

Minutes of the Meeting of Dersingham Parish Council held on 26<sup>th</sup> May 2021 at 6.30pm in the Dersingham Village Centre.

**Present:** Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor R Frost, Councillor R Anderson, Councillor A Watkins, Councillor D Hipkin, Councillor G Billard (Arrived 6.45pm) and Councillor J Stokes.

**Also, Present:** Borough Councillor T Bubb.  
Sarah Bristow (Clerk) Geraldine Scanlon (Communications Officer-Minute taker).  
0 members of the public.

**13745 To Receive and Consider Apologies for Absence.**

It was resolved to approve apologies received from Councillor V Brundle, Councillor B Anderson, Councillor M Noble and Councillor D Wright.

**13746 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.**

Councillor C Shepherd declared an interest in agenda item 14, DVCA seeking approval regarding the request for installation of outside lighting at the village centre.

**13747 Open the forum for Public Participation.**

There were no public present.

**13748 To receive a verbal report from Norfolk County Councillor.**

Councillor S Dark was not present.

**13749 To receive a verbal report from Borough Councillors.**

Councillor J Collingham was not present.

Councillor Bubb said the Borough Council AGM had taken place and reported the Mayor of King's Lynn is Councillor Harry Humphrey and the Deputy Mayor is Councillor Lesley Bambridge.

A draft of the Climate Change Strategy and action plan is due to be submitted for the next Borough Environment meeting. Councillor Bubb will circulate the documents to Parish Councillors once it has been discussed by the Borough Council.

Councillor C Shepherd asked if the Planning Committee had reinstated face-to-face meetings. Councillor T Bubb confirmed the Committee had met.

**13750 To approve payments list.**

The Chairman suggested bringing agenda item 10, Notes of the Finance Working Group forward to enable Full Council to vote on recommendations to be made.

Councillor M Shepherd advised there is currently a large number of Aged Debtors outstanding mainly Village Voice advertisers. The VAT return had not been completed and the Clerk advised she had been unable to do so as the Locum Clerk had the necessary passwords.

Councillor M Shepherd advised Councillors there were three recommendations from the latest Finance working group meeting that required Full Council approval.

Recommendation 1: Approval for DPC to pay contribution to the village centre relating to the Maintenance and Running costs as per DVCA calculations.

Recommendation 2: Grants payable by DPC to the following: Sports Ground Committee, Parochial Church Council and Heacham District Car Scheme be made as single annual payment annually in April rather than payments being made by instalments throughout the year.

Recommendation 3: For payment to be agreed for a further year's subscription to Zoom.

Councillors discussed all three recommendations. **It was resolved to approve all three recommendations.**

a) To approve payments.

Councillor C Shepherd advised that the Clerk had circulated a revised payments list with additional payments included.

The Clerk asked if a letter had been written to Barclays requesting the increase to Mr English's standing order as she had been advised by the bank written confirmation was needed. Councillor C Shepherd advised the payment had been increased for the previous month with no problems.

The Clerk queried April payment to Eon for electricity on the Recreation ground as this is usually cancelled due to no electricity being used.

Councillor C Shepherd advised that the Environment Committee had discussed the payment and under the circumstances had authorised it. The Clerk asked who would release May's payments once she had set them up. After discussion it was agreed for Councillor Noble to complete the transaction. Including the additional payments approved from the Finance Working Group, minute number 13750.

