

Minutes of the Dersingham Parish Council Meeting held on 25 February 2019 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham

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

In Attendance: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant). Borough Councillor J Collingham (Arrived 7.10pm left 7.30pm) 1 Member of Public

- 13171 To Receive and Consider Apologies for Absence**
It was resolved to accept apologies from. Cllrs G Billard, C Hipkin, D Wright and D Murrell
- 13172 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.
- It was resolved to return the meeting to closed session at 7.05pm
- 13173 To receive verbal report from the Norfolk County Councillor.**
Councillor S Dark was not present
- 13174 To receive verbal report from the Borough Councillors.**
Councillor Bubb advised the Council Tax would be increased by £125.87 for 2019/20 of which £58.00 would be allocated to the Internal Drainage Boards. It is hoped that next year this will be identified separately on Council Tax Bills.
Regarding a mattress left in the dyke which runs along Holyrood and sports field Councillor Bubb has been in contact with Anglian Water, Environment Agency and Environmental Health who redirected him to Clean Up team. This matter is still ongoing.
- 13175 Minutes of the Dersingham Parish Council Meeting held on 28 January 2018.**
It was resolved for the minutes to be signed as a true record.
- 13176 Minutes of the Dersingham Parish Council Meeting held 11 February 2019.**
It was resolved for the minutes to be signed as a true record.
- 13177 Minutes of the Planning Committee Meeting held on 11 February 2019.**
Planning Committee had met and had recommended the planning applications received be approved.

Councillor C Shepherd is to draft a letter inviting individuals to become involved with the Neighbourhood Plan.

South Wootton Parish Council had held a meeting regarding a large development, already agreed, and a further proposed development, which Councillor C Shepherd had attended. She is to write a report for circulation to Councillors detailing the concerns raised.

13178 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/

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

Applications:

19/00167/F Application for alteration to dwelling including 1st Floor accommodation at 7 Bank Road, Dersingham. **Planning Committee have recommended approval.**

19/00157/F Application for Renovation and Extensions to existing Chalet Bungalow at Heathlan, Woodside Close, Dersingham – **Planning Committee have recommended approval commenting it was not in character and from.**

Determinations.

18/02287/F Application for Construction of single storey rear extension at 58 Valley Rise, Dersingham – **Granted.**

13179 Minutes of the Environment Committee Meeting held on 11 February 2019

Councillor Anderson advised there are 18 trees that need work doing on them however this is unlikely to be achieved within the current year's budget.

A quote had been obtained detailing urgent repairs needed on streetlights. Councillor C Shepherd had asked to see the report before agreeing to undertake the repairs. The Clerk advised a written report would not be submitted as this is not included in the streetlight contract and would therefore need to be paid for.

With regards to grasscutting the areas that are the responsibility of the Parish Council have now been established.

The Skatepark had been discussed by Environment Committee and a meeting is to be arranged with the relevant parties to establish a design wanted to enable quotes to be achieved. Councillor Payne advised she had an informal meeting arranged for 9th March with some parents to discuss and review ideas previously submitted. Councillor C Shepherd expressed concerns regarding the governance around the Skatepark, as

there appeared to be informal meetings and discussions. Councillor M Shepherd said it was important that Councillors are aware of what is going on.

Councillor Anderson advised a quote to carry out the work to the surface underneath the swing had been received. As this carried a medium risk in the inspection Councillor Anderson proposed the quote of £1700.00 be accepted and the works carried out. Councillor M Shepherd asked if there were enough funds to cover this. **It was resolved for the area to be resurfaced.**

An email had been received from Norfolk County Council asking permission to put a drain channel across the Recreation Ground with an inspection hatch to help prevent flooding along Lynn Road. The Clerk had contacted NCC who informed her the damage to the drain may have been caused by tree roots owned by the Parish Council. This issue is still ongoing.

13180

Dersingham Centre Grasscutting.

Councillor C Shepherd reported although the grasscutting had been discussed at the Environment Committee meeting, there were two areas that concerned her. Firstly, the regime for grasscutting on the Warren had not included the exclusion of a 10-metre area around the pond. Secondly the grasscutting at Dersingham Village Centre. As there is work still outstanding it is difficult to ascertain what the contract would involve. The two areas either side of the entrance beside Manor Road should be included, rather than adding later.

The Clerk advised she had issued the tenders for the grasscutting and had included both items mentioned by Councillor C Shepherd. With regards to the grasscutting at the Village Centre each of those contacted had been asked to quote for one cut at the Village Centre to establish the addition cost this will incur.

13181

Minutes of the Finance & Administration Committee Meeting held on 14 February 2019.

Councillor M Shepherd had carried out an exercise comparing the current financial budget report against the predicted outturn for this year and the result is it was still on track so far. The only shortfall noted currently is £400.00 for the Village Voice, this needs to be monitored.

