

Minutes of the Meeting of Dersingham Parish Council held virtually on 15 June 2020 at 6.30pm

**Present:** Councillor C Shepherd (Chairman), Councillor C Hipkin (Vice Chair), Councillor M Shepherd, Councillor T Bubb, Councillor D Murrell, Councillor B Hopkins, Councillor M Noble, Councillor R Frost, Councillor J Stokes, Councillor D Wright and Councillor B Anderson (phone link)

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Communications Officer) and 3 members of public.

Actual meeting start time 7.20pm

- 13499 To Receive and Consider Apologies for Absence**  
**It was resolved to accept apologies from Councillor V Brundle, Councillor S Osborn and Councillor G Billard.**
- 13500 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
None Received.
- 13501 To receive a verbal report from Norfolk County Councillor.**  
Councillor S Dark was not present.
- 13502 To receive verbal report from Borough Councillors.**  
Councillor J Collingham was not present.  
Councillor Bubb advised he had attended two Planning and one Environment and Community Panel meeting. Regarding the Planning application for 66a Hunstanton Road many went with the Officers approval to refuse the application.  
39 Million pounds has gone to local businesses with clear reasons for closure due to the circumstances surrounding COVID19.  
A further 1.9 Million will be made available for those businesses that may apply for a discretionary grant.
- 13503 Chairman's Report – Future ways of Working**  
**To seek approval for the report to be undertaken.**  
Councillor C Shepherd officially welcomed Councillor Stokes to the Parish Council and thanked the staff for their hard work throughout the period of lockdown.  
Councillor C Shepherd advised she had drafted a report to bring before Full Council regarding future works processes for the Parish Council, however the Clerk had wished to seek advice regarding the report. Therefore, Councillor C Shepherd proposed the report be presented to all Councillors at the next Full Council meeting. **It was resolved to approve the proposal.**
- 13504 Year End Accounts 2019/20.**  
**a) To approve the figures**  
Councillor C Shepherd asked the Clerk if the yearend figures had been circulated along with the agenda to Councillors prior to the meeting. The

Clerk advised she had circulated them 5-6 weeks ago and assumed they would be discussed. Councillor M Shepherd stated he had prepared his internal audit control report based on the reports circulated to F & A Committee 12<sup>th</sup> May but pointed out that as the accounts had not been closed alterations may have been made since circulation of the last report.

Councillor C Shepherd suggested the figures be circulated to all Councillors and approval of the yearend figures be deferred to the next full council meeting.

**b) Internal Audit Control report.**

Councillor M Shepherd circulated the attached report.

**Dersingham Parish Council**

**Quarterly Internal Audit Controllers Report – Jan. to Mar. 2020**

Checks on the monthly financial reports presented to the Finance & Admin Committee have been carried out and the results for January and February discussed. The report for March was circulated to the F&A committee. No issues were raised in January, and the only issues in February related to some regular direct debit payments that were not included on the February payments list for information.

An Issue regarding uncleared effects and two minor errors were found with the March reports and these have now been resolved where necessary. Corrected reports were issued to the F&A committee on 12<sup>th</sup> May. Further details are available to councillors on request.

Bank reconciliations have been checked each month and found to be in order. **I can confirm that the Bank Reconciliations up to the end of March 2020 are in order based on the reports issued by RFO on 12<sup>th</sup> May.**

It should be noted that at time of writing this report the RFO has not closed off the 2019-20 financial year within the Accounts package, but it is understood that no further changes to the receipts and payments records will be made.

The Financial Summary report for the financial year up to 31/03/20 is appended to this report. The balance of the General Fund was £60,689.87 on 31/03/2020.

Cllr Mike Shepherd  
31/05/2020

Councillor M Shepherd advised the checks had been completed with only minor discrepancies being identified which had already been rectified.

**c) Internal Auditor – Update**

Councillor C Shepherd stated the Internal Auditor will hold a virtual meeting with the Clerk on 6<sup>th</sup> July. The Clerk advised the meeting to be held on the 6<sup>th</sup> July would give the Auditor chance to advise on



paperwork needed, the Clerk will then scan the documents through and a further meeting will be held on the 7<sup>th</sup> July.

