

Minutes of the Meeting of Dersingham Parish Council held on 24 February 2020 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham PE31 6LN.

Present: Councillor C Shepherd (Chairman), Councillor C Hipkin (Vice Chair), Councillor M Shepherd, Councillor S Osborn, Councillor G Billard, 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.

- 13457 To Receive and Consider Apologies for Absence**
It was resolved to accept apologies from Councillor D Murrell, Councillor V Brundle, Councillor M Noble, Councillor J Houston and Councillor Hopkins.
- 13458 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**
None Received.
- 13459 Jackie Cushing to talk on “Operation No Cold Shoulder”**
Jackie Cushing distributed leaflets and information to Councillors and public and gave a brief overview of what is to be expected from Operation no cold shoulder. It is a project funded by the National Lottery and is due to be rolled out in Dersingham from April 2020. Groups also involved in running the project are Norfolk Age UK, Future Projects, West Norfolk Befriending, Creative Arts East which are hoping to encourage those that are isolated and lonely to attend craft sessions and events, but also to establish a group of people that are willing to visit those that are unable to leave their homes, assist in task around the home, offer to collect shopping etc.
- 13460 To receive verbal report from Norfolk County Councillor.**
Councillor Dark was not present
- 13461 To receive verbal report from Borough Councillors.**
Councillor Collingham had sent her apologies as she was attending a Borough Council meeting.
Councillor Bubb advised the planning applications refused by the panel at the Borough Council had been upheld by the Inspectors. 60 Chapel Road had been approved to remain as brickwork by a second inspectors review.
Councillor Collingham had requested the activity around Life Wood be raised and Richard Fisher the Boroughs Tree Officer has been made aware of the situation. Councillor C Shepherd advised the owners have a tree felling licence. The Woodland Order and TPO’s only protect the tree and not the understorey and surrounding area so there is little that can be done.

13462 Chairman's Report.

Councillor C Shepherd advised there was nothing specific to report that is not covered in other agenda items.

13463 Clerk's Report.

The Clerk advised she had spoken to UK Power Network regarding the damaged streetlight on Westhall Road, the power should be reconnected the end of March and not September as previously stated.

13464 Accounts up to January 2020 & Internal Control Officers Quarterly Report.

Councillor M Shepherd advised checks on the financial reports for October, November and December had been completed and any queries and anomalies being dealt with by the Finance Committee.

The bank reconciliation had been completed for January with no significant queries, therefore everything was correct arithmetically. Councillors were reminded that the check carried out by the Internal Control Officer was only arithmetical between the Parish Councils accounts and the Bank account statement. It is the responsibility of Councillors to perform checks and monitor details concerning orders placed and payments etc to be authorised are correct.

13465 Accounts for Payment. Dersingham Parish Council

Expenditure transactions - payments approval list					Start of year 01/04/19		
Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
224	d/P	£167.51	£27.92	£139.59	27/01/20	Viking Direct Ltd – Paper & Stationery	£167.51
	24.02.20-224						
1		£104.04	£17.34	£86.70		CNCL Paper	
2		£63.47	£10.58	£52.89		CNCL Stationery	
227	b/T	£2,223.00	£0.00	£2,223.00	30/01/20	Clanpress – Printing Village Voice	£2,223.00
	24.02.20-227						
229	D/T	£126.16	£21.03	£105.13	01/02/20	K & M Lighting Services - Streetlight Maintenance	£126.16
	24.02.20-229						
228	b/t	£400.00	£0.00	£400.00	06/02/20	Stephen Martyn – Website Charge	£400.00
	24.02.20-228						
234	B/T	£423.04	£70.51	£352.53	06/02/20	Maxwell Amenity Ltd – A pair of 1.22m x 0.9m Steel heavy duty Basketball Backboards HRDBSK111 £327.53 & £25.00 Delivery	£423.04
	24.02.20-234						
225	DD	£185.00	£0.00	£185.00	07/02/20	C & E Handyman Services - Cleaning Contract	£185.00
	07.02.20-225						
226	DD	£6.00	£0.00	£6.00	07/02/20	E-On Energy - Rec Ground Energy	£6.00
	07.02.20-226						
233	D/T	£2,955.26	£492.54	£2,462.72	11/02/20	Borough Council Of King's Lynn & West Norfolk - Emptying Dog Waste Bins	£2,955.26
	24.02.20-233						
236	b/t	£295.44	£49.24	£246.20	14/02/20	OPUSEnergy –	

