

Minutes of the Parish Council Meeting of the Dersingham Parish Council held on 17 December 2018 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham

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

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).

Apologies received from Borough Councillors J Collingham and A Bubb

**13114 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from.** Cllrs C Hipkin, M Noble and V Brundle.

**13115 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.

**13116 To receive a verbal report from the Norfolk County Councillor.**  
Councillor S Dark was not present

**13117 To receive a verbal report from The Borough Councillors.**  
Councillor Collingham was not present.  
Councillor Bubb advised he had been on a Special Planning Meeting today to review two sites one North West of South Wootton School off Edward Benefer Way for 450 dwellings and 125 dwellings on land west side of Nursery Lane, South Wootton. The plans had been approved although MP Henry Bellingham, Lord Howard and the Borough Councillor were opposed the development. With further sites being identified along with these two sites Norfolk Highways have raised concerns that traffic will increase considerably and suggested a roundabout be considered along Edward Benefer Way.

**13118 Minutes of the Dersingham Parish Council Meeting held 29 October 2018.**

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

Item 13107 to remove the word Council to read A date is to be set for Annual Parish Meeting.

Item 13102 Cllr Judd wished it to be minuted that he considered it scandalous that payment should be considered for the removal of the Lime Tree.

Item 13103 Cllr M Shepherd wished for the amendment to show, Cllr M Shepherd advised the shortfall would be met by savings within the Parish Council budget as there were no other funds available.

**13119 Minutes of The Communication Committee Meeting 5 December 2018.**

Cllr C Shepherd advised the Parish Council now needed to be VAT registered. As this would increase the cost for some advertisers in Village Voice, due to this Communication Committee had decided not to increase the rates for advertising for the next financial year.

Councillors were reminded a Gmail account had been created by the Clerk for Correspondence emails.

The Parish Council website shows all current Councillors, there are still several photographs outstanding. With the addition of three new Councillors it was felt the website should be updated and those pictures outstanding will be taken and added to the website. It was proposed pictures will be taken at the next Full Council meeting.

**13120 Minutes of the Planning Committee Meeting held on 10 December 2018.**

Cllr C Shepherd advised the Committee had reviewed two applications 18/02081/O- **Approved with comment made to recommend that it must remain a single storey dwelling.**

The Neighbourhood Plan will start in the new year.

**13121 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/)**

Applications:

18/01579/FM Application for Residential Development of 10 Dwelling at Dersingham Youth and Community Centre, 74 Manor Road, Dersingham - **Approved with comment made that more 2-bedroom affordable houses are needed within Dersingham.**

Councillor C Shepherd wished for it to be noted she voted against approval.

**13122 Minutes of the Recreation/Environment Committee Meeting held 10 December 2018.**

Councillor Payne wished for the Committee name to be Environment Committee only as previously agreed by Full Council. Councillor Anderson encouraged Councillors to read the report in the Environment minutes written by Cllr C Shepherd regarding Dersingham Recreation Ground – Recreation Ground or Village Green.

New Terms of Reference and Delegated Powers had been written by Councillor Anderson which combined the Recreation and Environment Committees.

Grass Cutting contract will be reviewed once Councillor M Shepherd has determined the areas for cutting.

The sleepers in the War Memorial Gardens need replacing as they are rotten. Councillor Houston advised he had no further information at present to bring to Full Council regarding this. The Clerk stated she had

been advised that using old sleepers may not be feasible as they may release toxins. Councillor Payne suggested the item be deferred to the Environment Committee meeting

Councillor Dark has agreed to fund one of the bus stops requested if the Parish Council will fund the other, this expenditure will be incorporated into the 2019-20 precept. Councillor M Shepherd asked for confirmation this would take place in the next financial year. Councillor Anderson confirmed that to be the case. Councillor Bubb stated Wolferton Parish Council had opted to accept no money from Councillor Dark if the money was used for a bus stop in Dersingham as it was felt they would benefit for accessing the doctors etc. Councillor Judd advised the Patients Participation Group (PPG) would be willing to give a donation to the Parish Council towards the costs of the bus stop. Councillor Payne thanked Councillor Judd.

**13123 Minutes of the Finance and Administration Committee Meeting held 13 December 2018.**

Councillor M Shepherd advised there was nothing to bring to Full Council.

The Clerk and Councillor Shepherd have been working together to try and ascertain the current financial situation regarding working out what reserves that may be available at the end of the financial year. With uncertainty surrounding costs for the centre and the Social Club, along with the uncertainty with the current financial situation they have been unable to work out extra money needed for the next financial year.

There had been a meeting with Elysian regarding the Parish Councils position with VAT. It had been informally confirmed the Parish Council had to register for VAT however a report from Elysian is due.

The Parish Council, due to tax implication, will have to make payment to the DVCA for accommodation, heating and lighting, this was not part of the original business plan, but will also be detailed in the Elysian report.

**13124 Staffing Committee Report.**

Councillor Payne advised Full Council Staffing Committee had met and had decided to allocate money to the budget to pay some of the Staff TOIL hours.

**13125 Committee Membership.**

Councillor Frost proposed to join The Environment and Finance & Administration Committees

Councillor Haizelden proposed to join Environment Committee

Councillor Hopkins proposed to join Communication Committee.

**It was resolved for councillors to join the proposed Committees.**

**13126 Dersingham Village Centre.**

- **Snagging List**
- **Wish List**
- **Footpath**
- **Car Park**

Councillor M Shepherd advised he was trying to get a final snag list together to establish the cost and responsibility of the works to be completed. Prioritising those that needed completion first with financial restraints in mind. A meeting with DVCA is to be arranged to agree priority and funding. **It was resolved for the Clerk to contact TM Browne regarding the completion of works needed.**

Councillor M Shepherd said he was also looking at who would incur the Annual maintenance costs after the Lease was in place and ascertain if the Parish Council needed to allow funds for assisting the DVCA.

