

Minutes of the Precept Meeting of Dersingham Parish Council held on 27 January 2020 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham PE31 6LN.

**Present:** Councillor C Shepherd (Chairman), Councillor B Hopkins, Councillor M Shepherd, Councillor S Osborn, Councillor J Houston, Councillor M Noble, Councillor R Frost, Councillor D Wright, Councillor T Bubb and Councillor B Anderson.

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant) and 1 Member of the public.

**13440 To Receive and Consider Apologies for Absence**  
It was resolved to accept apologies from Councillor D Murrell, Councillor V Brundle, Councillor C Hipkin and Councillor Billard.

**13441 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
None Received.

A Parishioner stated the Parish Council Facebook page showed the parish office closing time as 5.00pm and asked if that was correct. Councillor C Shepherd advised the opening times. The Clerk is to check the Facebook account and discuss with Mr Martyn who had created the Facebook page.

**13442 To receive verbal report from Norfolk County Councillor.**  
Councillor Dark was not present

**13443 To receive verbal report from Borough Councillors.**  
Councillor Collingham had sent her apologies.  
Councillor Bubb advised there was nothing concerning Dersingham.  
The Borough Council are currently deliberating where to allocate the CIL money. A report will be sent to Cabinet by April. It is currently thought 60% will go towards Large Borough Council projects, 20% to Community Projects and 20% to assist Parish Councils. There had been other schemes reviewed to get ideas for the report.

**13444 Accounts for Payment.**

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
223	D/P 27.01.20- 223	£665.61	£0.00	£665.61 14/01/20	Norfolk Pension Fund -	£665.61
1		£134.90	£0.00	£134.90	Staff Employees part	
2		£530.71	£0.00	£530.71	Staff Employers Part	
222	D/P 03.02.20- 222	£6.50	£0.00	£6.50 16/01/20	Barclays Bank – Bank Charges	£6.50
<b>Total</b>		£672.11	£0.00	£672.11		

**It was resolved to approve the payments**

**13445 Precept Setting for 2020/21.**

Councillor C Shepherd explained the Chairman and Vice Chairman of the Finance Committee had met with the Clerk to finalise the budget setting.

Councillor M Shepherd had circulated his report for 2020/21 Precept recommendations based on the budget agreed by Full Council 20<sup>th</sup> January 2020.

**2020/2021 Precept recommendations**

This report sets out recommendations for the Precept for based on the budget agreed by full council on 20<sup>th</sup> January.

The approach is to fund the budget directly from the precept. When the accounts are finalised in April, a report will be submitted to Council recommending a sum to be transferred from the General fund to the Projects Reserve. The Projects and CIL reserves will then be available for funding projects not specifically funded within the 2020/21 budget. Access to these funds is controlled by Full Council and each application will have to be considered based on priority and merit.

The following table shows the recommended precept allocation for each committee and the current year shown for comparison. Appendix 1 shows a summary of budgeted income and expenditure for 2019/20 and 2020/21 financial years.

<b>Committee</b>	<b>Precept 2019/20</b>	<b>Precept 2020/21</b>
Council	£46,984.00	£58,604.00
Communications	£1,300.00	£2,800.00
Council - Grants	£10,100.00	£10,600.00
Environment	£19,910.00	£19,410.00
Recreation	£6,875.00	£5,100.00
Dersingham Centre	£20,756.00	£0.00
Staffing	£45,075.00	£51,275.00
Project Reserves		£211.00
<b>Total</b>	<b>£151,000.00</b>	<b>£148,000.00</b>

It is proposed that the Council set the precept for 2020/21 at £148,000.

Cllr Mike Shepherd Chairman of Finance Committee 22/01/2020

Budgeted income and expenditure summary						
Committee	Heading Type	Heading	Heading Description	Budget 2019/20	Estimated Outturn 2019/20	Budget 2020/21
Council	Income	Total	Excl. VAT rebate (Code 135)	£48,675.00	£49,954.94	£60,425.00
Council	Expenditure	Total		£48,675.00	£48,153.76	£60,425.00
Communications	Income	Total		£17,300.00	£13,764.61	£18,800.00
Communications	Expenditure	Total		£17,300.00	£12,885.00	£18,800.00
Council - Grants	Income	Total		£10,100.00	£10,100.00	£10,600.00
Council - Grants	Expenditure	Total		£10,100.00	£10,100.00	£10,600.00
Environment	Income	Total		£24,510.00	£21,860.00	£20,010.00
Environment	Expenditure	Total		£24,760.00	£17,981.13	£20,010.00
Recreation	Income	Total		£6,875.00	£6,875.00	£5,100.00
Recreation	Expenditure	Total		£6,875.00	£1,566.98	£5,100.00
Dersingham Centre	Income	Total		£20,756.00	£20,756.00	£0.00
Dersingham Centre	Expenditure	Total		£76,000.00	£46,273.98	£18,000.00
The Warren	Expenditure	Total		£4,375.00	£1,309.00	£4,375.00
Staffing	Income	Total		£45,075.00	£45,075.00	£51,275.00
Staffing	Expenditure	Total		£47,696.00	£43,381.74	£51,275.00
Skatepark	Income	Total		£0.00	£0.00	£0.00
Skatepark	Expenditure	Total		£0.00	£0.00	£0.00
CIL	Income	Total		£0.00	£0.00	£0.00
CIL	Expenditure	Total		£0.00	£0.00	£0.00
Project Reserves	Income	Total		£0.00	£0.00	£211.00
Project Reserves	Expenditure	Total		£0.00	£0.00	£0.00
	Income	Total		£173,291.00	£168,385.55	£166,421.00
	Expenditure	Total		£235,781.00	£181,651.59	£188,585.00

