

**MINUTES OF MEETING OF  
THE ENVIRONMENT COMMITTEE  
held on Monday 9 February 2020 at 19:00  
Virtually Via Zoom**

**Present:** Cllr R Frost (Chair), Cllr C Shepherd, Cllr A Bubb, Cllr B Anderson & Cllr J Stokes.

**In Attendance** The Clerk, Cllr R Anderson and Cllr A Watkins

**441 Apologies**  
Everyone present.

**442 Declarations of Interest**  
None received.

**443 Minutes of the Environment Committee Meeting held on the 4 January 2020 It was resolved for the minutes to be signed by the Chair as a true and accurate record after the following amendments.** 425 should read Kerb not Curb 428 Replace with Donor of the Log Seat. 429 replace accessed to assessed. 427 (j) take out no educating some people with little the Council can do. **It was resolved for the main minutes to be amended.**

**444 Matters Arising**

Action Points:

**Cllr Shepherd**

- To purchase roses and plant. Still to be achieved
- Investigate Christmas Light Options. Still to be achieved

**Cllr Frost**

- To check re purchase of more logs for The Warren. Waiting for photograph to proceed.

**Cllr Bubb**

- To get photo re logs for The Warren to Cllr Frost. Still to be achieved.
- Speak with Borough Council re Doctor's Surgery Entrance Drain. This has been achieved and Cllr Dark has been in touch with Cllr Bubb and it has been confirmed by the Highway Engineer that Cllr Dark has put some of his Highway Allowance money in the budget to allow for the work (re-routing of a pipe) to be completed early in the new financial year. Cllr Bubb also advised that spot gritting would be achieved in Mountbatten/Station Road as of tonight.

**Cllr Stokes**

- Advice Parishioner re Community Allotment to get in touch with Cllr Bubb re Dersingham United Charities. Cllr Stokes advised that he had asked the owner regarding a piece of ex allotment space on the Holyrood Estate. He was still waiting for a reply.

**Cllr B Anderson**

- Research Trees with The Woodland Trust. Cllr B Anderson advised that he knew that the Woodland Trust were able to provide trees but needs to work re Climate Change/Warren on a rewinding plan.
- Report Day Burners to the Clerk. Cllr B Anderson promised to get the numbers to the Clerk.

## **Clerk**

- Get Mr English to clean bench at Earls Close. The Clerk had asked Mr English to undertake. Weather not helping. Cllr Frost advised that he could have cleaned the bench's and then cleaned again before painting. **It was resolved for the Clerk to ask that this is achieved.**
- Get Mr English to clean inside of Noticeboard opp Co-Op. and put protection on legs. Mrs Scanlan has cleaned the inside of the noticeboard. The balance is now down to the Communications Committee as Noticeboards are their responsibility.
- Make budget changes. The Clerk achieved.
- Place Slow Ways on next agenda. The Clerk achieved.
- Obtain Christmas Lights Removal Quotes. The Clerk achieved and coming up later on the agenda.
- Dog Waste Poster on Website. The Clerk achieved.
- Get Mrs Scanlon to put Dog Waste Poster on Noticeboards. Mrs Scanlon achieved.
- Obtain quotes to repair Village Sign Base. The Clerk achieved and this is later on the agenda.
- Re-New R & B Dog Stickers and invoice & Sort other stickers due to dog bin swap. Mrs Scanlon had agreed to undertake but this has not been achieved. **It was resolved for the Clerk to undertake.**
- Research 6-7ft Trees.- chase. The Clerk achieved.
- Place order re Willow Tree. The Clerk achieved.

## **445 Rangers**

The Clerk advised that the Rangers were not currently working they had been deployed to other jobs currently due to Covid.

## **446 Current Financial Position/Budget Setting (Please see attached)**

The Clerk had sent round the financial paperwork. The Clerk advised that the main bill this month will be from the Borough Council for the Dog Bin Emptying. The Clerk would chase if not received as she was uncertain at this present time if the Borough Council were sending bills out on time.

Cllr Shepherd also asked the Clerk to obtain in writing the non-charge of standing charges for the recreation electricity. The Clerk advised that she had managed to get an email advising of the bill being refunded but that was all they were currently undertaking. Cllr Shepherd was concerned that it would cost more money in the Clerk's time than paying the standing charge. The Clerk advised that it has taken a considerable amount on time on the first attempt as it has taken time to find the correct department. The Clerk advised that she would undertake for six months and if it was taking up too much time then the Committee can advise going forward.

## **447 Areas of Responsibility**

### **(a) Bus Shelters/Bus Stop**

Nothing to report.

