

Minutes of the Meeting of Dersingham Parish Council held virtually on 23rd November 2020 at 6.30pm

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

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Communications Officer) Borough Councillor J Collingham and 4 members of the public.

**13623 To Receive and Consider Apologies for Absence.
None Received.**

The Chairman advised she had received Councillor B Hopkins resignation from the Parish Council on Thursday 19th November with the request for it to take effect from 30th November 2020. However, the Clerk had advised a resignation had to take immediate effect once received.

13624 Election of a permanent Vice Chairman/or temporary for this meeting.

Councillor D Wright wished to propose Councillor Anderson as Vice Chairman. The Chairman advised she was unable to accept the proposal as Councillor Anderson was not present, although she had spoken to him and he had stated he would be in attendance for this evenings meeting. The Chairman suggested the item be revisited should Councillor Anderson join the meeting.

13625 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.

Councillor Noble wished to declare an interest and seek dispensation when planning application 20/01688/O was discussed. The Clerk asked Councillors if they agreed with Councillor Nobles request. Councillor C Shepherd reminded Councillors that "If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed" Therefore Councillor Noble would be permitted to make comment to Full Council but would be asked to leave during Councillors/ public discussion regarding the application.

The Chairman then opened the meeting for public participation. Parishioner one wished to comment on planning application

20/01688/O. The Chairman proposed placing the meeting in open session when agenda item 17 was reached to enable all parties to speak.

13626 To Receive a verbal report from the Norfolk County Councillor.
Councillor S Dark was not present.

13627 To receive a verbal report from the Borough Councillors.
Councillor J Collingham advised she had nothing for Full Council regarding the Borough.
She advised there had been a delay with approving finances relating to the Regeneration Development Project.
Councillor Bubb advised the Borough Council had not met since the last Parish Council meeting. This is due to the Parish Council meeting being brought forward.

13628 Accounts for Payment.
The Council to approve the payments to be made.
Councillor C Shepherd advised there had been queries regarding outstanding invoices however these had now been resolved.
The Clerk had added two additional payments 1. PKF Littlejohn for the external audit. 2. Honorarium to the editor of Village Voice.
Councillor C Shepherd advised it had been approved by the Finance & Administration committee to purchase an iPad to enable Councillor Anderson to trial for virtual Parish Council meetings. The Clerk had made the purchase, Councillor M Shepherd wanted to clarify the VAT position on the John Lewis payment. The Clerk confirmed she had requested a VAT receipt.
Councillor Noble stated agendas and associated documents issued by the Clerk had been going to his Spam box and requested the Clerk send a text message once she had emailed documents to ensure Councillor Noble received them. The Clerk asked if Councillor had ticked the "not spam" box. It was agreed that the Clerk email Councillor Noble as a trial to ensure he received relevant documents.

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net	Invoice Details date	Cheque
147	DD04.11.2 0-147	£6.50	£0.00	£6.50	19/10/20	Barclays Bank - Bank Charges £6.50
146	DD 02.11.20- 146	£41.40	£6.90	£34.50	02/11/20	System:3 Business Solutions - 365 for Office Machines £41.40
142	DD03.11.2 0-142	£6.00	£0.00	£6.00	03/11/20	E-On Energy - Recreation Ground Electricity £6.00
141	SO .7.11.20-141	£195.00	£0.00	£195.00	07/11/20	C & E Handyman Services - Cleaning Contract £195.00

160	DD 28.11.20- 160	£13.40	£2.23	£11.17	08/11/20	Utility Warehouse - Mobile Phone	£13.40
143	DD 29.11.20- 143	£49.14	£8.19	£40.95	15/11/20	British Telecommunications - Phone Bill/Broadband	£49.14
159	Card Payment 17.11.2	£444.00	£74.00	£370.00	17/11/20	John Lewis & Partners - Apple I Pad 10.2 128GB & Case	£444.00
Total		£755.44	£91.32	£664.12			