**It was resolved to set Dersingham Parish Council Precept at £148,000.00**

Councillor J Houston asked if there had been money allocated to get the hearing loop equipment for the Village Centre previously promised. Councillor M Shepherd advised there had been no request from any Committee during budget setting for the hearing system to be incorporated in their budgets. Councillor Houston said many people had struggled to hear throughout the meetings and disability requirements had not been met.

**It was resolved for Councillor C Shepherd to raise the issue of the hearing loop at the next Trustees meeting.**

- 13446 Minutes of the Finance & Administration Committee Meeting held on 9 December 2019.**  
Councillor M Shepherd advised there were no recommendations to bring to Full Council.
- 13447 Minutes of the Dersingham Parish Council Meeting held on 16 December 2019.**  
**It was resolved to approve the Minutes as a true and accurate record and were duly signed by the Chairman.**  
The Clerk advised the NS&I bank statement had arrived. Councillor M Shepherd asked if the accounts had been updated. The Clerk advised they had.  
Councillor Bubb had attended a Dersingham United Charities meeting at Dersingham Social Club. Whilst there the meeting had been disrupted by a gentleman that had consumed a large amount of alcohol. Councillor Bubb felt his behaviour was inappropriate and should have been dealt with by staff members. After discussion Councillor Hopkins agreed to speak with the Social Club regarding the issue.  
The Clerk asked if there was any instruction from Full Council for the meeting between Councillor C Shepherd and the Social Club. Councillor C Shepherd advised there was none as it was an action point from the Full Council meeting held 25 November 2019.
- 13448 Minutes of the Environment Committee held on 6 January 2020.**  
Councillor Osborn said she had been quoted as reporting the flood lights shining too brightly on the road however it was Councillor C Shepherd that had raised the issue. Councillor C Shepherd advised the minutes will be amended at the next Environment Committee.  
Councillor R Frost advised there were no recommendations to bring to Full Council.
- 13449 Minutes of the Communications Committee Meeting held on 8 January 2019.**  
Councillor C Shepherd advised there were no recommendations to bring to Full Council.
- 13450 Minutes of the Planning Committee Meeting held on 13 January 2020.**  
Councillor C Shepherd noted the date was incorrect on the Planning Committee minutes.  
The Committee had discussed two planning applications.  
A meeting has been set for 3 March at 6.30pm for a 7.00pm to discuss the Neighbourhood Plan.

**13451 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/](https://online.west-norfolk.gov.uk/online-applications/)

**The Council to vote and make comment on the planning applications.**

Applications:

Non received

Determinations.

None received.

**13452 Minutes of the Finance & Administration Committee Meeting held on 13 January 2020.**

Councillor M Shepherd advised the only item for recommendation for Full Council was to propose the budget settings however this had been achieved.

**13453 Dersingham Village Centre Liaison Group report by Councillor M Shepherd.**

Councillor M Shepherd had circulated the liaison group report to Councillors. Both the Royal Estate and our solicitors have agreed to circulate the leases for signing by Dersingham Parish Council and Dersingham Village Centre Association.

Outstanding works for the Parish Council are the gates in front of the heat pumps, roof safety harness anchorage, application for footpath dedication and the overflow carpark, most of which are in hand.

DVCA have some requests for authorisation from the Parish Council, as under the terms of their lease they are obliged to seek Council approval for improvement to the centre they wish to undertake.

**DVCA requests for authorisation**

Under the terms of their lease, DVCA are obliged to seek Council approval for some improvements to the property that they wish to undertake. We now have the following requests to consider.

1. *Installation of kitchen wall cupboards on the eastern wall (above sink)*

This item was approved in principle in October. DVCA have now refined their proposal and have nominated two of their Trustees to install them. The plan is for a two-metre long run of standard kitchen wall cupboards to be mounted on the western wall. This is a stud wall, so security of mounting is the only concern. Cllr Billard and I met with the two Trustees nominated to do the work and discussed the wall construction and suitable methods of mounting. The consensus was that mounting the cupboards on 18mm ply fixed securely to the timber studs is the best solution. This work is to be funded entirely by the DVCA.

