

Minutes of the Dersingham Parish Council Meeting held on 20 May 2019 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham PE31 6LN.

Present: Councillor C Shepherd (Chairman), Councillor B Hopkins, Councillor M Shepherd, Councillor D Murrell, Councillor B Anderson (arrived 7.30pm), Councillor T Bubb, Councillor D Wright, Councillor M Noble, Councillor M Haizelden, Councillor M Shepherd and Councillor R Frost.

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

- 13249 To Receive and Consider Apologies for Absence**
It was resolved to accept apologies from Councillor Hipkin
- 13250 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**
None received.
- 13251 To Receive a verbal report from the Norfolk County Councillor.**
Councillor Dark was not present.
Councillor C Shepherd asked the Clerk how Borough and Norfolk County Councillors were notified of the Parish Council Meetings. The Clerk advised agendas were issued.
- 13252 To Receive a verbal report from the Borough Councillors.**
Councillor Bubb advised the new Mayor for the Borough was Councillor G Hipperson and the Deputy Mayor was Councillor M Wilkinson.
SNAP meetings are to be held monthly at the Dersingham Village Centre a Borough Councillor may need to be present, however it is undecided if this would be on a rota basis with Councillors attending from each ward.
There is currently an issue with pigeons in Burma Close which Councillor Bubb is looking into.
The Dersingham Open Gardens is taking place this weekend, Sunday 26th and Monday 27th May.
- 13253 Minutes of Dersingham Parish Council Meeting held on 29 April 2019.**
It was resolved approve the minutes as a true and accurate record and duly signed by the Chairman.
- 13254 Minutes of the Dersingham Annual Parish Council Meeting held 13 May 2019.**
It was resolved approve the minutes as a true and accurate record and duly signed by the Chairman.
- 13255 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:

19/00772/F Application for single storey rear extension and porch to front at 39 Philip Nurse Road, Dersingham. - **Approved**

19/00835/F Application for construction of an Annexe on the North Elevation and Internal Alterations to existing dwelling at Whiteways, 23 Woodside Avenue, Dersingham – **Recommend refusal on the grounds of not in keeping with the area**

Determinations.

19/00381/F Application for construction of a tractor shed/implement store at 92 Hunstanton Road, Dersingham. -**Granted**

13256 End of Year Accounts.

Councillor M Shepherd advised he had been unable to check the accounts as the paperwork received had shown the year not reconciled. The Clerk advised the only unresolved entry was for the Sports Ground Management that had now been completed as a nil entry and was now reconciled. After discussion Councillor M Shepherd stated as the Internal Auditor had been satisfied with the accounts, he was happy to accept as accurate. **It was resolved to approve the accounts.**

13257 Financial Risk Assessment.

This item was dealt with under Minute number 13260

13258 Effectiveness of the Internal Financial controls/ Appoint Internal Audit Control Officer.

This item was dealt with under Minute number 13260

13259 Review and Appoint Bank Signatories.

The Chair advised as there had been Councillors retired from the Parish Council that had been signatories on the Barclays and NS&I bank accounts they would need to be replaced. The Clerk advised the Councillors to take the position of signatories would also be expected to act as dual authorisation of the electronic payments, this would involve accessing the Edge package and authorising payments. Councillors discussed various options and requirements. **It was resolved for Councillors M Shepherd and M Noble to take the role as Bank Signatories.**

13260 Internal Auditor's Report/Appointment.

Councillor C Shepherd advised the Internal Auditors report had been received by Councillor M Shepherd and the Clerk. Whilst it was not a lengthy document it was comprehensive, with recommendations being made that were to be completed within a specific timescale.

Councillor Hopkins asked when the last Internal Audit was carried out and why these recommendations had not previously been highlighted. The Clerk advised the previous Auditor had been given a specific remit. Councillor M Shepherd advised the recent Auditor had followed a normal template with a wider remit. After further discussion it was decided the Finance Committee would meet on the 13 June to discuss the Internal Auditors report, with an additional Finance Committee meeting the 18 June to discuss Minutes items 13257,13258 and 13261 which will enable Agar Forms to be submitted by the deadline. The Chair reminded everybody of their collective responsibilities regarding financial processes.

13261 Asset Register review for 19/20.

This item was dealt with under Minute number 13260.

13262 Accounts up to 30 April 2019.

It was resolved to approve the accounts.

13263 Accounts for Payment.

The Clerk advised she had circulated a newly formatted payments list generated through the Edge Accountancy package as per the Internal Auditors recommendation.

