

Minutes of the Meeting of Dersingham Parish Council held virtually on 31 July 2020 at 6.30pm

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor D Murrell, Councillor B Hopkins, Councillor R Frost, 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 6.35pm

13535 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from Councillor D Wright, Councillor M Noble, Councillor S Osborn, Councillor V Brundle and Councillor J Houston.

13536 Standing Orders – Covid 19.
Councillor C Shepherd advised at the previous Full Council meeting 15th June 2020 it was agreed an addendum to Standing Orders be prepared regarding procedures for virtual Parish Council meetings. The addendum had been circulated to all Councillors. The Clerk had also circulated proposed new standing orders that included provision for amended procedures relating to legislation enacted in respect of virtual meetings. The Chairman pointed out that it is standard procedure for Standing Orders to be reviewed and updated annually and this is normally done in May however due to the current circumstances regarding Covid 19 we had not reviewed our documents. Both the addendum and proposed Standing Orders needed to be considered further and Councillor C Shepherd proposed that consideration be deferred until September.

13537 To receive resignation from Councillor Hipkin.
Councillor C Shepherd stated it was with sadness Councillor Hipkin's resignation had been received and he would be a loss to the Parish Council.
A new Vice Chairman would need to be elected however as this is not an agenda item election would be deferred to Septembers Full Council meeting. Councillors wishing to make a nomination should seek the candidates agreement and make their proposal in writing to the Clerk.

13538 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
None Received.

A member of the public asked if the Parish Council would consider an outside gym on the recreation ground near the play area. The idea had attracted lots of interest and would encourage people outside and to exercise. The Chairman advised the subject would be dealt with under agenda item 18.

13539 To receive a verbal report from Norfolk County Councillor.
Councillor S Dark was not present

13540 To receive a verbal report from the Borough Councillors.
Apologies had been received from Councillor Collingham.
Councillor Bubb advised currently the food waste bins are not being collected separately however this will change when the new contract starts for waste collection 1st April 2021.
With regards to the travellers that have settled on the common near Heath Road, Councillor Bubb had visited the site and the police were in attendance. They advised him they had spoken to the travellers who intended to leave the area Wednesday however they are still there.
He reported a small piece of land has come up for sale beside the A149 to the west and a disused railway embankment and noise bund to the east. The land is currently owned by Norfolk County Council. Councillor Bubb expressed concerns if the land was sold it could be used for a variety of activities such as speedway and therefore proposed the Parish Council attempts to buy the land to protect it. The Clerk advised the Parish Council had to apply best value for money when considering the purchase of the land which may not be achievable due to it being sold via an auction. After discussion Councillor C Shepherd proposed the Parish Council approach Norfolk County Council with the view to purchase the land direct at a set price, however the Clerk reminded Councillors it was not an agenda item and therefore could not be ratified by Full Council.

13541 Year End Accounts 2019/20.
The Clerk advised she had been unable to establish a way to transfer the Precept money to General Funds and had sought advice from Edge regarding the matter. Councillor M Shepherd questioned why the transfer was to go to General Funds when it was agreed to go to Project Reserves. Councillor M Shepherd and the Clerk are to discuss and resolve the matter.

a) Internal Auditor – Update.

The Chairman advised Councillor M Shepherd had circulated the report. Originally the Internal Audit Review was rated as an Amber/Green assurance rating with ten action points to be addressed, however after a lot of hard work the rating has been upscaled to Green. Councillor C Shepherd thanked those involved.

b) External Audit -AGAR Annual Governance Statement.

Councillor C Shepherd read through each statement, section 1 of the AGAR form with councillors voting to agree and approve each statement.

It was resolved for the Chairman to sign the AGAR form and the Clerk to submit the form accordingly.

c) Insurance renewal.

Councillor C Shepherd advised that now the asset register has been completed the insurance premium has increased slightly.

Councillor M Shepherd had established a working group via email to ascertain best value for an insurance valuation on the War memorial.

