

**MINUTES OF MEETING OF
THE ENVIRONMENT COMMITTEE
held on Monday 6 January 2020 at 19:00
at The Loft, Dersingham Village Centre**

Present: Cllr R Frost, Cllr B Anderson, Cllr C Shepherd, Cllr B Hopkins, Cllr S Oborn, & Cllr A Bubb

In Attendance The Clerk and one member of the Council.

280 Apologies

It was resolved to accept apologies from Cllr C Hipkin,

281 Declarations of Interest

None received.

282 Minutes of the Environment Committee Meeting held on the 2 December 2019.
It was resolved for the minutes to be signed by the Chair as a true record after the following amendment: Item 264 should read Unitary.

Cllr Shepherd reminded everyone that the Solicitors advice regarding the Village Green is for Council use only as per the agreement.

283 Rangers

Cllr Bubb advised that he had spoken to the Borough Council regarding the leaves and was waiting for the Portfolio Holder to get back to him.

Cllr Shepherd was asked if she could put a note to the affect that people should not sweep leaves into the road as it blocks the drains which causes a more serious issue.

284 Current Financial Position (Please see attached)

The Clerk handed round the budget sheets and advised that these were up to the end of December as bank statement had arrived today.

Cllr Shepherd asked about the Warren cut as it does not seem to be on the budget sheets. The Clerk advised that the payment of £420 was listed on the payment sheet. Cllr Shepherd and Cllr Anderson advised that they were pleased with the look after undertaking only half the field.

CUTTING \$

Cllr Bubb handed round a sheet regarding the COIF account that he had agreed to investigate after the last meeting.

Cllr Bubb advised that he had received a request from a Parishioner regarding having a refuge point at the junction with Mountbatten Road and Lynn Road. The Parishioner was finding it difficult to cross such a large road in such a short time because of the fast-flowing traffic in this area. Cllr Bubb advised that a similar scheme had been achieved at Ingoldsthorpe for getting across the main road. Cllr Bubb advised that he had been informed by the Clerk that the Parish Partnership Scheme deadline had passed for 20/21 but he felt that other funding could be sought. It was resolved for the Clerk to contact Highways and see if

Sought \$

they would entertain such a scheme and costs involved and report back to the next meeting.

286 Budget Setting 2020/21

No revision necessary.

287 Areas of Responsibility

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

Cllr Bubb advised that the bus shelters were full leaves, and could they please be cleaned. **It was resolved for the Clerk to ask the Handyman to undertake.**

(b) **Streetlights**

The Clerk advised that a Health Professional attending to her duties had accidentally knocked over a streetlight in West Hall Road. All the details have been passed onto the insurance company and some quotes for the work achieved. **It was resolved for the Clerk to undertake the necessary to get the streetlight back in place.**

Cllr Bubb advised that the telegraph pole in Post Office Road was an accident waiting to happen. The owner of the garden behind had tidied up around the pole but this has made the pole look like it is in the road and sticks out. **It was resolved for the Clerk to contact Highways to see if reflective strips could be placed on the pole to alert drivers.**

Cllr Osborn advised that the 30mph sign was still lying on the verge in Health Road. **It was resolved for the Clerk to contact Highways**

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(c) **Grasscutting**

Nothing to report.

(d) **Cleaning**

Nothing to report

(e) **Litter bins**

Nothing to report.

(f) **Seats and Benches**

Nothing to report.

(g) **Dog waste bins/sponsorship –**

Cllr Shepherd advised that the Parishioner was still concerned regarding the amount on dog bags being thrown on his property. The Clerk advised that she had walked the route on several occasions and had only found one bag which she had placed in the bin by the entrance to the Doctors. The Clerk advised that the bin in this location is hardly being used and had enquired about moving from the Doctors entrance where there is no footpath to the grass verge opposite the Church wall. The Clerk was waiting a response.

(h) **Footpaths and Walkways.**

The Clerk advised that she had received a letter back from the Church to advise with a map showing the outline of their property and they do not own the footpath. ~~It was resolved that nothing further could be achieved and hopefully when it becomes not usable then County would pick it up.~~ Cllr Shepherd advised that County can use the Misc. Provision Act 1972 to undertake if they wished.

(i) **Tree Warden**

The Clerk advised that she was still waiting insurance and professional paperwork from a contractor. **It was resolved for the Clerk to chase.**

The Clerk advised that it had been brought to her attention that no treatment had been achieved on the ~~trunk~~ in Crisp Close. **It was resolved for the Clerk to ask if this is still to be achieved.**

stump \$

(j) **General Village Environment –**

The Clerk advised and handed round a paper regarding luminous signs to go above de-fib so their location was more visible in the dark. Cllr Hopkins advised that there is a sensor light outside the Social Club that lights up the area around the de-fib.

