

Minutes of the Meeting of Dersingham Parish Council held virtually on 22<sup>nd</sup> February 2021 at 6.30pm

**Present:** Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor R Frost, Councillor M Noble, Councillor D Wright, Councillor G Billard, Councillor B Anderson, Councillor R Anderson, Councillor A Watkins (arrived 7.09pm), and Councillor J Stokes.

**Also, Present:** Borough Councillor J Collingham (left 6.50pm) County Councillor S Dark. Sarah Bristow (Parish Clerk) Geraldine Scanlon (Communications Officer) and 3 members of the public

**13687 To Receive and Consider Apologies for Absence.  
It was resolved to accept apologies from Councillor Brundle and Councillor Houston.**

**13688 Co-option of Councillors.**  
The Chairman reported she and Councillor B Anderson had met virtually with a further prospective Councillor who was present at the meeting. The Clerk had circulated the candidate's application form to all Councillors. The applicant gave a brief resume. Councillor C Shepherd proposed the candidate be co-opted onto the Parish Council. **It was resolved to approve the proposal to co-opt Mr Dane Hipkin as a Parish Councillor and for the Clerk to organise signature of relevant paperwork.**

**13689 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.**

**13690 To receive a verbal report from Borough Councillors.**  
Councillor Collingham stated the Regeneration Development Project she is Chair of is currently in abeyance due to the Covid 19 virus. The Borough Council are still trying to secure funding to enable to Guild Hall to be restored.  
Councillor Collingham said she had been contacted by concerned residents regarding flooding issues along Station Road. She had contacted the County Council, Borough Council and Water Management Authority but had had very little success or response. Councillor B Anderson reported their extensive flooding throughout the village and said Councillor Bubb had previously advised a riparian owner has responsibilities for the stretch of a watercourse that forms the boundary of their property and they are expected to ensure the watercourses passing through their land remain free flowing with no

obstruction. Councillor Collingham suggested she and Councillor B Anderson liaise and try to obtain plans of the area and look for other bodies to contact.

Councillor Bubb advised there was nothing specific to report regarding Dersingham Parish. He did report he had also been approached regarding flooding in the village and suggested contacting the Internal Drainage Board although they deal with agricultural issues ordinarily, they may be able to help or suggest who to contact.

**13691**

**To receive a verbal report from Norfolk County Councillor.**

Councillor Dark apologised for his absence in attending recent Parish Council meetings he has and remains heavily involved in the Borough Council response to the Covid19 virus and its impact on the local area along with the rollout of the vaccination procedures. He was pleased to report infection rates in the area were decreasing however they were still high and reiterated the importance of the continuing lockdown. County had today confirmed an increase to the 2021/22 budget of 1.99% Budget increase and 2.99% ringfenced for Adult Social care therefore a total increase of 3.99% will be made.

Councillor Dark reported his Local Member Fund is usually £6,000.00 however this had been increased to £10,500.00 for 2021/22 and asked for suggestions of works needed within the village that he could assign funding to.

Councillor Dark requested a list of the areas around the village that are being affected by the flooding and advised he will give £1,000.00 from his Local Member funding to enable remedial work to commence at the Church Lane junction that constantly floods whenever there is heavy rainfall. Councillor M Shepherd requested clarification regarding the £1,000.00 donation. Councillor Dark confirmed the money would come from his funding budget with highways meeting additional costs.

The Chairman suggested that as parishioners in attendance wished to speak about planning application 21/00081/F, consideration of the planning application brought forward and the meeting to be opened for residents to speak immediately prior to Councillors discussion of the proposal.

Parishioner one wished to remind Councillors of the previous objections to the planning application and although the application had been resubmitted with considered changes shown, previous objections remained, Conservation area, housing density, construction of overbearing wall impacting on Parishioner one's property, additional noise, loss of garden area in the vicinity etc.

Parishioner two agreed with Parishioner one and added the construction of the intended property would mean the high windows intended would overlook their property, the garage would be in very close proximity to their fence, the proposed plans are within a conservation area and it would mean the area would become over developed.

After discussion Councillors agreed, as the previous outcome had been to object to the planning application and no significant changes had

been made Councillor C Shepherd proposed objection to the application based on overdevelopment, being within a conservation area, impact of loss of trees and open view and to request a tree survey be carried out.

