

Minutes of the Meeting of Dersingham Parish Council held virtually on 27th October 2020 at 6.30pm

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor D Murrell arrived 7.05pm, Councillor R Frost, Councillor J Houston, Councillor V Brundle, Councillor J Stokes, Councillor M Noble Councillor D Wright, Councillor G Billard arrived 6.50pm via phone link and Councillor B Anderson via phone link.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Communications Officer).

The Chairman reminded Councillors that Standing Orders applied therefore protocol should be followed with councillors remaining muted, indicating when they wish to speak and remain visible throughout the meeting, where possible.

**13599 To Receive and Consider Apologies for Absence.
None Received.**

13600 Election of a permanent Vice Chairman/or temporary for this meeting.

The Chairman asked the Clerk if any written nominations had been submitted. There had been none received. The Chairman advised that she was aware of councillors considering the position and therefore proposed the agenda item be deferred to the next full council meeting.

It was resolved to defer the election of a Vice Chairman.

The Clerk asked if a temporary one would be elected for the meeting. The Chairman advised there were no agenda items that required a Vice Chairman.

13601 Resignation of Councillor S Osborn.

The Chairman advised Councillor Osborn had submitted her resignation for personal reasons and advised she had written a letter of thanks to Mrs Osborn. The Clerk said the Parish Council could now put notification of casual vacancies available. The Chairman asked if the Clerk could arrange notices next week.

13602 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.

Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the meeting during the matter is being discussed.

The Chairman pointed out that the Clerk had reminded her about declaring an interest in items relating to the DVCA as she was a trustee. Councillor C Shepherd stated agenda item 17 relating to a

request from DVCA would be dealt with under agenda item 11 – Finance and Administration Committee and she would not vote on the item.

13603 To Receive a verbal report from the Norfolk County Councillor.

Councillor S Dark was not present.

The Clerk advised she had received no apology.

13604 To receive a verbal report from the Borough Councillors.

Councillor J Collingham was not present.

Councillor Bubb advised there was nothing to advise Full Council regarding Dersingham.

Stuart Dark is now the Environment Portfolio holder for the Borough Council, this does not include climate control.

A working group is being established to deal with Climate mitigation. Councillor Bubb had volunteered to join the group, there have been 9 volunteers with only 6 vacancies available.

Councillor Hopkins wished to congratulate Councillor Dark on receiving his MBE. Councillor C Shepherd advised he had been awarded the MBE for his service to Snettisham Parish Council regarding the WW1 100th Anniversary. It was suggested a letter be written on behalf of the Parish Council to congratulate Councillor Dark.

13605 Accounts for Payment.

The Council to approve the payments to be made.

Councillor C Shepherd advised there had been two invoice dates that needed to be corrected.

Payment 122 date change to 3rd October.

Payment 120 date change to 25th October.

The Chairman also drew attention to payments 133 and 134 to HMRC for National Insurance owed and payment 135 the refund to HMRC for erroneous refund claimed via Aston Shaw. **These HMRC payments will be discussed under the Chairman report.**

Councillor Houston asked for payment 120 to be amended to show as Councillor Stokes.

A new poppy wreath had been ordered and an invoice of £18.50 had been received. As previously discussed, this covers only production costs therefore Councillor C Shepherd asked Councillors if they wished to make a further donation to the British Legion. A donation of £100.00 had previously been made when wreaths were ordered for VJ day.

Councillor Anderson felt it may be difficult for the British Legion to raise funds due to the inability to sell poppies etc and therefore proposed a donation of £100.00. **It was resolved to donate £100.00. The Clerk to add to October payments.**

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
121	DD	£41.40	£6.90	£34.50 02/10/20	System:3 Business Solutions	£41.40

	02.10.20-121					- 365 for Office Machines	
116	DD	£6.00	£0.00	£6.00	03/10/20	E-On Energy - Recreation Ground Electricity	£6.00
138	03.10.20-116	£231.62	£38.60	£193.02	03/10/20	Grenke Leasing Ltd - Photocopying Lease	£231.62
118	03.10.20-138	£6.50	£0.00	£6.50	05/10/20	Barclays Bank - Bank Charges	£6.50
137	05.10.20-118	£4,974.82	£0.00	£4,974.82	05/10/20	Public Works Loan Board - Public Works Loan Board	£4974.82
1	05.10.20-137	£2,227.06	£0.00	£2,227.06		CNCL Capital Payment	
2		£2,747.76	£0.00	£2,747.76		CNCL Interest	
114	DD	£195.00	£0.00	£195.00	07/10/20	C & E Handyman Services - Cleaning Contract	£195.00
136	07.10.20-114	£13.40	£2.23	£11.17	08/10/20	Utility Warehouse - Mobile Phone	£13.40
126	30.10.20-136	£62.59	£10.43	£52.16	15/10/20	British Telecommunications - Phone Bill/Broadband	£62.59
	29.10.20-126						
Total		£5,531.33	£58.16	£5,473.17			

