

**MINUTES OF MEETING OF  
THE ENVIRONMENT COMMITTEE  
held on Monday 7 September 2020 at 19:30  
Virtually Via Zoom**

**Present:** Cllr R Frost, Cllr C Shepherd, Cllr B Hopkins & Cllr A Bubb

**In Attendance** The Clerk and one member of the public.

**352 Apologies**

**It was resolved for apologies to be accepted from Cllr Anderson and Cllr Osborn.**

**353 Declarations of Interest**

None received.

**354 Minutes of the Environment Committee Meeting held on the 7 July 2020 It was resolved for the minutes to be signed by the Chair as a true record.**

**355 Minutes of the Environment Committee Meeting held on the 20 July 2020 It was resolved for the minutes to be signed by the Chair as a true record after the following amendments:**

342 Should read 7 July and numbering duplication.

Cllr Shepherd advised that it seems that Snettisham Parish Council no longer wish to work with Dersingham regarding possible youth provision.

**356 Minutes of the Environment Committee Meeting held on the 5 August 2020 It was resolved for the minutes to be signed by the Chair as a true record after the following amendments:**

Numbers need amending from previous minutes.

Cllr Frost asked when the Playground re-opened. Cllr Hopkins advised that agreement was sorted at Full Council on the 31<sup>st</sup> July the deep clean took place on the 9th August and Cllr M Shepherd and Cllr Bubb undertook the signage and it was open the following week. Cllr Hopkin's advised that he had a list of all the cleanings that were taking place but was concerned because people were not abiding by the rules but the rules are in place for them to adhere to on the signs provided by the Council.

Cllr Shepherd advised that the TPO was put in place by the Borough Council very quickly and in time before the Auction started but the went for £14,250 whether the buyer realised regarding the TPO remains unclear.

**357 The Meeting was opened at this point to allow for the member of the Public to speak.**

The Parishioner advised that he thanked the Council for all the work that they were undertaking regarding the Skatepark project and felt that it would be a brilliant asset to the younger parishioners of the village. The Parishioner asked if the Council would consider changing one of the goal posts into a combined football/rugby so that it was possible for youngsters to practice touch and kicks. At the present time, this provision was only available in King's Lynn, Fakenham, or Swaffham. Some people are not able to travel.

Cllr Hopkin asked if the Parishioner was thinking of an H frame. The Parishioner advised yes. Cllr Hopkins advised that it is only usually available in towns Cllr Frost asked the Clerk to

undertake some research into feasibility. The Parishioner advised that grants may be available from the Rugby Association. **It was resolved for the Clerk to undertake some research and bring back to the next meeting.**

The member of the public left the meeting at this point.

### **358 Rangers**

Cllr Bubb advised that Sandringham Road one of the entrances to the village was looking unkept. There was a large amount of plant debris along the dyke footpath that could do with being raked and taken away not left to fill the dyke. **It was resolved for the Clerk to add to the Rangers List.**

### **359 Current Financial Position (Please see attached)**

The Clerk had previously sent report out reporting to the end of August. Cllr Shepherd asked what was happening regarding Opus Energy. The Clerk advised that they have credited the account with the 7.5% extra charge and changed the last payment which the Council had already made. The Clerk advised that this should right itself this month and then she had agreed to go over to Direct Debit but Opus had assured her that no extra charge would be incurred if the Council did not switch until the end of the financial year. The Clerk to ring and sort the Direct Debit after this month's bill was received next week.

### **360 Areas of Responsibility**

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

Cllr Hopkins advised that the Bus Shelters have been painted but the contractor had advised that he had removed the flaky paint prior to painting but both shelters could do with being stripped right back but then rendering would be needed. Cllr Shepherd advised that it was down to ordinary plant being used over the previous specialist paint. **It was resolved for a proper inspection to take place.**

#### **(b) Streetlights**

The Clerk advised that a quotation and advisement from the Streetlight Contactor has been received regarding a streetlight in Woodside Close that when they went to paint found it to be in a sufficient condition that replacement was necessary. **It was resolved for this Streetlight to be replaced at a cost of £1977.00 and the Clerk to organise.**

The other streetlight in Woodside Avenue was surround by a hedge that had engulfed it. **It was resolved for the Clerk write to the householder and advise that the hedge needed cutting back to the house boundary and free from the Streetlight.** The Clerk advised that she would check with the Streetlight contractor regarding the costs if they were to undertake just in case the householder was not in a position to undertake but might wish to pay for it to be achieved. **It was resolved for the Clerk to undertake.**

#### **(c) Grasscutting**

Cllr Hopkins advised that he had not seen any bills recently regarding grasscutting and was all the grasscutting up to date. The Clerk advised that she had two bills to pay and grasscutting had been undertaken as per contract regarding number of cuts etc.