**It was resolved to object to the planning application.**

**13692**

**Accounts for payment.**

Councillor C Shepherd advised as payment 221 for the installation of the new de-fib at the Spar did not include labour because the contractor had volunteered to install the equipment free of charge, she asked if it could be agreed for the Clerk to write a letter of thanks to the contractor. This was agreed.

Councillor M Shepherd raised a discrepancy shown on payment 213 where the description indicates the order was to remove and grind the stump but the latter had not been carried out. The Clerk advised she had added the specification of stump grinding to the description however the quote received from the contractor had been to fell the tree only and said she would ask the contractor to quote for the grinding of the stump or obtain further quotes for the outstanding work. Councillor M Shepherd said for audit purposes the description would need amending otherwise it would appear payment had been made for outstanding work.

**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
220	DD	£6.50	£0.00	£6.50	19/01/21	Barclays Bank - Bank Charges	£6.50
	04.02.21-220						
213		£384.00	£64.00	£320.00	01/02/21	Tree Work & Surveys Ltd - To remove the Willow Tree via the Church and the Co-Op as per your quotation	
214		£144.00	£24.00	£120.00	01/02/21	Tree Work & Surveys Ltd - To raise the crown on the Willow Tree as per Photograph and quote of K & M Lighting Services -	£126.16
216	S/O	£126.16	£21.03	£105.13	01/02/21	Streetlight Maintenance	
	26.02.21-216						
217	DD	£41.40	£6.90	£34.50	02/02/21	System:3 Bus Solutions - 365 for Office Machines	£41.40
	02.02.21-217						
218	D/P	£60.00	£0.00	£60.00	03/02/21	David Doman - War memorial Garden Maintenance	£60.00
	23.02.21-218						
221	D/P	£50.00	£8.33	£41.67	03/02/21	D P Westrup Electrical Services Ltd - To wire up a de-fib cabinet to the side of R H Thaxters	£50.00
	23.02.21-221						
215		£3,769.95	£0.00	£3,769.95	06/02/21	Public Works Loan Board - Public Works Loan Board	
1		£1,698.70	£0.00	£1,698.70		CNCL Capital Payment	
2		£2,071.25	£0.00	£2,071.25		CNCL Interest	
223	DD	£13.40	£2.23	£11.17	06/02/21	Utility Warehouse - Mobile Phone	£13.40
	28.02.21-223						
222	DD	£195.00	£0.00	£195.00	07/02/21	C & E Handyman Services - Cleaning Contract	£195.00
	07.02.21-222						

225	B/T	£250.00	£0.00	£250.00	09/02/21	Norfolk Accident Rescue Service - Grant towards Aerogen Nebuliser	£250.00
226	B/T	£250.00	£0.00	£250.00	09/02/21	East Anglia Air Ambulance - Grant	£250.00
227	B/T	£110.00	£0.00	£110.00	09/02/21	C & E Handyman Services - Cleaning Rec Ground	£110.00
228	B/T	£60.00	£0.00	£60.00	09/02/21	C & E Handyman Services - Dog Bins Cleaning	£60.00
229	B/T	£500.00	£0.00	£500.00	11/02/21	Stephen Martyn - Website Host & Maintenance	£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
233	DD	£298.84	£49.81	£249.03	13/02/21	OPUSEnergy - Streetlight Energy	£298.84
224	DD	£49.14	£8.19	£40.95	15/02/21	British Telecommunications - Phone Bill/Broadband	£49.14
230	DD	£853.52	£0.00	£853.52	15/02/21	February Salary	£853.52
231	DD	£1,425.72	£0.00	£1,425.72	15/02/21	February Salary	£1,425.72
232	B/T	£772.10	£0.00	£772.10	15/02/21	Norfolk Pension Fund -	£772.10
1		£153.29	£0.00	£153.29		Staff Employees' Pension	
4		£618.81	£0.00	£618.81		Staff Employer Pension	
234	DD	£35.00	£0.00	£35.00	18/02/21	Information Commissioner - Data Protection	£35.00
219	S/O	£83.33	£0.00	£83.33	20/02/21	Jo Halpin Jones - Village Voice Honorarium	£83.33
<b>Total</b>		<b>£9,478.06</b>	<b>£184.49</b>	<b>£9,293.57</b>			

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

#### **13693 Accounts up to 31 January 2021.**

Councillor C Shepherd explained the accounts had been considered and agreed by the Finance Committee.

