

Minutes of the Meeting of Dersingham Parish Council held virtually on 14<sup>th</sup> September 2020 at 6.30pm

**Present:** Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor D Murrell, Councillor B Hopkins, Councillor R Frost, Councillor G Billard, Councillor J Houston, Councillor V Brundle, Councillor J Stokes and Councillor D Wright.

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Communications Officer) No public present.

Actual meeting start time 6.50pm

**13555 To Receive and Consider Apologies for Absence**  
It was resolved to accept apologies from Councillor S Osborn and Councillor Anderson.

**13556 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.**  
None Received.

**13557 To receive a verbal report from Norfolk County Councillor.**  
Councillor S Dark was not present

**13558 To receive a verbal report from the Borough Councillors.**  
Apologies were received from Councillor J Collingham.  
Councillor Bubb advised there was nothing to report regarding Dersingham.  
There has been an increase in releasing Chinese lanterns and helium balloons which have already been banned from use in certain areas as they are causing many, sometimes quite severe, injuries to cattle and sheep. There have been posters raising awareness of the implications of dog frisbees to seals etc and it was felt awareness should be raised concerning the risk attached to Chinese lanterns, with the possibility of getting them banned locally. It was decided the issue should be taken forward by the Climate Change working group and Environment Committee.

**13559 Accounts for payment.**  
**Council to approve the payments recommended.**

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
85 £990.00	B/T 14.09.20-	£990.00	£165.00	£825.00 27/07/20	Price Bailey - External Audit	
84	B/T 14.08.20-	£126.16	£21.03	£105.13 01/08/20	K & M Lighting Services - Streetlight Maintenance	£126.16
92	B/t 14.09.20-	£880.20	£146.70	£733.50 02/08/20	P J & B Jones Ltd - Grasscutting	£880.20

1		£152.40	£25.40	£127.00		WARR the Warren	
2		£513.60	£85.60	£428.00		ENV Village Cuts	
3		£214.20	£35.70	£178.50		REC Playging Field	
86	B/T 14.09.20- 86	£942.00	£157.00	£785.00	05/08/20	Edge It Systems Ltd - Subscription	£942.00
90	B/T 14.09.20- 90	£495.00	£82.50	£412.50	12/08/20	K & M Lighting Services - Streetlight Maintenance - Painting Column	£495.00
89	DD 01.09.20- 89	£58.44	£9.74	£48.70	15/08/20	British Telecommunications - Phone Bill/Broadband	£58.44
91	B/T 14.09.20- 91	£37.00	£0.00	£37.00	15/08/20	Royal British Legion Poppy Appeal - 2 x wreaths for VJ day	£37.00
94	B/T 14.09.20- 94	£72.00	£12.00	£60.00	18/08/20	Aston Shaw - Undertaking the wages 1 <sup>st</sup> ¼ 20/21	£72.00
87	B/T 14.09.20- 87	£100.00	£0.00	£100.00	29/08/20	C & E Handyman Services - Deep clean rec	£100.00
88	B/T 14.09.20- 88	£15.00	£0.00	£15.00	29/08/20	C & E Handyman Services - moving Dog Bin	£15.00
99	B/T 14.09.20- 99	£126.16	£21.03	£105.13	01/09/20	K & M Lighting Services - Streetlight Maintenance	£126.16
100	DD 020920-100	£41.40	£6.90	£34.50	02/09/20	System:3 Business Solutions - 365 for Office Machines	£41.40
101	B/T 14.09.20- 101	£798.60	£133.10	£665.50	02/09/20	P J & B Jones Ltd - Grasscutting	£798.60
1		£109.20	£18.20	£91.00		WARR the Warren	
2		£618.00	£103.00	£515.00		ENV Village Cuts	
3		£71.40	£11.90	£59.50		REC Playging Field	
93	DD 07.09.20	£9.50	£0.00	£9.50	07/09/20	Barclays Bank - Bank Charges	£9.50

### Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
95	B/T 14009.20- 95	£839.36	£0.00	£839.36 08/09/20	- September Salary	£839.36
96	B/T 14.09.20- 96	£1,407.66	£0.00	£1,407.66 08/09/20	- Salary	September £1,407.66
97	B/T 14.09.20- 97	£667.58	£0.00	£667.58 08/09/20	HMRC- PAYE -	£667.58
1		£318.78	£0.00	£318.78	Staff Employees NI	
2		£348.80	£0.00	£348.80	Staff Employees PAYE	
98	B/T 1409.20-98	£751.50	£0.00	£751.50 08/09/20	Norfolk Pension Fund -	£751.50
1		£149.20	£0.00	£149.20	Staff Employees Pension	
4		£602.30	£0.00	£602.30	Staff Employer Pension	
<b>Total</b>		<b>£8,357.56</b>	<b>£755.00</b>	<b>£7,602.56</b>		

Councillor C Shepherd advised two poppy wreaths had been ordered for VJ day celebrations an invoice had been received which stated the costings for production only. Previously a donation had been given to the Royal British Legion of £100.00 when poppy wreaths had been purchased. Councillor C Shepherd asked councillors if they wished to

make a further £100.00 donation when paying the current invoice. **It was resolved to approve a donation of £100.00 to the Royal British Legion making the total amount payable £137.00.**

Councillor M Shepherd highlighted an overpayment of £00.20 on the staffing salaries. The Clerk advised she would adjust the figures accordingly.

