

Minutes of the Meeting of Dersingham Parish Council held virtually on 25<sup>th</sup> January 2021 at 6.30pm

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

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Communications Officer) and 3 members of the public.

**13668 To Receive and Consider Apologies for Absence.  
None Received.**

**13669 Co-option of Councillors.**

The Chairman reported she had, along with Councillor Anderson, held virtual meetings with the two prospective Councillors who were present at this meeting. She gave a brief resume for each candidate; Councillors were asked if they had any questions regarding their co-option. Councillor Anderson proposed the two candidates be co-opted onto the Parish Council. **It was resolved to approve the proposal.** Councillor Houston questioned why the co-option of two previous Councillors was a lengthy process however the new co-option had appeared to have been rushed through and felt more information should be available for Councillors to consider before voting took place. Councillor C Shepherd advised the process and procedures for both co-options had been the same and both candidates present had expressed an interest a while ago. She asked Councillor Houston if he had any specific objections. Councillor Anderson reminded Councillors a vote had been taken and a resolution made to co-opt the candidates. After discussion, the Clerk advised the Council a resolution had been made and the decision could not be changed. Councillor C Shepherd asked the Clerk to make the necessary arrangements for Councillors to sign relevant paperwork. The Clerk advised she would once she had received confirmation from the Borough Council if a wet signature was required or if an electronic one would suffice.

**13670 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.**

**13671 To receive a verbal report from Norfolk County Councillor.**  
Councillor Dark was not present.

**13672**

**To receive a verbal report from Borough Councillors.**

Councillor Bubb reported the Borough Council is currently no longer holding meetings other than the Planning Committee and Cabinet Committee meetings. This is due to staff covering absent officers or helping on Covid related issues. However, Councillors could approach the Cabinet Committee until regular meetings are back in place. Due to the Borough Council staffing levels being depleted the Borough Council would be seeking delaying of the May election until Autumn as it is considered they could not be carried out safely with the current Covid virus restrictions in place.

County Councillor Dark had attended the Sandringham Parish Council meeting and had given an update regarding the A149 road safety improvements and Councillor Bubb advised Councillor Dark had offered some funding. Councillor C Shepherd asked if there was an update regarding the speed reduction to 50MPH along the A149. Councillor Bubb advised County had suggested the end of 2021. The Clerk advised Councillor Collingham had called to give her apologies and wished to thank the Chairman of the Parish Council for her assistance with following up the Sports Ground lease with the landowner.

**13673**

**Accounts for payment.**

Dersingham Parish Council Expenditure transactions - payments approval list

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
195	DD	£6.50	£0.00	£6.50 17/12/20	Barclays Bank - Bank Charges	£6.50
	07.1.21-195					
200	D/P	£75.00	£0.00	£75.00 31/12/20	David Doman - War memorial Garden Maintenance	£75.00
	25.01.21-200					
199	DD	£126.16	£21.03	£105.13 01/01/21	K & M Lighting Services - Streetlight Maintenance	£126.16
	20.01.21-199					
196	DD	£41.40	£6.90	£34.50 02/01/21	System:3 Business Solutions -365 For office machines	£41.40
	02.01.21-196					
204	D/P	£11.97	£0.00	£11.97 02/01/21	WAVE - Recreation Ground water	£11.97
	25.01.21-204					
194	DD	£231.62	£38.60	£193.02 07/01/21	Grenke Leasing Ltd - Photocopying Lease	£231.62
	07.01.21-194					
198	DD	£195.00	£0.00	£195.00 07/01/21	C & E Handyman Services - cleaning contract	£195.00
	07.01.21-198					
209	D/P	£61.92	£10.32	£51.60 07/01/21	Corona Corporate Solution Ltd – photocopier usage	£61.92
	25.01.21-209					
202	DD	£13.40	£2.23	£11.17 09/01/21	Utility Warehouse - Mobile Phone	£13.40
	28.01.21-202					
203	D/P	£110.00	£0.00	£110.00 10/01/21	C & E Handyman Services - Cleaning Rec Ground	£110.00
	25.01.21-					