#### **(d) Cleaning**

Nothing to report.

(e) **Litter bins**

Cllr Hopkins advised that the correct size black bags for the recreation bins was necessary. The Clerk advised that she was looking into it and would source.

(f) **Seats and Benches**

Nothing to report.

(g) **Dog waste bins/sponsorship –**

The Clerk advised that she had sent out the renewal details regarding sponsorship but had not heard back yet. The Clerk advised that she would chase but knew that many veterinary surgeries still had staff furloughed so this would not be a priority for them. **It was resolved for the Clerk to chase.**

Cllr Hopkins advised that the replacing of the Dog Bin with the rusty bottom has now been resolved at the contractor had undertake the wrong Church bin. Two bins had now been swapped around and all now fine.

The Clerk asked if further thought had been given to the movement of the one outside the Doctors to the piece of land by the other side of the Village Hall. Cllr Shepherd advised that she was not happy to move it in sight of the Tithe Barn. **It was resolved for no further action to be taken.**

(h) **Footpaths and Walkways.**

Nothing to report.

(i) **Tree Warden**

Nothing to report

(j) **General Village Environment –**

Cllr Bubb asked if the School site at Saxon Way was still in use. The Clerk advised that she had heard from Parents that everything has been moved to Admirals Way but nothing officially by the School. Cllr Bubb advised that the school flashing lights were still in place and working and should these be removed. Cllr Bubb also advised that the Zebra Crossing by the Co-Op still had a sign saying new Zebra Crossing but had been in place for years. **It was resolved for the Clerk to contact NCC Highways over these issues.** Cllr Shepherd advised that the road surface along Lynn Road was in a bad state of repair. **It was resolved for the Clerk to also advise Highways regarding this.**

**361 The Warren**

- a) Email from Parishioner re Seating. Cllr Frost advised that there had been several emails regarding the log seat and Parishioner were now asking if another two could be acquired. Cllr Bubb advised that he felt that the Council could not ask Sandringham for two more but advised that he would enquire how much it would be to purchase two more logs. **It was resolved for Cllr Bubb to undertake.**
- b) Full Cut/Half Cut. The Clerk advised that the Grasscutting Contractor was contracted to give the Warren its annual cut and was he to undertake the other half, which was not achieved last year. Cllr Shepherd advised that Cllr Anderson was talking about re-wilding it which would mean no cut but as she had not had chance to plan anything with Cllr Anderson on how the re-wilding might happen she advised that cutting the other half would be the way

forward for this year. **It was resolved for the Clerk to ask the Contractor to cut the opposite side to last year and remember the ten-metre circle around the pond, though there had not been any evidence or growth.**

### **362 Recreation area**

- a) Rospa -Playground Inspection. Cllr Hopkins advised that the spares for the playground had arrived and were in the office. Cllr Hopkins asked how they would be fitted. The Clerk advised that Mrs Scanlon and herself had fitted previously but advised that she felt that the swing seat when she previously looked, could possibly be ok until the Spring. Cllr Shepherd asked regarding the height of the Zip Wire the Clerk advised that it was checked and was fine when checked but said that this needs to be checked on a quarterly basis going forward.
- b) Review of Cleaning/Opening Status. Cllr Hopkins advised that eight cleans had taken place so far. Cllr Shepherd advised that should these be reduced to twice a week now the children are back at school. Cllr Hopkins advised that it was still being used and suggested for the cost that the current cleans should continue. **It was resolved for the current schedule to be maintained and reviewed at the next meeting.**

### **363 Skatepark**

Cllr Shepherd advised Cllr Bubb who had not been present at the Skatepark meeting earlier in the evening. That there had been a meeting with the contractor, the main grant had been applied for and the lawful Development Planning Certificate had been made. The outcome of the grant was just before Christmas and the Planning was due the 8 October.

