

Minutes of the Meeting of Dersingham Parish Council held virtually on 21st December 2020 at 6.30pm

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor R Frost, Councillor J Houston, Councillor D Murrell, Councillor V Brundle, 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 1 members of the public.

**13642 To Receive and Consider Apologies for Absence.
It was resolved to accept apologies from Councillor Stokes**

13643 Election of a permanent Vice Chairman/or temporary for this meeting.
Councillor Wright proposed Councillor Anderson as Vice Chairman. The proposal was seconded by Councillor Frost. **It was resolved to approve Councillor Anderson as the Parish Councils Vice Chairman.**

13645 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.
None received.

13646 To Receive a verbal report from the Norfolk County Councillor.
Councillor S Dark was not present.

13647 To receive a verbal report from the Borough Councillors.
Councillor Collingham wished to thank the Parish Council Chairman for the help and cooperation in trying to resolve issues relating to recent activity regarding leases etc for the sports ground. Councillor Collingham felt it was important to work together to achieve something positive for the village that all generations would benefit from. Councillor Bubb explained there was nothing concerning Dersingham to report.
Borough Council have decided to limit the duration of meeting times to 3 hours. Any agenda item remaining would be carried to the next meeting or an additional meeting would be arranged to deal with the items not discussed.
A planning application had been received for apartments to be built on the oasis car park site losing 100 parking spaces. However the application had been refused.

The application for flats and shops to be built on the grounds of Hunstanton bus station had been approved.

13648 Accounts for Payment.
Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
173 £9.50	DD 07.12.20- 173	£9.50	£0.00	£9.50 19/11/20	Barclays Bank - Bank Charges	
170	S/O 20.12.20- 170	£126.16	£21.03	£105.13 01/12/20	K & M Lighting Services - £126.16 Streetlight Maintenance	
176	DD 17.12.20- 176	£41.40	£6.90	£34.50 02/12/20	System:3 Business Solutions - 365 for Office Machines £41.40	
177	DD 20.12.20- 177	£13.40	£2.23	£11.17 06/12/20	Utility Warehouse - Mobile Phone £13.40	
175	DD 07.12.20- 175	£195.00	£0.00	£195.00 07/12/20	C & E Handyman Services - Cleaning Contract £195.00	
181	Debit Card	£276.00	£46.00	£230.00 08/12/20	De-Fib Warehouse - G3 AED Battery £276.00	
174	DD 28.12.20- 174	£49.14	£8.19	£40.95 15/12/20	British Telecommunications - Phone bill/Broadband £49.14	
191	Debit Card 15.12.20-	£138.31	£23.06	£115.25 15/12/20	Amazon - printer cartridges £138.31	
172	S/O 20.12.20- 172	£83.33	£0.00	£83.33 20/12/20	Jo Halpin Jones - Village Voice Honorium £83.33	
178	Debit Card 15.12.20-	£164.85	£27.48	£137.37 27/11/20	Amazon - Cheaper Online Ltd £164.85	
Total		£932.24	£107.41	£824.83		

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
190	B/T 21.12.20- 190	£119.99	£0.00	£119.99 05/11/20	Lexis Nexis - 12th Edition of the local council £119.99 administration Arnold Baker Administration Arnold Baker	
167	D/P	£420.00	£70.00	£350.00 25/11/20	Barrett Corp Harrington Ltd -	