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
133	B/T	£408.84	£0.00	£408.84	08/06/20	HMRC- PAYE - Employers
£408.84	26.10.20-133					NI April to June 20/21
134	B/T	£416.28	£0.00	£416.28	07/09/20	HMRC- PAYE - Employers
£416.28	26.10.20-134					NI July to Sept 20/21
132	B/T	£895.79	£0.00	£895.79	08/09/20	Norfolk Pension Fund -
	26.10.20-132					£895.79
1		£177.85	£0.00	£177.85		Staff Employees Pension
4		£717.94	£0.00	£717.94		Staff Employer Pension
129	D/P	£2,356.00	£0.00	£2,356.00	23/09/20	Clanpress - printing Village
£2,356.00	26.10.20-129					Voice
120	B/T	£50.00	£0.00	£50.00	25/09/20	Norfolk Parish Training & Support - Councillor Course - Cllr J Stokes
	26.10.20-120					£50.00
117	D/P	£170.00	£0.00	£170.00	28/09/20	C & E Handyman Services - Cleaning Recreation Ground
£170.00	26.10.20-117					
124	B/T	£1,968.00	£328.00	£1,640.00	29/09/20	Anvil Engineering - Manufacture 4 gates approx size each gate 1060mm, height 1.8m from floor. Spaces away on hinges so that gates misses the concrete plinth. Gate hinges will be fixed to brick not wooden posts. 25 x 25 x 10g mesh welded to angle. Materials 30 x 30 x6 angle frame with cr4oss bar through middle, this will allow for mesh to be welded in from
	26.10.20-124					£1,968.00

112	B/T 25.10.20- 112	£126.16	£21.03	£105.13	01/10/20	behind. Drop bolt on one gate on inside, and a pad bolt on each gate on the front. Fit 75 x 75 box post to bring gates level. Concrete in at bottom. Manufacture, zinc prime and top coat black and fit. K & M Lighting Services - £126.16 Streetlight Maintenance
122	B/T 26.10.20- 122	£584.40	£97.40	£487.00	03/10/20	P J & B Jones Ltd - £584.40 Grasscutting
1		£86.40	£14.40	£72.00		WARR the Warren
2		£355.20	£59.20	£296.00		ENV Village Cuts
3		£142.80	£23.80	£119.00		REC Playing Field

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
125	b/t 26.10.20- 125	£14.76	£0.00	£14.76	03/10/20	WAVE - Rec Water	£14.76
128	D/P 26.10.20- 128	£53.74	£8.96	£44.78	07/10/20	Corona Corporate Solution Ltd - photocopier usage	£53.74
119	B/T 26.10.20- 119	£600.00	£0.00	£600.00	11/10/20	Sandringham Estate - Sportground Rent	£600.00
127	D/P 26.10.20- 127	£241.84	£40.31	£201.53	15/10/20	OPUSEnergy - Streetlight Energy	£241.84
130	B/T 28.10.20- 130	£973.84	£0.00	£973.84	19/10/20	Geraldine Scanlon - Salary & Back Dated Pay Increase	October £973.84
131	D/P 28.10.20- 131	£1,606.50	£0.00	£1,606.50	19/10/20	Sarah Bristow - Salary & Back Dated Pay Increase	October £1,606.50
123	B/T 26.10.20- 123	£118.50	£0.00	£118.50	26/10/20	Royal British Legion Appeal - 1 x wreath for remembrance Sunday	Poppy £118.50
135	B/T 26.10.20- 135	£2,789.44	£0.00	£2,789.44	26/10/20	HMRC- PAYE - NI 19-20	Employers £2,789.44
139	D/P 26.10.20- 139	£500.00	£0.00	£500.00	26/10/20	Heacham & District Grant	CCS - £500.00
140	B/T 26.10.20- 140	£42.00	£0.00	£42.00	26/10/20	Dersingham Parochial Council - Christmas Tree x 2M	Church £42.00
Total		£13,916.09	£495.70	£13,420.39			

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice	Details
	Cheque date	Total			

115	DD 03.09.20115	£6.00	£0.00	£6.00	03/09/20	E-On Energy - Recreation Ground Electricity	£6.00
113	DD 07.09.20113	£185.00	£0.00	£185.00	07/09/20	C & E Handyman Services - Cleaning Contract	£185.00
Total		£191.00	£0.00	£191.00			

It was resolved for the payments to be made.

