

Minutes of the Parish Council Meeting of the Dersingham Parish Council held on 29 October 2018 at 7.00pm, at Dersingham Village Centre, Manor Road, 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 Judd, and D Wright.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).
Borough Councillor J Collingham
3 members of the public present.

13072 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from. Cllr G Billard and Cllr B Anderson

13073 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 stated she had written last April to the Parish Council regarding the clearance of the ditches that run along the back of her property and enquired if the Parish Council had an update or were able to assist in the clearance. The Parishioner felt with the ditches being 6-8 feet deep in places it meant it was unsafe to undertake the work themselves. Whilst the Parishioner was aware the area was covered by Riparian rights she felt unable to approach all those concerned in the area to arrange payment for the ditches to be cleared. Cllr Hopkins advised the ditches had been inspected by Councillors along with the Internal Drainage Board and there had been no blockages and the water was free flowing. After discussion Cllr Payne suggested a letter be issued to homeowners in the area to remind them of their responsibility with regards to the maintenance of the ditches, she also suggested the Parishioner write a piece for the Village Voice. Cllr Collingham added it would be more beneficial for the residents to address the problem now rather than incur larger charges for clearance in the future.

13074 To receive a verbal report from Norfolk County Councillor.
Cllr S Dark was not present.

13075 To receive a verbal report from the Borough Councillors.
Councillor Collingham advised she had nothing to bring to Full Council regarding the Borough Council however wished to congratulate the Parish Council on their hard work on the new Dersingham Village Centre and for a superb opening week.
Councillor Bubb advised the Parish Council are to receive a payment from CIL of £857.16. Councillor C Shepherd proposed this be added as an agenda item for the next Full Council meeting to establish where the

payment will be allocated. **It was approved to have the allocation of CIL money entered on the agenda.**

Councillor Bubb advised it is free entry to King's Lynn museum until 31 March 2019.

13076 Minutes of the Dersingham Parish Council Meeting held 24 September 2018.

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

The Clerk wished for it to be minuted item 13055 that she was unable to share login details for the Parish Council bank account as it was linked to other business accounts and used personal cards to access, this is the only way a Barclay's bank account could be established for the Parish Council.

Councillor C Shepherd asked for a typing error under item 13046 to be amended to show maintain not main.

Councillor C Shepherd asked under item 13049 the word dealt be added to sentence "These have subsequently been dealt with during a Finance Task Group meeting"

13077 Dersingham Village Centre.

- **Report**
- **Update**
- **Finance**
- **Operation**

Councillor Judd stated the Centre was now successfully open however there are three outstanding issues to be resolved. The demarcation of the car parking spaces, the stencil for the disabled parking area and the purchase and installation of the cycle racks. He advised a 5-bike rack needs to be purchased but was unsure if that would suffice for the discharging approval from the Borough Council, as plans shows 6 bike rack.. Councillor C Shepherd suggested referring to the plans from Artelier to see what cycle racks where specified by them. Councillor Davey advised a plan would be submitted indicating a 5-bike rack and await the Borough Councils response.

Councillor Judd and Councillor Davey had measured the car park and parking is available for the number stated on the plans. Councillor Davey advised there will be five disabled parking spaces, two hard standing and three gravel. Councillor C Shepherd asked how the demarcation would take place on the three shingled spaces to make visitors aware of the disabled bays. Councillor Davey advised there would be blue markings on the footpath. Councillor Hopkins suggested posts being put in place with signage rather than marking the footpath, as this was not be easily visible when arriving at the Centre. Councillor Houston stated footpath markings would be covered in bad weather etc. **It was resolved for the demarcation of the disabled parking spaces using posts.**

Councillor Davey advised there had been concerns regarding the car charging ports, would use more electricity than generated by the solar panels, therefore incurring costs for the DVCA. He had spoken to the contractors and they are able to supply a unit that only allowed supply to

be used from the panels. Discussion was had regarding the situation of the car park charging points and how best to run the cables etc to them. Councillors raised concerns for the need of the charging points to be installed as very few people have electric cars, it would be a drain on the power generated. However, Councillor Davey felt it would be beneficial to have the points installed as it is covered by the Wren Grant as part of the installation costs meaning no further costs incurred in the future. **It was resolved for the car charging points to be installed whilst the funds are available as part of the installation of the PV Cells.**

13078 Dersingham Centre Task Group Report.

Councillor C Shepherd advised there was nothing to report to Full Council and there is no final cost established due to the invoice for the kitchen not yet being received. Councillor C Shepherd handed a spreadsheet to Councillors detailing the total expenditure for TM Brownes. She asked for the Dersingham Centre Task Group item to be removed from the agenda until all bills have been paid and a final costing known.

