

Minutes of the Dersingham Parish Council Meeting held on 28 January 2019 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, M Noble, V Brundle, J Houston, M Haizelden, B Anderson, K Hathaway, D Wright, C Davey, B Judd, A Bubb and R Frost.

**In Attendance:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant). 1 Member of Public

**13143 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from.** Cllr G Billard.

**13144 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**

Cllr B Judd declared a pecuniary interest in planning application 19/00075/F

It was resolved to open the meeting to allow the public to speak.

A Parishioner gave praise to the new Village Centre and the Christmas lights around the Recreation Ground this year. She felt it was a great display and was improving year on year.

It was resolved to return the meeting to closed session at 7.05pm

**13145 To receive verbal report from the Norfolk County Councillor.**  
Councillor S Dark was not present

**13146 To receive verbal report from the Borough Councillors.**  
Councillor J Collingham was not present.  
Councillor Bubb advised the Custom and Self build Task Group report will go to the Borough Council tomorrow night and felt it would be passed.

**13147 Minutes of the Dersingham Parish Council Meeting held on 17 December 2018.**

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

To remove Councillor A Bubbs name from the apologies.

**13148 Minutes of the Dersingham Precept Parish Council Meeting held 21 January 2019.**

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

Councillor M Shepherd asked for the minutes for the public time at the end of the meeting be amended to show his response to the Councillor Wrights question regarding the office rent to – Councillor M Shepherd said it was the most likely outcome was the Parish Council would have to pay.

**13149 Minutes of the Communication Committee Meeting held on 9 January 2019.**

Councillor C Shepherd advised there was no recommendations to bring to Full Council. Parish Council noticeboards had been discussed at Communications regarding what could be displayed, poster and details of events for the Parish Council, Dersingham Village Centre and the Social Club only would be displayed.

Dersingham Parish Council Publication Scheme had been discussed. Draft policies, protocols etc would be reviewed and amended where necessary ready to bring to Full Council for ratification.

**13150 Minutes of the Planning Committee Meeting held on 14 January 2019.**

Councillor Hipkin advised there would be a lot of work involved with the Neighbourhood Plan, therefore Councillor C Shepherd is to write a piece for the Village Voice inviting people to help. If there is little response the Neighbourhood Plan would be reviewed again with a possibility of it not being carried out.

Councillor C Shepherd had attended a meeting Friday 25<sup>th</sup> January at South Wootton Village Hall regarding the 575 homes that had pass planning in the Woottons. There is already a substantial flow of traffic in the area, therefore concerns are raised regarding the impact of the additional traffic that will be generated. Councillor C Shepherd to write a report for the next Planning Committee Meeting.

**13151 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/)**

**The Council to vote and make comment on the planning applications.**

Applications:

18/02287/F Application for proposed single storey rear extension at 58 Valley Rise, Dersingham. **Planning Committee have recommended approval to the Borough Council.**

19/00075/F Application for First Floor extension to existing single storey to rear of the property and bedroom extension over existing garage at 35 Lynn Road, Dersingham – **Approved**

19/00110/F Application for single storey extension at 9 Kerrich Close, Dersingham - **Approved**

Determinations.

18/02037/F Application Garden Room, porch, render and replace classing at 9 Crest Road, Dersingham. -**Granted**

