sewn Flag. Cllr Edwards suggested the new Flagpole should be lockable. **It was resolved for the Flagpole to be purchased.**

12321 Planning.

Discussion was had regarding the current review and discussion of planning applications that are received by The Parish Council. The Borough Council no longer issue paper copies of applications and therefore the onus is now on the Cllr's to view The Borough Council Planning Portal regularly to ensure they are aware of plans for the area. Cllr Hipkin suggested that a Working Group should be formed to enable the Cllr's to review plans with the possibility of site visits. This would then be reported back to the remaining Cllr's for a more informed decision to be made at the Full Council Meetings. The Working Group will be Cllr C Davey, Cllr T Suiter, Cllr C Hipkin, Mrs I Broughton, Mr A Hobbs and Cllr G Billard. **It was resolved for The Clerk to canvass and arrange the Planning Committee meeting.**

12322 Village Voice.

a) Councillors to consider and approve a method of Production.

Tony Bubb is currently editing and producing the Village Voice that will be sent for printing however G Scanlon will be producing a ghost copy within the office to assist with highlighting training needs and to obtain experience in order that the Village Voice can be produced fully within the office once Cllr Bubb has stepped down from his role in March 2017. Cllr Hathaway wanted to make Cllr's aware of the time that the magazine takes to assemble and therefore payment should be made to the office staff for the hours worked. **It was resolved to approach Steve Davis with regards to training for The Clerk and G Scanlon over the next 3 to 6 months.**

b) Councillors to consider proposal to extending the distribution area to include Sandringham, West Newton & Wolferton.

It was proposed the Village Voice is to include 2 pages for Sandringham to include information as they do not circulate a newsletter. The Parish Council will pay the additional costings to print the magazine however it was felt that once there was a wider distribution of the magazine more businesses would then advertise with the Village Voice bringing in more revenue and less trade copies being distributed. **It was resolved to print 2 pages for Sandringham within the Village Voice.**

c) Councillors to consider and approve a method of distribution to Distributors.

Tony Bubb will no longer receive delivery of the Village Voice from Clanpress and will be unable to drop off to distributors ready for delivery. Cllr Edwards suggested that the magazines are delivered to The Parish Council Office and each Cllr then takes responsibility to collect and deliver to the distributors. **It was resolved for the distribution to be discussed at the next Communication Committee Meeting.**

d) Councillors to consider and approve a proposal to vire £3,000 from Reserves to pay the Admin Assistant extra hours compiling the Magazine (approx. 3 hours per week). Off-set by HMRC refund due. The above was proposed. **It was resolved to approve.**

12322

Devolution.

a) Letter from Sir Henry Bellingham. Council to consider making a response.

Cllr Payne advised the deadline had passed for a response to be made to Sir Henry Bellingham's letter. If anyone wished to view the letter it is available at The Parish Council Office.

b) Letter from Suffolk & Norfolk Association of Local Councils.

Cllr Payne advised the deadline had passed for a response to be submitted.

12323

Applications and Determinations:

Applications:

16/01517/F Mr P Stafford, Application for extension and alternations to dwelling at 34 Station Road, Dersingham - **Approved**

16/01540/F Mr & Mrs N Lincoln. Application for Extension to rear of dwelling following removal of existing sunroom/utility spaces at 36 Station Road, Dersingham. - **Approved**

16/01661/F Mr T King. Application for extension to cartshed and new office/gymnasium outbuilding at 57 Chapel Road, Dersingham – **No Comment**

Determinations.

- 16/01083/F Mr & Mrs Teasdale, Application for extension and alterations at 10 Pakenham Drive, Dersingham - **Granted**
- 16/01101/F Mr S Williamson, Application for swimming pool extension and garage extension (Revised Design) at Longridge, 10 Doddshill Road, Dersingham. - **Granted**
- 16/01034/F Mr & Mrs M Staff, Application for single storey side extension at 17 Mountbatten Road, Dersingham. - **Granted**
- 16/00832/CU Semba Trading Ltd, Application for change of use from builder's merchant to mixed use builders merchant and haulage yard for overnight parking of 2 HGV's., at The Old Station Yard, 67 Station Road, Dersingham - **Refused**
- 16/00913/F Mr & Mrs Judd, Application for renovation and loft conversion of dwelling, Tit Willow, 16 Park Hill, Dersingham. -**Granted**
- 16/01163/F Mr R Guyatt & Miss H Hopkins 26 Centre Vale, Dersingham Application for proposed alterations and extension of existing property – **Granted**
- 15/01586/F Dersingham Parish Council. Application for renovation and extensions, including external works to car park and landscaping, to existing Church Hall to provide New Village Hall at Church Hall Manor Road, Dersingham – **Granted.**
- 16/01344/F Mr N Austin, Application for detached garage at 79 Lynn Road, Dersingham. - **Granted**
- 16/01384/F Mr & Mrs Whiting. Application for extension to side and rear of dwelling Orchids, 20 Saxon Way, Dersingham-**Granted**
- 16/01326/F CTIL and Telefonica UK Ltd. Application Installation of an 18-metre-high lattice tower supporting 6 no. antennas and 2 no. transmission dishes, the installation of 3 no. radio equipment cabinets and a metre cabinet, a 2.0-metre-high security fence and development works ancillary thereto Station Yard, Station Road, Dersingham- **Granted**