Councillor M Shepherd asked Councillors if they wished to use a

desktop valuation or have an onsite inspection to obtain a valuation. After discussion Councillor M Shepherd proposed an onsite inspection to obtain the valuation. **It was resolved to approve the proposal.**

d) IAC summary report April - June.

Councillor M Shepherd read the attached report.

Dersingham Parish Council

Internal Audit Controllers Quarterly Report – April to June 2020

The accounts for April to June were presented to members of the Finance Committee for the first time this financial year on 17th July. Payments for the period were managed by the RFO using a manual process rather than directly using the Finance package, which necessitated additional checks to ensure the manual records were correctly reflected in the accounts package.

I undertook specific checks relating to the financial year roll-over process in addition to the normal monthly checks. Several issues were identified which were fully documented in the form of a report circulated to members of the Finance Committee. Although this has not been discussed by the committee, is available to other councillors for information if required.

I can now confirm that the most identified issues have now been resolved and that:

- The start of year balances for the current financial year are consistent with closing balances at the end of the old year.
- The current financial year budget shown on the Budget comparison report is consistent with the councils approved budget for the financial year, agreed in January.
- The precept and Council support grant have been received and with one exception have been correctly allocated to the appropriate committees in line with the approved budget.
- A CIL payment has been received and allocated to the CIL reserve.
- The agreed Journal transfer (£1000) from the Dersingham Centre Reserve to the Staffing budget has been carried out.
- Payments authorised during April, May and June using the manual process have been correctly entered into the Finance package.
- **The Bank Reconciliations for the period from 1st April to 30th June 2020 are in order.**

The outstanding issue relates to the allocation of the agreed Precept income to the Projects Reserve. Currently this sum appears to have been allocated to both “Council” and the “Projects Reserve” and there is an inconsistency between reports.

The Financial Summary report for the financial year up to 30/06/20 is appended to this report.

Cllr Mike Shepherd

31/07/2020

Councillor M Shepherd advised the only outstanding issue was the agreed allocation of the Precept income to the Projects Reserve.

13542 Accounts for Payment.

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/20**

Tn no	Cheque	Gross	Vat	Net Invoice	Invoice date	Details	Cheque
48	D/P	£15.00	£0.00	£15.00	07/06/20	C & E Handyman Services -	
£15.00	13.07.20-48					Emergency H & S Tree Rec Ground	
47	D/P	£2,223.00	£0.00	£2,223.00	19/06/20	Clanpress - printing Village	
£2,223.00	13.07.20-47					Voice	
49	D/P	£162.00	£27.00	£135.00	29/06/20	System:3 Business Solutions	
£162.00	13.07.20-49					- Anti-Virus Software	
51	Debit Cr	£27.48	£4.58	£22.90	29/06/20	SSP Direct - Red relectors	£27.48
	29.06.20-51						
Total		£2,427.48	£31.58	£2,395.90			

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/20**

Tn no	Cheque	Gross	Vat	Net Invoice	Invoice date	Details	Cheque
52	B/T	£126.16	£21.03	£105.13	01/07/20	K & M Lighting Services - £126.16	
	27.07.20-52					Streetlight Maintenance	
54	DD	£6.00	£0.00	£6.00	01/07/20	E-On Energy - Recreation	£6.00
	010720-54					Ground Electricity	
57	B/T	£11.85	£0.00	£11.85	02/07/20	WAVE - Rec Water	£11.85
	27.07.20-57						
58	DD	£41.40	£6.90	£34.50	02/07/20	System:3 Business Solutions	
£41.40	270620-58					- 365 for Office Machines	
53	DD	£185.00	£0.00	£185.00	07/07/20	C & E Handyman Services -	
£185.00	070720-53					Cleaning Contract	
55	DD	£13.40	£2.23	£11.17	07/07/20	Utility Warehouse - Mobile Phone	£13.40
	31.07.20-55						
60	B/T	£136.80	£22.80	£114.00	07/07/20	Rospa - Playground Inspection	
£136.80	27.07.20-60						
61	B/T	£30.13	£5.02	£25.11	07/07/20	Corona Corporate Solution	
£30.13	27.07.20-61					Ltd - photocopier usage	
66	b/t	£751.50	£0.00	£751.50	08/07/20	Norfolk Pension Fund -	£751.50
	27.07.20-66						
1		£149.20	£0.00	£149.20		Staff Employees Pension	
4		£602.30	£0.00	£602.30		Staff Employer Pension	
67	b/t	£751.50	£0.00	£751.50	08/07/20	Norfolk Pension Fund -	£751.50
	27.07.20-67						
1		£149.20	£0.00	£149.20		Staff Employees Pension	

