

Minutes of the Dersingham Parish Council Meeting held on 25 March 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, M Noble, V Brundle, J Houston, M Haizelden, B Anderson, D Murrell, C Davey, B Judd, and R Frost.

**In Attendance:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant). Borough Councillor J Collingham (Arrived 7.03pm left 7.10pm) 1 Member of Public

- 13192 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from.** Cllrs G Billard, A Bubb and K Hathaway
- 13193 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
Councillor Hipkin declared a personal interest in agenda item 8 Application 19/00381/F.  
  
It was resolved to open the meeting to allow the public to speak.
- 13194 To receive verbal report from the Norfolk County Councillor.**  
Councillor S Dark was not present
- 13195 To receive verbal report from the Borough Councillors.**  
Councillor Collingham had attended a presentation regarding the prospect of a railway line from Hunstanton to King's Lynn, there was a positive response from the Borough Council although it will be a long-term project.  
King's Lynn is looking into developing the waterfront however this is reliant on grants being obtained. It is hoped it would house improved/extra pontoons and encourage water sports.  
  
It was resolved to return to close session at 7.10pm
- 13196 Minutes of the Dersingham Parish Council Meeting held on 25 February 2018.**  
**It was resolved for the minutes to be signed as a true record after the following amendment.**  
Agenda 13187 resolution should read **It was resolved for the item to be discussed and approved if appropriate at the next Finance & Administration Committee meeting.**
- 13197 Minutes of the Communications Committee held on 6 March 2019.**  
Councillor C Shepherd advised there will be a financial loss on the Village Voice for this Financial Year. This is due to a decrease in advertisers, which will hopefully be addressed as Councillor Bubb has agreed to seek new advertisers now he is no longer Editor. The costs of

the actual adverts have not been increased for 2019-20 however advertisers will see an increase due to the VAT now being added. A Publication Scheme must be shown on the Parish Councils website, including all policies. This is ongoing work, some are ready to be placed on the website whilst others still need to be reviewed.

**13198 Minutes of the Planning Committee Meeting held on 11 March 2019.**

Councillor Hipkin advised the draft Local Plan had not included allocation of any new sites extra to those awaiting development. **It was resolved for the Clerk to write to the Borough to advise the Parish Council are happy with no amendments to the plan.**

A letter has been issued inviting stakeholders to attend a meeting 18 June to ascertain any interest in helping develop the Neighbourhood Plan.

Councillor C Shepherd advised the planning application for 600 houses in South Wootton had been refused.

**13199 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/)**

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

**Applications:**

19/00381/F Application for construction of a tractor shed/implement store at Wood Land opposite 92 Hunstanton Road, Dersingham – **Approved with comment the area is not to be used for business purposes.**

**Determinations.**

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 -**Granted**

19/0110/F Application for single storey extension at 9 Kerrich Close, Dersingham. -**Granted**

18/01545/F Application for conversion of Dance School Barn to separate dwelling and new access to the donor property at The Ashley-Emile Theatre Dance School, Victoria House, 3 Manor Road, Dersingham-**Granted**

18/01763/CU Application of Reception and Shop at Pine Cones Caravan and Camping, Dersingham Bypass Change of use to hot food takeaway. - **Withdrawn**

**13200 Email from South Wootton Parish Council asking for funding towards development campaign.**

Councillor Payne advised an email had been received from South Wootton Parish Council requesting that Dersingham Parish Council consider helping with the funding towards their development campaign. Councillor C Shepherd advised they would only need funding should the applicant appeal the refusal of the planning permission on the 600 houses in South Wootton. After discussion it was decided that the Parish Council were not able to help with the funding. **It was resolved for the Clerk to write to South Wootton PC to update them.**

**13201 Minutes of the Environment Committee Meeting held 11 March 2019.**

Councillor Anderson said there had been a meeting regarding the Skatepark which had been well attended. A working group had been established to take the project forward and will be discussed again at the next Environment Committee meeting.

A letter had been issued to the parishioner regarding the tree. Councillor Anderson proposed money be vied from the tree budget into the centre budget. **It was approved for the Clerk to vire the money.**

Tenders had been received with regards to the grasscutting. Councillors had met this morning to review the tenders. Councillor Davey asked if there was to be one or two contracts for the grass cutting. Councillor Anderson advised there would be only one contract that covered all areas. The tenders were discussed, and Councillor Anderson proposed the tender selected during the meeting be awarded the contract. **It was resolved to award the contract to the preferred contractor.**

**13202 Minutes of the Finance & Administration Committee Meeting held on 14 March 2019.**

Councillor M Shepherd advised there had been concerns regarding the outstanding money from the WREN grant. Councillor C Shepherd had done a lot of work resolving the matter and it had been confirmed the outstanding amount will be paid in full.

Councillor M Shepherd suggested the Parish Partnership refund received should be ringfenced and proposed the money be placed in a Project Reserve Fund.