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
144	B/T 23.11.20- 144	£120.00	£0.00	£120.00	28/10/20	C & E Handyman Services - Cleaning Recreation Ground	£120.00
148	B/T 23.11.20- 148	£15.00	£0.00	£15.00	28/10/20	C & E Handyman Services - moving Dog Bin	£15.00
145	B/T 23.11.20- 145	£126.16	£21.03	£105.13	01/11/20	K & M Lighting Services - Streetlight Maintenance	£126.16
154	B/T 23.11.20- 154	£1,312.80	£218.80	£1,094.00	02/11/20	P J & B Jones Ltd - Grasscutting	£1,312.80
1		£656.40	£109.40	£547.00		WARR the Warren	
2		£513.60	£85.60	£428.00		ENV Village Cuts	
3		£142.80	£23.80	£119.00		REC Playging Field	
155	B/T 23.11.20- 155	£47.71	£7.96	£39.75	02/11/20	Viking Direct Ltd -	£47.71
1		£21.59	£3.60	£17.99		ENV Rubbish Bags	
2		£21.59	£3.60	£17.99		CNCL First-Aid Kit	
3		£4.53	£0.76	£3.77		CNCL Stationery Less Voucher	£10.00
153	B/T 23.11.20- 153	£72.00	£12.00	£60.00	03/11/20	Aston Shaw - Undertaking the wages 2nd 1/4 20/21	£72.00
152	B/T 23.11.20- 152	£30.00	£0.00	£30.00	06/11/20	David Doman - War memorial Garden Maintenance	£30.00
150	B/T 23.11.20- 150	£1,100.95	£183.49	£917.46	10/11/20	K & M Lighting Services - Streetlight New Column to replace damaged Column	£1,100.95
162	D/P 28.11.20- 162	£853.52	£0.00	£853.52	11/11/20	November Salary	£853.52
163	B/T 28.11.20- 163	£1,425.72	£0.00	£1,425.72	11/11/20	November Salary	£1,425.75
164	B/T	£770.10	£0.00	£770.10	11/11/20	Norfolk Pension Fund -	£770.10

	23.11.20-164					
1		£153.29	£0.00	£153.29		Staff Employees' Pension
4		£616.81	£0.00	£616.81		Staff Employer Pension
156	B/T 23.11.20-156	£500.00	£0.00	£500.00	13/11/20	Dersingham Village Centre Association - Office Rent £500.00

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
149	B/T 23.11.20-149	£35.00	£0.00	£35.00 14/11/20	C & E Handyman Services - Emergency H & S Bus Shelter & Bench	£35.00
1		£15.00	£0.00	£15.00	ENV Bus Shelter	
2		£20.00	£0.00	£20.00	ENV Bench Repair - Clean - Recoat	
151	B/T 23.11.20-151	£468.00	£78.00	£390.00 14/11/20	Prestige Gardens - To undertake the work on the War Memorial Gardens as per quote no QU-0351. Work to be completed before VJ Day on the 15 August. As per telephone call.	£468.00
161	B/T 23.11.20-161	£280.06	£46.68	£233.38 15/11/20	OPUSEnergy - Streetlight Energy	£280.06
157	B/T 23.11.20-157	£13.20	£2.20	£11.00 16/11/20	Em's Emporium - Overpaid VV Ad	£13.20
158	B/T 23.11.20-158	£45.99	£0.00	£45.99 17/11/20	Sarah Bristow -	£45.99
1		£15.99	£0.00	£15.99	CNCL Google Play	
2		£30.00	£0.00	£30.00	Staff Eye Test	
166	B/T 23.11.20-166	£480.00	£80.00	£400.00 20/11/20	PKF Littlejohn LLP - External Audit	£480.00
165	B/T 23.11.20-165	£333.33	£0.00	£333.33 22/11/20	Jo Halpin Jones - Village Voice Honorium	£333.33

Total £8,029.54 £650.16 £7,379.38

It was resolved for payments to be made.