Cllr Shepherd advised that the spot lights from the Feathers Public House are shining brightly on the road, which is a hazard for anyone walking or driving in the area. **It was resolved for the Clerk to inform the Highway Engineer.**

288 The Warren

Nothing to report

289 Recreation area

a) RoSPA Playground Inspection Report. The Clerk had sent round a list of the recommended work necessary. Cllr Shepherd advised that there was one piece that was a yellow rating an 8+ score which was the other side of the double swings that were achieved last year. The other areas were mainly worn grassed areas. **It was resolved for the Clerk to obtain quotes to mulch under the other half of the double swings the side that was not completed last year.**

b) Basketball Hoops. The Clerk advised that when reading the description, she felt that the back-board quote included the metal back board. She had tried to contact but due to Christmas had not been able to get anyone on the telephone. The Clerk then advised that she had thought of a different way with printing up our own backboard by a local printing firm and had received one quotation so far. Cllr Anderson advised that the committee had agreed to purchase the backboards and the council should proceed down that route. The Clerk advised that she would ring and check and if did the metal backing she would purchase. **It was resolved for the Clerk to purchase two new back boards.**

c) Elm Tree. Cllr Shepherd advised that the new Elm Tree had arrived and has been planted on Station Road. The Clerk had been advised that a tree watering bag should be used. ^{be}The Clerk to investigate further. Cllr Anderson advised that the grass should short around the base. **It was resolved for the Clerk to inform the grasscutter.** \$

290 Skatepark

- a) Tender Evaluation – The Clerk advised that the preferred contractor required a letter of intention before they would undertake anything further. The Clerk had emailed round the request. **It was resolved for the Clerk to advise of our intention being subject to funding being in place.**
- b) Legal Issue – This has now been addressed.
- c) Planning – It is hoped to obtain a lawful development certificate when the drawings are made available.

291. Hedgehog/Wildlife Signs

The Clerk advised that the Highway Engineer had advised that these would not be permitted.

292 War Memorial & War Memorial Gardens

The Clerk advised that the contractors were currently undertaking the replacement of the sleepers but had come up with a problem. The Council were informed by Cllr Houston and Cllr Brundle that the old sleepers were all 1.8 meters long which was what the Clerk had ordered but when the contractors had come to replace, they realised that the sleepers were around 2.1 or 2.2 meters. This has left them now having the required number of sleepers to complete the replacement. Cllr Frost advised that he did not measure the sleepers, and just counted the amount used. Cllr Shepherd advised that lessons need to be learnt and that in future contractors should be requested to supply and fit. **It was resolved for the Clerk to ask them to purchase any extra sleepers and permeable lining as Cllr Hipkin had been unable to provide.**

Cllr Shepherd advised that the gardens etc need to be maintained throughout the year not just before Remembrance Sunday as it was used regularly for the rest of the year also. Cllr Shepherd advised that when the work is complete, she asked Councillors who had volunteered pieces from their own gardens etc needed to advise her so she could work out a planting plan. The Clerk advised that a local contractor and a volunteer group had advised they would be interested in the maintenance. Cllr Frost advised that this needs to be looked at and put in place. Cllr Frost said with the planting being low maintenance it would be necessary to work out what was still necessary to achieve and the correct rate and timings to make sure that it looks nice all year round.

293. Climate Change

Cllr Anderson agreed to work out when the working party could meet and would send around possible dates and times soon. He advised that any planting on the war memorial must be peat free. There was a discussion regarding planting new trees on the Warren and if necessary, to put plastic guards around or was there a bio-degradable one available. The solar panels on the Village Centre also need revisiting. **It was resolved for Cllr Anderson to arrange a meeting of the working group.**

294 Correspondence –

Cllr Frost advised that he had received a phone call from a concerned Parishioner regarding what was happening at the old Community Centre site. Cllr Shepherd advised that they are currently undertaking surveys but expect a revised planning application soon.

The Clerk advised that she had received an email from a Parishioner who keeps an eye on the Warren and he had advised about a dog bin on Stanton Road that was overflowing. The Clerk advised that she had investigated and been informed by the Borough Council Officer that the bin in question had been filled by several bags of dog waste from someone's garden. The Clerk advised that she would put a notice on the bin to say that your own waste can be double bagged in your own black bin. **It was resolved for the notice to go up and for Cllr Shepherd to mention in her report for Village Voice.** Dogs & B.

295 Items for inclusion at next Meeting

Same agenda minus 9c & 11 and plus COIF Charity Investment Fund and Climate Change Working Group report.

296 Items for the Website.

Nothing currently.

297. Date, time and venue of next meeting

3 February 2020 at 7.00pm at The Loft, Dersingham Village Centre, Dersingham

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

298. Risk Assessments

a) Members to discuss quotes and any actions re Tree inspection. **It was resolved to award the contract for the work to Dan Yeomans and for the Clerk to draw up the necessary paperwork.**

With no further business the meeting was closed at 20:45pm.

