

Minutes of the Annual Parish Council Meeting of the Dersingham Parish Council held on 13 May 2019 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham PE31 6LN.

**Present:** Councillor S Payne (Chair), Councillor C Hipkin (Vice Chair) Councillor B Hopkins, Councillor C Shepherd, Councillor M Shepherd, Councillor D Murrell, Councillor B Anderson, Councillor T Bubb, Councillor D Wright, Councillor M Noble, Councillor M Haizelden and Councillor R Frost,

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).  
2 Members of the public.

- 13236 Election of Chairman.**  
Councillor Bubb nominated Councillor Hopkins for Chair. Councillor Hopkins declined.  
Councillor Hopkins nominated Councillor C Shepherd; Councillor Wright seconded the nomination. Votes were taken on nominated Councillor C Shepherd. **It was resolved that Cllr C Shepherd was duly elected as Chair for the coming year.**
- 13237 Election of Vice Chair.**  
Councillor Wright nominated Councillor Hipkin, Councillor Noble seconded the nomination. Votes were taken on nominated Councillor Hipkin. **It was resolved that Cllr Hipkin was duly elected as Vice Chair for the coming year.**
- 13238 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from Mr Billard**
- 13239 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
None received.
- 13240 To review and adopt the Standing Orders for Dersingham Parish Council.**  
Councillor C Shepherd advised the new Standing Orders model had been circulated and deferred at the last Annual Parish Council Meeting, however it had not been reviewed as there was no Finance and Administration Committee. As there are minor amendments included in the new standing orders Councillor C Shepherd proposed deferring the review to Financial & Administration Committee meeting. **It was resolved for the proposal to be approved.**
- 13241 To review and adopt the Financial Regulations for Dersingham Parish Council.**  
Councillor C Shepherd proposed the Financial Regulations be reviewed by the Finance & Administration Committee and report at the next Parish Meeting. **It was resolved for the proposal to be approved.**
- 13242 To review Committees and its Members.**

Councillor C Shepherd stated that due to some Councillors not standing again committees would have to be reviewed.

New Committees are:

**Communications Committee.**

Councillors C Shepherd, T Bubb, M Noble, B Hopkins and D Wright.  
Mr S Martyn, Mr R Smyth, Mrs K Hathaway and Mrs J Halpin Jones.

**Environment Committee.**

Councillors B Anderson, C Shepherd, T Bubb, B Hopkins, R Frost and M Haizelden.

**Finance & Administration Committee.**

Councillors M Shepherd, B Anderson, B Hopkins, D Murrell and R Frost.

**Planning Committee.**

Councillors C Hipkin, C Shepherd, G Billard, M Noble and R Frost.

**Staffing Committee.**

Councillors C Shepherd, C Hipkin and B Hopkins.

Councillor C Shepherd advised as Chair of the Parish Council she would like to approach Councillors regarding joining the Staffing Committee and would discuss at the next Full Council meeting.

**13243 Appointment of Parish Council representatives to serve the following Committees/Organisations.**

**Sportsground Management Committee.**

Councillors D Wright, C Hipkin, R Frost and The Chair.

**Safer Neighbourhood Action Project (SNAP)**

No representative needed due to restructuring of the SNAP meetings.  
Councillor Bubb advised he would still act as a representative if required.

**Dersingham Social Club.**

Councillor D Wright

**Norfolk Playing Fields Association.**

Councillor D Wright.

**Tree Warden.**

Cllr B Anderson

**Heacham & District Community Transport Scheme.**

Councillor R Frost.

**United Charities Trustees**

Councillors D Wright, T Bubb and M Noble

Mrs S Harmer

Mrs K Hathaway.

**13244 To receive attached reports from:  
a) Communication Working Group – Councillor C Shepherd.**

**COMMUNICATIONS COMMITTEE ANNUAL REPORT 13/5/19**

I would like to begin with a reminder of the work of the communications committee – village voice, the parish council website, social media and last but not least village noticeboards. Not much you may think, but these are our main ways of communicating with our parishioners, both letting them know what we are doing and for them to let us know what they think of the work that we do.

The work of this committee was not suspended during the course of the building of the Village Centre and we continued to meet on a regular basis. We began last year as a working group and I am pleased to say that during the year several councillors joined the group and we are now a full committee. We ended the year with 5 councillors on the committee together with Stephen Martyn, Robert Smyth, Jo Halpin Jones and Geraldine who takes our minutes.