**d) External Audit – AGAR – Annual Governance Statement.**

Councillor C Shepherd advised the time scale for submission of the AGAR for had been postponed from the end of June to the end of August- <sup>JULY</sup> due to the current Corona virus situation, therefore the Parish Council will discuss the form at the July Full Council meeting.

Councillor M Shepherd asked if the Clerk would be drafting a form. The Clerk advised a form had already been drafted, circulated and there were no changes since. Councillor M Shepherd asked for the form to be circulated prior to the meeting.

**13505**

**Accounts for Payment.**

Councillor C Shepherd queried the amount shown as payable to OPUS as it is the same amount as the previous bill. The Clerk advised the bill would not be received until the end of the month. After discussion Councillor C Shepherd proposed the payments be authorised and permission given to the Clerk to amend the amount payable to OPUS when the bill is received. **It was resolved to accept the proposal and to authorise payments.**

**Dersingham Parish Council**

Expenditure transactions - payments approval list  
year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Start of	Cheque Total
	D/P	£751.50	£0.00	£751.50 09/06/20	Norfolk Pension Fund -		£751.50
1	15.06.20	£149.20	£0.00	£149.20	Staff Employees part		
2		£602.30	£0.00	£602.30	Staff Employers Part		
	D/P	£126.16	£21.03	£105.13 01/06/20	K & M Lighting Services -		£126.16
	15.06.20				Streetlight Maintenance		
	DD	£185.00	£0.00	£185.00 01/06/20	C & E Handyman		
					Services -		£185.00
	07.06.20				Cleaning Contract		
	D/P	£772.80	£128.80	£644.00 01/06/20	P J & B Jones Ltd – Grasscutting		£772.80
	15.06.20				Utility Warehouse - Mobile		£13.40
	DD	£13.40	£2.23	£11.17 06/06/20	Phone		
	30.06.20				E-On Energy - Rec Ground		£6.00
	DD	£6.00	£0.00	£6.00 01/06/20	Energy		
	07.06.20				BT Telephone Bill		£58.44
	DD	£58.44	£9.74	£48.70 15/06/20			
	29.06.20				Opus Energy		£233.02
	D/P	£233.02	£38.84	£194.18 15/05/20			
	27.06.20				HMRC - PAYE		£616.51
	D/D	£616.51	£0.00	£616.51 09/06/20			
	15.06.20				Wages		£1407.66
	D/P	£1407.66	£0.00	£1407.66 09/06/20			
	15.06.20				Wages		£839.36
	D/P	£839.36	£0.00	£839.36 09/06/20-			
	15.06.20				System 3 Business IT Solutions -		£41.40
	DD	£41.40	£6.90	£34.50 02/06/20	365		
	02.06.20				Zoom Video Communications Inc -		£115.10
	DD	£115.10	£19.18	£95.92 01/06/20	Zoom 1 Yr Contract		
	08.06.20						

D/P	£744.00	£124.00	£620.00	03/06/20	Tree Work & Surveys Ltd £744.00
15.06.20					
D/P £2194.80	£365.80	£1829.00		08/06/20	FLP Outdoor Play Solutions £2194.80

**Total** £8105.15 £716.52 £7388.63

**13506 Minutes of the Dersingham Parish Council meeting held 20 March 2019.**  
It was resolved to approve the Minutes as a true and accurate record.

**13507 Environment Update.**

**A) Repainting of the lamp columns.**

Councillor C Shepherd advised there are 12 columns that have been identified as needing treatment. A quote had been received from the current contractor and had been accepted. The Clerk confirmed the order had been placed for work to begin.