### **(b) Streetlights**

Cllr Shepherd reported a day burner at 12a Park Hill. **It was resolved for the Clerk to report.**

### **(c) Grasscutting**

Nothing to report.

### **(d) Cleaning**

Cllr Frost advised that all assets needed to be cleaned. He would not use a dog bin or sit on any bench's currently.

- (e) **Litter bins**  
Nothing to report.
- (f) **Seats and Benches**  
See (d).
- (g) **Dog waste bins/sponsorship –**  
Nothing to report.
- (h) **Footpaths and Walkways.**  
The Clerk advised that she had contacted Mr David Mills, Footpath Officer at Norfolk County Council after Cllr Stokes had reported a tree had fallen down blocking the path. Cllr Shepherd had now provided a drawing showing the affected area which the Clerk had passed on to Mr Mills.
- (i) **Tree Warden**  
Nothing to report.
- (j) **General Village Environment –**  
Nothing to report.

#### **448 The Warren**

Cllr Bubb advised that he had written a piece for the Village Voice re the log seat and get the photograph to Cllr Frost. Cllr Bubb advised that the Parishioner that gives regular updates had advised that the paths were being widened as the path got muddier. Cllr Bubb advised that there is nothing to stop this.

#### **449 Christmas Lights.**

Cllr Shepherd advised that she had not had time to undertake the work she wished to achieve on the Christmas Lights. The Clerk had obtained two quotes to have the lights removed from the trees. Cllr Shepherd advised the one had quoted without finding out what was involved. The Clerk advised that one had now been able to have a look at the situation and has confirmed that the quote still remains the same. Cllr B Anderson advised that it would be easier to undertake the work before the leaves appear on the trees and nesting bird season. Cllr R Anderson asked when they were achieved and how energy efficient are they. Cllr B Anderson also advised that were all LED lights, which are robust and usually only go with heat usually it is other causes eg frayed wires etc that causes the lights to fail. Cllr Bubb advised that they were of varying ages and the end nearest the traffic lights were non-commercial but newer.

#### **450 Slow Ways**

Cllr R Anderson advised that he had looked on their website and it was all about linking villages and commercial establishments etc. They were looking for people to walk the various routes and provide information regarding an easy walk or if there were any areas not covered e.g., a track that was previously accessible which is no longer the case etc. Cllr R Anderson advised that he did not know why a Parish Council needed to be involved as it was a Parishioner task. Cllr Shepherd advised that she has also looked and came to the same conclusion and felt that as there was only until 2026 to get footpaths registered it was leaving it too late as it is not a quick process. Cllr R Anderson agreed to write an article for the next edition of the Village Voice and see if any parishioners took up the role. Cllr Shepherd advised that the deadline for the Village Voice was currently the 8 March. **It was resolved for Cllr R Anderson to write the piece.**

#### 451 Recreation area

- a) Review of Cleaning/Opening Status

**It was resolved for the current schedule to be maintained.**

#### 452 War Memorial & War Memorial Gardens

Cllr Bubb reported that the gardens were now looking kept and the contractor was enjoying the undertaking. Cllr Shepherd advised that he was concerned that the round-up to kill the weeds had not taken due to the weather.

#### 453 Skatepark

Cllr Shepherd advised that there was currently £78,000 of the £96,000 needed. There were two grants outstanding one for £10,000 and Tesco's minimum £1,000. Cllr Shepherd advised that they had asked Canvas for a start date as any shortfall could be made up with project reserves. They had come back regarding putting information on their website re design etc. Cllr Shepherd advised that as the design has been costed is the design that needs to be built as there will be no more funds available. The Skatepark Working Group are having a meeting on Friday to discuss.

#### 454. Climate Change

Cllr B Anderson advised that the group would meet prior to the next Environment Meeting on the 9 March 2021 at 6.00pm. Cllr Bubb advised that the Borough Council now have a Climate Change Group which he Chairs. Cllr Bubb advised that they were looking into the Borough Council activities within the Borough area and also the need to address current issues e.g., flooding etc. The Clerk asked if anything was being achieved with the planning aspect. Cllr Bubb advised that there were Climate Change aspects of the new Local Plan which the Group agreed to extract from the Local Plan and have as a stand-alone document for themselves to work with. The Clerk asked the Cut a Tonne for 21 be placed on the next agenda.