13629 Accounts up to 30th October 2020.

Councillor C Shepherd advised that the accounts had not been attached to the meetings papers. The Clerk advised she had circulated them to the Finance Committee. Councillor M Shepherd stated all Councillors needed sight of the reports and reports were not circulated for the previous Full Council meeting either. The Clerk advised she would circulate October and November for the December Full Council meeting.

- 13630 Minutes of the Communications Committee meeting held 4th November 2020.**
Councillor C Shepherd advised there was nothing to bring to Full Council.
Village Voice is currently in deficit, this is due to the fall in advertising, however the money budgeted for the VE & VJ day celebrations, which had to be cancelled, could be used to meet the printing costs making the shortfall more manageable.
- 13631 Minutes of Dersingham Parish Council Meeting held 26th October 2020.**
It was resolved to approve the Minutes as a true and accurate record once the following amendments have been made.
The meeting date be changed from 27th October to 26th.
To add Councillor Hopkins in attendance.
- 13632 Minutes of the Environment Committee Meeting held 2nd November 2020.**
Councillor Frost advised there was nothing to bring to Full Council.
Councillor C Shepherd advised the play area remains open throughout the second lockdown and the Christmas lights are still being investigated.
- 13633 Minutes of the Finance & Administration Committee Meeting held 9th and 16th November 2020.**
During the Finance meeting of the 9th November Committee decided a second meeting was needed to discuss budget setting and therefore met again 16th November 2020.
Accounts and Bank reconciliations had been in order for the period 1st October to 30th October 2020. There was one minor discrepancy remaining between the FBC and Reserves reports which the RFO is currently investigating.
The transfer of £16,000.00 from General Funds has been made to the Project Reserves.
Councillor M Shepherd stated C Shepherd had previously mentioned, Minute number 13628, the purchase of an iPad to aid Councillors when joining virtual meetings. Councillor M Shepherd proposed the payment be made from the Covid reserve. **It was resolved to make the payment from the Covid reserve.**
Councillor M Shepherd advised Leases between the Sports Ground Management Committee and the Parish Council along with the lease between the Parish Council and the freeholders had previously been discussed and the Finance and Administration Committee had requested a meeting be set up with our solicitor as there questions regarding the leases. The Sports Ground Management Committee appear to have never registered their lease with Land Registry and the Scouts had registered their lease with Land Registry but had included the entire land that should have been registered to the Sports Ground Management Committee. Therefore, the lease plans needed to be correct to prevent both groups registering the same land when the new

leases are drawn up. Councillor C Shepherd advised the Scout Hut was a separate lease and the plan would be rectified as soon as possible and there should be no impact on the progression of the Sports Ground lease.

Councillor Wright enquired about the duration of the new lease with the Sports Ground. Councillor C Shepherd said this is something that needed to be discussed with the Solicitor. The Clerk reminded Councillors agreement had not been given by Full Council regarding the terms of the lease and this needed to be achieved before discussion with the Solicitor. Councillor M Shepherd advised the terms of reference for Finance and Administration Committee were for the Committee to take the lead with the leases. The Clerk stated it was a Full Council decision and agreement for a meeting with the solicitor would need to be ratified by Full Council. Councillor C Shepherd advised that the Sports Ground Management Committee had requested a 50-year lease be granted however Councillor M Shepherd felt the length of lease the freeholders are willing to grant to the Parish Council should be established before a proposal is made detailing the duration of the lease between The Parish Council and the Sports Ground Management Committee.

Councillor Houston asked if the new lease would incorporate the new car park and who owned it. Councillor C Shepherd advised that the Parish Council had a lease with the freeholders and an underlease with the Sports Ground Management Committee who are responsible for the maintenance of the land and buildings. Councillor M Shepherd advised there had been complaints regarding the security of the car park. Councillor C Shepherd said the Parish Council lease with the freeholder gave a right to pass and repass over the access drive, but this was not included in the underlease and it needed to be addressed with the Sports Ground Management Committee. Councillor M Shepherd suggested this is something to discuss with the solicitor as the right of access could affect grant applications.