### **364 War Memorial & War Memorial Gardens**

Cllr Shepherd said that she did not know where to begin. The Contractor did turn up eventually but had not undertaken what he was instructed to do. After several heated telephone conversations they did eventually attend the site but the beds were not dug, bulbs other than daffodils were not removed, no plants were put in but this was requested due to the weather, and without a chemical analysis to prove but it was suspected that peat mulch was used when non-peat was specified. **It was resolved for the Clerk to go back to the contractor and ask when he was going to undertake the work correctly. It was also resolved for Cllr Shepherd to purchase the roses and to plant. It was also resolved for Cllr Bubb to speak with someone regarding on-going maintenance.**

### **365. Climate Change**

Cllr Shepherd advised that the group had not met so no report was available. The Clerk asked if Councillors had looked at the NALC information received and worked out their carbon footprint and how they can improve it.

### **366. NCC Parish Partnership Scheme.**

Cllr Bubb advised that it would be good to get a trod in place from Pleasant's Place to the Open Common and had spoken with Dersingham United Charities and they were willing for the gorse to be removed. The trod would be in NCC Highways jurisdiction area. **It was resolved for the Clerk to speak with NCC Highways to obtain a quote and to speak with Dersingham United Charities regarding the possible use of the Open Common.**

### **367 Correspondence –**

- a) Letter from Parishioner Cold Calling. The Clerk asked if the Council wanted to take this further as a consultation may be easier to undertake during this semi lockdown period. **It was resolved that no one had asked since and this to be left for the current time.**
- b) Email from Norfolk Coastal Partnership re Boundary Review/Newsletter. The Clerk asked if the Council wished to put forward that the beach area be included. Cllr Bubb advised that it was

the area known as Snettisham Beach to Wolferton that should be included. **It was resolved for the Clerk to ask that the Partnership consider cover this area in its boundary review.**

c) Email and letter regarding Remembrance Sunday. Cllr Shepherd read out the letter and it was basically asking for permission to use the Recreation Ground to hold the service were people could social distance and the use of the electrics etc. **It was resolved for the Clerk to advise that permission is granted.**

d) Email from a Parishioner concerned regarding neighbours cars parking on grass they maintain outside their property. It was making maintenance impossible and though they did not wish to fall out with their neighbours it was inconvenience and was making a mess of their land. **It was resolved for the Clerk to seek advice from Highways as the Parish Council do not have any powers. The Clerk to acknowledge the email if she had not already done so.**

### **368 Items for inclusion at next Meeting**

Same agenda

### **369 Items for the Website.**

Cllr Bubb asked if something could be put on the website regarding dog fouling especially around the Sport Ground. **It was resolved for the Clerk to find some appropriate wording and put on the site.**

### **370 Date, time, and venue of next meeting**

5 October 2020 at 7.00pm Virtually Via Zoom.

### **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.

### **371 Proposal for Youth Provision within the Village**

Cllr Shepherd advised use regarding a possible youth provision starting up in the Village Centre. Cllr Shepherd advised that this was very much in its infancy and needed to be discussed at Trustee level. **It was resolved for the Cllr Shepherd as a Trustee to pass on that the Council wished the Centre every success if they decided to go down this route and hoped they obtain suitable funding.**

With no further business the meeting was closed at 21:10pm.

## **ACTION LIST**

### **Cllr Shepherd**

- To purchase roses and plant
- Advise Trustees regarding Youth Provision.

### **Clerk**

- Undertake research regarding H frame
- Add Sandringham Road to Rangers List
- Place order for Streetlight Replacement
- Contract Contractor re cost to remove vegetation around streetlight
- Write to household and advise re vegetation around streetlight.

- Chase dog bin sponsorship
- Speak with NCC Highways on:  
Flashing School Signs, Zebra Crossing Sign, Parish Partnership Trod, Parking on Grassed area.
- Advice Grasscutting Contractor regarding cutting other half of The Warren
- Talk to contractor regarding work not undertaken on War Memorial Garden
- Speak with Dersingham United Charities re Parish Partnership Trod
- Advise Norfolk Coast Partnership re Snettisham Beach to Wolverton
- Advise Church re Remembrance Service Proposal
- Construct wording re dog fouling and put on the website.