#### 455 Correspondence –

a) Email regarding Motor Bikes in the Woods – Cllr B Anderson. Cllr B Anderson advised that he had now been able to ascertain the area in question and is mainly footpath 16 which runs from Woodside Close through Life Wood and onwards to Ingoldisthorpe Common. After discussion it was decided that there was little that the Council had the powers to undertake. **It was resolved for the Clerk to email copying Ingoldisthorpe Clerk, NCC Highways and the Police so they were aware.**

b) Telephone Call regarding the Willow Tree in Earl Close. The Committee advised that the work they had requested to let light come through the underneath of the canopy had been achieved. **It was resolved for the Clerk to advise the caller.**

c) Urgent work on Dangerous Willow Tree by the Co-Op. Cllr Shepherd advised that the committee agreed for the tree to be removed and she had advised regarding grinding the stump which the Clerk had put on the order. This had not been achieved and the company who undertook the work are advising that it was not within the quote. **It was resolved for the Clerk to telephone the contractor and obtain a price for the grind and email round the Committee for agreement.**

d) Borough Council CIL Grant Fund. Cllr Shepherd advised that at the Finance Committee meeting last night it was agreed that this committee might like to look at putting in a bid for replacing concrete streetlights, new dog bins etc. Cllr Shepherd had got Cllr M Shepherd to run off a map of all the Concrete Columns in the village. Cllr Frost advised that this needs time to see what could be bid for etc and advised that this item should not be discussed further but put on the next agenda. The Clerk if any research needed to be achieved by her for the next meeting. Cllr Frost advised no. Cllr B Anderson agreed to survey concrete columns when

weather permitted. **It was resolved for Cllr B Anderson to check concrete columns and advise.**

**456 Items for inclusion at next Meeting**

Cllr Watkins asked that Wildlife Signs, Use of Chemical Sprays could be put on. Cllr Stokes asked that Cycle path be added. The Clerk advised re native trees for the Warren and Cut a Tonne for 21. **It was resolved for the same agenda plus CIL Funding, Wildlife Signs, Use of Chemical Sprays, Cycle Path, Native Trees under Warren and Cut a Tonne for 21 under Climate Change.**

**457 Items for the Website.**

Nothing currently

**458 Date, time, and venue of next meeting**

9 March 2021 at 7.00pm Virtually Via Zoom.

**EXCLUSION OF THE PRESS AND PUBLIC**

**It was resolved to adopt 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.**

**459 Quotes for Repair Work for the Village Sign.**

The Clerk had sent round two quotes. **It was resolved for the Clerk to place and order with H & R Builders for £185.00.**

**460. Cleaning Contract.**

Cllr Frost advised that he had not received the up-to-date copy of the contract from Cllr Shepherd who then advised that the detail was the same it was to a different contractor that is all. The Clerk sent an email during the meeting to Cllr Frost with the current contract. Cllr Frost advised that he could not open his email whilst at the meeting and advised that the item goes on the next agenda. Cllr Shepherd advised that a decision was needed regarding adding extra cleaning like dog bins etc before going out to contract which was needed urgently. **It was resolved to hold an urgent extra-ordinary meeting on Tuesday 23 February at 7.00pm excluding Press and Public to discuss just this agenda item.**

With no further business the meeting was closed at 20:38pm.

## **ACTION LIST**

### **Cllr Shepherd**

- To purchase roses and plant
- Investigate Christmas Light Options

### **Cllr Frost**

- To check re purchase of more logs for The Warren.

### **Cllr Bubb**

- To get photo re logs for The Warren to Cllr Frost.

### **Cllr Stokes**

- To chase re Community Allotment

### **Cllr B Anderson**

- Report Day Burners to the Clerk.
- Survey Concrete Lamp Columns
- Arrange Climate Change Meeting

### **Cllr R Anderson**

- Write a piece on Slow Ways for Village Voice.

### **Clerk**

- Get Mr English to clean bench at Earls Close
- Place Order to repair Village Sign Base
- Re-New R & B Dog Stickers and invoice
- Email re Motor Bikes in Life Wood
- Email re Willow Tree Canopy
- Speak with Contractor re Willow Tree and obtain grind price.
- Place all items on the next agenda
- Set up Extra Ordinary Meeting for the 23 February
- Report Day Burner.

# Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20.