The Clerk asked Councillors is she was to sign the Certificate of Practical Completion. **It was resolved for the Clerk to sign the Certificate.**

13079 Dersingham Centre Project Review and Other Actions.

Councillor C Shepherd stated she is still trying to find an independent body to Chair/ Oversee the review. Two people had been approached however both had declined. After discussion Councillors had suggested others to approach and Councillor C Shepherd will undertake contact. A meeting of the project review group is to be arranged.

13080 Co-Option of Councillors.

Councillor Payne advised there are three candidates for the three current vacancies for Parish Councillors.

The Clerk advised one candidate was not currently on the electoral register but had taken steps to get registered. The Clerk needed to check.

Councillor Payne asked each candidate to give a brief talk about themselves.

It was resolved to Co-Opt Mr Frost, Mr Haizelden and Mr Noble as Parish Councillors and for the Clerk to do relevant paperwork.

13081 Appointments to Committee/Subcommittee/Working Group (Eg Events) Meeting Structure and Memberships.

Councillor Payne asked for Councillors to volunteer for Committees.

It was resolved for the Committees will be:

Communications Committee: Councillors Bubb, C Shepherd, Hathaway.

Environmental Committee: Councillors Bubb, Anderson, C Shepherd, Houston, Brundle and Hopkins.

Finance and Administration: Councillors Houston, M Shepherd, Brundle, Murrell, Hopkins and Payne.

Planning Committee: Councillors Judd, Hipkin, C Shepherd, Davey

Councillor Billard is to be contacted regarding Planning Committee and Anderson to be approached re Environment and Finance & Administration Committees.

Staffing Committee: Councillors Payne, Hipkin, Hopkins, C Shepherd and Hathaway.

It was resolved for those that attend the Committee Meetings on an advisory basis be approached to ascertain if they wish to join the Committees.

13082 The Battles Over.

Councillor Payne asked Councillors to read the itinerary handed out showing the times of events throughout the day on 11th November 2018. The Clerk advised the gas bottles would have to be brought to the centre from storage to enable the beacon to be lit. Councillor C Shepherd asked what the themed menu included. Councillor Payne advised it was Vegetable Soup and Saturday Pie. Those who have paid for the meal will then be invited to watch the lighting of the beacon and would then be entitled to a hot drink and Trench cake.

Councillor Brundle asked what was happening regarding the exhibition planned after 11th November. Councillor Payne advised it had been cancelled as the lady running it had received very little interest. Councillor Brundle also advised she had sent contact details to the Clerk regarding a bugler for 11th November as discussed at the previous Parish Council meeting, however the Clerk had not received it.

13083 Accounts for Payment.

Councillor M Shepherd asked the Clerk if there were enough funds to make the payments. The Clerk advised she had not checked the account today however there was sufficient funds.

Councillor C Shepherd asked if a full months rent was to be paid on the office rent as the move was not taking place until the 6th November. The Clerk advised a full month would be paid however any monies overpaid would be refunded. Councillor Payne stated she felt a full month should not be due as the premises would be empty most of the month.

29 OCTOBER PAYMENTS

SO	Buttriss - Office Rent - October	£500.00
SO	C & E Handyman Services – Cleaning Contract- October	£185.00
DD	E-on Energy – Rec Electricity- October	£6.00
DD	Utility Warehouse – Mobile - October	£13.40
D/D	BT	£135.46
D/D	Grenke – Printer Lease 01.10.18 to 31.12.18	£231.62
Credit	Grenke – Printer Lease	£44.50
D/P	K & M Lighting Services	£105.56
D/P	BMAC Garden Services – War Memorial Garden	£90.00
D/D	Opus Energy –Energy (Ders Centre)	£290.45
DD	Opus Energy – Streetlight Energy (Streetlights)	£149.28
D/P	G Scanlon – Office Cleaning - October	£40.00
D/P	Clearview Windows – Office Windows - October	£10.00