Draft

# Financial Budget Comparison

## for Environment

Comparison between 01/04/20 and 31/08/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Actual Net	Balance
<b>Environment</b>				
<b>Income</b>				
400	Dog Bin Sponsorship	£600.00	£0.00	-£600.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00
410	Misc	£0.00	£0.00	£0.00
415	Precept	£19,410.00	£19,410.00	£0.00
420	Bus Stop Donation	£0.00	£0.00	£0.00
<b>Total Income</b>		£20,010.00	£19,410.00	-£600.00

		2020/21	Actual Net	Balance
<b>Expenditure</b>				
4000	Cleaning Contract	£2,000.00	£925.00	£1,075.00
4005	Dog Bins	£100.00	£0.00	£100.00
4010	Dog Bin Advertising	£60.00	£0.00	£60.00
4015	Dog Bin Emptying	£3,000.00	£0.00	£3,000.00
4020	Grasscutting/Verge Maintenance	£3,300.00	£776.00	£2,524.00
4025	Floral Enhancements	£0.00	£0.00	£0.00
4030	Taskforce	£0.00	£0.00	£0.00
4035	Street Lighting Energy	£3,000.00	£777.80	£2,222.20
4040	Streetlight Maintenance	£1,250.00	£420.52	£829.48
4045	Streetlight Repair/Survey/New	£2,000.00	£0.00	£2,000.00
4050	Seats/Benches	£100.00	£0.00	£100.00
4055	Village Sign	£0.00	£0.00	£0.00
4060	Bus Shelters	£250.00	£0.00	£250.00
4065	Footpaths/PROW	£100.00	£0.00	£100.00
4070	Trees	£2,000.00	£620.00	£1,380.00
4075	Litterbins	£0.00	£0.00	£0.00
4080	General Maintenance	£1,500.00	£45.80	£1,454.20
4085	Parish Partnership Scheme	£0.00	£0.00	£0.00
4090	War Memorial Gardens Planting	£100.00	£0.00	£100.00
4095	War Memorial Maintenance	£1,250.00	£0.00	£1,250.00
4100	War Memorial	£0.00	£0.00	£0.00
4105	Bus Stop	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		£20,010.00	£3,565.12	£16,444.88

# Financial Budget Comparison

## for Recreation

Comparison between 01/04/20 and 31/08/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Actual Net	Balance
<b>Recreation Income</b>			
500 Grants	£0.00	£0.00	£0.00
515 Income from Events	£0.00	£0.00	£0.00
520 Fundraising	£0.00	£0.00	£0.00
525 Recreation Events	£0.00	£0.00	£0.00
540 Precept	£5,100.00	£5,100.00	£0.00
<b>Total Income</b>	<b>£5,100.00</b>	<b>£5,100.00</b>	<b>£0.00</b>

	2020/21	Actual Net	Balance
<b>Expenditure</b>			
5000 Recreation Water	£50.00	£23.78	£26.22
5005 Recreation Ground Electricity	£100.00	£30.00	£70.00
5010 Playground Equipment - New	£0.00	£0.00	£0.00
5015 Playground Equipment - Maintenance	£2,500.00	£2,187.19	£312.81
5020 Playground Inspection	£200.00	£114.00	£86.00
5025 Recreation Ground Maintenance	£1,000.00	£15.00	£985.00
5030 Recreation Ground Grasscutting	£1,000.00	£178.50	£821.50
5045 Recreation Events	£0.00	£0.00	£0.00
5050 Children's Activities	£0.00	£0.00	£0.00
5055 Christmas Activities	£250.00	£0.00	£250.00
5060 Funday	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	<b>£5,100.00</b>	<b>£2,548.47</b>	<b>£2,551.53</b>

## for The Warren

Comparison between 01/04/20 and 31/08/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Actual Net	Balance
<b>The Warren Expenditure</b>			
8000 Warren Expenditure	£4,375.00	£254.00	£4,121.00
<b>Total Expenditure</b>	<b>£4,375.00</b>	<b>£254.00</b>	<b>£4,121.00</b>

## for Skatepark

Comparison between 01/04/20 and 31/08/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Actual Net	Balance
<b>Skatepark Income</b>			
900 Skatepark Donations	£0.00	£0.00	£0.00
<b>Total Income</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

	2020/21	Actual Net	Balance
<b>Expenditure</b>			
9000 Skatepark Project	£0.00	£143.00	-£143.00
<b>Total Expenditure</b>	<b>£0.00</b>	<b>£143.00</b>	<b>-£143.00</b>