**It is recommended that the Council confirms it has no objection to the installation of these kitchen cupboards provided they are securely fixed to the wall and that any damage done to the building structure, service media or decoration is rectified at no cost to the council.**

**It was resolved to accept the proposal.**

**2. *Landscaping and bin store***

There has been much confusion around exactly what DVCA wished to achieve regarding landscaping. In December the Liaison group decided that the best way forward was for appropriate councillors to meet directly with the DVCA gardening group to discuss their proposals. Our DPC chairman and I met with the group in early January and after a few emails has resulted in the submission of sketch proposals which have been circulated to councillors.

The work comprises:

- a) Reinstatement of grass and provision of wildflower turfed area edged with lavender at the western end of the car park, all at existing natural ground level.
- b) Creation of ground level flower bed to south of the Garden Room
- c) Erection of bin shelter with trellis screens and climbing plants.
- d) Levelling and re-seeding of grass area between bin store, existing hedge and footpath in north east corner of the site.
- e) Levelling and re-seeding of grass between car park and existing hedge on Manor Road frontage.

The bin store was submitted as a separate job, consequently the landscaping plan and the bin store sketch differ at a detailed level. In principle however we have a U-shaped trellis surrounding the existing concrete bin storage area with a roof within it to shelter the bin. My view is that if councillors are happy with the general proposal, we can leave the detailed design to DVCA, hence combining the two items for this report.

Once it has been determined how much soil currently stored at the western end of the site is needed, we will arrange for the disposal of the surplus.

**It is proposed that the Council confirm it has no objection to the current landscaping and bin store proposals provided.**

- a) **planting to the south of the garden room being positioned sufficiently far from the building to allow access for window cleaning and maintenance, taking account of future growth.**
- b) **Any accidental damage to underground services (including BT telephone cable) or building will be rectified at no cost to the Council.**

- c) **No mechanical earth moving machinery to be used at the western end of the car park without prior DPC agreement.**

**It is further proposed that council delegate DPC agreement to point c) to any two councillors on the liaison group.**

**It was resolved to accept the proposal.**

3. *Fridge and Kitchen Unit for garden room*

DVCA wish to replace the existing sideboard with a standard 1.0m oak style kitchen unit with a free-standing fridge to the right-hand side, and with a grey worktop over. Overall the unit will be around 1.8m long and 600mm deep, which is slightly deeper and longer than the existing sideboard. The unit and worktop will be fixed to the garden room walls for stability.

This proposal does not require the relocation of any service media (power, data or AV sockets.) or any structural work to the building.

Assuming the proposal is considered acceptable, **I propose that the Council confirm our agreement to DVCA carrying out this work provided.**

- a) **Any damage done to the building structure, decoration or service media be rectified at no cost to the Council.**
- b) **To avoid further restricting floor space for Council meetings, the existing sideboard will be removed from the Garden Room.**

Councillors discussed the proposal; concerns were raised as to why the unit was needed. Councillor M Shepherd advised that when the main kitchen was booked and food preparation was taking place other centre users could not access the kitchen on hygiene grounds. This currently only happens one day a week every two weeks. This led to further discussions considering alternatives such as the use of a cold box or a small tabletop fridge being purchased and stood on the existing cabinet in the room. The issue of the amount of space the new unit would take in the room, meaning less space for public to attend meetings such as the Parish Council meetings.

**It was resolved to accept the proposal with Councillor M Shepherd to comment and recommend alternatives to the installation of a fridge and kitchen units.**

**13454 Correspondence**

The Chairman read out the correspondence, a letter received notifying Dersingham Parish Council of their annual charity Quadrathlon due to take place 27<sup>th</sup> June 2020.

**13455 Items for Inclusion on the next agenda.**

None Received.

13456

**Date & Place of next meetings.**

Environment Committee 3 February 2020 at The Loft, Dersingham Centre at 7.00pm.

Planning Committee 10 February 2020 at The Loft, Dersingham Centre at 6.00pm.

Finance & Administration Committee 10 February 2020 at The Loft, Dersingham Centre at 7.00pm.

Parish Council Meeting on Monday 24 February 2020 starting 7.00pm at The Garden Room, Dersingham Village Centre.

A Parishioner said regarding the fridge being installed in the Garden Room, could bottled water be stored in the fridge and a kettle purchased for the groups to use therefore eliminating the need to use the kitchen or bring hot liquids down the stairs from the upstairs kitchen area.

With no further business the meeting was closed 8.58pm

**Action Points Dersingham Parish Council Meeting 24.06.19**

**Clerk**

- To implement changes recommended by the Internal Auditor.

**Action Points Dersingham Parish Council Meeting 27.01.20**

**Clerk**

- To contact Mr Martyn regarding the opening times shown on the Parish Council Facebook page.

**Councillor B Hopkins**

- To speak to Social Club representatives regarding the Dersingham United Charities meeting held 12<sup>th</sup> January.

**Councillor C Shepherd**

- To speak with DVCA regarding a hearing loop being purchased for use at meetings.

**Councillor M Shepherd**

- To notify DVCA Liaison group Parish Councils decision regarding works to be undertaken.