A query was raised concerning payment to TM Browne for the clearance of the pump chamber as it was a maintenance issue payable by the DVCA. Councillor M Shepherd advised as the Clerk had raised the order as a matter of urgency to resolve the situation the Parish Council should pay the amount outstanding.

Council C Shepherd stated the payment to Complete Electrical Solutions included the installation of a smoke detector to be situated inside the lift workings cupboard and connected to the main fire alarm system, however when the contractors were on site the order details were changed by a previous contract administrator and the smoke detector was not wired into the alarm system. Therefore, it does not meet the Fire Officers specification. The Clerk had contacted the contractors and there is a solution at a cost of £240.00. Councillor C Shepherd stated it was unfair to withhold payment as the contractors had carried out the changes as instructed.

The Clerk asked Councillors their opinions on the new payment schedule. Councillor M Shepherd asked if it was possible to add more fields to the report. This is to be discussed at the next Finance Committee meeting.

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/19**

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
34	D/P £748.54 20.05.19-	£0.00	£748.54	01/04/19	NALC - Subs	£748.54
5	D/P £1,637.14	£272.86	£1,364.28	18/04/19	T M Browne Ltd - Clearance	£1,637.14

		20.05.19-5					of pump chamber including removal and replacement of damaged pump. Inspection and rodding of main drainage to hall and labour/site visits
33	D/P	£653.81 20.05.19-	£0.00	£653.81	29/04/19		Norfolk Pension Fund - £653.81
1			£134.90	£0.00	£134.90		Staff Employees part
2			£518.91	£0.00	£518.91		Staff Employers Part
30	D/P	£60.53 20.05.19-30	£10.09	£50.44	30/04/19		CGM Group – Grasscutting Rec Ground £60.53
28	D/P	£105.56 20.05.19-	£17.59	£87.97	01/05/19		K & M Lighting Services - £105.56 Streetlight Maintenance
35	D/P	£80.50 20.05.19-	£0.00	£80.50	01/05/19		C & E Handyman £80.50 Services - Cleaning Contract
29	D/P	£636.00 20.05.19-29	£106.00	£530.00	03/05/19		P J & B Jones Ltd – Grasscutting £636.00
27	DD	£13.40 31.05.19-	£2.23	£11.17	06/05/19		Utility Warehouse - Mobile Phone £13.40
4	D/P	£1,134.96 20.05.19-4	£189.16	£945.80	12/05/19		Complete Electrical Solutions £1,134.96 - Provide and install new exterior light fitting to underside of soffit at the corner of the garden room. Fitting to match that used under canopy above main entrance. Provide and install time switch and manual override to control all exterior lighting. All exterior lights will be turned on and off together. Provide and install additional smoke alarm detector in under stairs cupboard, linked into the main fire alarms. With regard to the use of surface trunking, this is acceptable provided the smallest possible square or rectangular mini-trunking is used and it is run down tight to the lift door frame between the ceiling and top of cupboard door frame.
25	D/P	£185.00 20.05.19-	£0.00	£185.00	20/05/19		C & E Handyman Services - £185.00 Cleaning Contract
26	DD	£6.00 20.05.19-	£0.00	£6.00	20/05/19		E-On Energy - Rec Ground Energy £6.00

Dersingham Parish Council

Expenditure transactions - payments approval list
year 01/04/19

Start of

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
31	D/p £1,488.30 07.05.19-	£0.00	£1,488.30	28/05/19	Sarah Bristow - Wages	£1,488.30
32	D/P £688.52 07.05.19-32	£0.00	£688.52	28/05/19	Geraldine Scanlon – Wages	£688.52
Total	£7,438.26	£597.93	£6,840.33			

It was resolved to approve payments and was duly signed by the Chair.

13264 Appointment of Parish Councillors to serve on the Staffing Committee.

Councillor C Shepherd advised she had approached Councillors D Wright and M Noble and proposed they join the Staffing Committee. **It was resolved to approve the proposal.**

13265 Appointment of Parish Councillors Representative to serve on the DVCA Committee.

The Clerk suggested Councillors read through an advice note regarding acting as a trustee before volunteering for the role. The Clerk agreed to circulate the document to all councillors.