**b) Reflector on pole in Post Office Road.**

Councillor Bubb advised headlights could not hit the reflectors as they had been placed too high. Councillor Frost also stated there were no reflectors put in place on the other side of the pole. After discussion it was agreed for the Clerk to purchase two white reflectors for the other side of the pole and lower their height. *It was resolved for the Clerk to purchase and install white reflectors*

**c) Dog Bin sponsorship.**

Sponsorship is due for renewal at the end of June. Councillor C Shepherd proposed renewal of sponsorship commences end of September with free advertising until then. **It was resolved to approve the proposal.**

**d) War Memorial. GARDEN \$.**

Councillor C Shepherd expressed concerns as the War Memorial is looking very untidy and VJ Day is approaching. Six contractors had been asked to quote for work to be carried out however only one quote had been received. The Clerk advised she had chased quotes on several occasions however she had now been given details of another contractor. Councillor Noble stated he had a contact that may be interested in quoting. After discussion it was decided the Clerk would contact the two contractors and request a quote. *It was resolved for the Clerk to contact contractors to obtain quotes \$.*

*Change position of red reflectors on the post \$.*

**13508 Finance & Administration Update.**

**a) NS & I signatories.**

The Clerk advised Councillors had signed the letter requesting the removal of Mrs Hathaway and Mr Davey, for Councillor Anderson to remain and Councillors Noble and Frost to be added as signatories onto the account, this had been sent to NS&I, however she had received no update regarding the situation. *It was resolved for the Clerk to contact NS&I requesting an update regarding the Account signatories*

**b) Transfer money from DC reserves to Staffing Budget**

Councillor C Shepherd asked if this would be carried out once the accounts had been approved. The Clerk confirmed it would.

**c) Internal Audit update.**



This item was covered in minute number 13504c.

**d) Risk Register**

**e) Asset Register**

**f) Contracts Register**

Councillor C Shepherd advised the Clerk had been working on the above documents however there had been limited response from Councillors, she proposed a working group be formed to review the various registers and report back to Full Council. **It was resolved to approve the proposal. The Clerk and Councillors Hopkins, M Shepherd, Hipkin and Noble to form the Working Group. Councillor Osborne to be asked if she would like to join the group.**

**13509**

**Asset Valuation Policy – Councillors to Vote.**

See attached reports –

**Dersingham Parish Council – Asset Register review 2020**  
**Report to Full Council - Asset valuation for AGAR**

Much work has been undertaken over the last few weeks to review and update the list of council fixed assets recorded within the Edge financials package. Following the Clerks advice, the Edge Asset database has now been updated to include every individual asset owned by the council that was checked and plotted when our mapping system, Parish Online, was set up. This information has been merged with a “cleaned up” version of the historic asset list recorded within Edge, which has resulted in an asset list of around 400 items.

The asset register must record separate values against each asset for two distinct purposes, which are (a) to provide a valuation of our assets for inclusion on the annual AGAR form and (b) to enable the Council to ensure its insurance cover is adequate.

Last year our external auditor criticised the way some assets have been valued historically, and in September issued some detailed advice on asset valuation for AGAR purposes. The advice made clear that the Council are required to have in place an Asset Valuation Policy for governance purposes.

In the absence of a policy, the Chairman of the Finance & Admin Committee recently circulated a paper to the committee members outlining a suitable approach for a policy for both AGAR and insurance valuations. The recommendations were agreed by the committee and formed the basis of this report.

The proposed policy for asset valuations for AGAR purposes is attached at Appendix A.

Councillors are requested to vote on the following proposal.

- 1. To formally resolve to adopt the “Asset Valuation Policy for Annual Governance and Accountability Return.”**

Cllr Mike Shepherd  
Chairman of Finance & Admin Committee  
09/06/2020

**Dersingham Parish Council – Asset Register review 2020**  
**Report to Full Council - Asset valuation for Insurance purposes**

Our current insurance policy is part of a three-year agreement and we will be renewing for the 3<sup>rd</sup> year in August. During discussions at finance committee some months ago, questions were raised as to how we should value our assets for insurance purposes. There was a concern that we could be drastically under insured if the insurance company expected us to have the full cost of every individual asset accounted for in the sums insured. The Clerk was requested to clarify how the insured sums should be arrived at in order that we be properly covered.

