

**MINUTES OF MEETING OF  
THE ENVIRONMENT WORKING GROUP  
held on Tuesday 13 July 2021 at 19:00  
Virtually Via Zoom**

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

**In Attendance** The Clerk

**540 Apologies**

**It was resolved to accept apologies from Cllr B Anderson.**

**541 Declarations of Interest**

None received.

**542 Minutes of the Environment Committee Meeting held on the 15 June 2021. The notes to be signed by the Chair as a true and accurate record.**

**543 Matters Arising**

Action Points:

**Cllr Shepherd**

- Talk to Mrs Scanlon re Laminated sheet with Seats and Benches to Contractor
- Talk to Mrs Scanlon re new covid signs for Recreation Ground.

Cllr Shepherd reported that these had been achieved. The Playground signs as printed in house fade very quickly.

**Cllr Frost**

- To check re purchase of more logs for The Warren.
- Check re Self Closures for the Recreation Ground Gates

Cllr Frost reported that he was having trouble being able to talk with the person regarding the logs but would continue to try. Cllr Frost also apologised that he had not had time to check the self-closurers. Actions to remain.

**Cllr Bubb**

- To speak with Cllr Dark re Dyke Clearance

Cllr Bubb had tried several ways and by several different methods but still had not received a reply from Cllr Dark. Action to remain.

**Cllr A Watkins**

- Chase Cllr Dark re Wildlife Signs

Cllr Watkins had tried several ways and by several different methods but still had not received a reply from Cllr Dark. Action to remain.

**Clerk**

- Get Mr English to maintain bench in War Memorial Garden

The Clerk advised that Mr English had cleaned the benches but could not find anything to repair. **It was resolved for Cllr Frost to check and report to the Clerk.**

- Obtain quote from Mr English to undertake making good the gateway between playground and main recreation area and placing two concrete slabs.

The Clerk reported that the slabs were in place. **It was resolved for Cllr Watkins to get some grass seed to Cllr Shepherd and Cllr Shepherd to plant on the edge to give more stability to the grass.**

- Ask Grasscutting Contractor to cut around Village Sign and put a mower width's path to sign. The Clerk advised that this had been achieved. Cllr Frost advised that the area needs cutting.

- Ask Grasscutting Contractor to cut Westerly End of Village Centre Carpark

The Clerk advised that this had been achieved and Cllr Shepherd confirmed that this area has been cut.

- Obtain quotes to cut out deadwood from Lime Tree.

The Clerk advised that she had sent round three quotes with the agenda. **It was resolved for the Clerk to place on the order after ratification at Full Council.**

- Order 420 Wildlife Tree from the Woodland Trust.

The Clerk advised that the order had been placed and the Woodland Trust had confirmed and delivery would be made in November.

- Chase Cllr Dark re Dyke Clearance.

The Clerk advised that she had received no reply like other Councillors. Action to remain.

- Ask Highway Engineer when Rangers to return and ask if Cllr Dark has discussed Wildlife Signs.

The Clerk had asked the Highway Engineer regarding the Rangers and was informed that it has not been agreed yet. The Clerk also advised that a County Councillor had informed her that it was August to watch this space. The Highway Engineer also advised that if Cllr Dark is paying out of his allowance that was fine but he had not spoken to her on the subject.

- Check if order needed re concrete streetlight columns.

The Clerk advised that no order was necessary and the Contractor would just replace ours when they became available.

- Add to Grasscutting Contract schedule for next meeting.

Cllr Shepherd had undertaken the maps and they had been circulated earlier today.

- Write up Christmas Light Schedule and send round and once approved go out to tender.

The Clerk advised that she had achieved and it had been sent to a number of companies a couple had declined. One was meeting with Cllr R Anderson on Thursday and she would speak with the other one.

- Obtain pictures and prices for picnic bench and litter bin for skatepark area for next meeting

The Clerk had sent these with the agenda but because they had been sent via gmail some Councillors had not seen or could not open. **It was resolved for the Clerk to send around in another format and a email decision be made and ratified at Full Council.**

- Place all items on the next agenda.

The Clerk advised that all items had been placed on the agenda.

#### **544 Rangers**

Cllr Bubb advised that he felt this item should come further down the agenda because items come up in other discussion. **It was resolved for this to happen from the next agenda.** Cllr Bubb advised that the Social Club Car Park needed weeding. Cllr Bubb advised that he was waiting for an answer from the Borough Council regarding the Borough Council removing/spraying weeds in the pavement edge/gully and did they spray weeds coming from the bottom of property boundaries. He was hoping to have an answer for the next meeting.

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

The Clerk had sent round the financial paperwork. All in order. Cllr Shepherd asked Cllr Bubb if anything had been said about the CIL Fund. Cllr Bubb said that they still had not picked who would look at the bids. The Clerk advised that she was informed by another Borough Councillor that the fund could cover all the bids, so all bids were going to be approved. Cllr Bubb advised that he had not heard of this and surely the bids would need to be looked at for suitability.

## **546 Areas of Responsibility**

### **(c) Grasscutting**

Cllr Stokes advised that the area of the southern end of the dyke at the bottom of The Drift needed attention. Cllr Shepherd advised that this land is owned by the Estate.

