

**MINUTES OF MEETING OF
THE ENVIRONMENT COMMITTEE
held on Monday 10 June 2019 at 19:00
at The Garden Room, Dersingham Village Centre**

Present : Cllr B Anderson, Cllr C Shepherd, Cllr B Hopkins, Cllr R Frost, Cllr A Bubb & Cllr M Haizelden

In Attendance Cllr C Hipkin, The Clerk and 3 Members of the Public.

160 Election of Chair

It was resolved for Cllr Frost to be Chair of this Committee for the coming year.

161 Election of Vice Chair

It was resolved for Cllr Hopkins to be Vice Chair of this Committee for the coming year.

162 Apologies

Everyone Present.

163 Declarations of Interest

None received.

164 Minutes of the Recreation & Environment Committee Meeting held on the 8 April 2019. It was resolved for the minutes to be signed by the Chair as a true record. After the following amendment item 148 should be Tenders not Quotes.

165 Minutes of the Recreation & Environment Committee Meeting held on the 16 April 2019. It was resolved for the minutes to be signed by the Chair as a true record.

It was resolved to take agenda item 17 next

166 Skatepark

Cllr Shepherd explained that a Specification sheet had now been completed. **It was resolved for the Clerk to go out to sealed tender with a deadline of the 3 July at Noon. It was also resolved for the tender opening at the start of the next Environment Meeting,**

The Clerk advised that she had not been informed of any letters to go out. **It was resolved for the Clerk to send out a letter to all the households in the vicinity of the Recreation Ground.**

Mr Hipkin asked one of the Members of the Public if they would consider coming on the committee. **It was resolved for Committee Co-Option to go on the next agenda.**

The Clerk advised that she had sent the papers regarding Village Green Status etc but still had to discuss with a legal person.

167 Terms of Reference.

It was resolved to accept this Terms of Reference for this committee. The committee to be Environment not Recreation and Environment. Please see attached.

168 Rangers

Cllr Bubb advised that one of the no through road sign at Hawthorn Drive was no longer in place because the post had rotten away. **It was resolved for Cllr Haizelden to pick up so that the sign is not lost and for the Clerk to report to NCC Highways and advise that the Council has removed the sign and holding awaiting further instruction.**

169 Current Financial Position

The Clerk handed round the budget sheets. Please see attached. Cllr Bubb asked what the £80.50 was in footpaths. The Clerk advised that it was the new shingle at the start of the footpath between the Co-Op and St Cecilia's. No further questions.

170 Streetlight Energy Contract

The Clerk advised that this should be Streetlight Maintenance not Energy. The Clerk advised that she currently had only received two quotes. Cllr Shepherd advised that she wished to see the quotes prior to making a decision. **It was resolved for Streetlight Energy to be placed on the Full Council agenda and the quotes be sent to all and the Clerk to chase the third quote.**

171 Areas of Responsibility

(a) **Bus Shelters/Bus Stop**

Nothing to report/

(b) **Streetlights**

The Clerk advised that Opus had sent in an invoice and the figures were not as quoted. The Clerk had spoken with them when on leave and they advised that they have the telephone transcript and would send over but this has not been received as yet.

(c) **Grasscutting**

Cllr Bubb advised that the grass at top of Shernborne Road had not been cut. Cllr Bubb advised that Mr Lee always use to cut this area. Cllr Shepherd advised that the Committee had agreed to keep this garden long and allow wild flowers etc.

(d) **Cleaning**

Nothing to report.

(e) **Litter bins**

Nothing to report on Litter Bins but Cllr Anderson advised that the Annual Litter Pick had taken place with nine volunteers.

(f) **Seats and Benches**

Nothing to report.