# Dersingham Parish Council

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

| Tn no | Cheque                 | Gross     | Vat     | Net       | Invoice date | Details  | Cheque Total |
|-------|------------------------|-----------|---------|-----------|--------------|--|--------------|
| 33    | B/T<br>26.05.21-<br>33 | £222.00   | £37.00  | £185.00   | 01/05/21     | H & R Builders Ltd - To undertake replacing loose tiles and repointing of brickwork on the Village Sign at Heath Road green. | £222.00      |
| 35    | DD<br>25.05.21-<br>35  | £126.16   | £21.03  | £105.13   | 01/05/21     | K & M Lighting Services - Street Lighting Maintenance May 2021   | £126.16      |
| 43    | DD<br>03.05.21-<br>43  | £6.50     | £0.00   | £6.50     | 01/05/21     | Barclays Bank - Monthly charges  | £6.50        |
| 34    | DD<br>02.05.21-<br>34  | £41.40    | £6.90   | £34.50    | 02/05/21     | System:3 Business Solutions - Microsoft 365 monthly subscription   | £41.40       |
| 36    | DD<br>13.05.21-<br>36  | £13.40    | £2.23   | £11.17    | 08/05/21     | Utility Warehouse - Mobile May 2021  | £13.40       |
| 37    | B/T<br>26.05.21-<br>37 | £1,211.40 | £201.90 | £1,009.50 | 14/05/21     | P J & B Jones Ltd - Grass cutting  | £1,211.40    |
| 1     |                        | £48.00    | £8.00   | £40.00    |              | WARR To cut grass at the War 29.03.21  |              |
| 2     |                        | £18.00    | £3.00   | £15.00    |              | WARR To cut grass at the War 29.03.21  |              |
| 3     |                        | £129.60   | £21.60  | £108.00   |              | ENV To cut grass at Philip N Road 29.3.21, 12.04.21 30.04.21   |              |
| 4     |                        | £124.80   | £20.80  | £104.00   |              | WARR To cut grass Pakenham 29.03.21 and 30.04.21   |              |
| 5     |                        | £172.80   | £28.80  | £144.00   |              | ENV To cut grass Broadland 29.03.21, 12.04.21 and  |              |
| 6     |                        | £216.00   | £36.00  | £180.00   |              | ENV To cut grass Crisp Close 29.03.21, 12.04.21 and  |              |
| 7     |                        | £54.00    | £9.00   | £45.00    |              | ENV To cut grass Earls Close 29.03.21, 12.04.21 and  |              |
| 8     |                        | £90.00    | £15.00  | £75.00    |              | ENV To cut grass Village Ce 29.03.21, 12.04.21 and   |              |
| 9     |                        | £214.20   | £35.70  | £178.50   |              | REC To cut playing field 29.0 12.04.21 and 30.04.21  |              |
| 10    |                        | £144.00   | £24.00  | £120.00   |              | ENV To strim ditch by Church 29.04.21  |              |
| 38    | B/T<br>26.05.21-<br>38 | £90.00    | £0.00   | £90.00    | 14/05/21     | C & E Handyman Services - Spraying the Play Equipment 9 visits at £10.00 per visit   | £90.00       |
| 39    | B/T<br>26.05.21-<br>39 | £60.00    | £0.00   | £60.00    | 14/05/21     | David Doman - Work carried out in April 2021 to the War Memorial Qty.4 visits at £15 per visit                               | £60.00       |

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# Dersingham Parish Council

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| Tn no | Cheque                     | Gross     | Vat    | Net       | Invoice date | Details   | Cheque Total |
|-------|----------------------------|-----------|--------|-----------|--------------|---|--------------|
| 40    | DD<br>195.00-<br>B/T 75.00 | £270.00   | £0.00  | £270.00   | 14/05/21     | C & E Handyman Services -<br>Cleaning Contract  | £270.00      |
| 41    | DD<br>25.05.21-<br>41      | £83.33    | £0.00  | £83.33    | 14/05/21     | Jo Halpin Jones - Village<br>Voice Editor Honorarium  | £83.33       |
| 44    | D/P<br>28.05.21-<br>44     | £929.34   | £0.00  | £929.34   | 14/05/21     | Geraldine Scanlon - May<br>Salary   | £929.34      |
| 45    | D/P<br>28.05.21-<br>45     | £1,427.52 | £0.00  | £1,427.52 | 14/05/21     | Sarah Bristow - May Salary  | £1,427.52    |
| 42    | DD<br>25.05.21-<br>42      | £49.14    | £8.19  | £40.95    | 15/05/21     | British Telecommunications -<br>Monthly phone & broadband<br>May 2021                                   | £49.14       |
| 46    | D/T<br>26.05.21-<br>46     | £798.10   | £0.00  | £798.10   | 15/05/21     | Norfolk Pension Fund - May<br>Pensions  | £798.10      |
| 1     |                            | £158.31   | £0.00  | £158.31   |              | Staff Staff Employees Pensio  |              |
| 2     |                            | £639.79   | £0.00  | £639.79   |              | Staff Staff Employer Pension  |              |
| 47    | DD<br>30.05.21-<br>47      | £235.87   | £39.31 | £196.56   | 15/05/21     | OPUSEnergy - Electricity<br>usage 15.04.21-14.05.21<br>Post Office Road                                 | £235.87      |
| 48    | B/T<br>26.05.21-<br>48     | £6,000.00 | £0.00  | £6,000.00 | 18/05/21     | Dersingham Sports Ground<br>Management Committee -<br>Annual Grant                                      | £6,000.00    |
| 49    | B/T<br>26.05.21-<br>49     | £3,750.00 | £0.00  | £3,750.00 | 18/05/21     | Dersingham Parochial Church<br>Council - Annual Grant   | £3,750.00    |
| 50    | B/T<br>26.05.21-<br>50     | £500.00   | £0.00  | £500.00   | 18/05/21     | Heacham & District CCS -<br>Annual Grant  | £500.00      |
| 51    | B/T<br>26.05.21-<br>51     | £502.87   | £0.00  | £502.87   | 18/05/21     | Dersingham Village Centre<br>Association - Contribution to<br>running costs October 2020-<br>March 2021 | £502.87      |
| 52    | B/T<br>26.05.21-<br>52     | £74.00    | £0.00  | £74.00    | 18/05/21     | Norfolk Parish Training &<br>Support - Training   | £74.00       |
| 1     |                            | £30.00    | £0.00  | £30.00    |              | CNCL Induction for Clerks and<br>Councillors  |              |
| 2     |                            | £44.00    | £0.00  | £44.00    |              | CNCL Understanding the Plan<br>System   |              |
| 55    | B/T<br>26.05.21-<br>55     | £2,090.00 | £0.00  | £2,090.00 | 20/05/21     | Clanpress - Village Voice<br>Issue 130 printing   | £2,090.00    |
| 56    | B/T<br>26.05.21-<br>56     | £64.80    | £10.80 | £54.00    | 21/05/21     | System:3 Business<br>Solutions - Webroot Anti-<br>Virus Subscription                                    | £64.80       |

