

Minutes of the Meeting of Dersingham Parish Council held virtually on 22nd March 2021 at 6.30pm

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor R Frost, Councillor M Noble (Arrived 6.35pm), Councillor D Wright, Councillor B Anderson, Councillor R Anderson, Councillor A Watkins (arrived 6.40pm), Councillor D Hipkin, Councillor J Houston, Councillor V Brundle and Councillor J Stokes.

Also, Present: County Councillor S Dark.
Luisa Cantera (Locum Clerk) and Geraldine Scanlon (Communications Officer & Minute-taker). There were no members of the public.

The Chairman stated it is the year since the Government had placed the country in lockdown due to the COVID virus and requested councillors observe a minute's silence to remember those that had lost their lives throughout the pandemic.

13707 To Receive and Consider Apologies for Absence.
Councillor Billard was unable to connect due to issues with Zoom and sent his apologies during the meeting.

13708 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.

The Chairman declared an interest in agenda item 16, alterations request to the village centre by the DVCA. She advised she would remain for the item but would not be involved in the discussions as she is a trustee for the DVCA.

13709 Open the forum for Public Participation.
There were no public present.

13710 To receive a verbal report from Norfolk County Councillor.
Councillor Dark advised his local members fund had been increased by forty percent this year and he had already allocated some money to assist with the flooding problems along Manor Road. Councillor Bubb had previously discussed a trod being funded by the Parish Partnership Scheme, however Councillor Dark had not been able to locate the request and suggested the request be submitted with a view to Councillor Dark funding fifty percent and the Parish Partnerships Scheme funding the other fifty percent. Councillor Bubb advised the request had never been submitted to County. Councillor C Shepherd proposed the item be placed on the next Environment meeting agenda to be held 12th April. Councillor Dark advised he would need to know the outcome as soon as possible to secure funding.
Lynn Road through Ingoldisthorpe has reopened however there are traffic lights in place while work continues.
Councillor Dark reported the vaccine administration rate is going well. King's Lynn infection rates are falling, currently the rate of infection is

60 per 100,000 people. At Christmas infection rate was 600 per 100,000 so the rate had dropped significantly.

Councillor Noble asked if there was an update regarding the speeding previously discussed along Sherborne Road. Councillor Dark advised he had raised the issue, but he will follow it up.

Councillor Watkins enquired if Councillor Dark had received her email regarding the installation of wildlife signage in the village. Councillor Dark stated he had and had escalated the request to highways. Should it be approved to minimise costs the signs could be erected to an existing pole.

Councillor Wright said there had been a lorry overturned at Knight's Hill roundabout last year, it shed its load of straw, which had been mostly removed at the time however there is still a large amount of straw in the area blocking the dykes etc. There is also an old roadworks sign in the area, and he wished to know if there was anything could be done regarding clearing the area. Council Dark said he would notify the local County Councillor.

13711

To receive a verbal report from Borough Councillors.

Councillor J Collingham was not present.

Councillor Bubb advised the Borough Councils Decarbonisation Scheme had been awarded four million pounds to upgrade existing premises by adding solar panels, insulation etc however this would affect the Parish as there are no Borough owned premises. Buildings that would benefit included as St James swimming pool, King's Lynn. Councillor Bubb explained he had been approached by a resident complaining about the condition of the old school site on Manor Road and he had advised them to write an article for the Village Voice. Councillor C Shepherd stated there had been no updates on the planning applications submitted for the site. Councillor Dark advised the local MP had also received correspondence regarding the same matter.

Councillor Brundle asked if Councillor Bubb was aware of current enforcement notices within the village. Councillor Bubb replied he would check and report back.

Councillor Wright said a parishioner had volunteered to do a day of litter picking around the village however there was no means of disposing of the rubbish and he had been advised if the Borough Council was to collect the waste a tag would have to be purchased for each bag, he wished to know why the litter could not be collected free of charge. Councillor Bubb advised a large amount of waste collected by litter picking would be classed as trade waste and not domestic, therefore incurring a charge. Councillor Wright stated he had agreed to collect the bags and dispose of them in his skip however felt disappointed there was no means of having the litter collected.