206	203 DD	£853.52	£0.00	£853.52	12/01/21	Geraldine Scanlon - Salary	January £853.52
	28.01.21- 206						
207	DD	£1,425.72	£0.00	£1,425.72	12/01/21	Sarah Bristow January Salary	£1,425.72
	28.01.21- 207						
208	D/P	£772.10	£0.00	£772.10	12/01/21	Norfolk Pension Fund -	£772.10
	25.01.21- 208						
1		£153.29	£0.00	£153.29		Staff	Employees' Pension
4		£618.81	£0.00	£618.81		Staff	Employer Pension
201	DD	£49.14	£8.19	£40.95	15/01/21	British Telecommunications - Phone Bill/Broadband	£49.14
	29.01.21- 201						
205	DD 30-	£301.56	£55.26	£246.30	15/01/21	OPUSEnergy - Energy	Streetlight £301.56
	01.21-205						
1		£331.56	£55.26	£276.30		ENV	Monthly Bill
2		-£30.00	£0.00	-£30.00		ENV	Credit note
<b>Dersingham Parish Council Expenditure transactions - payments approval list</b>							
<b>Start of year 01/04/20</b>							
<b>Tn no</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net Invoice date</b>	<b>Details</b>	<b>Cheque</b>	
197	DD 20.01.21- 197	£83.33	£0.00	£83.33 20/01/21	Jo Halpin Jones - Village Voice Honorium	£83.33	
210	D/P 25.01.21- 210	£30.00	£5.00	£25.00 25/01/21	SLCC - Practitioners Conference	£30.00	
211	D/P 25.01.21- 211	£160.11	£0.00	£160.11 01/02/21	SLCC - Membership	£160.11	
<b>Total</b>		<b>£4,548.45</b>	<b>£147.53</b>	<b>£4,400.92</b>			

The Chairman advised that the Clerk had circulated an amended payment list that afternoon and there were two additional payments: one for the Clerk to attend a virtual conference and the other for the Clerks membership of her professional organisation. The Clerk had previously requested approval to attend a conference in February, Councillor C Shepherd advised it had been agreed at the Staffing Committee meeting to allow the Clerk to attend. Dersingham Parish Council would pay a third of the cost therefore £30.00 had added to the payments.

Councillor M Shepherd asked if payment, 193 Direct Debit payable to E-On Energy for the Recreation Ground, was to remain as a Direct Debit. The Clerk advised she contacted E-On and as of January there will be no standing charge for the supply to the recreation ground therefore the Direct Debit will be removed once the January payment had been made.

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

**13674**

**Accounts up to 31 December 2020.**

Councillor C Shepherd advised the Quarterly Internal Audit Controllers Report had been circulated to all Councillors and asked if there were any queries or comments. There were none raised. **It was resolved to approve the accounts.**

**a) Councillors to advise on minor grants.**

Councillor C Shepherd had previously asked Councillors to consider local charities that may benefit from a minor grant from the Parish Council. Councillor Bubb stated he had been approached by Dersingham United Charities regarding a grant for signage to be placed on the Common and Fen. Councillor C Shepherd said she would prefer grants be given to more people-based projects such as Baby Basics, foodbank, or something for the homeless. Council Noble enquired as to the costing of the signage requested. The Clerk advised she had recently had signs installed within Gayton Parish and they were £500.00 for four signs. Councillor Stokes suggested East Anglian Air Ambulance for a grant and Councillor Brundle put forward the Scouts and Guides for consideration. Councillor C Shepherd asked if it was possible to ensure the grant would be given to the local Scout and Guide groups and not nationally. The Clerk advised it was. After a discussion Councillor C Shepherd suggested the proposed charities be discussed at the next Finance & Administration Committee meeting. In the meantime, it was agreed for the Clerk to place a notification on the Parish Councils Facebook page informing the local charities of the minor grant scheme available. Councillor Stokes was also asked to place a notification on the Dersingham Village Group Facebook page.