Councillor Stokes informed Councillors he had received complaints regarding traffic leaving the Sports Ground. Councillor C Shepherd stated this was a highways safety matter.

The Clerk requested confirmation of the items to be discussed with the solicitor so that she could set up a meeting. Councillor C Shepherd advised that matters to be discussed were access to the playing fields, covenants, pavilion and other buildings, clarity around ownership and maintenance of the ditches and dykes, the relationship between the various leases and the duration of leases. Councillor M Shepherd requested other Councillors attend the meeting with the solicitor, so it was not only himself and Councillor C Shepherd. Councillors Noble and Bubb agreed to attend.

13634

Minutes of the Staffing Committee Meeting held 16th November 2020.

Councillor C Shepherd advised the Staffing Committee had met last week. The Clerk had requested expenses be paid for costs incurred whilst working from home. It was agreed to meet the cost of printer

cartridges and for the Clerk to replace paper used from the Parish Council office.

13635 Minutes of the Finance & Administration Committee Meeting held 16th November 2020.

This item is covered under minute 13633.

13636 Chairman's Report.

The Chairman advised an invoice had been received from the contractors previously awarded the contract to clear and maintain the War Memorial Gardens. The invoice requested payment for the work carried out in August and not for the full amount shown in their quote. Councillors C Shepherd and Hopkins had met a new contractor who will maintain the gardens for one hour per week and he will be sourcing the plants specified.

Councillor C Shepherd stated the Government had announced an additional Bank Holiday for the Queens Platinum Jubilee in June 2022. DVCA and the Sports Ground Committee are considering events for the long Bank Holiday weekend therefore Councillor C Shepherd suggested the Parish Council establish a Committee to co-ordinate events throughout the weekend. Groups such as DVCA would be invited to attend a virtual meeting in the new year to discuss events and decide on a Chairman. Councillor Bubb asked if it was worth enquiring if there was an insurance policy that covered such events should they be cancelled. Councillor C Shepherd agreed it was something to look into.

The Clerk and Councillor C Shepherd are to draft an invite to groups for a potential meeting in January during their routine Zoom meeting Monday morning.

13637 Clerk's Report.

The Clerk wished to seek permission to set up standing orders for K & M Street Lighting and Jo Halpin Jones, Editor of Village voice to receive their payments on a regular monthly basis from December onwards. Due to Dual Authorisation this would require a signature from either Councillor Noble or Frost. **It was resolved for the Clerk would obtain signatures from both Councillor Noble and Frost and notify Barclays of the Standing Orders to be added.**

13638 War Memorial – Request for a name to be added.

Councillor C Shepherd Informed Councillors she had received a request on Remembrance Sunday for the name of a village civilian casualty of the first world war to be added to the memorial. A subsequent email was the received:

“Regarding the civilian casualty, Violet Ellen Dungar, I feel it appropriate to have her name added to the list on the Memorial if this is possible as she is the only person to have been killed by enemy action within the village in either wars”

The War Memorial Trust states there are no definitive rules regarding the addition of names and inscriptions on War Memorials. Different

criteria are used by different communities and therefore varied from memorial to memorial. This results in some memorials only including those that fought and died, others include those who fought and survived, and some include civilian casualties.

Dersingham War Memorial commemorates both those that fought and died during the first world war and those that died in the second world war. However, there is nothing to prevent civilian casualties being added.

Councillor C Shepherd advised she was seeking, in principle, the addition of Violet Ellen Dungar to the war memorial.

Councillor Houston agreed it would be nice to commemorate Mrs Dungar and suggested the name be added to the Church War Memorial board. The Clerk advised her name had been read out during the remembrance services for the past 16 years. Councillor Brundle asked if there was room for additional names on the War Memorial. Councillor C Shepherd said she had looked and there was space for more names. Councillor Noble suggested Mrs Dungars name be placed on both memorials. Councillor M Shepherd suggested the Parish Council goes back to the Parishioner who submitted the original request and ascertain his thoughts regarding the addition to the church memorial or the war memorial.