We have continued to produce Village Voice firstly with Tony as our editor and now Jo Halpin Jones who has recently taken over the role. I would like to thank Tony for all his hard work over the many years he has been editor and especially when he has stepped back into the role with no complaint. The office staff do a sterling job of producing the magazine with Geraldine compiling it and coordinating the distributors, and Sarah being responsible for the advertisers. Recently Geraldine has taken over responsibility for liaising with advertisers and Sarah remains responsible for obtaining the fees from the advertisers. Tony has volunteered to drum up new advertisers and I hope he can continue with this role. Village Voice continues to be delivered to every residential property in the village, come rain, shine, wind or snow by a dedicated team of volunteers and I would like to take this opportunity to thank them. I know from personal experience it can be a challenge to find letter boxes and avoid losing fingers because of fierce springs and excited pets.

Dersingham Data is no longer produced as a separate magazine. The important information, such as councillor details (county, borough and parish) has been produced as a pull out insert in Village Voice. Information about village groups can now be found on the website. Tony now works with the DVCA in respect of Village Voice live.

To keep the village up to date with our activities we maintain 3 notice boards around the village – outside Thaxters, the Coop and at the library. We decided that the boards could be used by both the DVCA and Social Club to advertise events. We are investigating a new notice board to put up in the grounds of the Centre but will be discussing a joint venture with DVCA once works to the car park and paths have been completed.

Our website continues to be maintained by Stephen Martyn. It now contains a wide variety of information about the parish council and the village such as contact details for parish councillors including photos, a calendar of our meetings, agendas and minutes, information about village groups and societies. We have recently begun work to include all parish council policy and procedures on the site and to date we have our publication scheme and lone working policy on line. Other policies, of which there are many, need to be reviewed and then published so there will be more work over the coming months. The aim is for the website to be a resource for all councillors as well as for residents.

The parish council Facebook page continues to be maintained and numbers of followers is slowly increasing.

Finally, my thanks go to all members of the committee and especially to the staff who have to implement our decisions.

Coral Shepherd

**b) Planning Committee – Councillor C Hipkin.**

No written report received.

Councillor C Hipkin advised the Planning Committee had met regularly, including intermittent meetings to enable them to comment and meet planning application deadlines, which had then been reported to Full Council monthly.

**c) Environment Committee – Councillor B Anderson.**

No Written report received.

Councillor B Anderson apologised for not being able to produce a written report. He advised Environment Committee had renewed the Grasscutting and street light supply contracts throughout the year and are currently working on the contract for street light maintenance. The Committee had also taken on the responsibilities and duties of the Recreation Committee, this involves the undertaking of the new Skatepark. Councillor C Shepherd suggested a meeting be arranged as soon as possible to progress the plans on the Skatepark.

**d) Finance & Administration Committee -Councillor M Shepherd.**

**Finance and Administration Committee**

This committee was reinstated on 4<sup>th</sup> November 2018 following its suspension during the construction phase of the Dersingham Village Centre. During the suspension the work of this committee was the responsibility of Full Council. In common with all other committees the delegated power to authorise spending was not reinstated therefore we have performed an advisory role with respect to spending since November.

This committee advises Council on the setting of the Precept with input from other committees. This year the Precept was reduced by £28,000 (15.6%) whilst including a provision for completing outstanding work and other commitments connected with the Village Centre. We hope to further reduce the Precept next year.

The committee also oversees general administration of the council, grants, leases, licenses and policies which are not personnel related or deemed to be the responsibility of other committees.

The committee's work over the last six months has been very much focussed on monitoring budgets and ensuring there are no major issues. The Parish Council's internal auditor visited last month and examined the accounts. His report is due shortly.

I would like to take this opportunity to express my thanks to The Clerk/RFO for her help and support over the last six months.

Mike Shepherd, Chairman of Finance and Administration Committee

May 2019

e) **Dersingham United Charities – Sharon Fettes (Sec)**

## **DERSINGHAM UNITED CHARITIES**

Regd. Charity Number 208523

15a PANSEY DRIVE, DERSINGHAM, KING'S LYNN, NORFOLK, PE31 6PX

Clerk: Mrs Sharon Fettes

Tel No 01485 543096

### *ANNUAL REPORT YEAR ENDED March 2019*

Membership of the Trustees is limited to nine volunteers who manage approximately 100 acres of land in Dersingham. This land is divided into farmland, fuel allotments (commons) and field gardens (allotments). Revenue from the land is used to provide funding for general benefit to the poor and those suffering hardships and in assisting persons who are preparing for a trade. During the year two obligatory committee meetings were held in May and December, with interim meetings taking place as and when required.

The Charity has a full complement of trustees. Parish council representatives are Dennis Wright, Kate Hathaway and Tony Bubb with Sarah Harmer and John Hunter, also appointed by the parish council to serve a four-year term from May 2015. Barry Smeaton, Walter Blaney and Elizabeth Fiddick have been re-appointed by the trustees to serve a five-year term. Revd. Mark Capron completes the committee. Barry Smeaton was elected Chairman at the December meeting.