4		£602.30	£0.00	£602.30		Staff	Employer Pension	
56	DD	£58.44	£9.74	£48.70	15/07/20	British	Telecommunications	-
£58.44								
	29.07.20-56						Phone Bill/Broadband	
63	BT 270720-	£181.20	£8.63	£172.57	15/07/20	OPUSEnergy	-	Streetlight
£181.20								
64	63 B/T	£839.36	£0.00	£839.36	15/07/20	Energy	Geraldine Scanlon - July	£839.36
	27.07.20-64						Salary	
65	b/t	£1,407.66	£0.00	£1,407.66	15/07/20	Sarah Bristow	-	July Salary
£1,407.66								
	28.07.20-65							
68	D/P	£839.36	£0.00	£839.36	15/07/20	Geraldine Scanlon	-	August
£839.36								
	27.08.20-68							Salary
69	D/P	£1,407.66	£0.00	£1,407.66	15/07/20	Sarah Bristow	-	August Salary
£1,407.66								
	2708.20-69							
62	D/P	£429.83	£71.64	£358.19	23/07/20	Playdale Playgrounds -		£429.83
	27.07.20-62							
								10, Plastic Dome Caps x 20, 2 x Junior Swing seats and chains, two cradle seat crutch straps
59	D/P	£50.00	£0.00	£50.00	27/07/20	Community Action Norfolk	-	
£50.00								
	27.07.20-59							Subscription
Total		£7,267.25	£147.99	£7,119.26				

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/20**

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
75	B/T	£108.00	£18.00	£90.00	30/07/20	NALC - Training Course x 2	
£108.00							
	31.07.20-75						
1		£54.00	£9.00	£45.00		Staff	Staffing Training
2		£54.00	£9.00	£45.00		CNCL	Councillor Training
76	Debit Card	£346.50	£0.00	£346.50	30/07/20	Borough Council Of King's	
£346.50							
	31.07.20-					Lynn & West Norfolk - Lawful Development Planning App- Skatepark	
Total		£454.50	£18.00	£436.50			

Councillor C Shepherd advised there had been three payment lists circulated.

1 – Including staff salaries to cover July and August due to the August recess. Opus energy had shown VAT at 20% not the correct 5%. The Clerk advised this had now been amended on Edge.

2 – E-On energy showed as £6.60. The Clerk advised this was due to the premium not covering the DD and would need to be reviewed at the next Finance Committee meeting.

3 – The Clerk advised she had received an invoice today regarding streetlight maintenance and asked Councillors if they wished for the

invoice to be added for payment, it is a regular monthly sum. **It was resolved to add the invoice.**

Councillor C Shepherd said Opus electricity rates had been due to increase in April but due to the pandemic they had remained the same but were now due to increase on 1st August. The increase would be 1p per Kilowatt hour however as the Parish Council do not pay by direct debit the increase would be 7.5% higher with an estimated increase of £150.00 per year and therefore suggested payment be made by DD. The Clerk advised there had been considerable problems with Opus taking incorrect amounts via DD and not notifying council of the changes or amounts taken. The Clerk had cancelled the DD and paid on receipt of the bill. Councillor C Shepherd proposed payment be made by Direct Debit to avoid the 7.5% increase. **It was resolved to approve the proposal.**

Councillor Hopkins queried the amount payable to C & E Handyman Services as he thought an increase had been agreed. The Clerk advised the increase had not been ratified by full council and would have to be agreed at the next Full Council meeting and would be back dated accordingly.