Councillor C Shepherd advised she had a brief meeting with S Payne and D Collingham. The nominee would be ex officio and would be a conduit between the two, however the role trustee would take priority over the role of Parish Councillor. Mrs Payne would remain the representative until the 28 May when the DVCA hold their AGM. Councillor C Shepherd proposed the item be deferred. **It was resolved to approve this proposal.**

13266 Co-option of Parish Councillors.

**Mrs V Brundle
Mr J Houston**

The Chair proposed Mrs Brundle and Mr Houston be co-opted onto the Parish Council. **It was resolved to approve the proposal and the Clerk to raise appropriate paperwork.**

13267 To Consider the process for the co-option of Councillors to fill election vacancies.

Councillor C Shepherd advised there is currently a procedure in place. The candidate is to write to the Clerk with a brief outline as to why they wish to join also giving a little detail about themselves. They will then be invited to meet the Chairman and Vice Chair and to attend a Parish

Council meeting where they will be asked to introduce themselves to the Councillors.

Councillor C Shepherd was not aware of a written policy regarding co-option, the Clerk advised there was one available.

It was proposed the Communications Committee undertakes the co-option policy review. **It was resolved for the Clerk to provide the current policy to Communication Committee.**

13268

Full Council Training.

Councillor C Shepherd suggested training be organised for Councillors. The session would consist of a refresher for Councillor training and an understanding of the finance procedures of the Parish Council. The possibility of inviting Councillors from other local Parishes was discussed. The Clerk felt it would be more beneficial to do the first session in house, with the possibility of another open session in the future. **It was resolved for the Clerk to arrange a training date.**

13269

Dersingham Village Centre.

a. Membership

b. Update on outstanding work priority list

Councillor M Shepherd advised the membership had to be reviewed for the task group and the remit of the group would need to be addressed too. It was felt the task group now needed to become a group to liaise with the DVCA as it would enable the two groups to work together and maintain a good working relationship.

It was resolved for the group to become a liaison group. The liaison group member will be Councillors G Billard, R Frost, B Hopkins, M Shepherd and the Clerk.

Councillor M Shepherd advised he is still chasing quotes for the work to be carried out on the car park, two quotes have been received however they were double the expected amount. It was felt the deadline for the end of June was not achievable.

13270

Dersingham Centre Project review.

Councillor C Shepherd stated the review was almost complete, with almost all interviews carried out. The Group will meet to collate the information gathered and Mr Colson will then write his final report, which is hoped to be circulated and reported to Full Council for July.

13271

Dersingham Centre Finance Task Group Report.

Councillor C Shepherd advised there was no update.

13272

Correspondence.

The Chair read out the correspondence.

A CIL payment of £157.86 had been received. The Clerk advised this would be ringfenced until allocated.

Councillor C Shepherd advised the Bruno Peek battles over is 8th – 10th May 2020 and asked the Parish Council if they wished to register to participate. **I was resolved to approve the recommendation and the Clerk to register.**

13273 Items for inclusion on the next agenda.

The meeting was closed at 20.30

A Parishioner asked if the report written by Mr Colson regarding the findings of the Project Review group would be presented at a Parish Council meeting. The Chair advised the report would be brought to Full Council.

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.”

13274 Dersingham Centre
a) Telephone call from Parishioner

Councillors discussed a phone call received by the Clerk from a Parishioner.

With no further business the meeting was closed at 20.35

Action Points 29.04.2019

Clerk

- To submit in writing to the Chair Executive Committee for SLCC Norfolk Branch will be carried out in the Clerks own time not Parish Council.
- To obtain tenders for the skatepark
- To seek legal advice regarding Village Green status
- To ensure items for next meeting's agenda are placed on Full Council agenda

Councillor C Shepherd

- To liaise with Dersingham Village Centre Association regarding location of noticeboards.

Councillor M Shepherd

To chase quotes for DVC Car park and footpath

Actions Points APCM 13.05.2019

Clerk

- To place Standing Orders on the next Finance & Administration Committee agenda

- To place Financial Regulations on the next Finance & Administration Committee agenda.
- To place Staffing on the next Full Council Meeting agenda.
- To place DVCA on the next Full Council Meeting agenda.
- To circulate Asset Register 19/20
- To ensure items for next meeting's agenda are placed on Full Council agenda

Action Points Dersingham Parish Council meeting 20.05.19

Clerk

- To place Internal Auditors report on next Finance Committee meeting agenda
- To Place
 - Financial Risk Assessment
 - Effectiveness of the Internal Financial Controls/Appoint Internal Audit Control Officer.
 - Internal Auditors Report/Appointment – finance meeting findings
 - Asset Register Review 19/20
 Onto the Finance Committee agenda 18th June.
- To arrange relevant paperwork for Mr Houston & Mrs Brundle Co-option.
- To circulate advice note to all councillors about trustee role.
- To provide the current Co-option of councillor policy to the Communications Committee.
- To arrange Councillor training.
- To register Dersingham Parish Council for participation in Bruno Peeks battles over 8th-10th May 2020.