Councillor C Shepherd advised she intended to work alongside the Clerk in obtaining a formal diversion for the footpath at the Village Centre, which could take several months to achieve however there is money already allocated for the diversion.

Councillor M Shepherd there were two items concerning the Car Park. Initially the main car park needs work carried out and the overflow Car Park needs reviewing.

**13127 DVCA Representatives Report.**

Councillor Payne advised the Committee meets regularly to discuss the running of the centre etc, the cleaning is done by volunteers as there is no money currently in the DVCA budget to pay for staff. DVCA have tidied the first-floor storeroom and Councillor Payne requested the area used by the Parish Council be tidied too. She advised that more signage was required around the Centre.

The DVCA are looking into obtaining draft excluders for the windows in the hall.

DVCA will be looking for a new PCC representative in the year.

**13128 Dersingham Centre Project Review and Other Actions.**

Councillor C Shepherd advised that the group had met, and Ben Colson had been able to attend. It had been a good meeting, in which the Terms of Reference had been agreed.

The Review Group will need to speak to Councillors, TM Browne and other professional advisers involved and access relevant documents. **It was resolved for Council to approve these actions.**

The group are due to meet again on the 10 January, the Clerk is to check availability.

**13129 Accounts for Payment.**

Councillor C Shepherd noted the Wi-Fi had come in under budget. Councillor Payne thanked Councillor M Shepherd for all his work in getting the Wi-Fi installed.

**17 DECEMBER PAYMENTS**

SO	C & E Handyman Services	
	– Cleaning Contract- November	£185.00
DD	E-on Energy – Rec Electricity- December	£6.00
DD	Utility Warehouse – Mobile - December	£13.40
D/P	K & M Lighting Services	£105.56
DD	Opus Energy – Streetlight Energy (Streetlights)	£185.15

D/P	ESE Direct – Cycle Rack	£60.00
D/P	CGM – Rec Grasscutting	£60.53
105916	Mrs S J Bristow – Father Christmas Presents	£70.50
D/P	Martyn Howe -	£420.00
D/P	Viking – New Keyboard	£19.64
<b>Credit</b>	<b>Viking – Clock returned</b>	<b>£10.79</b>
D/P	Viking – Clock	£21.58
<b>Credit</b>	<b>Viking – Clock returned</b>	<b>£21.58</b>
D/P	Viking –Stationery & equipment	£89.62
<b>Credit</b>	<b>Viking – Clock returned</b>	<b>£19.19</b>
D/P	CRC 50% payment for PV Cells	£7999.00
D/P	Gary Green – Christmas Lights	£240.00
D/P	Rural Broadband – Wi-Fi Village Hall	£1114.02
<b>DD</b>	<b>Barclays – Monthly Payment</b>	<b>£9.58</b>
D/P	Seaman Electrical – PAT Testing	£59.52
<b>D/P</b>	<b>Wages December</b>	<b>£1912.42</b>
D/P	Norfolk Pension Fund – Pension- December	£632.31
D/P	PAYE – 3 <sup>rd</sup> Quarter	£1120.43
D/P	Flood Bros – Moving Costs	£245.00
<b>Any others</b>		

All blue have been paid.

**It was Approved for payment to be made.**

- 13130 Accounts to 30 November 2018**  
Copies of the accounts had been issued to Councillors, any queries should be discussed with the Clerk
- 13131 Precept Meeting.**  
**It was resolved for the Precept Meeting to be held 21 January 2019 at 7.00pm at Dersingham Village Centre.**
- 13132 Dersingham Social Club.**  
Councillor Hopkins gave a brief summary regarding the Social Clubs current financial position and advised Full Council a meeting had been called for Social Club Committee members to discuss the future of the club, with a view to possible closure. The Parish Council had not received a current financial report from the Social Clubs treasurer due to unexpected personal circumstances.  
The possibility of a further years rent relief was discussed. Councillor C Shepherd stated the Social Club is much the same position as last year and a further rent relief may be a more cost-effective option rather than the Parish Council having to pay to maintain the building should it close. Councillor Payne said nothing could be resolved until the Social Club Committee had met.
- 13133 Skatepark.**  
Councillor Payne said a meeting needed to be organised with the Skatepark Group to discuss the size and designs the group wished to

implement. Councillor Hopkins said until it has been established what is wanted on the Skatepark a quote cannot be obtained. Councillor Davey suggested the Skatepark be discussed at the Environment Committee. Councillor C Shepherd added the Skatepark would need to be included in the Committee Terms of Reference. **It was resolved for the Skatepark to be dealt with by the Environment Committee.**

**13134 Correspondence.**

The Chair read out the Correspondence

**13135 Items for Inclusion on the next agenda.**

**13136 Date & Place of next meetings.**

Communication Committee 9 January 2019 at The Loft, Dersingham Centre 10:00am

Planning Committee 14 January 2019 at The Loft, Dersingham Centre at 6.00pm

Recreation & Environment Committee 14 January 2019 at The Loft, Dersingham Centre at 7.00pm

Finance & Administration Committee 17 January 2019 at The Loft, Dersingham Centre at 6.00pm

Precept Meeting 21 January 2019 starting at 7.00pm in the Garden Room, Dersingham Village Centre.

Full Council Meeting on Monday 29 January 2019 starting 7.00pm at The Garden Room Dersingham Village Centre, Manor Road, Dersingham.

With no further business the meeting closed at 20.56