		2020/21	Actual Net	Balance	2021/22
<b>Environment</b>					
<b>Income</b>					
400	Dog Bin Sponsorship	£600.00	£625.00	£25.00	£600.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00	£0.00
410	Misc	£0.00	£0.00	£0.00	£0.00
415	Precept	£19,410.00	£19,410.00	£0.00	£22,435.00
420	Bus Stop Donation	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		£20,010.00	£20,035.00	£25.00	£23,035.00
<b>Expenditure</b>					
4000	Cleaning Contract	£2,000.00	£1,947.99	£52.01	£3,000.00
4005	Dog Bins	£100.00	£30.00	£70.00	£300.00
4010	Dog Bin Advertising	£60.00	£0.00	£60.00	£60.00
4015	Dog Bin Emptying	£3,000.00	£0.00	£3,000.00	£3,000.00
4020	Grasscutting/Verge Maintenance	£3,300.00	£2,791.00	£509.00	£3,300.00
4025	Floral Enhancements	£0.00	£0.00	£0.00	£0.00
4030	Taskforce	£0.00	£0.00	£0.00	£0.00
4035	Street Lighting Energy	£3,000.00	£1,896.78	£1,103.22	£3,000.00
4040	Streetlight Maintenance	£1,250.00	£1,051.30	£198.70	£1,250.00
4045	Streetlight Repair/Survey/New	£2,000.00	£2,389.96	-£389.96	£2,000.00
4050	Seats/Benches	£100.00	£20.00	£80.00	£100.00
4055	Village Sign	£0.00	£0.00	£0.00	£0.00
4060	Bus Shelters	£250.00	£15.00	£235.00	£250.00
4065	Footpaths/PROW	£100.00	£0.00	£100.00	£100.00
4070	Trees	£2,000.00	£620.00	£1,380.00	£2,000.00
4075	Litterbins	£0.00	£0.00	£0.00	£0.00
4080	General Maintenance	£1,500.00	£45.80	£1,454.20	£1,500.00
4085	Parish Partnership Scheme	£0.00	£0.00	£0.00	£1,825.00
4090	War Memorial Gardens Planting	£100.00	£390.00	-£290.00	£100.00
4095	War Memorial Maintenance	£1,250.00	£221.24	£1,028.76	£1,250.00
4100	War Memorial	£0.00	£0.00	£0.00	£0.00
4105	Bus Stop	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		£20,010.00	£11,419.07	£8,590.93	£23,035.00
<b>Recreation</b>					
<b>Income</b>					
500	Grants	£0.00	£0.00	£0.00	£0.00
515	Income from Events	£0.00	£0.00	£0.00	£0.00
520	Fundraising	£0.00	£0.00	£0.00	£0.00
525	Recreation Events	£0.00	£0.00	£0.00	£0.00
540	Precept	£5,100.00	£5,100.00	£0.00	£5,100.00
<b>Total Income</b>		£5,100.00	£5,100.00	£0.00	£5,100.00
<b>Expenditure</b>					
5000	Recreation Water	£50.00	£50.51	-£0.51	£50.00
5005	Recreation Ground Electricity	£100.00	£54.00	£46.00	£100.00
5010	Playground Equipment - New	£0.00	£0.00	£0.00	£0.00
5015	Playground Equipment - Maintenance	£2,500.00	£2,187.19	£312.81	£2,500.00
5020	Playground Inspection	£200.00	£114.00	£86.00	£200.00

# Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Actual Net	Balance	2021/22
5025	Recreation Ground Maintenance	£1,000.00	£15.00	£985.00	£1,000.00
5030	Recreation Ground Grasscutting	£1,000.00	£773.50	£226.50	£1,000.00
5045	Recreation Events	£0.00	£0.00	£0.00	£0.00
5050	Children's Activities	£0.00	£0.00	£0.00	£0.00
5055	Christmas Activities	£250.00	£137.37	£112.63	£250.00
5060	Funday	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		<b>£5,100.00</b>	<b>£3,331.57</b>	<b>£1,768.43</b>	<b>£5,100.00</b>
<b>The Warren</b>					
<b>Expenditure</b>					
8000	Warren Expenditure	£4,375.00	£1,218.00	£3,157.00	£0.00
<b>Total Expenditure</b>		<b>£4,375.00</b>	<b>£1,218.00</b>	<b>£3,157.00</b>	<b>£0.00</b>
<b>Skatepark</b>					
<b>Income</b>					
900	Skatepark Donations	£0.00	£10,000.00	£10,000.00	£0.00
910	Precept	£0.00	£0.00	£0.00	£3,552.00
<b>Total Income</b>		<b>£0.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£3,552.00</b>
<b>Expenditure</b>					
9000	Skatepark Project	£0.00	£7,244.67	-£7,244.67	£0.00
<b>Total Expenditure</b>		<b>£0.00</b>	<b>£7,244.67</b>	<b>-£7,244.67</b>	<b>£0.00</b>
<b>COVID</b>					
<b>Income</b>					
1050	Covid Grant	£0.00	£10,000.00	£10,000.00	£0.00
<b>Total Income</b>		<b>£0.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£0.00</b>
<b>Expenditure</b>					
10100	Covid Grant Monies	£10,000.00	£1,039.92	£8,960.08	£0.00