

**MINUTES OF MEETING OF
THE ENVIRONMENT COMMITTEE**
held on Monday 4 November 2019 at 19:00
at The Loft, Dersingham Village Centre

Present: Cllr B Anderson, Cllr C Shepherd, Cllr B Hopkins, Cllr C Hipkin, Cllr S Osborn, & Cllr A Bubb

In the absence of Cllr Frost, Cllr Hopkins as Vice Chair to the Chair.

In Attendance Cllr C Hipkin, Cllr S Osborn, The Clerk and 2 Members of the Public.

240 Apologies

It was resolved to accept apologies from Cllr R Frost. Cllr Shepherd advised that Mr Green had resigned from this committee.

241 Declarations of Interest

None received.

242 Minutes of the Environment Committee Meeting held on the 14 October 2019.

The Clerk advised that she had received a copy of the minutes this morning covered in red ink from the Full Council Chair. The Committee Chair had checked previously and agreed for them to be published and they are on the website. The Clerk advised that she had gone through the requested amendments and made amendments where names were apparently incorrect but felt that the balance were just re-wording. **It was resolved for the agreeing and signing of the minutes be deferred until the next meeting giving time for everyone to re-check.**

*Due to
Track
Changes.
§.*

243 Rangers

Cllr Anderson advised that the drains in Hunstanton Road outside The Green was still full of leaves and was not sure if the Rangers had cleared and it had filled up again. **It was resolved for the Clerk to report again.**

Cllr Hopkins advised that Recreation Ground was also full of leaves around the fence areas below the trees. **It was resolved for the Clerk to contact the Cleaning Contractor and asked him to remove.**

244 Current Financial Position

The Clerk handed round the budget sheets. Cllr Shepherd asked if the Opus Energy Invoices were all up to date. The Clerk advised that she checks regularly for invoices on the portal, so they do not miss the payment run. Cllr Hopkins advised the committee that the Clerk had re-allocate the Streetlight Energy Budget as the Credit was not allocated correctly. Cllr Shepherd advised that she felt that the £1,000 extra for this budget line would be adequate.

245 Budget Setting 2020/21

The Clerk advised that she had put in the figures agreed at the last meeting. (Please see attached). The Clerk felt that no Dog Bin Sponsorship would be achieved next year. The Environment Budget for 2020/21 was down on last year but no budget for the War Memorial has been allocated. The Recreation Budget for 2020/21 was down from £6875.00 to £5,100.00. The same figures for the Warren but this is from Reserve

not from the Precept. No Precept figure has been put in for the Skatepark, but it was agreed to be self-funding.

246 Areas of Responsibility

- (a) **Bus Shelters/Bus Stop**
Cllr Shepherd advised that the new bus stops by the Dersingham Centre were currently being put in place.
- (b) **Streetlights**
Nothing to report.
- (c) **Grasscutting**
Cllr Osborn confirmed that the Warren had been cut.
- (d) **Cleaning**
Everywhere was covered in leaves and was an on-going battle.
- (e) **Litter bins**
Nothing to report.
- (f) **Seats and Benches**
Nothing to report.
- (g) **Dog waste bins/sponsorship –**
It was resolved for the Clerk to chase Cllr Frost who had agreed for his company to sponsor the last two not taken up by the other vets.
- (h) **Footpaths and Walkways.**
After discussion **It was resolved to see if any feedback regarding the Letter.**
- (i) **Tree Warden**
Cllr Anderson asked regarding the large tree that came down that was blocking the Drift. Cllr Osborn reported that the tree had been removed.
- (j) **General Village Environment –**
Nothing to report.

247 The Warren

Cllr Anderson advised that there would be no report until after The Norfolk Wildlife Trust had undertaken their survey which would likely be next year. Cllr Anderson agreed to undertake once survey achieved. **It was resolved to remove this part from future agenda.**

248 Recreation area

- a) RoSPA Playground Inspection Report. The Clerk advised that report was mainly on surfaces under equipment due to wear and tear. The Clerk also advised that no weekly inspection reports were available in the office which she was concerned about. Cllr Hopkins advised that the Administrative Assistant usually undertakes on a Sunday. Cllr Shepherd advised that the Administrative

Assistant advised that they were currently in her hall way at home. **It was resolved for Cllr Hopkins to speak with the Administrative Assistant and make sure all the copies are filed in the office.** The Clerk advised that Edge the accounts package provider had just added a module that covered playground visual checks and they could be achieved manual or via a laptop with pictures that would electronically produce a report and would be stored electronically on the cloud and linked to the asset register.