	21.12.20-167						£420.00
						To undertake a physical insurance valuation of our War Memorial and a report of the findings.	
168	D/P 21.12.20-168	£4,774.68	£795.78	£3,978.90	25/11/20	EOC Services Ltd - Please supply and install the air conditioning equipment as per your quotation dated 20th September 2020 and the clarification emails from Clare Thompson of 23rd and 28th October. The required options are: Under Ceiling Cassette £3,431.00 Mains Wiring £ 326.90 Cage for outside unit £ 221.00	£4,774.68
						Please contact Cllr Mike Shepherd as soon as possible to arrange installation dates and access arrangements.	
171	D/P 21.12.20-171	£2,223.00	£0.00	£2,223.00	25/11/20	Clanpress - printing Voice	Village £2223.00
169	D/P 21.12.20-169	£116.24	£0.00	£116.24	30/11/20	David Doman - Garden Maintenance	War memorial £116.24
183 £120.00	B/T	£120.00	£0.00	£120.00	01/12/20	C & E Handyman Cleaning	Services - rec ground
185	B/T 28.12.20-185	£1,095.32	£0.00	£1,095.32	07/12/20	Geraldine Scanlon - December Salary & Extra hours toil	£1,095.32
186	B/T 28.12.20-186	£1,797.93	£0.00	£1,797.93	07/12/20	Sarah Bristow - Salary & extra Toil	December £1,797.93
187	D/P 21.12.20-187	£1,024.88	£0.00	£1,024.88	07/12/20	Norfolk Pension Fund -	£1,024.88
1		£203.50	£0.00	£203.50		Staff	Employees' Pension
4		£821.38	£0.00	£821.38		Staff	Employer Pension
Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
188	B/T 21.12.20-188	£1,784.51	£0.00	£1,784.51	07/12/20	HMRC- PAYE -	£1,784.51

1		£555.74	£0.00	£555.74		Staff	Employees NI	
2		£540.00	£0.00	£540.00		Staff	Employees PAYE	
3		£688.77	£0.00	£688.77		Staff	Employer Ni	
182	D/P	£24.33	£0.00	£24.33	08/12/20	BHIB LTD	- Insurance War memorial extra premium	£24.33
	21.12.20-182							
184	B/T	£7,101.67	£0.00	£7,101.67	09/12/20	FCC Recycling (Uk) Ltd	- Skatepark 3rd party payment	£7,101.67
	21.12.20-184							
189	B/T	£1,073.93	£0.00	£1,073.93	17/12/20	Dersingham Village Centre	Association - Parish Maintaince part	£1,076.30
	21.12.20-189							
179	D/P	£0.33	£0.00	£0.33	21/12/20	Jo Halpin Jones - Village Voice	Honorium	£0.33
	21.12.20-179							
180	D/P	-£1.00	£0.00	-£1.00	21/12/20	Dersingham Sports Ground	Management Committee - VAT on RENT	-£1.00
	21.12.20-180							

Total £21,675.81 £865.78 £20,810.03

Councillor C Shepherd advised a revised payments list had been circulated by the Clerk at 6.00pm.
It had been agreed at Environment committee meeting to purchase new Christmas lights for the trees on the recreation ground.
Finance and Administration committee had discussed and approved the DVCA running costs for payment.
An amendment to transaction 190 Lexis Nexis – Admin Arnold Baker was to be made to show £119.99 not £119.00.

It was resolved to approve the payments

13649 Accounts up to 30th November 2020.
Councillor M Shepherd advised he had completed his Internal Audit Controllers report for November 2020 and could report the bank reconciliations were in order, all reports were consistent, and he had circulated his report detailing his findings. The was only one minor discrepancy that the Clerk was aware of.
It was resolved to approve the accounts.

13650 Minutes of the Dersingham Parish Council meeting held 23rd November 2020.
It was resolved to approve the minutes as a true and accurate record.

13651 Minutes of the Environment Committee meeting held 8th December 2020.
Councillor Frost advised two new sets of lights had been purchased and placed in the trees around the Recreation Ground.
The Clerk advised she had been asked about a Community Garden.
Councillor C Shepherd advised it had been raised on the village

Facebook group therefore it was suggested the idea be discussed at the next Environment Committee meeting.

Councillor M Shepherd asked if the sponsorship on the Dog bins had changed as he wanted to update Parish Online. The Clerk advised there had been no changes.

13652 Minutes of the Finance Committee meeting held 14th December 2020.

Councillor M Shepherd said the iPad purchased to enable Councillor Anderson to attend meetings virtually appeared to be working fine and asked if any other Councillors wished to have one, if so please let himself or the Clerk know.

Councillor M Shepherd advised it had been approved by Finance and Administration Committee to purchase and have installed a new De-Fib. It will be sited near the ATM machine at the Spar shop as there is no De-Fib located that end of the village. The Clerk had obtained quotes, which the finance committee had discussed and agreed on the quote received of £1700.00 plus VAT for the equipment. The property owner had requested his own electrician be used and he had quoted installation costs of no more than £50.00 therefore finance committee had resolved to propose to Full Council the quote and installation costs be ratified with the funding coming from the CIL reserve. **It was resolved to approve the proposal.**

The Clerk suggested a piece be written for the Village Voice detailing the location of the De-Fibs around the village. Councillor M Shepherd advised it would be beneficial to also plot on Parish Online.