**It was resolved for the proposal to be approved.**

A review of the Social Club rent relief had previously been delegated to the Finance Committee, after review there were no legal reasons preventing this being achieved, therefore the rent relief had been granted. The Clerk is to formally write to the Social Club informing them. An Internal Auditor had not been found however Councillor M Shepherd had received a verbal offer from a company this morning. Councillor M Shepherd proposed to delegate to Finance and Administration Committee the ability to appoint an Internal Auditor for this financial year. **It was resolved for the proposal to be approved.**

**13203 Dersingham Village Centre.  
Update on outstanding work priority lists.**

Councillor M Shepherd advised progress was slower than he hoped. There are some electrical works that need to be carried out and the task group needed Full Council Approval to continue. Councillor M Shepherd proposed the following:

To install an additional light on the soffit on the corner of the Garden Room.

A timer and override switch be installed to ensure the light can be switched off at an appropriate time.

A smoke detector to be installed in the under stairs cupboard

Councillor M Shepherd stated he was also aware the Dersingham Village Centre Association were considering installing dimmer switches, once the lease is in place the DVCA would need to seek Full Council approval for this to be achieved. To prevent time delay, should DVCA wish to carry out the installation, Councillor M Shepherd proposed Full Council approve the work in anticipation of DVCA request.

**It was approved for the electrical work to be carried out also for the installation of the dimmer switches should DVCA decide to do so.**

**13204 Dersingham Centre Project Review and other actions. Update.**

Councillor C Shepherd requested "Other actions" be removed from the agenda item title.

The Review Group meet monthly and work is continuing, Professionals who were involved in the Centre are now being approached for meetings. Ben Colson will have a report for Full Council in the Summer.

**13205 Footpath.**

Councillor C Shepherd advised there is nothing to report until the ramp is in place and then the footpath can be allocated.

**13206 Clerk Report.**

The Clerk distributed her report. Councillor Payne suggested Councillors read the report, any comments can be reported to the Clerk.

Councillor M Shepherd asked the Clerk to add the Opus Energy bills to the next Finance & Administration Agenda and will look at the invoices prior to the committee meeting.

Councillor C Shepherd thanked the Clerk for her written report.

**13207 Accounts for Payment.**

Councillor M Shepherd suggested the mulch replaced on the recreation ground should be inspected and signed off before payment for works is authorised, and the same should be applied to the blind awaiting installation in the office.

**25 MARCH PAYMENTS**

<b>SO</b>	<b>C &amp; E Handyman Services</b>	
	<b>– Cleaning Contract- March</b>	<b>£185.00</b>
<b>DD</b>	<b>E-on Energy – Rec Electricity- March</b>	<b>£6.00</b>
<b>DD</b>	<b>Utility Warehouse – Mobile - March</b>	<b>£13.40</b>
<b>D/P</b>	<b>K &amp; M Lighting Services</b>	<b>£105.56</b>

DD	Opus Energy – Streetlight Energy (Streetlights) November to February	£403.86
DD	Opus Energy – Streetlight Energy (Streetlights) March	£153.76
DD	British Telecom – Telephone Bill	£58.44
105918	Petty Cash	£29.65
D/P	Clanpress – Printing VV	2624.00
D/P	Barclays Bank Charges	£8.00
D/P	Parish-On-Line - Mapping	£240.00
D/P	KLWMBC – Disposal of Dog Waste	2804.88
D/P	Wages March	£1912.62
D/P	Norfolk Pension Fund – Pension- February	£662.31
D/P	HMRC- PAYE	£1120.43
D/P	Viking	£256.45
Credit	Viking	£32.35
D/P	Viking	£43.73
D/P	Clements Flooring & Blinds – Office Blind	£98.00
D/P	Playground Supplies Limited	£2142.00

It was resolved to approve payment to be made once all work is approved.

- 13208 Accounts to 28 February 2019.**  
Councillor C Shepherd queried the entry 105 DVSC Rent shows £420.00 and asked should that be recorded when they were granted a year rent relief. The Clerk advised a payment had been received from the Social Club but had been refunded.
- 13209 Correspondence.**  
The Chair read out the correspondence.
- 13210 Items for inclusion on the next agenda.**  
Dersingham Centre Task Group Finance report
- 13211 Date & Place of next meetings.**  
Planning Committee 8 April 2019 at 6pm.  
Environment Committee 8 April 2019 at 7pm.  
Finance & Administration Committee 11 April 2019 at 6pm.  
Annual Parish Meeting on Wednesday 24 April 2019 at 7pm in the Garden Room  
Full Council Meeting on Monday 29 April 2019 at 7.00pm.

With no further business the meeting was closed at 7.50pm

#### **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.”

13212

**Dersingham Centre Maintenance and Parishioners Letter.**

Councillors discussed issues surrounding the Village Centre. **It was resolved for the Clerk to contact relevant contractors to arrange site visit.**

A Parishioners letter was discussed amongst Councillors regarding actions taken and to be taken. **It was resolved Councillor Wright to contact the Parishioner.**

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