

Minutes of the Meeting of Dersingham Parish Council held virtually on 26<sup>th</sup> April 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 B Anderson, Councillor R Anderson, Councillor A Watkins, Councillor D Hipkin, Councillor G Billard and Councillor J Stokes.

**Also, Present:** County Councillor S Dark.  
Borough Councillors T Bubb and J Collingham  
Luisa Cantera (Locum Clerk) Geraldine Scanlon (Communications Officer-Minute taker).

0 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.

**13727 To Receive and Consider Apologies for Absence.**

It was resolved to approve apologies received from Councillor J Houston and Councillor V Brundle.

**13728 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.**

**13729 Open the forum for Public Participation.**

There were no public present.

**13730 To receive a verbal report from Norfolk County Councillor.**

Councillor Dark advised Norfolk County Council is currently in purdah, therefore local government activities had been suspended.

Councillor Dark reported a meeting was to take place with Sally Bettinson to discuss concerns regarding flooding or potential flooding of the ditches along Manor Road adjacent to the football field, also existing works on Dodds Hill towards the Village Centre with regards to new pipe work for drainage. As six people are now able to meet Councillor Dark invited the Parish Council to send a representative to the site meeting.

Councillor Dark said he had been contacted by a resident concerning an unmade footpath and the streetlight being switched off at night. The police had submitted a report in favour of the light remaining on and neighbours had supported the request. Therefore, under the crime

prevention and public safety act Councillor Dark was hopeful it would be agreed for the streetlight to remain on.

A letter had been received from a resident regarding the difficulties in obtaining routine doctor's appointment due to COVID restrictions. Councillor Dark advised he would forward the correspondence to the NHS.

Councillor Dark stated his involvement with obtaining equipment with the recent local litter pick had been successful however suggested the relevant equipment, rather than being borrowed, could be purchased from the Local Members Fund.

Councillor Dark reported work was ongoing with the redesign of junctions, refuge islands and speed reduction along the A149.

Councillor Stokes asked if a central refuge had been considered at the bottom of the bypass. Councillor Dark confirmed there are no plans for that area however if the Parish Council submits a request, it can be dealt with as part of the current ongoing discussions. Councillor C Shepherd suggested this be taken forward by the Environment Committee.

Councillor Noble asked if there was an update regarding the speeding issues along Shernborne Road. Councillor Dark advised he had spoken to the Road Safety team that were recently in Hillington who advised they are regularly in this area.

Councillor Bubb asked if there had been any figures received regarding the effectiveness of the average speed cameras along the A149.

Councillor Dark advised he had not seen any figures however reports show speed along the A149 has been reduced with fewer accidents taking place.

**13731**

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

Councillor Bubb advised the Borough Council are still meeting via Zoom with several Borough staff being redeployed to work on COVID related tasks.

Councillor Collingham reported work is ongoing with the Regeneration Development Project with the Borough Council still trying to secure funding.

Councillor Collingham thanked those involved with the litter pick that took place 17<sup>th</sup> April and advised she had sent a picture of the rubbish to the Borough's PR Department. Councillor C Shepherd thanked Councillor Collingham for facilitating in the removal of the rubbish.

Councillor Stokes reported within 48 hours of the litter pick a trolley had been left in the dyke however it had since been removed by Co-op.

Councillor Collingham asked for Councillor Stokes to contact her regarding the possibility of a yard sale being held the same weekend as the Open Gardens.

**13732**

**To approve payments list.**

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/21**

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
				date		

5	SO	£126.16	£21.03	£105.13	01/04/21	K & M Lighting Services - £126.16
	28.04.21-5					Street Lighting Maintenance
8	DD	£6.50	£0.00	£6.50	01/04/21	Barclays Bank - Monthly £6.50
	07.04.21-8					charges 15-Feb-21-14-Mar-21
12	DD	£35.00	£0.00	£35.00	01/04/21	Information Commissioner £35.00
						Data Protection annual
						Registration
	01.04.21-12					
13	DD	£4,974.82	£0.00	£4,974.82	01/04/21	Public Works Loan Board -
						PWLB Repayment £4,974.82
	01.04.21-13					
1		£2,258.69	£0.00	£2,258.69		CNCL Capital Payment
2		£2,716.13	£0.00	£2,716.13		CNCL Interest Payment
4	DD	£41.40	£6.90	£34.50	02/04/21	System:3 Business Solutions -
						Microsoft 365 £41.40
	12.04.21-4					Monthly Subscription
3	DD	£231.62	£38.60	£193.02	07/04/21	Grenke Leasing Ltd - £231.62
	07.04.21-3					Photocopying Lease
10	SO	£195.00	£0.00	£195.00	07/04/21	C & E Handyman £195.00
						Serv Cleaning Cont- April 2021
7	DD	£13.40	£2.23	£11.17	10/04/21	Utility Warehouse - Mobile £13.40
	30.04.21-7					April 2021
6	DD	£270.22	£45.04	£225.18	15/04/21	OPUSEnergy - Electricity £270.22
	30.04.21-6					usage 15.03.21-14.04.21 Post
						Office Road
9	DD	£49.14	£8.19	£40.95	15/04/21	BT £49.14
	30.04.21-9					Monthly phone & broadband
						April 2021
11	SO	£83.33	£0.00	£83.33	20/04/21	Village £83.33
	20.04.21-11					Voice Honorarium
<b>Total</b>		£6,026.59	£121.99	£5,904.60		