						Streetlight Energy	£295.44
235	24.02.20-236 DD	£58.44	£9.74	£48.70	15/02/20	BT Telephone bill -	£58.44
127	24.02.20-235 b/t	£453.00	£75.50	£377.50	17/02/20	Rural Broadband – Supply,	£453.00
237	24.02.20-127 b/t	£75.00	£0.00	£75.00	18/02/20	configure and install one Synology DS218 NAS with 2x 500GB SSD's configured as RAID1. Set up user share and transfer data from existing NAS Heacham Parish Council – 5 x Data Protection Course	£75.00
1	24.02.20-237	£45.00	£0.00	£45.00		CNCL Councillors x 3	
2		£30.00	£0.00	£30.00		Staff Staff x 2	
230	B/T	£600.12	£0.00	£600.12	28/02/20	Wages	£600.12
231	28.02.20-230 D/T	£1,398.90	£0.00	£1,398.90	28/02/20	Wages	£1,398.90
232	28.02.20-231 B/T	£665.61	£0.00	£665.61	28/02/20	Norfolk Pension Fund -	£665.61
1	28.02.20-232	£134.90	£0.00	£134.90		Staff Employees part	
2		£530.71	£0.00	£530.71		Staff Employers Part	
Total		£10,032.48	£746.48	£9,286.00			

It was resolved to approve the payments.

13466 Minutes of the Dersingham Parish Council Meeting held 20 January 2020.

It was resolved to approve the Minutes as a true and accurate record and were duly signed by the Chairman.

13467 Minutes of the Dersingham Parish Council Meeting held 27 January 2020.

After the following amendment it was resolved to approve the Minutes as a true and accurate record and were duly signed by the Chairman.

Under Councillor C Shepherds action points, change: Hearing loop to microphones.

13468 Minutes of the Environment Committee Meeting held on the 3 February 2020.

Councillor C Shepherd advised there were no recommendations to bring to Full Council.

An email had been received from Ingoldisthorpe Parish Council highlighting the need for late night buses. The last bus from King's Lynn left at 20:40 and arrived in Dersingham at 21:00. Councillor C Shepherd advised she had met with the Clerk and a Councillor from Ingoldisthorpe along with Ben Colson and Stuart Dark last Friday, the outcome of which was for Stuart Dark to discuss with County.

Councillor M Shepherd queried if the Climate Control notes should be attached to the Environment Committee minutes as they are currently an independent working group. Councillor C Shepherd said it was a separate meeting and the notes should not be attached.

13469 Minutes of the Finance & Administration Committee Meeting held on 10 February 2020.

Councillor M Shepherd advised the Finance Committee had discussed Financial Processes dealing with invoices, orders, payments and reports that are circulated for meetings. It was felt the financial reports could be circulated electronically prior to the meetings, giving Councillors plenty of time to read through and highlight any issues and then not be printed at meetings. This would reduce the amount of paper used when copying reports for meetings. Councillor M Shepherd asked for Councillors opinion regarding the idea. It was thought to be a good idea, Councillors could print any documents if they had queries to bring to meetings and discuss. There was also the suggestion of Councillors having a tablet for use at meetings. General opinion was that it was a good idea.

13470 Minutes of the Staffing Committee Meeting held on 17 February 2020.

Councillor C Shepherd advised staffing had met and discussed staff salaries which would be deferred to closed session at the end of the meeting. The Equal Opportunities policy had been reviewed and Councillor C Shepherd proposed the reviewed policy be adopted by Full Council. **It was resolved to approve the proposal.**

13471 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:

20/00112/F Application for a single storey cart lodge/garage made up of a single enclosed garage and open car port (Retrospective) at Vicarage Cottage, 10 Shernborne Road, Dersingham **Refused**

Determinations.