**13675**

**Precept setting 2021/22**

Councillor C Shepherd advised after the Budget setting meeting 18<sup>th</sup> January 2021 a report detailing the proposed Precept of 146,000.00 for 2021/22 had been circulated. Councillor M Shepherd advised calculations had been made based on the figures agreed by Councillors however there was one variation made to make the Precept to £146,000.00. £52.00 had been added to the Skatepark Reserve which made the figures balance out. Councillor M Shepherd suggested £17,000.00 may be transferrable from the General Reserves to Projects Reserves but would report to Full Council once the Clerk and himself had reviewed the yearend figures. Councillor Frost proposed the Precept of £146,000.00 for 2021/22 be approved. **It was resolved to approve the proposal.**

**13676**

**Minutes of the Dersingham Parish Council meeting held virtually 21<sup>st</sup> December 2020.**

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

To add Councillor Anderson to those present.

**Matters arising/action points:**

The Chairman and Clerk had discussed writing to local groups regarding a potential working group for the Queens Jubilee in June 2022. A working group meeting had been arranged for the 15<sup>th</sup> of February.

The Chairman had circulated the response received from Sandringham Estate in respect of a letter sent asking for the Community Centre be tidied. Sandringham Estate have agreed to clear the perimeter of the site.

The Clerk advised she had contacted the NCC regarding the infant school but had received no response.

**13677 Minutes of the Dersingham Parish Council Budget setting meeting 18<sup>th</sup> January 2020.**

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

To add Councillor Anderson to those present.

**Minute number 13664 – Environment Committee Code 4000**

**Cleaning Contract:** to show increase from £2640.00 to £3000.00

**1145- New/Replacement of IT Hardware-** To show Carry forward £1,000.00 from 2020/21 plus £1,500.00 increase to show total for 2021/22 £2,500.00

**13678 Minutes of the Environment Committee meeting held virtually 4<sup>th</sup> January 2021.**

Councillor C Shepherd wished to bring to Councillors attention minute number 427d relating to the cleaning and maintenance of the noticeboards was, in fact, the responsibility of the Communications Committee so she would therefore inspect the noticeboards and report to the Communications Committee. Mrs Scanlon advised she had cleaned the noticeboards.

Councillor M Shepherd asked for clarification on minute number 428 as to what the donation minuted was. Councillor Frost advised it was a log used as seating.

**13679 Minutes of the Communications meeting held virtually 6<sup>th</sup> January 2021.**

Councillor C Shepherd told Councillors an extraordinary meeting had been called by the Communications Committee for 3<sup>rd</sup> February to discuss the printing and distribution of the current edition of the Village Voice. Communications Committee had resolved to reduce the number of magazines printed for the next edition, although the financial benefit was minimal the Committee were aware businesses that would usually accept magazines were either closed or unable to take delivery of the magazine. Therefore, to reduce wastage less would be printed.

**13680 Minutes of the Planning Committee meeting held virtually 11<sup>th</sup> January 2021.**

Councillor C Shepherd advised there had been two applications discussed and Committee were happy to approve.

The neighbourhood plan had been suspended due to the Corona virus restrictions.

Councillor Bubb asked if there was an update regarding the withdrawal of the planning application for flood lights on the sports ground.

Councillor C Shepherd advised the applicant had been asked for additional information and to submit further plans but the youth football team said they would not be able to fund this. They have now sourced portable floodlights which are three metres high which would be less intrusive to those living around the sports field and use rechargeable

LED which would be environmentally friendly. The applicant had applied for and achieved a grant to help towards funding of the lights. Councillor C Shepherd wished to thank Mr S Smith for all his hard work in his efforts to meet the Borough Councils planning application requirements and sourcing an alternative option for lighting the sports ground.

**13681 Minutes of the Finance & Administration Committee held virtually 11<sup>th</sup> January 2021.**

Councillor M Shepherd advised there were no recommendations to bring to Full Council.