## Dersingham Parish Council

### Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
15		£744.98	£0.00	£744.98	01/04/21	NALC - Annual Subscription	
						2021/22	
27		£2,223.00	£0.00	£2,223.00	01/04/21	Clanpress - Village Voice	
						Issue 129 printing	
18		£75.00	£0.00	£75.00	02/04/21	David Doman - War Memorial	
						maintenance March 2021	
19		£11.72	£0.00	£11.72	02/04/21	WAVE - Water charges 02-	
						Jan-21-01-Apr-21 Rec Ground	
17		£600.00	£0.00	£600.00	06/04/21	Sandringham Estate - Lease	
						Rent 06/04/21-10/10/21	
28		£75.00	£0.00	£75.00	07/04/21	C & E Handyman Services -	
						Standing Order underpayment	
						correction	
29		£24.66	£1.17	£23.49	07/04/21	E-On Energy - Electricity	
						usage at Rec Ground	
16		£100.00	£0.00	£100.00	08/04/21	C & E Handyman Services -	
						Playground Cleaning March	
						2021	
26		£36.91	£6.15	£30.76	08/04/21	Corona Corporate Solution Ltd	
						- Photocopier usage	
						07/01/21-08/04/21	
20		£100.00	£0.00	£100.00	12/04/21	Norfolk Parish Training &	
						Support - Induction for Clerks	
						& Councillors	
23		£854.12	£0.00	£854.12	15/04/21	April salary	
24		£1,427.52	£0.00	£1,427.52	15/04/21	April Salary	
25		£772.10	£0.00	£772.10	15/04/21	Norfolk Pension Fund - April	
						Pensions	
1	£153.29	£0.00	£153.29	Staff		Staff Employees' Pension	
2	£618.81	£0.00	£618.81	Staff		Staff Employer Pension	
14		£240.00	£40.00	£200.00	19/04/21	Ward Hill Walker - HR	
						Consultancy Service Annual	
						Retainer	
21		£1,273.89	£0.00	£1,273.89	19/04/21	Norfolk Parish Training &	
						Support - Locum clerk duties	

1	£1,259.50	£0.00	£1,259.50		16-Mar-21 to 16-Apr-21
2	£14.39	£0.00	£14.39		Staff Locum clerk duties CNCL Zoom subscription
30	£500.00	£0.00	£500.00	19/04/21	Dersingham United Charities - Grant
22	£500.00	£0.00	£500.00	20/04/21	Norfolk Parish Training & Support - Annual Subscription 2021/22
<b>Total</b>	£9,558.90				£47.32 £9,511.58

Councillor C Shepherd reported Staffing Committee had agreed a payment of £200.00 to Ward Hill Walker – HR Consultancy Service to assist in dealing with the current sickness absence of the Clerk and to advise in return-to-work procedures.

Councillor M Shepherd raised an additional payment for authorisation. A repayment of £13.60 was required for an overpayment on an advert placed in the Village Voice. Councillors agreed for the payment to be made once Mrs Scanlon had obtained the relevant bank details.

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

**13733 Minutes of the Dersingham Parish Council meeting held virtually 22<sup>nd</sup> March 2021.**

**a) To approve the minutes.**

Councillor C Shepherd advised the Locum Clerk had circulated a revised version of the Minutes.

Councillor M Shepherd asked Councillors for clarification regarding minute number 13722 to ensure it reflected the decision made regarding the agreement in principle of the window replacement requested by the DVCA and that the details would be discussed at a liaison group meeting.

Councillor B Anderson said he was happy the details stated in minute 13722 suitably covered the outcome and therefore felt no amendment was needed.

**It was resolved to approve the Chairman sign the minutes as a true and accurate record.**

**b) Action points.**

Action points were not discussed.

**13734 To receive an update from the Chairman of the Planning Committee – meeting held on 6<sup>th</sup> April.**

Councillor C Shepherd reported she had chaired the meeting in which four applications were discussed. Three were noted as no objection and the fourth was recorded as an objection with suggestions of improvements to the planning application submitted.

**13735 To receive an update from the Chairman of the Environment Committee – meeting held on 12<sup>th</sup> April 2021.**

Councillor Frost advised there had been a site meeting held on the Warren to determine where the new log seating would be placed. He stated he is to meet the supplier to advise the location.

Planting of trees on the Warren had also been discussed.

Councillor Watkins advised she had received a response from County Councillor Dark regarding the hedgehog signage stating there was minimal cost involved so he could foresee no problems with the signage being granted, however he would update Councillor Watkins as soon as possible.

**13736 To receive an update from the Chairman of the Staffing Committee – meeting held on 13<sup>th</sup> April 2021.**

Councillor C Shepherd advised the Staffing Committee had met and agreed to pay Mrs Scanlon overtime for the additional hours worked due to the Clerk's absence.