13653 Dersingham Community Centre – Councillor D Wright.

Councillor Wright stated the Community Centre site was now an eye sore and something needed to be done to tidy the area. Previously there had been planning application applied for to develop the area. Councillor C Shepherd advised the planning application had not yet been determined. After discussion about the appearance of the site it was resolved for Councillor C Shepherd to write to the property owner.

13654 Intentions for the old infants school – Councillor Bubb.

Councillor Bubb said he had hoped Councillor Dark would be present to advise the intentions for the school now it had been closed. He also asked if the De-Fib machine located at the school could be relocated. The Clerk advised that it was the property of the County Council, but Councillor M Shepherd said that the ambulance service should be advised that the school was closed and the defib was no longer accessible. **It was resolved that the Clerk would let the ambulance service know the school was closed. It was also resolved that the Clerk would consult the County Council about the future of the building.**

13655 Chairman's Report.

Councillor C Shepherd said it had been a strange and challenging year for all of us and we should take the opportunity to enjoy

Christmas, whatever you will now be doing following the Prime Ministers announcement last week. One thought for us all to consider is that we have £1000 remaining in our small grants budget for this financial year. We have not received any applications, but the Chairman asked everyone to have a think and let myself, Councillor M Shepherd or the clerk know if there any local charities that have been struggling due to coronavirus and would benefit from a small donation from the Parish Council.

13656

Clerk's Report.

The Clerk advised she had circulated a transport survey from the County Council and asked if it would be more beneficial to respond as the Parish Council or individual responses. Councillor C Shepherd encouraged individual responses.

13657

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:

20/01797/F Application for two storey extension to side of property and single-story extension to rear 9 Bank Road, Dersingham. – **No objections.**

20/01844/F Application to demolish conservatory and construct a garden room with small balcony from master bedroom at 31 Pansey Drive, Dersingham – **No objections.**

Determinations:

20/01688/O Outline application for residential dwelling following subdivision of site at 16 Shernbourne Road, Dersingham – **Withdrawn**

20/01521/F Application for single storey timber frame extension to rear of garage to replace shed and provide workshop, change roof covering tiles. Addition of two bay cart lodge to front of property to provide protection from trees at 14 Heath Road, Dersingham – **Granted**

20/1402/A Advertisement application for 1 x shop logo and description on a non-illuminated sign measuring 2.5m x 1m attached to brickwork on building front at Jubilee House, 7 Jubilee Court, Hunstanton Road, Dersingham - **Granted**

13658

Correspondence

a) Letter from Hunstanton Civic Society re Hunstanton Tourist Information Centre.

The Clerk had circulated the correspondence requesting support for re-opening of the Hunstanton Tourist Information Centre. **After discussion it was resolved for the Clerk to write a letter of support.**

13659 Items for inclusion on the next Full Council meeting agenda.
Councillor Wright raised concerns regarding the flooding to the entrance of the surgery after heavy rain. The Clerk advised she had sent pictures to Sally Bettinson. Councillor M Shepherd advised it was a drainage issue. Councillor Bub suggested requesting funding assistance from Councillor Dark.

13660 Date and place of next meeting.
18th January 2021 at 6.30 to be held virtually.
25th January 2021 at 6.30 to be held virtually.

With further business the meeting was closed at 7.45pm.

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 23rd November 2020.

Clerk

- To arrange a draft invite to groups regarding a potential working group for the Queens Jubilee in June 2022.

Action Points Dersingham Parish Council Meeting 21st December 2020.

Councillor C Shepherd

- To write to Sandringham Estate regarding the community centre.
- To identify De-Fib equipment location in the Village Voice.

Clerk

- To write a letter of support for the re-opening of the Hunstanton Tourist Information Centre
- To contact NCC re future of old infants school building on Saxon Way

All Councillors

- Complete traffic survey circulated by the Clerk
- Consider local charities for grant aid from the Parish Council