Councillor C Shepherd agreed to carry out a wider consultation and report back to Full Council.

13639

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:

20/01688/O Outline application for residential dwelling following sub-division of site at 16 Shernborne Road, Dersingham
a) Emails from member of the public. – **No Comment.**

Councillor Noble addressed the objections raised concerning the planning application submitted.

Councillor Noble left the meeting at 8.00pm and the meeting was opened for public participation.

Parishioner one informed Full Council of his objections regarding this planning application. Councillors discussed at length issues raised. After discussion it was resolved for the Parish Council to submit a "No Comment" on the application to the Borough Council.

20/01697/F Application for single storey extension and loft conversion, 6 Kings Croft, Dersingham – **No Objections**

Determinations:

- 20/01189/F Application for division of house to form additional dwelling, 17 Woodside Avenue, Dersingham – **Granted.**
- 20/01349/F Application for extension to the rear of the dwelling at 5 Glebe Close, Dersingham – **Granted.**
- 20/01404/F Application for proposed two storey rear and side extension to form kitchen/diner at ground floor and additional bedroom at first floor at 14 Stanton Road, Dersingham – **Granted.**
- 20/01460/F Application for proposed extensions, alterations, and detached garage/games room at 19 Pansey Drive, Dersingham – **Granted.**

13640

Correspondence.

- a) Anglian (Eastern) Regional Flood and Coastal Committee Emergency Planning Survey.
- b) War Memorials Trust – Bulletin.
- c) Clerks and Councils Direct.

The Clerk advised an additional email had been received from a Parishioner, and circulated to Councillors, regarding the extension to the car park intended at the Sports Ground. Concerns had been raised regarding the increase in traffic, safety, the possibility of an additional 30 cars parking in the area and the security of the car park when the field was not in use for sporting activities. Councillor C Shepherd advised Councillor Hopkins had spoken to the resident who had misunderstood the location of the car park. It would not be near their property but near the tractor shed, with a maximum of 20 additional cars being able to park there. Councillor Billard suggested a gate be erected with only a few key holders to prevent unauthorised access. Councillor M Shepherd highlighted the importance of involving all concerned, the freeholder of the Sports Field as well as the owner of the access to determine what is legally required. Councillor C Shepherd suggested further discussion was needed between the Sports Ground Management Committee and Highways Safety. **It was resolved for the Clerk to write advising the Parishioner to contact the Sports Ground Management Committee for further discussion.** The Clerk advised she had telephoned OPUS after receiving correspondence stating payment had not been made. They will investigate why the payment does not show on account. The Clerk had requested a written apology.

13641

Items for inclusion on the next agenda.

Councillor Bubb stated he wished to speak with Councillor Dark to apply for a Statement of Intent regarding the old first school recently closed for discussion at the next Parish Council meeting. Councillor Wright raised the issue again of the Community Centre needing attention and asked if Sandringham could be contacted to establish what they intended to do with the site.

With further business the meeting was closed at 8.40pm.

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

Action Points Dersingham Parish Council Meeting 23rd November 2020

Clerk

- To send test email to Councillor Noble to ensure documents received and not sent to Spam.
- To circulate October & November accounts to all Councillors prior to December Full Council meeting.
- To continue investigation regarding purchase/installation of Christmas lights on the Recreation ground.
- To make payment for iPad purchased from Covid Reserves.
- To organise a meeting with the solicitor regarding the Sports Ground lease.
- To arrange a draft invite to groups regarding a potential working group for the Queens Jubilee in June 2022.
- To obtain signatures from Councillors Noble and Frost for to set Standing Orders up with Barclays.

- To write and update a Parishioner regarding the Councils position iro of email received concerning a planned new car park at the Sports Ground.