It was resolved to approve payments.

13543 Minutes of the Dersingham Parish Council meeting held virtually on 29 June 2020.

It was resolved to approve the Minutes as a true and accurate record once the following amendments had been made.

To show Councillor Brundle and Councillor Houston as present

To remove Councillor Brundle from the apologies.

13544 Minutes of the Environment Committee held Virtually on 7 July 2020.

Councillor Frost advised the committee had agreed the play area would remain closed until further advice had been received regarding safe opening of such areas. The Clerk advised she had carried out a risk assessment with Mrs Scanlon. Due to lack of use the equipment needed a deep clean and regular cleaning after. Signs would need to be in place to ensure parents adhere to the social distancing and hygiene procedures, i.e. using hand sanitisers, wipes etc. After discussion it was agreed the play area be reopened and Councillor C Shepherd proposed a working group be established to agree details of signage and cleaning. **It was resolved for Councillors Frost, C Shepherd, M Shepherd, Hopkins and the Clerk form a working group. A virtual meeting is to be arranged.**

13545 Minutes of the Planning Committee Meeting held virtually 13 July 2020.

Councillor C Shepherd advised the Neighbourhood Plan was on hold due to the current Corona virus restrictions.

13546 Minutes of the Environment Committee Meeting held 20 July 2020.

This item is covered under minute number 13544.

13547 Chairman's Report.

Councillor C Shepherd advised she and the Clerk had attended a virtual training course regarding charities. The recreation Ground has been a charity since 1920 and the legislation is complex. The Governance document dates from 1920 and it is felt further advice is needed with regards its interpretation. Any implications will be reported to the Parish Council.

There will be a short service for VJ at the War Memorial Saturday 15th August. Councillor Anderson had agreed lay a wreath on behalf of the Parish Council. Councillor C Shepherd is to measure the War Memorial to establish how many people can attend to ensure social distancing is adhered to.

13548 DVCA – Councillors to receive details regarding wall lighting in St Nicholas Hall.

DVCA seek Parish Councils approval for installation of additional lighting in the main hall at the Village Centre. Their proposal is to install one uplighter on each pillar with dimmer switches, 8 in total. This is due to the current lighting being 8 ceiling lights operated by two switches with no facility to dim the lights. The work will be commissioned by DVCA and paid for by an anonymous donor and will not affect the integrity of the building. **It was resolved to agree the proposal.**

13549 Skatepark - update.

Councillor C Shepherd circulated the attached report

Following the last Council meeting on 29th June the Skatepark Working Group have met twice and are continuing to progress the project. As you will be aware before lockdown started, we selected our preferred contractor and they have provided us with a revised design as they like to make each skatepark project they do different. As a reminder the proposed skatepark will be sited at the south western end of the Recreation Ground, parallel to the northern boundary of the playground. It will be 26 metres long, 8 metres wide with a maximum height of 1.2 metres at each end. The ends will be ramped and covered in grass so that the visual impact from Hunstanton Road will be minimised. The riding surface will be smooth concrete to minimise noise, be hard wearing and long lasting. The method of construction will ensure limited disturbance to the ground and be relatively straightforward to reinstate.

Legal advice was received earlier this year and whilst it is thought that planning permission may not be necessary, we were advised to consult the local planning authority. Therefore, an application for a lawful development certificate is being made. We are also advised to consult with residents and are undertaking a consultation exercise, by writing to all of those properties that face the Recreation Ground and posting notices on the Parish Council noticeboards.

A business plan has been prepared and accepted by the group and work is ongoing on a risk register. A meeting with the contractors is being arranged as we have a few minor questions, especially around contractual terms.

The implementation of the scheme is all subject to funding as approximately 85% of the cost will need to be met through grant aid. Investigations are under way to identify

appropriate sources of funding and applications will be made in due course. **It is proposed that Council agree that the group be authorised to apply for suitable grant aid.**

Councillor C Shepherd stated residents had been notified and responses had been positive.

It was resolved to approve the proposal.