Councillor C Shepherd said she would advise Councillor Wright of the official litter pick organised with the Sports Ground Committee through the Borough Council to enable any additional litter collected by volunteers not involved in the official litter pick can bring their bags for be collected

13712 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
242	D/P 23.03.2102 42	£400.00	£66.67	£333.33	07/12/20	K & M Lighting Services - Christmas Lights	£400.00
237	DD	£6.50	£0.00	£6.50	19/02/21	Barclays Bank - Bank Charges	£6.50
243	D/P 23.02.21- 243	£2,540.00	£0.00	£2,540.00	26/02/21	Clanpress - printing Village Voice	£2,540.00
1		£1,994.00	£0.00	£1,994.00		COMM Printing Village Voice	
2		£546.00	£0.00	£546.00		COVID Delivery Village Voice	
245		£3,004.30	£500.72	£2,503.58	26/02/21	Borough Council Of King's Lynn & West Norfolk - Dog waste bin emptying 02/03/20-28/02/21	
241	S/O 25.03.21- 241	£126.16	£21.03	£105.13	01/03/21	K & M Lighting Services - Streetlight Maintenance	£126.16
240		£41.40	£6.90	£34.50	02/03/21	System:3 Business Solutions - 365 for Office Machines	
244		£72.00	£12.00	£60.00	02/03/21	Aston Shaw - Undertaking the wages 3rd 05/01/21	
247		£206.72	£0.00	£206.72	03/03/21	David Doman - War memorial Garden Maintenance	
248		£240.00	£40.00	£200.00	04/03/21	Parish Online - Parish Mapping annual subscription	
238		£13.40	£2.23	£11.17	06/03/21	Utility Warehouse - Mobile Phone	
235	DD 07.03.21- 235	£195.00	£0.00	£195.00	07/03/21	C & E Handyman Services - Cleaning Contract	£195.00
239		£49.14	£8.19	£40.95	15/03/21	British Telecommunications - Phone Bill/Broadband	
249		£1,281.69	£0.00	£1,281.69	15/03/21	HMRC- PAYE - Employers PAYE/NI Jan-Mar 2021	
1		£398.34	£0.00	£398.34		Staff Employees NI	
2		£375.60	£0.00	£375.60		Staff Employees PAYE	
3		£507.75	£0.00	£507.75		Staff Employer Ni	
250		£772.10	£0.00	£772.10	15/03/21	Norfolk Pension Fund - Pension payments March	
1		£153.29	£0.00	£153.29		Staff Employees' Pension	
4		£618.81	£0.00	£618.81		Staff Employer Pension	
251		£1,425.72	£0.00	£1,425.72	15/03/21	Sarah Bristow - March Salary	
252		£853.52	£0.00	£853.52	15/03/21	Geraldine Scanlon - March Salary	

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
253	DD210328 Opus	£289.48	£48.25	£241.23	15/03/21	OPUSEnergy - Steetlight electricity 2a Post Office Road 13/02/21-14/03/21	£289.48
246		£70.00	£0.00	£70.00	16/03/21	C & E Handyman Services - Cleaning Recreation Ground	
236	S/O 25.03.21- 236	£83.33	£0.00	£83.33	20/03/21	Jo Halpin Jones - Village Voice Honorium	£83.33

An additional payment approved minute number 13717 is to be added to March payments:

Payee: Sports Ground Management Committee.

Description: Minor Grant approval for new signage
Payment: £175.00

Total £11,670.46 £705.99 £10,964.47

Councillor C Shepherd advised, due to the Clerk being absent, Councillor M Shepherd had liaised with Edge and had obtained a payment list like that produced by the Clerk.

Councillor M Shepherd stated Edge had been unable to separate the manual payments from the Direct Debit/Standing Orders therefore they had been printed as one list. He advised, through the Finance Committee, he had been working on a Regular Payments list and had been able to ascertain payments to be made. He had also been able to obtain invoices through emails and some website bill notifications.

Councillor M Shepherd said Council had previously agreed to three Councillors becoming signatories on the Barclays account and this would enable dual authorisation. Therefore, in the absence of the Clerk, two of those signatories could be used to make payments however none of the Councillors concerned had completed the setting up process. The Locum Clerk advised that the Councils Financial Regulations 6.10 state the RFO would set the payments and one Councillor would release them. This would need an amendment ratified by the Council stating one Councillor to set up the payments and another would release them. **It was resolved for the Financial Regulations 6.10 be amended to permit one Councillor to set up payments and another to release them.**

Councillor M Shepherd advised he would contact Councillor Bubb Tuesday morning to advise him how the payments needed to be set up. He would then check the information had been entered correctly and contact Councillor Noble to release them.

Councillor C Shepherd highlighted the invoice for the work carried out on the War Memorial included an addition £10.00, for contractor's time and mileage to collect the plants.