ACTION LIST

Cllr Shepherd

- Mention the Dog Bin Waste in Black Bins in her Village Voice Report.
- Mention Sweeping of leaves into the drains in her Village Voice Report.

Cllr Anderson

- To arrange Climate Change Working Party Meeting

Clerk

- Speak with Highways regarding the refuge at Mountbatten Junction
- Get the Handyman to clear out the leaves and clean the bus shelters
- Get the Streetlight in West Hall Road replaced and working
- Speak with Highways regarding the 30pmh sign in Heath Road
- Speak with Highways regarding reflective strip in Post Office Road
- Obtain the necessary paperwork from Tree Surgeon
- Ask contractor when he would undertake the treatment on the stump at Crisp Close.
- Speak with Highways regarding the The Feather's lights
- Obtain quotes to put mulch down in the double swing area.
- Purchase backboards for the basketball hoops
- Ask the grasscutter to keep the grass cut short around the new Elm Tree
- Obtain information regarding watering bag for the Elm Tree
- Letter of intention regarding Skateboard Park
- Increase the order and inform the contactor regarding purchasing more sleepers and membrane for the War Memorial.
- Place the order for the 18-month tree survey.

Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 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	£600.00
405 NCC Partnership Scheme	£0.00	£0.00	£0.00	£0.00	£0.00
410 Misc	£0.00	£0.00	£0.00	£0.00	£0.00
415 Precept	£0.00	£19,910.00	£19,910.00	£0.00	£0.00
420 Bus Stop Donation	£0.00	£4,000.00	£1,200.00	£-2,800.00	£0.00
Total Income	£0.00	£24,510.00	£21,810.00	£-2,700.00	£600.00
Expenditure					
4000 Cleaning Contract	£1,755.99	£2,000.00	£1,688.48	£311.52	£2,000.00
4005 Dog Bins	£0.00	£100.00	£0.00	£100.00	£100.00
4010 Dog Bin Advertising	£0.00	£60.00	£25.99	£34.01	£60.00
4015 Dog Bin Emptying	£2,804.88	£3,000.00	£0.00	£3,000.00	£3,000.00
4020 Grasscutting/Verge Maintenance	£3,198.20	£3,300.00	£3,026.00	£274.00	£3,300.00
4025 Floral Enhancements	£0.00	£0.00	£0.00	£0.00	£0.00
4030 Taskforce	£21.88	£0.00	£9.16	£-9.16	£0.00
4035 Street Lighting Energy	£1,688.39	£2,000.00	£1,934.85	£65.15	£3,000.00
4040 Streetlight Maintenance	£1,161.16	£1,500.00	£894.69	£605.31	£1,250.00
4045 Streetlight Repair/Survey/New	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00
4050 Seats/Benches	£0.00	£100.00	£0.00	£100.00	£100.00
4055 Village Sign	£2,112.00	£0.00	£0.00	£0.00	£0.00
4060 Bus Shelters	£65.00	£250.00	£0.00	£250.00	£250.00
4065 Footpaths/PROW	£0.00	£100.00	£80.50	£19.50	£100.00
4070 Trees	£1,680.00	£2,000.00	£450.00	£1,550.00	£2,000.00
4075 Litterbins	£0.00	£0.00	£0.00	£0.00	£0.00
4080 General Maintenance	£213.50	£2,000.00	£280.00	£1,720.00	£1,500.00
4085 Parish Partnership Scheme	£0.00	£0.00	£0.00	£0.00	£0.00
4090 War Memorial Gardens Planting	£0.00	£100.00	£0.00	£100.00	£100.00
4095 War Memorial Maintenance	£762.00	£1,250.00	£1,273.88	£-23.88	£1,250.00

Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 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	£9.16	£9.16	£0.00
4105 Bus Stop	£0.00	£5,000.00	£1,200.00	£3,800.00	£0.00
Total Expenditure	£15,463.00	£24,760.00	£10,854.39	£13,905.61	£20,010.00
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	£54.00	£96.00	£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	£729.95	£1,770.05	£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	£160.00	£1,840.00	£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	£70.00	£180.00	£250.00
5060 Funday	£86.40	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£3,856.01	£6,875.00	£1,554.93	£5,320.07	£5,100.00

Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

	2019/20	Actual Net	Balance	2020/21
The Warren				
Expenditure				
8000 Warren Expenditure	£3,603.04	£1,309.00	£3,066.00	£4,375.00
Total Expenditure	£3,603.04	£1,309.00	£3,066.00	£4,375.00
Skatepark				
Income				
900 Skatepark Donations	£1,020.00	£0.00	£0.00	£0.00
Total Income	£1,020.00	£0.00	£0.00	£0.00
Expenditure				
9000 Skatepark Project	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£0.00	£0.00	£0.00	£0.00

Previous
Year's Net