D/P	PJ & B Jones Ltd - Grasscutting	£739.20
D/P	Sandringham Estate – Sports Ground Rent	£600.00
D/P	CGM – Rec Grasscutting	£60.53
D/P	Wave – Rec Water	£12.10
D/P	Wave – Dersingham Centre	£52.93
D/P	Stencil Marking Ltd – Disabled Stencil	£32.30
D/P	Paramount Fire Armour Ltd – Der Ctr	£636.00
D/P	PKF LittleJohn LLP – External Audit	£1560.00
D/P	EBS Ltd – Printing	£89.62
D/P	Mrs S Payne – Baker Ross – Dersingham Ctr	£67.58
D/P	Mrs S J Bristow – Amazon- Letter Boxes Der Ctr	£58.16
D/P	Clanpress	£2624.00
D/P	KLWNBC – printing – Ders Ctr	£17.03
D/P	Atelier Associates – Dersingham Ctr	£585.00
D/P	Heacham & District Car Scheme Grant	£500.00
D/P	Wages October	£1874.94
D/P	Norfolk Pension Fund – Pension- September	£621.40
D/P	PJB Jones – Grasscutting Warren	£2528.64
D/P	BMAC Garden Services – War Memorial Garden	£60.00
D/P	Mrs S Payne – Expenses – Dersingham Ctr	£123.57
D/P	Mrs S J Bristow – Google – Gmail storage	£15.99
D/P	BBSD – M & E Dersingham Centre	£780.00
D/P	T M Browne Ltd – Vent Kitchen	£741.60
D/P	T M Browne Ltd – Dersingham Centre	£135251.33
D/P	T M Browne Ltd – Dersingham Centre	£140875.20
D/P	T M Browne Ltd – Dersingham Centre	£1144.80

It was resolved for payments to be made

- 13084 Accounts to 30 September 2018**
Councillor C Shepherd proposed the accounts be deferred as the September report had been received late and Councillors had been unable to review. **It was resolved to defer the Accounts to Finance & Administration Committee meeting.**
- 13085 Internal Auditor.**
The Clerk advised she had a list of auditors for review at the next Finance and Administration Committee meeting.
- 13086 Neighbourhood Plan.**
Councillor C Shepherd advised she had received a good response from Parishioners at the Village Centre open day. A meeting is to be arranged to begin action on the Neighbourhood Plan.
The Clerk had attended a meeting at the Borough Council in conjunction with the Neighbourhood Plan. **It was resolved for the Clerk to write a report and circulate to Councillors.**
- 13087 Office Move.**

The Clerk advised Flood Bros had been booked for the 6th November and the photocopier was to be moved 7th November. EBS will then set up accounts for the Parish Council and the Dersingham Village Centre Association for billing of photocopying/printer usage. Councillor Payne suggested a "Guest" account also be created for other users.

13088 Christmas Lights Switch On.

The Christmas lights are to be switched on 2nd December. Mr Blackwell is organising the event and had confirmed Scotty's Soldiers will be there to switch the lights on.

The Clerk is to arrange more lights to be installed on the recreation area.

13089 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/

Applications:

18/01821/F Application for first floor extensions, alterations and cart shed to dwelling at 1 Manorside, Dersingham. – **Approved.**

18/01827/F Application for single storey extensions and alterations at 8 Heath Road, Dersingham. – **Approved.**

18/01763/CU Application for Change of Use of part of reception/shop to hot food takeaway. A Reception and Shop Pine Cones Caravan and Camping, Dersingham Bypass, Dersingham – **Refused.**

Determinations:

18/01386/F Application for extensions to dwelling at 2 Reynolds Way, Dersingham – **Granted.**

13090 Correspondence.

a. Letter from Borough Council re Public Spaces Protection Order (Control of Dogs)

The Chair advised Full Council are unable to vote on items listed as Correspondence. Any item that needed Councillors comment or vote would have to be listed as an agenda item.

b. St Nicholas Parish Church – Christmas Tree Festival

The Chair advised St Nicholas Church had asked if the Parish Council wished to purchase a tree for the Christmas Tree Festival. The Chair asked Councillors if they wished to purchase a tree. **It was resolved for a tree to be purchased for the festival.**

c. Premises License etc – Dersingham Centre.

13091 Items for Inclusion on the next agenda.

War Memorial – Environment Committee Agenda.

Allocation of CIL payment.

13092 Date & Place of next meetings.

Full Council Meeting on Monday 26 November 2018 starting 7.00pm at Dersingham Village Centre, Manor Road, Dersingham.

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.”

13093 Dersingham Centre Leases.

Discussion was had regarding the leases. Councillors had met and it was felt the Leases could not be processed until VAT issues had been resolved. A temporary Service Lease Agreement (SLA) had been put in place. It was suggested the issues be discussed by Finance & Administration Committee. Councillor C Shepherd proposed a maximum spend of £2000.00 be approved to obtain advice needed regarding VAT issues. **It was resolved to approve the £2000.00.**

With no further business the meeting closed as 9.35pm