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# Dersingham Parish Council

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|--------------|------------------------|-------------------|----------------|-------------------|--------------|---|--------------|
| 54           | B/T<br>26.05.21-<br>54 | £1,560.00         | £260.00        | £1,300.00         | 22/05/21     | Ward Hill Walker - HR Advice  | £1,560.00    |
| 53           | B/T<br>26.05.21-<br>53 | £275.00           | £0.00          | £275.00           | 25/05/21     | Denise Gascoyne - RFO work  | £275.00      |
| 57           | b/t<br>25.05.26-<br>57 | £1,639.00         | £0.00          | £1,639.00         | 25/05/21     | Norfolk Parish Training &<br>Support - Locum clerk duties<br>16-Mar-21 to 16-Apr-21 | £1,639.00    |
| <b>Total</b> |                        | <u>£22,019.83</u> | <u>£587.36</u> | <u>£21,432.47</u> |              |   |              |

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

b) Accounts to 30<sup>th</sup> April 2021.

Councillor C Shepherd advised the accounts had been discussed at the Finance working group meeting.

c) Internal Audit Controller's report.

Councillor M Shepherd stated he had circulated his report. He advised all bank reconciliations were in order. An overpayment had been discovered during the bank reconciliation for April of £30.00 to NALC. This had now been rectified with the £30.00 repayment made 12<sup>th</sup> May and would therefore show in Mays accounts.

The Carry forwards previously approved had not yet been entered on the accounts. Councillor M Shepherd advised he would forward the summary of the required carry forwards to the Clerk.

Councillor M Shepherd reported there is still an outstanding issue regarding the petty cash and would speak with the Clerk.

**13751 Minutes of the Dersingham Parish Council meeting held virtually 26th April 2021.**

a) To approve the minutes.

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

b) Action points.

Action points were discussed and those completed were removed

**13752 Minutes of the Annual Meeting of Dersingham Parish Council held virtually on 4<sup>th</sup> May 2021.**

a) To approve Minutes.

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

b) Action points.

Action points were discussed and those completed were removed.

**13753 Notes of the Environment Working Group Meeting held 10<sup>th</sup> May 2021.**

Councillor Frost reported he is yet to meet the supplier regarding the logs on the Warren.

A meeting had been held at the Recreation Ground to discuss the Christmas Lights. The Clerk asked if Norfolk Council had been approached regarding the use of electric on site. Councillor Frost advised it is an ongoing project.

Councillor Bubb highlighted the recommendation to be made to Full Council that a Trod be agreed on the B1440, Councillors discussed the Trod. **It was resolved to approve the recommendation.**

**13754 Notes of the Finance & Administration Working Group Meeting held 17<sup>th</sup> May 2021.**

This item is covered in minute number 13750.

**13755 Notes of the Communications Committee Meeting held 27<sup>th</sup> April 2021.**

Councillor C Shepherd reported the Communications Committee ended the financial year with a saving of £1627.32 therefore there was no overspend as previously anticipated.

**13756 Chairman's Report.**

The Chairman requested Councillor's opinions regarding the Committees meeting as Working Groups to enable the use of Zoom to continue. Working Groups will not be able to approve proposals made and would need to seek ratification from Full Council. However, if Councillors wish to meet as a committee the meeting would need to be held face to face. After discussion Councillor C Shepherd proposed Communications, Environment and Finance Committees continue to meet as Working Groups meeting via Zoom with Planning and Staffing Committees to remain meeting as Committees face to face. **It was resolved to approve the proposal.**

The Chairman reminded Councillors of the previous resolution to move Full Councils meetings to the last Tuesday of the month to enable to meet face to face with current restriction being adhered to. The Clerk asked if the booking for the hall had been amended as she had received confirmation from Mr Wheeler for the Monday evening. Councillor M Shepherd stated it had been resolved meetings would be conducted on Tuesday evenings. After discussion, the Clerk was asked to confirm the booking made with Mr Wheeler.