13606

Quarterly IAC Report.

Councillor M Shepherd advised he had circulated his report to Councillors see attached.

Dersingham Parish Council
Quarterly Internal Audit Controllers Report – July to September 2020

Checks on the monthly financial reports issued to the Finance & Admin Committee and bank reconciliation reports provided to me by the RFO have been carried out and the results reported to the committee. The detailed monthly reports are available to other councillors by request.

I can confirm that the Bank Reconciliations from 1st April to 30th September are in order. All financial reports checked are consistent up to the end of the period. All previously identified issues, and queries raised during this quarter, have been satisfactorily resolved.

The only recurring issue this quarter has been the omission of some direct debit payments from payment authorisation lists approved in advance by full council. This will be permanently resolved when a regular payment list is produced for approval in advance by full council.

National Insurance

Councillors will note that the sum of £2,789.44 has been posted to code 140, "Misc. Income". This sum is the rebate from HMRC in respect of National Insurance paid during last financial year. It should also be noted that no National Insurance has been paid this financial year (code 3005).

Councillors will recall that Aston Shaw advised us that we are entitled to claim Employment Allowance. They submitted a claim for a rebate in respect of last years payments and advised that no payments are due this financial year. Some evidence has come to light which suggests that the council may not be entitled to this allowance. **The Clerk has therefore been requested to seek written assurance from Aston Shaw that their previous advice regarding the Parish Councils entitlement to employment allowance is correct and to report back to the A&F committee as a matter of urgency.**

The summary cashbook report for the period 01/04/20 to 31/09/20 is appended to this report.

Cllr Mike Shepherd
20/10/2020

Financial Summary - Cashbook

Summary between 01/04/20 and 30/09/20 inclusive.

Balances at the start of the year

Ordinary Accounts

Barclays Current + Stepsaver Account	£129,045.61
National Savings Bank	£8,913.70
Petty Cash	£30.00

Loan Made Accounts

Dersingham Sports Ground Management Comm	£0.00
Total	£137,989.31

RECEIPTS	Net	Vat	Gross
Council	£64,613.59	£0.00	£64,613.59
Communications	£13,132.85	£2,060.09	£15,192.94
Council - Grants	£10,600.00	£0.00	£10,600.00
Environment	£19,410.00	£0.00	£19,410.00
Recreation	£5,100.00	£0.00	£5,100.00
Staffing	£51,275.00	£0.00	£51,275.00
CIL	£1,178.82	£0.00	£1,178.82
Project Reserves	£211.00	£0.00	£211.00
COVID	£10,000.00	£0.00	£10,000.00
Total Receipts	£175,521.26	£2,060.09	
£177,581.35			

PAYMENTS	Net	Vat	Gross
Council	£16,072.15	£600.82	£16,672.97
Communications	£4,535.33	£4.40	£4,539.73
Council - Grants	£9,100.00	£0.00	£9,100.00
Environment	£6,965.76	£1,108.85	£8,074.61
Recreation	£2,911.47	£567.34	£3,478.81
Dersingham Centre	£1,000.00	£0.00	£1,000.00
The Warren	£599.00	£119.80	£718.80
Staffing	£19,842.71	£69.00	£19,911.71
Skatepark	£143.00	£0.00	£143.00
COVID	£149.92	£0.00	£149.92
Total Payments	£61,319.34	£2,470.21	£63,789.55

Closing Balances

Ordinary Accounts

Barclays Current + Stepsaver Account	£242,837.41
National Savings Bank	£8,913.70
Petty Cash	£30.00

Loan Made Accounts

Dersingham Sports Ground Management Comm	£0.00
Total	£251,781.11

Uncleared and Unpresented effects

Barclays Current + Stepsaver Account	-£475.01
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Statement Closing Balances