Councillor M Shepherd explained to Councillors there could be an additional payment for authorisation after agenda item 11 had been discussed concerning a minor grant application. The Locum Clerk asked if the grant had been discussed previously. Councillor M Shepherd confirmed the Finance Committee had reviewed the application.

It was resolved to approve the payments.

- 13713 Minutes of the Dersingham Parish Council meeting held virtually 22nd February 2021.**
- a) To approve the minutes.**
- Councillor Watkins and Frost stated they had received the agenda and attachments for tonight's meetings. The Locum Clerk advised she would check the details held and ensure it would not happen again.
- It was resolved to approve the Chairman sign the minutes as a true and accurate record.**

b) Action points.

Action points were discussed.

13714 To vote on recommendations from the Extraordinary Environment Committee meeting held on 23rd February 2021.

Councillor Frost advised there were no recommendations for Full Council.

He stated the Environment Committee had agreed to the new Cleaning Contract. Councillor C Shepherd said she had written to the contractor to confirm he had been awarded the contract.

Councillor M Shepherd stated the contract offered a set of laminated plans and asked if he had received them. Councillor C Shepherd advised Mrs Scanlon would laminate and arrange for them to be collected or posted to the contractor.

Councillor M Shepherd asked if the contractor had purchased any additional cleaning products as none had been shown on his invoices. Councillor C Shepherd advised she would contact him.

13715 To vote on recommendations from the Communications Committee Meeting held on 3rd March 2021.

Councillor C Shepherd advised there were no recommendations for Full Council. She stated there was no longer a shortfall as previously predicted. The Committee had agreed to not increase the advertising prices and Clanpress had confirmed there would be no printing costs increase for the next year. As the current edition of Village Voice would be ready for distribution after the COVID restrictions have eased it was agreed to approach our usual volunteers to deliver the magazine.

Councillor C Shepherd advised future meeting times had been discussed and consideration had been given to returning the Communication Committee to evening meetings to enable those Councillors that have work commitments to attend.

Councillor Bubb asked why the agenda was no longer displayed on the Parish noticeboards. The Locum Clerk advised there has no obligation to do so since April 2020 and suggested a list of meeting dates be placed on the boards. Councillor C Shepherd suggested once the list had been updated Mrs Scanlon could update the boards. Councillor M Shepherd said it may be beneficial to add any changes to days could be found on the Parish website.

13716 To vote on recommendations from the minutes of the Planning Committee held on 8th March 2021.

Councillor C Shepherd reported one application had been discussed and it had been resolved to object to the application. She advised the next Planning Committee meeting had been brought forward to 6th April, as two applications had been received and would expire before the planned meeting date.

13717 To vote on recommendations from the minutes of the Finance & Administration Committee held on 8th March 2021.

Councillor M Shepherd said Finance Committee had discussed a Minor Grant application received from the Sports Ground Management Committee and it had been agreed to donate £175.00. However, Committee recommended, as a safeguarding measure to seek Full Council approval as two Councillors, although not needing to declare an interest, were involved in the Sports Ground Management Committee. **It was resolved for a Minor Grant donation of £175.00 be made to the Sports Ground Management Committee.**

Councillor M Shepherd asked if he could have approval from Council to add the £175.00 to March payments list. **It was resolved to approve the proposal.**

Councillor M Shepherd stated it had been a recommendation by the Finance Committee to propose the balance of the Minor Grants budget be carried over into the next financial year. **It was resolved to approve the proposal.**

13718 To vote on recommendations from the Minutes of the Environment Committee meeting held on 9th March 2021.

Councillor Frost advised there were no recommendations for Full Council.

Councillor Frost had spoken to the donor of the logs for the Warren, the matter was ongoing. He advised there had been a site meeting which Councillors R Anderson, Frost and Bubb had attended regarding the replacement of the Christmas lights.

Councillor Hipkin asked for clarification as to who's responsibility the dredging of the dykes was as the rainwater was unable to drain away on the pastures. Councillor C Shepherd advised once the litter had been removed from the area the water should be able to flow better.

Councillor M Shepherd said he had agreed to discuss finance reports with Councillor Hipkin and would also take the opportunity to explain issues surrounding the dykes and the responsibilities.

13719 To vote on any recommendations from the Minutes of the Staffing Committee meeting held on 15th March 2021.

Councillor C Shepherd advised there had been discussions about how the Council would cover the absence of the Clerk until, no sooner than, early April. The Chairman had contacted Norfolk ALC and Norfolk Parish Training and Support regarding the use of a Locum Clerk.