Councillor M Shepherd requested once the payments had been approved and signed by the Chairman a copy be sent to him to enable him to perform checks. The Clerk agreed to forward the signed payment schedule once approved and signed.

**It was resolved to make the payments.**

**13560 Minutes of the Dersingham Parish Council meeting held virtually on 31st July 2020.**

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

**Item 13541 d) to read:**

**Councillor M Shepherd summarised the attached report.**

*MS*

**The Clerk asked if Councillors wished for the Summary Cashbook to be attached to the minutes along with Councillor M Shepherds report. It was resolved to attach the Summary Cashbook.**

**13561 Minutes of the Communications Committee meeting held virtually 22<sup>nd</sup> July 2020.**

Councillor C Shepherd advised all websites now had to have an Accessibility Statement ensuring the website can be navigated by everyone including those that are visually impaired, wish to use voice recognition etc. Mr Martyn has now completed his review of the Parish Council website and is happy it meets the standards required with only a few minor issues surrounding PDF documents. The Accessibility Statement is now on the website.

**13562 Minutes of the Environment Committee meeting held virtually on 7<sup>th</sup> September 2020.**

Councillor C Shepherd advised the land for sale beside the A149 to the west and a disused railway embankment and the noise bund to the east had now been sold for £14250.00. A Tree Preservation Order had been applied for by the Parish Council in the area which had been granted.

Councillor Frost asked if the Clerk had been able to speak with the contractor dealing with the clearance and planting at the War Memorial. The Clerk advised she had tried to contact on several occasions however the contractor was not answering her calls.

Councillor M Shepherd referred to Environment minute 375 from 7<sup>th</sup> September and the possible alteration from a standard goalpost to a combined goalpost/rugby H frame and expressed concerns regarding the possibility of balls being kicked high and into surrounding areas such as the War Memorial and road. Councillor Frost advised nothing had been agreed and the Clerk was just to research the possibility and report back to Environment.

*COUNCILLOR M SHEPHERD*

**13563 Skatepark Update.**

Councillor C Shepherd stated the application for Lawful Development had been submitted to the Borough Council and a decision will be known in the next month.

A WREN grant had been applied for and the outcome will be known by late December 2020. Smaller grants will then be applied for.

**13564 To review cleaning contract – payments.**

Councillor C Shepherd advised the current cleaning contract had expired in June 2020 and asked if it was renewed annually. The clerk advised it was a three-year contract which had expired and due to the Covid virus had been left to continue for a further year. Councillor C Shepherd proposed the payment for the cleaning contract be increased from £185.00 per month to £195.00 and be back dated to June 2020. **It was resolved to approve the proposal and the payment be listed on 28<sup>th</sup> September 2020 Full Council meeting.**

**13565 Chairman's Report.**

Councillor C Shepherd said a short service had been held at the War Memorial for VJ day, fifteen attended and Councillor Anderson laid a wreath on behalf of the Parish Council.

Sports Ground Management Committee had approached the Parish Council regarding the length of the lease currently in place. They wish to apply for grants to enable them to refurbish the pavilion. To apply for grants a 25-year lease needs to be in place and currently there are only 15 years remaining on their lease. This means a lease renewal between the Parish Council and the Sports Ground Committee and an additional lease renewal between the Parish Council and Sandringham Estate. Sandringham Estate are happy to proceed. Therefore, Councillor C Shepherd proposed the solicitor who dealt previously with the lease be instructed to obtain both leases. **It was resolved to approve the proposal and the Clerk contact the solicitor.**

**13566 Clerk's/RFO Report.**

The Clerk advised there was little to report.

NORFOLK ALC

~~PFK Littlejohn~~ had contacted the Clerk advising they had not received the relevant documentation from Dersingham Parish Council for the external audit report. The Clerk forwarded the acknowledgment received upon submission and had received an apology from PFK Littlejohn.

Authorisation had been previously granted by the Youth club to transfer the balance of their account to the skatepark fund. ~~The Clerk~~ had contacted Barclays to arrange the transfer and was informed the account had been closed due to inactivity. Therefore, the Clerk will need to obtain signatures for the youth club account to reactivate the account and transfer the money over.