Minute number 646 Councillor- zoom technology equipment, Councillor M Shepherd stated neither the Clerk or himself had received and request from Councillors regarding equipment required.

**13682 Chairman's report.**

The Chairman confirmed a grant of £10,000.00 had been secured from the National Lottery Community Fund towards the Skatepark, taking the total of secured funding to £78,000.00. There is however one more application awaiting a decision, which will be known in April 2021.

Councillor C Shepherd said there may be enough funds in reserves to proceed with the project should the grant be refused. Councillor Noble asked how long the construction of the skatepark ramp would take.

Councillor C Shepherd advised Canvas had quoted 4-5 weeks.

Councillor C Shepherd asked the Clerk if she had any update from the contractors. The Clerk advised she would contact them.

The Chairman explained the Sports Ground Committee had requested a direct lease between themselves and the landowner. However, she had received confirmation that the landowner had refused the request and they wished for the lease to remain with the Parish Council and an under lease remain in place between the Parish Council and the Sports Ground Committee. Therefore, a meeting with the solicitor that had previously been agreed would need to be arranged to discuss the following:

Councillors M Shepherd, C Shepherd, Noble, Bubb and the Clerk to attend a meeting with the solicitor.

To establish the length of the lease.

Scout lease details.

Access to the sports ground.

Councillor C Shepherd asked Councillors if they were happy to proceed.

**It was resolved that the named Councillors and the Clerk attend the meeting with the Solicitor.**

**13683 Clerks report.**

The Clerk reported the signatories for the NS&I account had been submitted.

The De-fib due to be installed at the agreed location, Spar shop, had arrived and she was just awaiting notification from the electrician regarding installation. The Clerk had contacted the Ambulance Service

to register the new de-fib. Councillor C Shepherd enquired of the Clerk if the Ambulance Service had been notified that the de-fib at the Infant school was no longer accessible. The Clerk advised she was waiting clarification if the unit was being moved to another school site. Councillor C Shepherd asked if the Clerk could put a notification on Facebook once a the new de-fib had been installed at the Spar.

**13684 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:**

None received.

**Determinations:**

20/01441/F Application requesting permission to create a Winter Training Area and Install External Flood Lights to the area at the rear of the Pastures, Sports Field, between the rear of the Pavilion and the existing flood lite tennis courts. The area would have 6 x 6 m high columns with 2 x 200W LED lights on each at the sports field, Manor Road – **Withdrawn**

**13685 Correspondence.**

Email from Borough Council asking for comment regarding the proposed cycling routes for 2021.

Councillor C Shepherd asked Councillors if they had read the information provided. No Councillors commented on the document. Councillor C Shepherd proposed no comment be made as there was no new impact on Dersingham. **It was resolved to approve no comment to be made.** The Clerk advised all other correspondence received had been forwarded to the relevant Committees.

**13686 Items for inclusion on the next agenda.**

Councillor Wright asked if the Parish Council could contact Anglian Water regarding the recurring water leak on Sherborne Road which causes disruption with traffic having to be diverted. Councillor C Shepherd agreed to write to Anglian Water to request timescales for the work to be carried out and completed.

Councillor C Shepherd requested the Clerk circulate the meetings dates to both Councillor R Anderson and Councillor A Watkins. The Clerk agreed to circulate an updated list to all Councillors.

With no further business the meeting was closed at 7.15pm

**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 21<sup>st</sup> December 2020.**

**Councillor C Shepherd**

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

**Clerk**

- To contact NCC re future of old infants' school building on Saxon Way

**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.

**Clerk**

- To arrange with newly Co-opted Councillors R Anderson and Councillor A Watkins a convenient time to complete relevant paperwork.
- Place a notification on the Parish Councils Facebook page regarding local charities applying for Minor Grants from the Parish Council.
- To arrange a meeting with the Solicitor regarding the Sports Ground lease.
- To circulate to all councillors an updated list of meeting dates.

**Councillor Stokes**

- Place a notification on the Dersingham Village Group Facebook page regarding local charities applying for Minor Grants from the Parish Council.