19/01891/F Application for proposed garage and associated works at land East of 73 Lynn Road and West of 12 Manorside, Lynn Road, Dersingham. – **Refused**

19/02172/F Application for construction of single storey extension to dwelling at 17 Gelham Court, Dersingham - **Granted**

- 13472 Dersingham Village Centre Liaison Group Meeting by Councillor M Shepherd.**
Councillor M Shepherd advised three quotes had been obtained for the gates to be supplied and installed in front of the heat pumps. The three quotes were for £1640.00, £2288.00 and £2985.00. Councillor M Shepherd proposed the quote for £1640 be accepted. **It was resolved to approve the proposal.**
- 13473 To receive a report from Dersingham Village Centre Trustee – Councillor C Shepherd.**
Councillor C Shepherd advised she had attended a trustee meeting on 29th January. The agenda had many items for discussion all of which were not covered. Items covered included the fridge in the Garden Room, Kitchen wall cupboards, lighting in the Main Hall and for the entrance, bin shelter, issues arising from bookings and the appointment of an auditor. Unfortunately, due to running out of time, the issue of microphones/hearing loop was not raised. Councillor C Shepherd will raise it at the next trustee meeting.
- 13474 Correspondence.**
Details had been received regarding a First Aid training course due to be held at the Village Centre. Councillor C Shepherd asked any Councillors wishing to attend to notify the Clerk.
- 13475 Items for Inclusion on the next agenda.**
Councillor Wright asked if there was an update regarding the traffic light signal head at Hunstanton Road at crossroads with Station Road/Chapel Road that obstructs the footpath. The Clerk advised Sally Bettinson had agreed the pole was positioned incorrectly however there had been no update and would contact Sally again regarding this matter.
- 13476 Date & Place of next meetings.**
Environment Committee 2 March 2020 at The Loft, Dersingham Centre at 7.00pm.
Communication Committee 4 March 2020 at The Loft, Dersingham Centre at 10:00am.
Planning Committee 9 March 2020 at The Loft, Dersingham Centre at 6.00pm.
Finance & Administration Committee 9 March 2020 at The Loft, Dersingham Centre at 7.00pm.
Staffing Committee 16 March 2020 at 6.00pm. at The Loft, Dersingham Centre
Parish Council Meeting on Monday 23 March starting 7.00pm at The Garden Room, Dersingham Village Centre.

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the

business to be transacted.

13477 Leases

Councillor M Shepherd advised the final drafts of the Leases have been received and would be signed once the consent had been received from the Big Lottery.

Councillor C Shepherd advised a meeting had taken place between Councillors and the management team of the Social Club to discuss the renewal of the lease. After discussion it was proposed the Social Club is offered a 5-year lease, with annual break points and a peppercorn rent.

It was resolved to approve the proposal

13478 Big Lottery Review

The DVCA are to survey all user groups to establish statistics to complete the necessary forms for the Big Lottery.

Staffing Committee (13470)

Councillor C Shepherd advised Staffing Committee had met and discussed staffs time of in lieu (TOIL). After discussion it was proposed the Clerk receives one payment for 212 TOIL hours and remaining outstanding hours in April and the Admin Assistant receives 35 TOIL hours in one payment. To leave both staff with equivalent hours of 2 days TOIL, and to also request full council agree to transfer £1000 from Dersingham Centre Reserve to contribute to payment to the Clerk re participation in DC Review on 1/4/20. **It was resolved to approve the proposal.**

The Staff Working Hour policy had been discussed by the Committee and Councillor C Shepherd proposed the policy be adopted by Full Council. **It was resolved to approve the proposal.**

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 C Shepherd

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

Action Points Dersingham Parish Council Meeting 24.02.20

Clerk

- Contact Sally Bettinson regarding the lamp along Hunstanton Road, near the traffic lights that is causing an obstruction

DRAFT