The Clerk advised the problem with Opus was still ongoing, although more information was now available. Councillor C Shepherd requested a written report from the Clerk. **It was resolved for the Clerk to write a report for the next Finance & Administration Committee Meeting.**

Councillor M Shepherd advised he and Councillor C Shepherd had attended the Social Club AGM and had requested the note taker to give a report to Full Council. However, this was not placed on the agenda. A letter had been received from the Social Club and discussion was had regarding their Finances and the possibility of granting a further year rent relief. Councillor Anderson proposed Full Council approves the relief for the Full Year 2019/20 as per the meeting of Finance and Administration Committee on 14th February 2019. Councillor Davey said he felt there

was legislation that prevented the Parish Council granting a rent relief to the Social Club. **It was approved for the Finance and Administration Committee to discuss and grant rent relief to the Social Club if there is no legislation that prevent this.**

13182

Dersingham Village Centre.

Update on outstanding work priority list.

Councillor M Shepherd had prepared and distributed a report for Councillors which detailed the outstanding works on the Village Centre.

Dersingham Village Centre Task Group

The DVC task group has met twice since the last full Council meeting 25th January, the second with DVCA representatives in attendance. A detailed and prioritised action list has been produced to record tasks assigned to individuals and is being maintained to record progress. The list currently has 38 individual live tasks of varying complexity covering defects, additional works and ongoing maintenance questions.

Some of the tasks involve DPC obtaining quotations or tenders. The approach being followed is to produce written specifications and identify appropriate contractors to be invited to quote before passing to the Clerk to action, as currently required by financial regulations.

The task group has been advised that we require full council authority to invite quotes/tenders so, to that end, a schedule of those needed in the next few weeks is shown below. It should be noted that in a few cases it is appropriate to use the sub-contractors used when constructing the building. This should avoid any warranty issues and has the advantage of using a contractor who already has a detailed knowledge of the installation

See attached report

Council was asked to approve that the task group be permitted to obtain quotes and tenders as appropriate for the items listed above, including where indicated the use of a single supplier.

It was resolved for the proposal to be approved.

13183

Dersingham Centre Project Review and Other Actions.

Councillor C Shepherd advised the group are discussing time line analysis of the project and maintained main areas of consideration. Professional advisors will be approached for verbal discussions. A meeting is to be arranged with the architects before the next group meeting 14th March.

Councillor C Shepherd proposed that due to the work involved the group would need to continue until June. This is after the May election and the group require Full Council approval for work and membership to continue post-election, to enable a final report written and issued.

It was resolved to approve the proposal.

13184

Footpath.

Councillor C Shepherd prepared a report for Councillors.
Dersingham Public Footpath 4

MAIN FACTS

1. 1910 – New hall built on land donated by King George V
2. 1949 – National Parks and Access to the Countryside Act, included requirement that local authorities produce a definitive map and statement of public footpaths in their area.
3. 1950 – DPC consulted by NCC about public footpaths in their area. Map and survey approved by DPC at their meeting of 9/10/1950. This showed footpath 4 crossing from Manor Road to The Pastures and passing to the north of the Church Hall.
4. 2015 – DPC purchased Church Hall and car park
5. 2015 - Planning application to build a new hall submitted to KLWN BC. 7/12/15 – NCC footpaths officer advised that if planning permission was given DPC needed to apply under the TCPA 1990 to divert the path before construction started.
6. 2016 – Planning permission given for extension and renovation of Hall.
7. 2017 – construction of Hall commenced.
8. 2018 – July - application submitted to BC to divert footpath. October - application withdrawn by BC on advice from NCC because building completed and planning process no longer available. DPC advised that need to apply for a diversion under the Highways Act 1980. Full Council agreed to follow this method.
9. 2019 – January - Plan prepared and meeting with NCC footpaths officer. He confirmed plan acceptable and consultations could commence. February – NCC further advised that could not apply for a diversion order because path did not end on a highway, would need to apply to extinguish path and also apply to create a new path. Further research and correspondence.

To summarise - the Definitive Map (the legal document) shows the public footpath to the rear (north) of the building. The map needs modifying and DPC need to apply to have this done. In practice the public have been using the path at the front (south) of the building for many years. Doing nothing would be poor behaviour by a public body.

OPTIONS

1. Concurrent Creation Order and Extinguishment Order (Section 26 and 118 of the Highways Act 1980) – the minimum costs would be £2000 for each order. Total cost at least £4000
2. Unconditional Creation Agreement (dedication) (Section 25 of the Highways Act 1980). A dedication agreement is a relatively simple

and quick process which can be completed in a matter of months. There is no charge for this.

3. Once the Creation Agreement has been finalised apply for an Extinguishment Order (Section 118 of Highways Act 1980) – cost £2000
4. Definitive Map Modification Order (Section 53 Wildlife and Countryside Act 1981) - Applications made under this legislation are free. Two applications could be made, one to add a new path at the front of the hall and one to extinguish the path at the rear. In respect of the path at the front an unconditional creation agreement is quicker and easier. Extinguishing a path using this method is possible but modification applications can take a number of years to determine. Some further research would be needed.