Annual accounts are produced at the end of March and after approval by the committee, are sent to the Charity Commissioners. Copies will be held by the parish council and are available to parishioners on request. Charity donations are distributed to local charities and individuals whose criteria meet the requirements detailed in paragraph one. Dersingham Day Centre for the Elderly, Dersingham Seniors Club, and Orchard Close Community Group have again benefited. Dersingham Scouts and Guides received a donation to help with the upkeep of the Scout and Guide Headquarters. A student received a donation for a barbering course. **Donations are made upon application**, which should be directed to the Clerk of the Charity by 1<sup>st</sup> November each year, for consideration by the committee, for distribution.

Management of the Commons and the SSI site on the Fen is overseen by the trustees. Income from agricultural land, grazing, allotments and shooting rights is regularly monitored and updated.

Allotments at the Station Road site become available at intervals during the year and are re-let.

Sharon Fettes

March 2019

**f) Chairman's Report \_ Councillor S Payne.**

**Dersingham Parish Council**

Chairman's Report for the Annual Parish Council Meeting 13<sup>th</sup> May 2019

I write this report as an outgoing Chairman and Councillor.

The past year was particularly busy with a Summer Community Day, Christmas Lights switch-on and the highlight, for me anyway, was the Village Centre finally opening its doors in October last year. It has been lovely to see it being well used by a variety of groups and activities.

Our staff, Sarah and Geraldine, have settled in to their new office

Many will be aware that the building went over budget and the Council was required to obtain a loan to meet the extra costs. In the light of this the Parish Council set up a task group, with an independent chairman, which has been reviewing all aspects of the project. It is expected that a report will be presented to Council in the summer.

The Council voted to suspend committees for six months and hold twice-monthly Full Council meetings to try and lessen the workload on staff. This was reviewed and a decision made to revert to a committee structure in November. It is difficult to balance employee time in supporting and attending meetings against allowing sufficient time for discussion and decision making and there is still work to be done.

The new Council will be six members short of its complement of eighteen. I hope the vacancies will be filled by co-option in the near future.

Being a councillor is not just about attending a meeting once a month. There are committee meetings as well and it can be very time-consuming especially where there are big projects to take forward and when dealing with sensitive issues.

I wish the new administration every success.

Sue Payne

8<sup>th</sup> May 2019

**13245 Date, time and place of the next Annual Parish Council Meeting.**  
Monday 11<sup>th</sup> May 2020 at 7.00pm, Dersingham Village Centre.

**13246 Items for inclusion on the next agenda.**

A End of Year Accounts

B Policies.

Councillor C Shepherd advised she had the policies and had been working through them, however it had been suggested by the Internal Auditor that these be dealt with by the relevant Committees.

C Financial Risk Assessment.

Councillor C Shepherd suggested this be reviewed by Finance & Administration Committee and a report brought to Full Council.

D Effectiveness of Internal Financial controls/ Appoint Internal Audit Control Officer.

The Clerk advised the role of Internal Audit Control Officer is usually filled by a Councillor. Councillor M Shepherd stated could the Clerk forward a report prior to the meeting. The Clerk advised she will issue a report however having the Internal Auditors report would be beneficial.

**E Review and Appoint Bank Signatories**

As Councillors K Hathaway, C Davey and S Payne were no longer on the Parish Council Councillor C Shepherd advised new signatories needed to be agreed.

**F Internal Auditor's Report/Appointment**

This is still outstanding.

**G Asset Register review for 19/20**

Councillor C Shepherd requested the Clerk circulate the Asset Register for 2019/20

**H To Consider the process for the co-option of a Councillor/s to fill Election Vacancies.**

After discussion it was decided the 6 vacancies for Parish Councillors be advertised. Any new candidates will follow the recruitment procedures, however those that have previously served as Councillors would be exempt from the full recruitment procedures.

**13247**

**Date & Place of next meetings.**

Parish Council Meeting on Monday 20 May 2019 starting 7.00pm at The Garden Room 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."

**13248**

**Dersingham Centre Leases**

- a) lease with DVCA
- b) Office Lease with DVCA
- c) Valuation Office Agency Letters

Councillor M Shepherd advised Councillors the background to the Parish Council Lease and the DVC meeting rooms, including costs, expenditure and how figures had been achieved.

Councillor M Shepherd had three proposals for Full Council, however further information had been highlighted therefore one proposal was withdrawn. Councillors discussed the proposal, and these were approved.

With no further business the meeting closed at 8.00 pm

Councillor Murrell advised he had been approached by members of the Day Centre enquiring if the DVCA intended to have a de-fibrillatory installed. The bowls club have one installed and it was suggested it be relocated so it is easier to access. It was resolved that it would be dealt with by DVCA.