Councillor C Shepherd proposed Luisa Cantera be appointed as the Parish Locum Clerk and Proper Officer. **It was resolved to approve the proposal.**

13720 Chairman's Report.

Councillor C Shepherd reported no site mobilisation date (start date) had been ascertained for the skatepark however FCC have requested details of funding so that they can issue the formal paperwork in respect of the Parish grant. Councillor C Shepherd detailed how the project cost of £96,176 would be funded with the outcome of two grant applications still outstanding. She proposed that, should the two

applications be refused, the Project reserve be used to complete the funding for the skatepark. **It was resolved to approve the proposal.** Councillor C Shepherd advised in 2018 WREN (now FCC) had awarded the Council a grant of £88,000 to complete works on the village centre. FCC now require the Council to complete a three-year report for them, but this requires changing the names on their online system. An email was sent to the Former Chairman of the Parish Council however to enable the name to change a formal minute number is required as confirmation of the Full Councils agreement to the change to details. Councillor C Shepherd proposed Councillors vote to accept the change to the primary contact for the WREN (now FCC) grant to Councillor C Shepherd. **It was resolved to approve the proposal.**

13721 Planning 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:

21/00482/F – 2 Doddshill Road, Dersingham: Removal of existing garage and outbuildings to erect a re-modelled outbuilding with a pitched roof which will include a potting shed, storage, and outside shaded seating area. Re-install outside toilet – No objection with the following comment: The Council would like a condition that this should not become a residential annexe.

13722 To agree to make alterations at the Village Centre by the DVCA.

Councillor C Shepherd advised there had been requests received from the DVCA for Full Councils approval.

a) External lighting.

The Chairman advised there are two parts to the external lights request. A flood light to be installed on the gable over the porch and the installation of two bollards, one either side of the car park entrance. Councillor B Anderson expressed no overall concerns regarding the lighting requests however did ask if the light source would be halogen or LED as LED would be his preferred option. Councillor Watkins asked if the lights would be on a timer. Councillor C Shepherd advised the lights currently in place were on a timer however the report submitted by DVCA did not clarify if a timer would be used. Councillor M Shepherd had a variety of questions regarding the installation of the bollards, the positioning, hedge growth, how the cabling would reach the bollards from the Garden room etc. There had also been no clarity regarding the positioning of the flood lights to ensure there is no light spill into other property. After further discussion Councillor C Shepherd proposed the works be approved in principle however the liaison group that previously dealt with DVCA request meet to discuss concerns. **It was resolved for the Liaison group, Councillors M Shepherd,**

Frost, and Billard meet with the DVCA trustees. It was agreed that Councillor Noble also join the group.

b) Change of window in the Hub.

The Chairman reported the window currently in the Hub was one fixed tall narrow window which the DVCA wished to replace with a new pane with an opening fanlight in keeping with the windows in the Garden Room, details of which had been circulated to Councillors. It was felt this would improve ventilation to the Hub. There was discussion regarding alternatives and the requirement of the Borough Council Conservation Officer and it was suggested the proposal was approved in principle, but details and specifications would also be discussed at the liaison group meeting to be held. **It was resolved to approve the proposal.**

13723 Correspondence.
None received.

13724 Open forum for Public Participation.
There were no public present.

13725 Items for inclusion on the next agenda.
None received. Councillor C Shepherd asked Councillors to notify the Locum Clerk of any items for inclusion.

13726 Date & Place of next meeting.
26th April 2021 to be held virtually at 6.30

Action Points Dersingham Parish Council Meeting 21st December 2020.
Councillor C Shepherd

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

Action Points Dersingham Parish Council Meeting 25th January 2021.
Councillor C Shepherd

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

Action Points Dersingham Parish Council Meeting 22nd February 2021.

Clerk

- 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.
- Contact PC Lee Anderton regarding SNAP meetings.

It was agreed for the Locum Clerk to address Clerk action points for the Parish Council meeting held 22nd February 2021.

Action Points Dersingham Parish Council Meeting 22nd March 2021.

Councillor M Shepherd

- Talk through the “Setting up” of authorised payments with Councillor Bubb, to check payments once set up and contact Councillor Noble for him to release payments.
- To arrange a meeting with Councillors R Anderson, Hipkin and Watkins to talk through the finance reports generated by Edge.

Councillor C Shepherd

- To contact the cleaning contractor to ask if he required any additional cleaning products.

Locum Clerk

- To issue agenda for Planning Committee meeting due to change of date.
- To check Councillor Frost and Watkins contact details to ensure agendas etc are received.

With no further business the meeting closed at 8.10pm