Staffing Committee approved to seek HR advice from Ward Hill Walker – HR Consultancy Services to ensure correct procedures are carried out with matters relating to staffing.

Councillor C Shepherd proposed the savings in the current year staffing budget be carried forward into the next financial year to assist in payment of the Locum Clerk.

Staffing Committee had met prior to the Full Council Meeting and it had been approved for the Parish Council to approach Mrs Gascoigne, who is based in Lincolnshire and has knowledge of Edge to assist with the RFO role. This would reduce the need for invoicing, accounts etc to be processed by Edge.

**13737 Finance Committee.**

**a) To receive an update from the Chairman of the Finance & Administration Committee – meeting held 19<sup>th</sup> April 2021.**

Councillor M Shepherd said he had circulated the Quarterly Internal Audit Controllers report along with supporting documents however this has not been entered as an agenda item for this meeting. Therefore, he asked the Locum Clerk if this could be discussed or should be deferred to the Annual Parish Council meeting 4<sup>th</sup> May. It was resolved for the item to be on the next Parish Council agenda

**b) To vote on any recommendations from the Finance & Administration Committee meeting.**

Councillor M Shepherd explained there had previously been two budget lines approved by Full Council as carry forwards to the 2021/22 financial year. There were two further carry forwards that needed ratification by Full Council therefore Councillor M Shepherd proposed the following:

Staffing Carry forward of saving requested by Staffing Committee of £7,600.00

Council Carry forward of unspent legal costs of £500.00

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

Councillor M Shepherd advised after the carry forwards have been achieved it should be possible to transfer about £15,000.00 from the General Fund to the Project reserve

**13738 To receive the Chairman's report.**

The Chairman reported construction on the skatepark is due to start at the end of May although no date has been confirmed by the

contractors. The grant application to East Coast Community Funding had been unsuccessful.

Councillor C Shepherd stated with the end of meetings being held virtually imminent the Parish Council had to start to prepare for face-to-face meetings to recommence. Whilst it would be acceptable for committees to meet in person and adhere to social distancing at the Village Centre in the Garden Room a Full Council meeting would need to take place in the main hall. Currently Full Council meets on a Monday evening however there is a regular booking in the hall.

Councillor C Shepherd proposed Councillors meet on a Tuesday evening as an alternative. **It was resolved to approve the proposal.** Councillor C Shepherd advised Committees could convert to Working Groups to enable meetings to continue to take place virtually. Currently the Locum Clerk would have a lengthy journey to attend Committee meetings in person therefore this would incur more costs. If

Committee's meet as Working Groups they will no longer be able to approve proposals made, these would have to go before Full Council for approval. Councillor B Anderson suggested meetings continue virtually with Committees remaining in place. Councillor M Shepherd requested clarification from The Locum Clerk, who advised she could not foresee any complications with Committees meeting virtually. **After discussion it was resolved to continue Committee meetings virtually.**

The Chairman reported the Finance & Administration Committee had discussed the volume of paper and staff time and resources used in assembling the "meeting packs" which included minutes, reports etc. It was agreed by the Finance Committee for the Clerk to issue the agenda with supporting documents via email to each Councillor prior to meetings. If individual Councillors require specific documents to be printed prior to the meeting they are to request these from the office staff. Once face to face meetings are resumed the Parish Councils projector could be used to display reports, minutes, and planning applications to assist in discussion. Councillor C Shepherd said the option of iPads being supplied was still available and asked any Councillors interested to contact Councillor M Shepherd.

13739

### **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/](https://online.west-norfolk.gov.uk/online-applications/)**

**The Council to vote and make comment on the planning application for consideration:**

**21/00638/F** – 15 Crest Road, Dersingham: Garage conversion to kitchen and dining room and insertion of side window (obscure glass) and replace existing flat roof with pitched roof. – No Objections

**21/00519/F** – 3 Sugar Lane, Dersingham: Single storey rear extension. - No Objections

- 13740 Correspondence.**  
None Received.
- 13741 Open Forum for Public Participation.**
- 13742 Items for inclusion on the next agenda.**  
Quarterly Internal Audit Controllers report.  
Next Environment agenda – Trod on Lynn Road  
Central refuge bottom of the bypass.
- 13743 Correspondence.**  
None received.
- 13724 Date of next meeting.**  
24<sup>th</sup> May 2021 at 6.30pm at the Dersingham Village Centre.

**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**

- 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 22<sup>nd</sup> February 2021.

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

#### **Action Points Dersingham Parish Council Meeting 26<sup>th</sup> April 2021.**

##### **Locum Clerk.**

- Add the Quarterly Internal Audit Controller report (January- March 2021) on next Full Council agenda.
- Add Trod on Lynn Road to next Environment meeting agenda.

##### **RFO**

- Carry forward saving request by staffing of £7,600.00
- Carry forward Council unspent legal costs of £500.00
- Add repayment of £13.60 re Village Voice advert to payment list once Mrs Scanlon obtains relevant bank details.

With no further business the meeting closed at 8.00pm