- b) Roundabout. The Clerk advised that she had placed the order but there was a six to seven week delay currently.
- c) Basketball Hoops. Cllr Hopkins advised that Cllr Frost was going to measure the backboards. **It was resolved for Cllr Hopkins and Cllr Hipkin to go and measure and report back.**
- d) Elm Tree. Cllr Shepherd had written a report which had been circulated. The Tree is dead. **It was resolved for the Clerk to advise the supplier and chase the replacement tree promised.**

249 Skatepark

The Working Group are going to meet and work on an action plan going forward. The situation regarding the Village Green, keeping to 200 cubic meters so no planning is necessary will all be discussed. Mr Green had resigned from this committee but had agreed to help the group. Cllr Anderson advised that he had undertaken some figures regarding the comment last time regarding the use of concrete on the skatepark. The Skatepark keeping within the 200 cubic meters would produce around 945kg of carbon dioxide. A hectare of trees produces 5000kg of oxygen so if we planted ~~71 square meters~~ of trees on the Warren it would equal out the carbon used to produce the skatepark. *0.5 hectares Absorb*

Carbon dioxide

9450 Kg

£

250 Risk Assessments

Cllr Shepherd advised that she and Cllr Anderson had not met regarding the tree survey. Cllr Shepherd advised they had agreed to meet on this Wednesday 6th at 2.00pm. **It was resolved for Cllr Shepherd and Cllr Anderson to look at the balance of the trees and for the item to remain on the agenda.**

251 War Memorial & War Memorial Gardens

The Clerk advised that she had managed to get hold of a quote to undertake the sleepers on the War Memorial by the 11th but that it was over the £500 so she needed to go out to tender but she could not think of anyone who would be willing to undertake. Cllr Hipkin provided a couple of names. **It was resolved for the Clerk to contact and obtain further quotes.** The Clerk advised that she had asked for a quote to remove the old sleepers from the replaced flowerbed before the 11th. Cllr Hipkin gave the Clerk a number to try to hopefully get removed for free. **It was resolved for the clerk to undertake.** The Clerk advised that the original contractor had agreed to give the area a tidy up prior to the 11th. **It was resolved for the Clerk to advise him to undertake.**

252 Bank Road Licence

The Clerk advised that a disadvantage of her not looking at email was that she had missed an email from the Borough Council to meet at the site this morning. The Clerk advised that she had gone back to him with some other hopeful dates.

253. Climate Change

Cllr Anderson had not been able to produce a report as this meeting had been moved a week earlier. **It was resolved for Cllr Anderson to undertake for the next meeting.**

254 Correspondence –

a) Email from Nalc re Digging Up Norfolk regarding a consultation on Sheringham Shoal Offshore Wind Farms Extensions Project.

255 Items for inclusion at next Meeting

Same agenda plus Playground Inspections and minus 8a, 9c.

256 Items for the Website.

Nothing at this time.

257. Date, time and venue of next meeting

Monday 2 December 2019 at 7.00pm at The Loft, Dersingham Centre.

It was resolved to exclude Press and Public for the next two items.

258. Recreation Grasscutting Quotes.

Two quotes were received out of five invitations. The quotes were opened. **It was resolved to award the contract for sixteen cuts for three years to P J Jones. It was also resolved for the Clerk to send off the order and to ask the contractor regarding any treatment necessary to stop the brown grass of this year happening.**

259. Tree in Crisp Close

Cllr Shepherd advised that this has been on-going since 2018, the Clerk advised that she felt it first came up in 2016. The Councillors looked at the quotes and work to be undertaken. **It was resolved for Heritage Tree Specialists to undertake the work and for the Clerk to raise the order.**

With no further business the meeting was closed at 20:40pm.