Ordinary Accounts

09/10/20 11:39 AM Vs:

Dersingham Parish Council

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Barclays Current + Stepsaver Account	£243,312.42
National Savings Bank	£8,913.70
Petty Cash	£30.00

Loan Made Accounts

Dersingham Sports Ground Management Comm	£0.00
Total	£252,256.12
Reserve	
The Warren	£26,075.76
Dersingham Centre	£30,783.01
Skateboard Park	£13,127.00
CIL	£2,193.84
Project Reserves	£4,767.65
Covid Support Grant	£9,850.08
Reserves	£86,797.34
Signed	
Chair	

Clerk / Responsible Financial Officer

09/10/20 11:39 AM Vs:

Dersingham Parish Council

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Councillor M Shepherd advised Bank reconciliations from 1st April to 30th September were in order. There is a recurring issue with some Direct Debits not being listed for authorisation at Full Council. Therefore, those missed had been listed on a separate list for authorisation. Councillor Noble asked if Direct Debits could be listed separately or listed together on the payment list for ease. The Clerk advised she would list separately for future authorisation. Councillor M Shepherd advised that the Clerk was putting together a regular payments list to avoid direct debits being missed. The Clerk advised she had a draft document in place but needed to run through details. Aston Shaw had advised the Parish Council to claim Employment. Councillor M Shepherd advised that Aston Shaw had confirmed their advice regarding the Employment Allowance was incorrect and both the refund from last years payments and the outstanding payments from this year will need to be paid.

13607 Minutes of Dersingham Parish Council Meeting held on the 28th September 2020.

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

13582 – resolution to be added – It was resolved for the Clerk to Barclays Mandate regarding Councillor Bubb becoming signatory.

13608 Minutes of the Environment Committee Meeting held on 5th October 2020.

Councillor Frost advised there was nothing to bring to Full Council. He asked the Clerk to change the date on the minutes as it was incorrect. Councillor C Shepherd advised Environment committee had set their budget for 2021/22. There had been an inclusion in the budget for a Parish Partnership Scheme to obtain a Trod towards Sandringham.

13609 Minutes of the Finance & Administration Committee Meeting held on the 20th October 2020.

Councillor M Shepherd reminded Councillors during Budget setting in January a transfer of surplus funds from General Funds to the Project

Reserve had been agreed, however this had never been achieved. The General Fund balance was £60,689.87 at the end of March 2020 and it was suggested a potential transfer of £16,000.00.

Councillor Houston stated he could see insurance details for the Social Club. Councillor M Shepherd advised the Social Club have their own insurance. Councillor C Shepherd advised accounts had been received from the Social Club and their insurances were up to date.

Councillor M Shepherd said Finance Committee had resolved to appoint Price Bailey as Internal Auditor again. The Clerk has been asked to raise the order which she confirmed had been done.

Councillor M Shepherd then took agenda Item 17 Dersingham Village Centre. DVCA wish to install a loft hatch measuring 800x600 in the north west corner of the building allowing access to the ceiling void that is currently inaccessible. The DVCA will pay for the installation.

Councillor Brundle asked if the loft would be used for storage.

Councillor M Shepherd said storage was not part of the proposal.

Councillor Houston advised that if it was to be used for storage a smoke detector would need to be installed. Councillor Billard asked how access would be gained and if a loft ladder would be installed.

Councillor C Shepherd advised there was currently no intention to install a loft ladder and the loft would be accessed by a free-standing ladder. **It was resolved to approve the installation of a loft hatch, with a condition that if the loft area is to be used for storage a smoke detector must be installed.**

13610 Minutes of the Dersingham Parish Council Meeting held on 19th October 2020.

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

13594- To add – Councillor C Shepherd advised she would abstain from voting on planning application 20/01441/F.

13611 Minutes of the Staffing Committee Meeting held 20th October 2020.

Councillor C Shepherd advised Staffing had met and set their budget for 2021/22 with an increase being made to accommodate the Central Government Pay Increase.

Staffing had reviewed the TOIL hours worked by both the Clerk and Mrs Scanlon. It had been previously agreed in February 2020 to pay the TOIL hours owed to staff. Payments were made to the Clerk and Mrs Scanlon March and agreement that the Clerk receive a further payment in April. However, the second payment was never made to the Clerk. A level of TOIL hours had then been agreed and implemented from April 2020 however this meant hours accrued throughout March had not been taken into consideration. After a review of March, it was determined the hours TOIL now owed to both members of staff. Councillor C Shepherd proposed staff receive payment for accrued hours.