Councillor M Shepherd advised his Internal Audit Controller report to the Finance Committee showed accounts to be in order.

**It was resolved to approve the accounts.**

#### **13694 Minutes of the Dersingham Parish Council meeting held virtually 25<sup>th</sup> January 2021.**

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

Minute number 13669 should read: After discussion, the Clerk advised the Council that a resolution had been made and the decision could not be changed.

Action point to be added for the Clerk to arrange installation of the newly purchased de-fib at the agreed location, Spar shop.

Councillor M Shepherd asked the Clerk to confirm the location of all de-fibs within the village so he could plot them on Parish online

**13695 Minutes of the Extraordinary Communications Committee meeting held virtually 3<sup>rd</sup> February 2021.**

Councillor C Shepherd updated Councillors regarding the printing and distribution of the Village Voice 128. Communications Committee had met and agreed to print the current edition but felt it was not acceptable to ask volunteers to deliver the magazine during lockdown. Clanpress had offered to distribute Village Voice 128 to households for a fee of £546.00. Commination's had agreed to accept their offer and Councillor C Shepherd proposed the cost be covered by the Covid Grant received from the Borough Council. **It was resolved to approve the proposal**

**13696 Minutes of the Finance & Administration Committee held virtually 8<sup>th</sup> February 2021.**

Councillor M Shepherd reported the Finance Committee had reviewed four minor grants applications that had been received, details of which are shown in the Finance Committee minutes 8<sup>th</sup> February 2021. Two applications had been accepted and agreed, Air Ambulance and NARS, with a grant of £250.00 be paid to each charity. Councillor M Shepherd asked councillors if they agreed with the suggested amount, Councillors were all in agreement. Councillor Frost said it had also been agreed for the unspent minor grant monies to be carried forward and added to the 2021/22 budget.

Councillor M Shepherd advised NALC had issued information regarding the Governments decision not to extend the virtual meetings beyond May 2021 and NALC are urging Parish Councils to contact their local MP's highlighting the need to continue with virtual meetings therefore, Finance committee had agreed for Councillor C Shepherd to draft, and agree with the Clerk, to be sent to the local MP.

Councillor Dark said regarding fundraising and grants applications, Snettisham Parish Council had subscribed to DSC Online which assisted with application for major Charities and Government agencies and thought it could be something considered by Dersingham Parish Council. Councillor M Shepherd advised he would investigate further with the view to it being discussed by the Finance Committee.

**13697 Minutes of the Environment Committee meeting held virtually 9<sup>th</sup> February 2021.**

Councillor Frost advised there were no recommendations to bring to Full Council.

The Willow tree near St Cecilia Church had been removed although there is still work outstanding as the stump still needed grinding. The Willow tree in Earl Close had been cut back.

Councillor C Shepherd stated the Clerk had been in contact with the police regarding the motorbike activity in and around life wood and an arrest had been made.

Councillor C Shepherd advised the Environment Committee had resolved to accept one of the quotes received to carry out repair work on the village sign and the Clerk had been instructed to raise the order.

**13698 Minutes of the Staffing Committee meeting held virtually 16<sup>th</sup> February 2021.**

Councillor C Shepherd Informed Councillors Staffing Committee had met and agreed for the Clerk to attend a virtual conference which is due to take place this week. Staff TOIL hours were reviewed, and current working arrangements remain in place.

**13699 Minutes of the Extraordinary Communications Committee meeting held virtually 17<sup>th</sup> February 2021.**

Agenda item covered under minute 13695.

**13700 Council Committees.**

Councillor C Shepherd advised the three newly co-opted Councillors had expressed interest in joining certain committees and proposed they be accepted on the following:

Councillor R Anderson      Communications and Environment.

Councillor D Hipkin      Finance & Administration and Planning.

Councillor A Watkins      Environment.

**It was resolved to approve the proposal.**

**13701 Chairman's report.**

The Chairman advised, along with Councillor M Shepherd and the Clerk she had attended the funeral of Councillor Murrell and said any donations could be made to the Air Ambulance via Lincoln Funeral directors.

Councillor C Shepherd suggested the 4<sup>th</sup> May be provisionally booked for the Annual Parish Council Meeting as this would enable a virtual meeting to be held before the Governments current ruling on returning to face-to-face meetings takes effect from the 7<sup>th</sup> of May. This was agreed

**a) Village Voice update.**

This item was covered under minute 13695.