Appeal Decision

Appeal dismissed on High Farm, 94 Hunstanton Road, Dersingham PE31 6NF

- 12324 Correspondence.**
The Chair read out the correspondence that could be viewed by arrangement with The Clerk.
- 12325 Account to date.**
a) Councillors to approve accepting the accounts until the end August 2016.

12326 **Accounts for Payment.**

AUGUST PAYMENTS

SO	Buttriss - Office Rent	£500.00
SO	D Lee – Cleaning Contract	£260.00
DD	E-on Energy – Rec Electricity	£6.00
DD	Opus Energy – Streetlight Energy	£348.47
DD	Utility Warehouse – Mobile (Aug)	£18.40
D/P	BT – August	£3.57
D/P	K & M Lighting Services –S/L Main	£279.90
D/P	G Scanlon – Office Cleaning - August	£40.00
D/P	D Lee Grasscutting	£530.00
D/P	Heronwood Landscapes (July)	£116.00
D/P	Heronwood Landscapes (Aug)	£174.00
D/P	Viking Direct	£112.30
D/P	Witham Archaeology – Warren	£348.00
D/P	Dersingham Village Centre -Leaflet	£250.00
D/P	Clearview Windows – Office Windows	£10.00
D/P	Cartridge Save	£81.43
D/P	Clanpress – Printing DATA	£1705.00
D/P	Edge IT Systems Account Package	£372.00
D/P	K & M Lighting Services –2 LED Bulbs	£156.00
D/P	RoSPA – Playground Inspection	£138.60

SEPTEMBER

SO	Buttriss - Office Rent	£500.00
SO	D Lee – Cleaning Contract	£260.00
DD	E-on Energy – Rec Electricity	£6.00
DD	Opus Energy – Streetlight Energy	£356.27
DD	Utility Warehouse – Mobile (Sept)	£18.40
D/P	BT – Sept	£22.98
D/P	K & M Lighting Services –S/L Main	£279.90

D/P	G Scanlon – Office Cleaning - Sept	£40.00
D/P	D Lee Grasscutting	£585.00
D/P	D Lee – Pill Box	£150.00
D/P	Clearview Windows – Office Windows	£10.00
D/P	Dersingham VA Primary & Nursery – R Hire	£40.00 (July)
D/P	Community Action Norfolk – Subs	£50.00
D/P	NALC – Autumn Conference	£150.00
D/P	Wages Sept	£1675.48
D/P	Norfolk Pension Fund – Pension	£542.87
D/P	HMRC – PAYE & NI	£1108.50
105868	Dersingham PCC- R-Hire-V Voice Live	£97.50
D/P	D Yeomans – Bank Road Trees etc	£460.00
D/P	Keith Marshall Entertainments	£150.00
D/P	Sandringham Estate – Sports Grd Rent	£600.00
D/P	KLWNBC – Printing	£72.68

It was resolved for these payments to be made.

12327 Date & Place of next meetings.

Full Council Meeting on Monday 31 October 2016 starting 7.00pm at Dersingham VA Primary and Nursery School.

Recreation Committee Meeting 3 October 2016 at 6.00pm at Parish Office
 FGP&A Committee Meeting 3 October 2016 at 7.15pm at Parish Office
 Dersingham Centre Meeting 4 October 2016 at 7.00pm at Church Hall
 Communication Committee Meeting 10 October 2016 at 6.00pm at Parish Office
 Environment Committee Meeting 10 October 2016 at 7.15pm at Parish Office

The meeting was then opened to the public.

A Parishioner voiced strongly his concerns he had not received a letter from The Clerk that she had been instructed to do by The Council. The Clerk advised she had emailed all those concerned but would go back and double check.

Further to the discussion had concerning the Planning Working Group within the closed session of the Full Council meeting, parishioners felt the group should not be made up solely of builders as it may not give a rounded view point. It was also questioned what the Working Group would consider, would resident's opinion be asked, if the new planning application was in keeping with the existing character, effects it has on the economy of the village.

A Parishioner noted that The Parish Council website also states that The Parish Council “Always” takes into consideration Parishioners views on Planning Applications received, it was suggested that this should be amended to read “where possible The Parish Council will try to consider”.

It was queried by a Parishioner the timescales involved with displaying the Agenda for any Parish Council Meetings. The Clerk advised that the Agenda needs to be displayed three clear working days before the date of the meeting.

With no further business the meeting was closed 9.13pm.