The Parish Council office is to remain closed to the public and the Clerk continues to work from home in the meantime.

13612

De-Fib

Councillor C Shepherd asked if Thaxters/Spar were happy to have a De-Fib on their premises. The Clerk advised there had been a discussion with James Thaxter and it was decided the best location for the De-Fib would be near the cashpoint at the front of the Spar shop. The Clerk advised she had obtained a quote from the Ambulance Service however she had been advised of other companies and would therefore approach them for a quote. Councillor M Shepherd enquired who would install the De-Fib. The Clerk advised that would be discussed and either the Parish Council would employ a contractor, or a contractor used by Thaxters would install the equipment.

13613

Planning White Paper.

Councillor C Shepherd gave a summary of the attached report.

Changes to the Planning system - White Paper – ‘Planning for the Future’

The Planning White Paper sets out the governments proposed fundamental reform of the planning system. They want to simplify the entire plan making system and to speed up development. The paper is housing focussed. It highlights the following problems with the existing system:

- It is too complex
- Planning decisions are discretionary rather than rules-based
- It takes too long to adopt a Local Plan
- Assessments of housing need, viability and environmental impacts are too complex
- It has lost public trust
- It is based on 20th-century technology
- The process for negotiating developer contributions to affordable housing and infrastructure is complex, protracted and unclear
- There is not enough focus on design, and little incentive for high quality new homes and places
- It does not lead to enough homes being built

The proposals are intended to:

- be more ambitious for the places we create
 - move the democracy forward
 - improve the user experience of the planning system
 - support home ownership
 - increase the supply of land available for new homes where it is needed
 - help businesses to expand
 - support innovative developers and housebuilders,
 - promote the stewardship and improvement of our precious countryside and environment
- create a virtuous circle of prosperity in our villages, towns and cities

The proposals are:

1. Streamline plan making by improved public involvement, local plans to be short, not include national policies, but to include locally prepared design codes and a core set of principles and standards. Zone land into 3 categories – growth areas (substantial new development), renewal areas (some

development) and protected areas (restricted development). 30 months to prepare a local plan.

2. Digital first approach – local plans to be built on standardised digitally consumable rules and data, and to have accessible interactive maps.
3. New focus on design and sustainability. Planning system to support efforts to combat climate change and maximise environmental benefit. Greater focus on place making and creation of beautiful places.
4. Improve infrastructure delivery and to ensure developers play their part. Reform CIL and planning obligations by introducing a new flat rate Infrastructure Levy to raise more revenue to increase affordable housing provision.
5. Ensure more land available for homes to provide what communities need and to support renewal in town and city centres. To speed up construction where development has been permitted.
6. Neighbourhood Plans to remain.

The consultation gives more detail under 3 headings called pillars. Each pillar includes a number of questions. See attached for specific questions with suggested responses.

A further report was submitted outlining questions surrounding the Planning White Paper which had also been circulated to councillors. Discussion was had regarding the questions and the answers provided by Councillor C Shepherd who then proposed, subject to the changes requested, the answers be accepted and submitted. **It was resolved to approve the proposal**

13614 To elect councillors to join the Planning Committee

Councillor C Shepherd advised since Councillor Hipkin had resigned there was a need for an additional member to join the Planning Committee. Councillor R Frost had expressed an interest. It was proposed Councillor Frost joins the Planning Committee. **It was resolved to approve the proposal.**

13615 Dersingham Centre

Councillors to vote on DVCA proposal to install a loft hatch in storeroom one.

This item was covered in minute number 13609.

13616 Norfolk Association of Parish & Town Councils.

The Chairman pointed out that it was the Norfolk Association of Local Councils and they had recently become a Cooperative Society and asked for a Councillor to be appointed as a representative to attend virtual meetings and discuss policies. Councillor Bubb volunteered for the position. **It was approved to elect Councillor Bubb.**

13617 Chairman's Report

Councillor C Shepherd advised she had been filmed laying the wreath for the remembrance online service. There will no longer be a remembrance service at the recreation ground as while the numbers could be limited for the service it was felt that the public may gather, and social distancing rules would not be adhered to. There will be a short wreath laying service at the church both on Sunday 8th November

and 11th November and she would be happy to represent the Parish Council and lay wreaths.