Based on information received from our current insurance company The Clerk advised that our premium is based on the population of the Parish, and for that premium a blanket cover is provided. The risks covered are broken down into several sections and categories, with each category having a standard limit to indemnity provided. A parish may optionally pay extra for higher limits in individual categories. We are advised that it is for the Council to decide whether the standard level of cover is sufficient in each category.

The categories relevant to the Asset Register are as follows:

<b>Category</b>	<b>Asset / Asset type</b>	<b>Proposed valuation approach</b>
Buildings	Dersingham Village Centre (Social Club may be added later)	Estimated rebuild cost. (Consider increasing to say £1,250,000)
Contents	Parish Office contents and DPC owned assets elsewhere in DVC	Estimated replacement cost
Street Furniture	Streetlights Dog waste bins Litterbins Benches and picnic tables Notice Boards Bus Shelters Village sign Information signs Utility supply points Christmas lights (recreation ground) Pill Box	Estimated replacement cost incl. installation.  For Pill Box, estimated demolition and disposal costs as repair would be unlikely to be viable or desirable.
Gates & Fences	Gates & Fences	Estimated replacement cost incl. installation
Playground equipment	Play equipment in play area Basketball hoops Goal posts	Estimated replacement cost incl. installation
War Memorial	War memorial	Estimated replacement cost



It should be noted that Trees and Land are not included in the table above as risks associated to those classes are covered in other sections of the policy such as public liability. The insurance value will therefore be shown as £0 in Edge.

Since these valuations are required for the renewal of the insurance policy in August 2020, entry of these values into the Asset Register is not a dependency for 2019/2020 financial year end processing.

*It is proposed that the costs above be included against each asset within Edge but Councillors, advised by The Clerk, agree the actual required sum insured within each area of the policy before renewal. Councillors must decide whether the standard (or current) levels of cover are sufficient or whether we should increase it. Councillors should familiarise themselves with the Policy Schedule before the policy is renewed.*

Councillors are requested to:

- 1. To confirm their agreement to the approach for entering insurance values into the asset register and for determining the appropriate levels of insurance cover.** This will enable The Clerk to complete the asset register.
- 2. To agree the appropriate Working Group (and/or members of the working group) to work with The Clerk to make Insurance cover recommendations to Full Council for consideration in July.**

Mike Shepherd  
09/06/2020

Councillor M Shepherd presented two reports, one for valuations for AGAR and the other relating to insurance valuations. The Clerk asked for an amendment to be made to the AGAR policy regarding streetlights and dog bins. NALC had advised her the Asset Register should not involve any items of depreciation and the valuations should not change each year. The Clerk wanted to include installation costs in the valuation. Councillor M Shepherd advised the installation cost would not be an issue as the policy going forward could include this and the valuation would remain fixed. Any future assets would be entered as their purchase costs in line with the policy as proposed.

After discussion Councillor M Shepherd advised that the policy proposed was based on the advice and tabled a policy including installation costs. He proposed the policy including installation costs be adopted. **It was resolved to approve the proposal**

**13510**

#### **Standing Orders.**

Councillor C Shepherd enquired if Councillors wished to unsuspend section 4.1 as previously voted for by Full Council and reinstate the original Standing Orders. And the Clerk was requested to prepare an addendum to be added to Standing Orders to reflect the revised regulations about virtual meetings.

13511

**Leases – Councillors to receive updates**

**a) Village Centre.**

Councillor C Shepherd advised both sets of leases had now been signed by the Parish Councils and Dersingham Village Centre Association and returned to the solicitors.

**b) Social Club.**

Quotes have been received regarding the Social Club leases, but no further decision has been made.

**c) Sports Ground Management.**

Councillor C Shepherd advised correspondence had been received from the Sports Management Committee informing of multiple grant applications made to refurbish the pavilion, including toilets, redecoration etc.