**b) Platinum Jubilee update.**

Councillor C Shepherd reported last year the Government announced the May Bank Holiday Weekend 2022 will be moved to Thursday 2 June and an additional Bank Holiday on Friday 3 June will see a four-day weekend to celebrate Her Majesty the Queen's Platinum Jubilee. A working group meeting had been held which included representatives for DVCA, Guides and Scouts, Borough Council however there was no representation from the Social Club or Sports Ground Committee.

There had been many positive ideas made for celebrations throughout the village, however it was felt involvement from the Social Club and SGC was needed to enable some of the suggestions to be progressed.

**c) Skatepark update.**

Councillor C Shepherd advised currently there was £78,000.00 raised through grants and fundraising for the planned £96,000.00 Skatepark. There remain two outstanding grant applications however if these are rejected there would be funding available in project reserves to cover the shortfall. The contractor had been contacted but no start date had been given. Councillor M Noble asked how long the build would take. Councillor C Shepherd said she had been advised construction would take between four to six weeks.

**13702**

**Clerks/RFO Report.**

The Clerk told Councillors the newly purchased de-fib was now installed and registered with the Ambulance service.

The Clerk advised she had made an approach to a consultant in respect of the Trustee status of the Parish Council for the Recreation Ground Charity and wished to know which committee would take the item further, Environment or Finance & Administration. After discussion it was decided for Finance to discuss and, depending on the outcome to defer to environment.

The Clerk said she was going to attend a three-day virtual conference and had been asked by Dersingham Parish Council to attend the session relating to making the village dementia friendly and to give a report to Council.

**13703**

**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:**

21/00081/F Application for new dwelling at 59a Manor Road, Dersingham – **Objection see above**

**Determinations:**

20/01844/F Application to demolish of a conservatory and construction of a garden room with small balcony from master bedroom at 31 Pansey Drive, Dersingham – **Granted.**

20/01524/F Application for 2 storey extension to replace existing outbuildings to rear of property at Little Bunny Cottage, 7 Pansey Drive, Dersingham – **Withdrawn.**

20/02052/F Application for single storey extension with pitched roof 43 Old Hall Drive, Dersingham – **Granted.**

**13704**

**Correspondence.**

The clerk advised all correspondence had been circulated.

**13705 Items for inclusion on the next agenda.**

Councillor Noble asked if there was anything the Parish Council could do to obtain 30mph signage for Shernborne Road as current signage is not clear enough and vehicles regularly travel more than 30mph along the road. Councillor Dark advised he would contact the County Council Officer regarding the matter and ask for a survey of the area to be conducted meanwhile it would be worth contact the Royal Protection team to request a regular visual presence in the area. The Clerk advised it was a matter usually dealt with at SNAP meetings and asked Councillor Bubb if meetings were still held. Councillor Bubb said face-to-face meetings had stopped, there had been a couple of virtual meetings but nothing recently. The Clerk advised she would contact Lee Anderton regarding the matter.

**13706 Date & Place of next meeting.  
22<sup>nd</sup> March 2021 to be held virtually at 6.30**

**Action Points Dersingham Parish Council Meeting 21<sup>st</sup> December 2020.  
Councillor C Shepherd**

- To identify De-Fib equipment location in the Village Voice.

**Action Points Dersingham Parish Council Meeting 25<sup>th</sup> January 2021.  
Councillor C Shepherd**

- To write to Anglian Water regarding the recurring water leak on Shernborne Road.

**Action Points Dersingham Parish Council Meeting 22<sup>nd</sup> February 2021.**

**Clerk**

- To arrange with newly co-opted Councillor Hipkin a convenient time to complete relevant paperwork.
- Write a letter of thanks to the contractor for installation of the new de-fib.
- Supply Councillor M Shepherd with de-fib locations throughout the village.
- Contact Snettisham Parish Council Clerk regarding the DSC online and report to the Finance Committee.
- Update Committee members list to show newly co-opted Councillors and to circulate to all Councillors.
- To specifically attend the Dementia Friendly Village event during her three-day conference and to report to Full Council.
- Contact PC Lee Anderton regarding SNAP meetings.

With no further business the meeting closed at 8.10pm