Despite previous advice by NCC there are options available to DPC that would not cost anything, other than the cost of creating a new ramped section of path with appropriate guard rails at the front of the building. This would give a safe direct path from Manor Road to the kissing gate entry to The Pastures.

Councillor C Shepherd proposed Option 2 (dedication) followed by option 4 (extinguishment) should be followed as these would incur no cost to the Parish Council.

It was resolved for Option 2 (Dedication) followed by Option 4 (extinguishment) be adopted.

13185 **Accounts for Payment.**

25 FEBRUARY PAYMENTS

SO	C & E Handyman Services – Cleaning Contract- February	£185.00
DD	E-on Energy – Rec Electricity- February	£6.00
DD	Utility Warehouse – Mobile - February	£13.40
D/P	K & M Lighting Services	£105.56
DD	Opus Energy – Streetlight Energy (Streetlights)	£0.06
DD	British Telecom – Telephone Bill	£58.44
D/P	Stephen Martyn - Website	£300.00
D/P	Clanpress – Printing VV	£2356.00
D/P	BMac Garden Services- War Memorial	£60.00
D/P	Barry Judd – Dersingham Centre Purchases	£58.47
D/P	Wages February	£1912.42
D/P	Norfolk Pension Fund – Pension- February	£632.31
DD	ICO – Registration	£35.00
D/P	Binder Ltd – Sewage Treatment Check	£102.00
CHQ 105917	Compensatory Payment	£780.00

It was resolved for payments to be made.

13186 Accounts to 31 January 2019.

Councillor M Shepherd expressed disappointment that the accounts had not been circulated prior to the meeting.

Councillor Hathaway asked where the money received from the Parish partnership would be allocated. The Clerk advised it was currently allocated to Environment as it had to be replaced from the budget it came from. Discussion was had regarding the possibilities of allocation. Councillor Payne suggested any queries regarding the accounts or suggestion for allocation be addressed at the next Finance and Administration Committee meeting.

13187 Correspondence.

The Chair read the Correspondence.

Councillors discussed an email received from the Tennis Club regarding Tesco Bags of Help. Councillor C Shepherd asked which project the application was for. Councillor Payne advised it was to re-surface the Tennis courts, however the form had not been completed. **It was resolved for the form to be completed and returned. The item will be placed on the Full Council meeting agenda.**

13188 Items for inclusion on the next agenda

Written Clerks Report.

13190 Date & Place of next meetings.

All take place in Dersingham Village Centre unless otherwise stated.

Planning Committee 11 March 2019 at 6pm in the Loft

Environment Committee 11 March 2019 at 7pm in The Loft

Finance & Administration Committee 14 March 2019 at 6pm in The Loft.

Full Council Monday 25 March 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.”

13191 Council to take a re-vote to undertake or not to undertake works on a Lime Tree.

After several discussions and several motions. **It was resolved that a payment be paid.**

Report regarding agenda item 13182

DVC outstanding works Task Group - Tenders /quotes required					
Item	Description	Specification status	Budget assigned	Single quote proposed	Comments
1	Complete main carpark surfacing to East and South West of building	Completed	Yes	No	
2	Reinstate footpath between Manor Road and footpath outside Parish office	Under review	Yes	No	This path must be laid before Item 1 can be commenced.
3	Mesh gates to secure heat pump area	In progress	Yes	No	
4	Make good boundary wall at rear of building and hole filling in carr stone wall near main entrance.	Completed	Yes	No	
5	Additional lighting at corner of garden room	Under review	Yes	Yes	Propose to use same contractor as installed lighting under T W Browne contract.
6	Provide time switch and override to control external lighting	Under review	Yes	Yes	Propose to use same contractor as installed lighting under T W Browne contract.
7	Reduce lighting at rear of building as requested by neighbour	In progress	Yes	Yes	Propose to use same contractor as installed lighting under T W Browne contract. Depending on cost and advice received we may not progress this item beyond quotation stage
8	Ramp and handrail alterations for public footpath	Completed	Yes	No	
9	Provide smoke detector in under stairs cupboard	Not started	Yes	Yes	Issue first raised in fire inspection report. Propose to use same contractor as installed alarm system under T W Browne contract.
10	Fire protection to door of under stairs cupboard	Not started	No	No	Issue first raised in fire inspection report. Need to explore options and costs.
11	Air conditioning for garden room	Not started	No	No	Recently raised in response to customer feedback. The concern is that hirers won't want to hire room in summer due to room temperature. It is unclear at present whether DPC or DVCA should pay for this item but we propose to get prices for options to inform decision.
12	Blind for Parish Office		Yes	No	The Clerk is dealing with this item

Mike Shepherd 23/02/2019