The Chairman reported two planning applications had been received that could not be discussed at the Full Council meeting as they were not shown on the agenda and therefore suggested the next planning meeting be held as a committee meeting to enable the Councils comments to be submitted before the deadline date. Problems regarding the receipt of planning applications, deadline dates and Planning Committee meeting dates were discussed. **It was resolved to approve the Planning Committee meet 6.00pm Monday 14<sup>th</sup> June at the Village Centre with the Finance Working Group start time being changed to 7.15pm to enable the meeting to be held via Zoom.**

**13757 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:**

Applications.

21/00913/F Application for demolition of rear lean to and construction of a single storey rear and side extension. Lyncraft, 10 Manor Road, Dersingham – No Objections.



Determinations.

21/00482/F Removal of existing garage and outbuildings to erect a re-modelled outbuilding with a pitched roof to include a potting shed, storage, and outside shaded seating area. Re-install outside toilet. 2 Doddshill Road, Dersingham – Granted.

21/00290/F Construction of a double garage to the front of the property and associated turning area. Removal of existing front fence, new estate fencing. Removal of 3 trees and replanting with 4. Victoria House, 3 Manor Road, Dersingham - Refused

**13758**

**To consider approval of DVCA request to install outside lighting at the Village Centre.**

Councillor C Shepherd advised this item had been previously submitted by the DVCA but had been deferred at Councillors request for further information which had now been supplied in the two reports which had been circulated.

First request is to install two ZONE E27 Commercial Bollards either side of the entrance to provide better illumination. Councillors discussed the proposal and agreed that previously raised concerns had been addressed. **It was resolved to approve the request for entrance lighting.**

Second request is to replace the Gable-mounted spotlights which had been removed during the renovation work by the Parish Council. The Trustees wish to light the main doors to the Centre providing better visibility to visitors using the car park. The report received from DVCA specified the chosen LED Floodlights, positioning etc. Councillor Frost stated the lights must be positioned to shine only into the car park and not into the road. Councillor Billard suggested the floodlights be mounted on a pole the other side of the car park which would still illuminate the area but would not shine into the road. Councillors discussed the request further. **It was resolved to approve the installation of one floodlight to the Gable end of the centre to be controlled by a timer with a separate override switch.**

**13759**

**Correspondence.**

a) Email received regarding the use of the Warren for dog training classes. Including erecting temporary poles and netting.

Councillors discussed the request however felt strongly that it was not an appropriate use of the area. It was agreed for the Clerk to write to the individual advising the Councils decision.

b) Email received regarding the footbridge from Holyrood Drive to the Sports Field.

The Clerk advised the bridge had not been authorised for construction. Councillor C Shepherd said the bridge was not on the land leased by the Parish Council therefore the Council had no responsibility for the maintenance of the bridge, although it now has rotten planks, and the base is also rotting and needs attention to ensure it can be used safely, as it is regularly used. After discussion it was agreed the Housing



Association be contacted to ask if they would be willing to take the appropriate action to repair the bridge.

**13760**      **Items for inclusion on the next agenda**  
None received

**13761**      **Date of next meeting.**  
Monday 28<sup>th</sup> June 2021 at 6.30pm, Dersingham Village Centre.

#### **EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing 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.

**13762**      **Notes of the Staffing Working Group Meeting held 18<sup>th</sup> May 2021.**  
The Chairman advised there had been a staffing meeting to discuss the phased return to work for the Clerk after a period of sickness absence. The Clerk advised she had a second certificate for a further four-week period of phased return.  
The Chairman stated a sickness absence policy is needed there is nothing in place currently.

#### **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**

- Contact Snettisham Parish Council Clerk regarding the DSC online and report to the Finance Committee.

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 26<sup>th</sup> April 2021.**

#### **RFO**

- Carry forward saving request by staffing of £7,600.00
- Carry forward Council unspent legal costs of £500.00

## **Action points Dersingham Annual Parish Meeting 4<sup>th</sup> May 2021**

### **Locum Clerk**

- Add Review of Standing Order to Finance & Administration Committee agenda
- Add Review of Financial Regulations to Finance & Administration Committee agenda.
- Contact Heacham & District Community Transport scheme to ensure they hold correct contact details for Councillor Frost.

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

### **Clerk**

- Add approved payment to DVCA regarding running costs & Maintenance payable by the Parish Council (Minute 13750) to May payment list.
- Add approved grant payments (Minute 13750) to May payment list.
- Add approved payment for a further year Zoom subscription (Minute 13750) to May payment list.
- Submit comments re Planning application 21/00913/F
- Advice individual of Councils decision regarding dog training on the Warren.
- Contact the Housing association regarding the possible repair to the footbridge from Holyrood Drive to the Sports Field.

With no further business the meeting closed at 8.00pm