- 18/01952/F Application for Single Storey side and rear extension re application number 18/0763/F at 9 Glebe Close, Dersingham. - **Granted**
- 18/02081/O Outline Application for Construction of Dwelling following Sub Division of Site at the Coach House, Hawthorn Cottages, Dersingham. -**Granted**
- 18/01821/F Application for Proposed first floor extensions, alterations and cart shed to dwelling at 1 Manorside, Dersingham **Granted**
- 18/02160/F Application for proposed dropped kerb and removal of front wall to create a new access at 58 Chapel Road, Dersingham – **Withdrawn**
- 13152 Minutes of the Environment Committee Meeting held on 14 January 2019**  
Councillor Anderson advised there were no recommendations to bring to Full Council.  
An informal Environment meeting is to be held Tuesday 29<sup>th</sup> January at 7.00pm to enable Councillor M Shepherd to give a brief demonstration of the Mapping system and to allow Councillors to establish the area for grass cutting. Once this has been determined along with the frequency of cuts tenders will then be obtained for the grass cutting contract.
- 13153 Minutes of the Finance & Administration Committee Meeting held on 17 January 2019.**  
Councillor M Shepherd advised there were no recommendations to bring to Full Council.  
As the finances were discussed at the precept meeting there were no further issues to raise.
- 13154 Agenda and Minutes.**  
Councillor Payne advised that agenda for meetings should be set in consultation with the relevant Committee Chairman. Councillors are welcome to add items to the agenda; however, a brief report should be produced in time to be circulated prior to meetings to allow informed decisions to be made. Councillor Judd queried why an item had been added to this meeting's agenda as it meant no time had been given to look into the history of the subject. Councillor Payne advised the matter needed to be addressed as soon as possible.  
Minutes are to be referred to Committee Chairman for comment but must be returned promptly.
- 13155 Staffing Committee Report.**  
Councillor Payne advised targets for staff had been set for the current year.
- 13156 Committee Membership.**

Councillor Noble wished to join the Planning and Communications Committees. **It was approved that Councillor Noble to join the Planning and Communications Committees.**

**13157 Dersingham Village Centre.  
Discuss management and delivery of items on the DVC outstanding work priority list.**

Councillor M Shepherd had provided a report explaining the priority list of previously unbudgeted work. Provisions for funding these have been established. Additional works will be funded from projected savings from this year's budget therefore spending needs to be carefully managed. Work needs to be completed with minimal disruption. Therefore, Councillor M Shepherd proposed an informal working group be established, enabling Councillors to meet regularly to deliver the outstanding tasks. **It was resolved for Councillors Billard, Frost, Judd, Payne, Davey, M Shepherd, Hopkins to form a working group.** Councillor Payne advised she had drafted a letter regarding the car parking at the Village Centre, which had been circulated to Councillors.

**13158 Dersingham Centre Project Review.**

Councillor C Shepherd advised the group has had a second meeting; the Chair had produced a timeline analysis.

**It was approved that the Terms of Reference be adopted.**

The £1000.00 provision allocated for expenses that may be incurred by contractors/professionals regarding travelling expenses/ recompense for time was discussed. Councillor Davey asked it to be noted that he felt it was unnecessary. **It was resolved for this money to be allocated to the review.**

**13159 Accounts for Payment.**

**28 JANUARY 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)	TBA
DD	Opus Energy – Streetlight Energy (Der Centre)	544.46
DD	British Telecom – Telephone Bill	£48.70
D/P	EBS = Printing	£98.89
D/P	Furniture @Work – Tamba Unit	£182.52
D/P	BMac Garden Services- War Memorial	£60.00
D/P	WAVE – Rec Water	£12.10
DD	PWLB -Loan	£3769.95
	(DD & February)	
D/P	Olive McCrea – Catering	£400.00
D/P	Thaxters Garden Centre – Task Force	£17.98
DD	Grenke – Printer Lease	£231.62
DD	Barclays – Monthly Payment	£14.00
D/P	Wages January	£1912.62

D/P	Norfolk Pension Fund – Pension- December	£632.31
DD	Barclays Bank Charges DD 4 Feb	£9.94
DD	SLCC Subscription – Clerk	£138.29

- 13160 Accounts to 31 December 2018.**  
These had been approved at the Precept meeting 21 January 2019.
- 13161 Correspondence**  
The Chair read the correspondence received.
- 13162 Items for inclusion on the next agenda.**  
Social Club – Report from Councillor Wright
- 13163 Date & Place of next meetings.**  
**All take place in Dersingham Village Centre unless otherwise stated.**  
Planning Committee 11 February 2019 at 6pm in the Loft  
Environment Committee 11 February 2019 at 7pm in The Loft  
Finance & Administration Committee 14 February 2019 at 6pm in The Loft.  
Full Council Monday 25 February 2019 at 7pm in The Garden Room.  
Communications Committee 6 March 2019 at 10am in The Loft

#### **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.”

- 13164 Letter from Parishioner re Dersingham Centre.**  
Councillors discussed the letter received. **It was resolved for the Clerk to write to the Parishioner acknowledging receipt of the letter.**