13550 Bike facilities within the village.

Councillor C Shepherd explained a letter had been printed in the Village Voice from a teenager in the village regarding the lack of places to ride bikes, create ramps and jumps etc. Councillors discussed the Warren as an option however due to constraints on the area this was not seen to be feasible. Councillor C Shepherd also advised there were no resources for such a development to take place. She hoped once the skatepark was in place bikes, scooters etc could be used there.

13551 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.

Applications:

20/00973/F Application for First Floor extension and alterations to dwelling, and proposed cart shed, 10 Senters Road, Dersingham.

20/01028/F Retrospective application to allow use of land as gardens attached to 10 Manorside including boundary treatments 10 Manorside, Dersingham.

20/01033/LDP Lawful Development Certificate: Construction of replacement timber framed garage/workshop. Existing access and drive to remain unaltered. Soak aways to be installed to cater for surface water. Tot Willow, 16 Park Hill, Dersingham.

Councillor C Shepherd asked Councillors if they had viewed the applications online. As no Councillors had seen the applications Councillor C Shepherd stated the Parish Council would be unable to comment on the applications received.

Determinations:

20/00496/F Application for proposed two storey extension 23 Burma Close, Dersingham – **Granted**

20/0710/F Application for Retention of static caravan as single holiday let and construction of timber tool store at 92 Hunstanton Road, Dersingham – **Refused.**

20/00719F Application for single storey side extension at 2 Willow Drive, Dersingham – **Granted**

13552 Correspondence.

An Email had been received requesting the Parish Council give consideration to an adult gym area on the Recreation Ground. Councillors discussed how it would be funded, concerns were there would be little room once the Skatepark was in place, goal posts moved, and new basketball boards erected. Councillor Bubb suggested the adult gym could be installed on the sports ground. Councillor Hopkins advised there would be space issues there too as lots of clubs are now up and running again. Councillor C Shepherd suggested reviewing the idea once the skatepark was completed. **It was resolved for the Clerk to inform the Parishioner of the Parish Councils decision.**

Friends of Horsey Seals had sent an Email highlighting the issues of plastic flying rings being used on beaches. A poster was attached to the Email demonstrating the problems they cause for seals. **It was resolved for the poster to be placed on the Parish Councils Noticeboards.**

An Email was received regarding garden waste on the old railway line. Councillor C Shepherd advised the land was not the Parish Councils responsibility.

The Clerk raised the issue of the Parish Council broadband contract which is due to expire and asked if Councillors wished her to put the contract out to tender. Councillor M Shepherd suggested checking the availability of fibre and recommended caution on obtaining like for like contracts.

Councillor C Shepherd advised there is to be a non-competitive UK Cycling event in November that will pass through Dersingham. It was suggested something be included in the next Village Voice to notify parishioners of the event.

13553 Items for inclusion on the next agenda.

Election of Vice-Chairman
Chairman's Report – Future ways of working.
C & E Handyman contract.

13554 Date & Place of next meeting.

A virtual meeting to be held 14th September 2020.

With no further business the meeting closed at 8.30pm

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 contact NS&I regarding the signatory updates
- To Transfer money from DC Reserve to Staffing Budget
- Issue letter regarding the fence on Janoch Corner

Action Points Dersingham Parish Council Meetings 29.06.20

Councillor C Shepherd

- To write a more detailed report regarding the Councils future ways of working
- To draft a letter to Borough Councillor Moriarty regarding the planning application "sifting" review.

Action Points Dersingham Parish Council Meeting 31.07.20

Clerk

- To ascertain a way to transfer the Precept money to Project reserves.
- To add streetlight maintenance invoice to July payments.
- To set up Direct Debit payments for OPUS.
- To arrange a virtual meeting with Councillors C Shepherd, M Shepherd, B Hopkins and R Frost to discuss the re-opening of the play area.
- To discuss with Councillor C Shepherd the charitable status and implications regarding the Recreation ground.
- To notify Parishioner of The Parish Councils decision regarding the adult outdoor gym area