Councillor C Shepherd Informed Councillors Aston Shaw had advised the Parish Council they were able to claim Employment Allowance which resulted in a refund of £2789.44. However, it appears the advice was incorrect as the Parish Council is not a business but a Local Authority and not entitled to claim the Employments Allowance. Councillor C Shepherd suggested Councillors to consider submitting a formal complaint. The Clerk has been asked to obtain quotes for other payroll providers. Once these have been received and reviewed a letter of termination could be considered to Aston Shaw. Councillor C Shepherd suggested that all of these matters be dealt with at a closed session of the next Finance Committee meeting.

13618

Clerks/RFO Report.

The Clerk advised she had obtained prices for the hiring of Christmas decorations. The quote received was £2000.00 plus installation fees which she felt was too expensive. The existing lights need to be checked and the electrician used previously is no longer available. The Clerk had approached K&M Lighting for a quote to check existing lights and set timers.

During a conference the Clerk had attended a session about website accessibility and discussion was had regarding font size on Parish Council websites. The Clerk reported it had been confirmed word documents should read with a 16point font size to meet accessibility standards. Also, all documents on the website for the last three years should conform to the accessibility standards, this should show on the accessibility statement placed on the Parish Councils website.

Councillor C Shepherd asked for the item to be placed on the next Communications Committee agenda for discussion. **It was resolved for the Accessibility Statement/Font size needed be deferred to Communications Committee.**

13619

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:

20/01402/A Application for advertisement 1 x shop logo and description on non-illuminated sign. Measuring 2.05 x 1m attached to brickwork on front of building. Jubilee House, 7 Jubilee Court, Hunstanton Road, Dersingham. – **No Objections**

20/01524/F Application for 2 storey extension to replace existing outbuildings to rear of property. Little Bunny Cottage, 7 Pansey Drive, Dersingham – **No Comment**

- 13620 Correspondence.**
- a) Christmas tree display.**
A letter had been received from St Nicholas Church asking if the Parish Council wished to purchase a Christmas tree for decoration as part of the tree festival. **It was resolved for the Parish Council to purchase and decorate a 2-metre tree.**
- b) E-One Energy – Recreation Ground**
The Clerk asked if she should request an invoice for the outstanding amount to enable the account to be brought up to date. Councillor C Shepherd agreed an invoice was needed.
- c) NS&I Interest rates**
The interest rate on the investors account had been reduced.
- d) Letter of thanks re Village Voice.**
Councillor C Shepherd read a letter received thanking the editor for such a great publication of the Village Voice and stated how impressed he was with the content, formatting and hard work that goes into the production.

- 13621 Items for inclusion on the next agenda.**
No items listed
Councillor C Shepherd asked Councillors to inform the Clerk of any items for inclusion.

- 13622 Date & place of next Full Council meeting.**
To be held virtually 23rd November 2020.

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.

- 13623 War Memorial.**
Councillors discussed the clearing and maintenance recently carried out by the preferred contractor on the War Memorial gardens. Councillor C Shepherd advised although some work had been carried out the contractors had failed to meet the terms agreed in their contract with the Parish Council. Therefore, a new contractor had been approached. **After discussion it was resolved to defer the item for the next Environment Committee meeting for discussion.**

Action Points Dersingham Parish Council Meeting 31.07.20

Clerk.

- To discuss with Councillor C Shepherd the charitable status and implications regarding the Recreation ground.

Action points Dersingham Parish Council Meeting 14th September 2020.

Clerk

- To contact NS&I regarding signatories – see action points Dersingham Parish Council meeting 15.06.20.

Action Points Dersingham Parish Council Meeting 26th October 2020

Clerk

- To prepare notification of Casual Vacancies for the Parish Council
- Add £100.00 donation for British Legion to October payment list
- To create a separate Direct Debits payment list for Councillors.
- To add Accessibility Statement Font sizing to Communication Committee agenda.
- To confirm with St Nicholas Parish Church Dersingham Parish Councils intention to take part in the Christmas Tree Display and to add a payment of £42.00 to October payment list for 2Metre Christmas tree.
- To add War Memorial maintenance current contract to Environment Committee agenda.

Councillor C Shepherd.

- To write a letter of congratulations to Norfolk County Councillor S Dark regarding his recent awarding of the MBE