Financial Budget Comparison

Comparison between 01/04/19 and 30/10/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	Previous Year's Net	2019/20	Actual Net	Balance	2020/21
Environment					
Income					
400	Dog Bin Sponsorship	£0.00	£600.00	£700.00	£100.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00	£0.00
410	Misc	£0.00	£0.00	£0.00	£0.00
415	Precept	£0.00	£19,910.00	£19,910.00	£0.00
420	Bus Stop Donation	£0.00	£4,000.00	£0.00	£0.00
	Total Income	£0.00	£24,510.00	£20,610.00	£600.00
Expenditure					
4000	Cleaning Contract	£1,755.99	£2,000.00	£1,307.49	£2,000.00
4005	Dog Bins	£0.00	£100.00	£0.00	£100.00
4010	Dog Bin Advertising	£0.00	£60.00	£25.99	£34.01
4015	Dog Bin Emptying	£2,804.88	£3,000.00	£0.00	£3,000.00
4020	Grasscutting/Verge Maintenance	£3,198.20	£3,300.00	£2,590.00	£3,300.00
4025	Floral Enhancements	£0.00	£0.00	£0.00	£0.00
4030	Taskforce	£21.88	£0.00	£9.16	£9.16
4035	Street Lighting Energy	£1,688.39	£2,000.00	£1,437.82	£3,000.00
4040	Streetlight Maintenance	£1,161.16	£1,500.00	£684.43	£1,250.00
4045	Streetlight Repair/Survey/New	£0.00	£2,000.00	£0.00	£2,000.00
4050	Seats/Benches	£0.00	£100.00	£0.00	£100.00
4055	Village Sign	£2,112.00	£0.00	£0.00	£0.00
4060	Bus Shelters	£65.00	£250.00	£1,200.00	£250.00
4065	Footpaths/PROW	£0.00	£100.00	£80.50	£100.00
4070	Trees	£1,680.00	£2,000.00	£0.00	£2,000.00
4075	Litterbins	£0.00	£0.00	£0.00	£0.00
4080	General Maintenance	£213.50	£2,000.00	£0.00	£1,500.00
4085	Parish Partnership Scheme	£0.00	£0.00	£0.00	£0.00
4090	War Memorial Gardens Planting	£0.00	£100.00	£0.00	£100.00
4095	War Memorial Maintenance	£762.00	£1,250.00	£439.90	£1,250.00

Financial Budget Comparison

Comparison between 01/04/19 and 30/10/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	Previous Year's Net	2019/20	Actual Net	Balance	2020/21
4100 War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00
4105 Bus Stop	£0.00	£5,000.00	£0.00	£5,000.00	£0.00
Total Expenditure	£15,463.00	£24,760.00	£7,775.29	£16,984.71	£20,010.00

Financial Budget Comparison

Comparison between 01/04/19 and 30/10/19 inclusive.
Excludes transactions with an invoice date prior to 01/04/19

	Previous Year's Net	2019/20	Actual Net	Balance	2020/21
Recreation Income					
500 Grants	£0.00	£0.00	£0.00	£0.00	£0.00
515 Income from Events	£165.00	£0.00	£0.00	£0.00	£0.00
520 Fundraising	£0.00	£0.00	£0.00	£0.00	£0.00
525 Recreation Events	£0.00	£0.00	£0.00	£0.00	£0.00
540 Precept	£0.00	£6,875.00	£6,875.00	£0.00	£0.00
Total Income	£165.00	£6,875.00	£6,875.00	£0.00	£0.00
Expenditure					
5000 Recreation Water	£47.48	£75.00	£23.46	£51.54	£50.00
5005 Recreation Ground Electricity	£72.00	£150.00	£42.00	£108.00	£100.00
5010 Playground Equipment - New	£0.00	£0.00	£0.00	£0.00	£0.00
5015 Playground Equipment - Maintenance	£2,142.00	£2,500.00	£0.00	£2,500.00	£2,500.00
5020 Playground Inspection	£134.40	£200.00	£114.00	£86.00	£200.00
5025 Recreation Ground Maintenance	£12.00	£2,000.00	£0.00	£2,000.00	£1,000.00
5030 Recreation Ground Grasscutting	£484.24	£1,500.00	£403.52	£1,096.48	£1,000.00
5045 Recreation Events	£566.99	£0.00	£0.00	£0.00	£0.00
5050 Children's Activities	£0.00	£200.00	£0.00	£200.00	£0.00
5055 Christmas Activities	£310.50	£250.00	£0.00	£250.00	£250.00
5060 Funday	£86.40	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£3,856.01	£6,875.00	£582.98	£6,292.02	£5,100.00

Financial Budget Comparison

Comparison between 01/04/19 and 30/10/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	Previous Year's Net	2019/20	Actual Net	Balance	2020/21
The Warren Expenditure					
8000 Warren Expenditure	£3,603.04	£4,375.00	£817.00	£3,558.00	£4,375.00
Total Expenditure	£3,603.04	£4,375.00	£817.00	£3,558.00	£4,375.00

Financial Budget Comparison

Comparison between 01/04/19 and 30/10/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	Previous Year's Net	2019/20	Actual Net	Balance	2020/21
Skatepark Income					
900 Skatepark Donations	£1,020.00	£0.00	£0.00	£0.00	£0.00
Total Income	£1,020.00	£0.00	£0.00	£0.00	£0.00
Expenditure					
9000 Skatepark Project	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00