Discussion was had regarding the registration of the lease with land registry and Councillor C Shepherd proposed a small working group be established to discuss the leases. **It was resolved to approve the Clerk and Councillors M Shepherd, Hopkins, Hipkin and C Shepherd form the Working Group.**

13512

**Village Voice update.**

Councillor C Shepherd advised due to Government guidelines Village Voice had not been delivered when first printed however they have now been delivered and the next Village Voice is due in the office 16<sup>th</sup> June and will be delivered as soon as possible.

The edition now due for delivery had had the deadline pushed back by 4 weeks therefore work is already started on the next edition with the deadline date being 6<sup>th</sup> July.

13513

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

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

**Applications:**

20/00710/F Application for retention of Static Caravan as a single holiday let and construction of timber tool store at 92 Hunstanton Road, Dersingham. - **Refused**

20/00719/F Application for a single storey extension at 2 Willow Drive, Dersingham. - **Approved**

**Determinations:**

20/00415/F Application to remove existing garden/room conservatory. Replace with garden room and annex at 10 Onedine Close, Dersingham-**Granted.**



- 20/00328/F Application for construction Single storey extension and garage conversion at 9 Kings Croft – **Granted**
- 20/00255/F Application for construction Single storey extensions and alterations to dwelling at 39 Valley Rise, Dersingham – **Granted**
- 20/00112/F Application for a single storey cart lodge/garage made up as a single enclosed garage and open car port (Retrospective) at Vicarage Cottage, 10 Shernborne Road, Dersingham - **Granted**
- 13514 To receive report from Dersingham Village Centre Trustee – Coral Shepherd.**  
Councillor C Shepherd advised due to the centre being closed there was little to report. Regular virtual meetings have been held discussing the procedures that need to be put in place for the phased reopening of the Village Centre, considering cleaning, social distancing etc
- 13515 Annual Parish Council Meeting.**  
**Councillors to vote when meeting should take place this year or be deferred until 2021.**  
Councillor C Shepherd explained that due to the circumstances surrounding the COVID19 virus the need for Parish Councils to hold an Annual meeting had been removed, this means the Parish Council can continue to operate as they are currently. However now virtual meetings are possible an Annual Meeting could be held. After discussion it was proposed the agenda item be deferred for a month so a clearer view of Government guidelines may be known, and a more informed decision could be made regarding the Annual Parish Council Meeting. **It was resolved to approve the proposal.**
- 13516 Correspondence.**  
There was no Correspondence.
- 13517 Items for Inclusion on the next agenda.**  
None received  
Councillor Wright enquired where the money that had been allocated to the Youth Club was now the club had disbanded. The Clerk advised it was in an account held by the Police Constable that previously ran the club. Councillor Hipkin advised he had spoken to the Police Constable concerned and they had agreed to donate the remaining money to the skatepark funds. Councillor Wright also asked the Clerk the current situation regarding the fence he had asked to be reported several times on Janoch Corner. The Clerk advised she had been in touch with Sandringham but had no response. Councillor Wright asked for a follow up letter to be issued which the Clerk will send. *It was resolved for the clerk to undertake* **B**
- 13518 Date & Place of next meetings.**  
Full Council meeting to be held virtually 29<sup>th</sup> July at 6.30pm

## **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.

### **13519 Staffing Committee Report**

Employees were asked to leave the meeting at 8.45pm

After discussion it was resolved to:

- To continue with the current working arrangements, subject to review when Government advice changes.
- Mrs Scanlon to be given a new contract following the decision to change her job title and upgrade her salary
- A letter be sent to Mrs Bristow about performance and correspondence.

### **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**

**Councillor C Shepherd**

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

### **Action Points Dersingham Parish Council Meeting 15.06.20**

**Clerk**

- To circulate AGAR form prior to next meeting.
- To amend payment details relating to OPUS once the bill had been received.
- To purchase two white reflectors for the pole on Post Office Road.
- To contact contractors regarding the War Memorial
- To contact NS&I regarding the signatory updates
- To Transfer money from DC Reserve to Staffing Budget
- Issue letter regarding the fence on Janoch Corner