\*FORMER YOUTH CLUB LEADER.

13567

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

Applications:

20/01189/F Application for division of house to form additional dwelling 17 Woodside Avenue, Dersingham. – **No objections**

20/01202/F Application to remove/demolish existing timber shop front and replace with white UPVC framed shop front complete with safety glass. Retrospective planning permission for a small timber storage shed in rear garden at 48 Manor Road, Dersingham. – **No objections.**

19/00992/NMA\_1 NON-MATERIAL AMENDMENT to planning permission 19/00992/F: Single and two storey rear extension and alterations including pitched roof over existing garage, 48 Doddshill Road, Dersingham.

20/01305/CM County Matters Applications: Replacement of existing hose drying tower with the erection of a taller fire training tower facility and re-instatement of existing alert transmitter aerial at the Fire Station, 2B Doddshill Road, Dersingham. – **No objections.**

Determinations:

20/00842/F Application for single storey extension and alterations to dwelling at 27a Pansey Drive, Dersingham – **Granted.**

13568

**Correspondence.**

None received.

13569

**Items for inclusion on next agenda.**

Chairman's report on Future Working Processes.

Election of Vice Chairman.

Councillor Noble requested a list of forthcoming meetings. The Clerk advised now meetings are held virtually the dates previously arranged would remain. Councillor Noble also asked if the Zoom invitation to attend meetings could be issued earlier than they currently are.

It was proposed the meeting invite be issued with the agenda and supporting documents. The clerk advised other councils did not do this as it posed security risks. **After discussion it was resolved for the invite to be issued along with the agenda and supporting documents, with a reminder being issued 24 hours prior to the meeting.**

Councillor C Shepherd asked that the meeting be opened 10 minutes prior to the start time to ensure the meeting starts on time.

13570

**Date and place of next meeting.**

To be held virtually 28<sup>th</sup> September 2020 at 6.30pm.

With no other business the meeting was close at 8.00pm

### **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.

**13571**

#### **Minutes of the Staffing Committee meeting held 8<sup>th</sup> September 2020.**

Councillor C Shepherd advised she had been into the office to place a screen between desks and tape on the floor to show the area 2 metres from the desks.

During July Environment committee meeting a contract had been awarded to renovate of the War Memorial gardens prior to the VJ day memorial service. During the discussions regarding the quotes received one Councillor had refused to vote as contractor names had not been supplied by the clerk and therefore felt unable to make an informed decision.

Councillor Wright expressed concern that all councillors, not just the Environment Committee, did not see the quotes before a decision was made as all Parish Councillors should be responsible when it came to expenditure.

After discussion it was decided in order for all Councillors to be involved in viewing and voting on all quotes received may involve a review and change to both the Standing Orders and Financial Regulations. This was referred to the Finance and Administration Committee. The Clerk asked that all details of quotes received would not be discussed outside of Parish Council meetings

Therefore, Councillor C Shepherd proposed Councillors are involved in the completion of quotes specification and receive the quotes in their entirety showing full details of contractor's names, price etc. **It was resolved to approve the proposal.**

#### **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 - *Councillor C Shepherd had discussed with DVCA however due to the Corona virus such items have been put on hold.*

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

##### **Clerk**

- To contact NS&I regarding the signatory updates – *The Clerk advised there had been no progress as she had tried numerous times to contact NS&I and had no success.*
- Issue letter regarding the fence on Janoch Corner - *The Clerk advised there had been no response to the written correspondence sent. The Chairman asked the Clerk to contact Simon Hickling again and copy Edward Parsons into the correspondence.*

**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

**Action Points Dersingham Parish Council Meeting 31.07.20**

**Clerk**

- To ascertain a way to transfer the Precept money to Project reserves - *the Clerk advised she was still unable to ascertain how to transfer the money. Councillor M Shepherd proposed the £211.00 remains in the in the Precept accounting line as it would be more cost effective than the Clerk spending more time trying to reallocate. **It was resolved to approve the proposal***
- To set up Direct Debit payments for OPUS.
- To discuss with Councillor C Shepherd the charitable status and implications regarding the Recreation ground.

**Action points Dersingham Parish Council Meeting 14<sup>th</sup> September 2020.**

**Clerk**

- To add £100.00 donation and make payment to the British Legion.
- To contact existing solicitor regarding the Sports Ground Committee leases.
- To ensure Councillor M Shepherd receives agreed and signed copy of payments made.
- To contact Simon Hickling regarding the fence along Janochs Corner, copying in Edward Parsons.
- To contact NS&I regarding signatories – see action points Dersingham Parish Council meeting 15.06.20