- (g) **Dog waste bins/sponsorship –**
The Clerk advised that all sponsorship had been taken up apart from two bins. These to be offered to the other sponsors or be offered to a business.
- (h) **Footpaths and Walkways.**
Nothing to report.
- (i) **Tree Warden**
Cllr Anderson advised that the Elms on the Recreation Ground were being watered and were fine. The Clerk advised that an email had been received regarding the conifers around the Pill Box need a cut. **It was resolved for the Clerk to obtain quotes to get these cut in September.**
- (j) **General Village Environment –**
Nothing to report.

172 Mapping

Cllr Frost asked for maps with assets of the village. **It was resolved for the Clerk to undertake.**

173 The Warren

Cllr Anderson advised that he was meeting with The Norfolk Wildlife Trust and would undertake a species list of the diversity of the plants. This would enable him to undertake the Management Plan for the Warren.

174 Risk Assessments

It was resolved for the Clerk to obtain quotes to undertake the annual risk assessments of dog bins benches etc

175 Recreation area

- a) Playground Inspection Reports. The Clerk advised that she had not received any reports into the office.
- b) Email from RoSPA regarding inspection. **The Clerk advised that it was cheaper to get achieved when the team were in the area which is June so that Clerk has ordered.**

176 War Memorial & War Memorial Gardens

The Clerk advised that she had circulated an email from a Parishioner regarding the state of the war memorial garden. The Clerk advised that she had advised that Cllr Brundle and Cllr Houston had wanted to and the Council had agreed to them undertaking. **It was resolved for Cllr Shepherd to talk with Cllrs Brundle and Houston regarding the dis-repair.** The Clerk advised the cost of £190 to line and the labour to replace the sleepers of the first bed in the gardens. The Clerk advised that £250.00 had been vied from last year un-used budget to purchase the sleepers. **It was resolved for the Clerk to order the Sleepers and award the contractor to undertake the labour.**

177 Correspondence –

Email from Borough Council Re Licence – Bank Road. The Clerk had previously circulated the email regarding handing back this area to the Borough Council. They had advised that it would only be received back if in the same situation and when

the licence was given.

Email from Highways re Crossing. The Clerk had previously circulated an email from the Highway Engineer advised that she had sent out someone to check the area and found that it was tight for prams etc. The Highway Engineer had gone back to the Construction Designer to ask why?

178 Items for the Website.

Nothing at this time.

179 Items for inclusion at next Meeting

Same agenda minus item 1 & 2.

180. Date, time and venue of next meeting

Monday 8 July 2019 at 7.00pm in The Loft, Dersingham Village Centre.

With no further business the meeting was closed at 21.00pm.

Draft

TERMS OF REFERENCE AND DELEGATED POWERS - ENVIRONMENT COMMITTEE

Under the Local Government Act 1792 section 101 the Council has agreed to discharge the following functions to the Environment and Recreation Committee:

The Committee is responsible for public rights of way; street furniture; the cleaning contract; dog bins; grass cutting; litter; general maintenance; street lighting; the War Memorial and gardens; children's play equipment; safety surfaces; the skateboard park; the promotion of better facilities for young people in the Parish and the general village environment. It is also responsible for the budget and management of the Warren according to the conditions attached to the reserved funding.

The Committee may spend on its activities within the budget agreed by the Council. However, where a decision might be expected to have an impact on individual parishioners, the Committee will make reasonable efforts to consult those who could be affected and report these consultations and its proposals to the full Council for final decision.

The Committee is authorised to co-opt up to two non-Councillors if it believes they can add necessary expertise.

At its first meeting after the Parish Council's Annual Meeting the Committee will fix a programme of meetings for the rest of the financial year, taking the advice of the Clerk to avoid workload clashes with other scheduled meetings.

The Committee will prepare a draft budget for the following financial year and submit this to the Finance, General Purposes and Administration Committee by the end of November each year.

The Committee will monitor expenditure and income to ensure that its budgets are not exceeded. The Committee will not make any virements between expenditure budgets without the approval of the Council.

The services must be delivered in a way that is consistent with the Council's Financial Regulations.