### **(g) Dog Bins**

Cllr Bubb advised that he had been spoken to by a Parishioner regarding vegetation and visibility of the dog bin at the end of Station Road opposite the Old Station. Cllr Shepherd advised that she had received the same and had checked and the vegetation needs removing. Cllr Frost advised that this bin had been asked to be moved before and the Council did not think it was necessary. **It was resolved for the Clerk to ask Mr English to trim around the bin.**

## **547 The Warren**

Cllr Shepherd advised that a Parishioner who regularly reports on The Warren for us had advised that the grass by Semba needed attention. After discussion regarding ownership being with NCC but not Highways or Footpaths, the Clerk advised that she had a name of the person responsible for this and could ask the question. **It was resolved for Cllr Shepherd to get a detailed map to the Clerk and for the Clerk to ask regarding cutting or asking if the Parish Council could adopt and then the Council would cut.**

## **548 Update on Dyke Clearance**

Nothing to report.

## **549 Christmas Lights.**

Cllr R Anderson is due to meet with contractor on Thursday, Clerk will speak with other contractor.

## **550 Wildlife Signs**

Cllr Watkins still no joy with Cllr Dark but would continue.

## **551 Platinum Jubilee**

Cllr Shepherd advised that a meeting had been held before lockdown and suggestions were made. Cllr Shepherd advised that another meeting was necessary and she had been advised that the Sports Ground were planning to have a Cricket Festival. Cllr Bubb advised that she had been asked by Cllr Collingham if a New Pavilion would be in place for this event. Cllr Shepherd advised that the lease was discussed at Finance and was finally moving. Cllr Shepherd advised that she needed a conversation with the group.

## **552 Recreation area**

### **a) Review of Cleaning/Opening Status**

The current schedule to be maintained especially over the school holidays and reviewed at the next meeting.

## **553 War Memorial & War Memorial Gardens**

Cllr Bubb advised that the area was looking good. Cllr Frost advised that the railings could do with being painted. Cllr Shepherd agreed that the inner railings needed attention outer railings were currently fine. Cllr Bubb advised that as Councillors should we not undertake a DIY job and pitch up one Saturday morning. **It was resolved for the Clerk to asked Cllr Wright if he would purchase some smooth black Hammerite to go with the tin that Cllr Shepherd is prepared to donate.**

Cllr Stokes asked if there would be a litter pick organised prior to the Open Gardens. Cllr Shepherd advised that it would be a good idea and was sure that Cllr B Anderson would organise. The Clerk advised that she usually organises the equipment from the Borough

Council, but they were not currently letting out. Cllr Shepherd advised that they were now. **It was resolved for the Clerk to ask to borrow the equipment for the bank holiday weekend in August.**

#### **554 Skatepark**

Cllr Shepherd advised that we were not successful in obtaining a grant from the Coop. There were just not enough monies available on this round. This would mean about £9-10,000 coming from the Project Reserves. Cllr Shepherd advised that there was to be an official opening on the 7 August 2021 at 12 noon. Dignitaries had been invited but no response as yet. Refreshments were being organised currently. There was a discussion regarding insurance. **It was resolved for the Clerk to chase up the answer and to add to the asset register.** Cllr Shepherd advised that weekly checks of the skatepark had been added to Mr English's contract. The Clerk advised that a form will be necessary for him to complete each week and kept in the office with the other playground check. The Clerk advised that it might be a good idea to ask Canvas for points to check. **It was resolved for Cllr Shepherd to ask Canvas.**

#### **555. Climate Change**

Had not met. Nothing to report.

#### **556 Grasscutting Contract**

The contract was discussed. **It was resolved for Cllr Shepherd to update the maps etc and then for the Clerk to go out to tender with tenders coming back just before the September meeting.**

#### **557 Correspondence –**

a) Cllr Watkins advised that vegetation was over the 30mph sign as you come into the village. **It was resolved for the Clerk to report to NCC Highways.**

#### **558 Items for inclusion at next Meeting**

Same agenda but as it is a long time until the next meeting, please advise the Clerk if you require an item to be placed on the next agenda.

#### **559 Items for Facebook**

Cllr R Anderson advised that it was changed from website to facebook at Communications and it was felt that Environment would have the majority of the Council's Events to advertise. Cllr Anderson felt that the following Skatepark, Platinum Jubilee, Christmas Lights, Painting Railings and Warren Tree Planting.all needed to be put on facebook over the next few months and he volunteered to write when appropriate and sent round for approval prior to the Clerk placing on facebook. Cllr Anderson felt that Cllr Shepherd was the best to write about the opening of the Skatepark. Cllr Shepherd advised that she had to write a Press Release and would undertake a less formal one for facebook and send round. **It was resolved for Cllr Shepherd to write a piece to be put on facebook page.**

#### **560 Date, time, and venue of next meeting**

14 September 2021 at 7.00pm at The Loft, Dersingham Centre.

With no further business the meeting was closed at 20:56pm.

## **ACTION LIST**

### **Cllr Shepherd**

- To grass seed around the new slabs in the playground.
- Get detailed map to the Clerk regarding piece of land via Semba.
- To ask Canvas for points on the skatepark to inspect.
- To update the Grasscutting maps and get to the Clerk.
- Write up piece for Facebook re Skatepark

### **Cllr Frost**

- To check re purchase of more logs for The Warren.
- Check re Self Closures for the Recreation Ground Gates
- Check War Memorial Bench for Repair and get details to the Clerk.

### **Cllr Bubb**

- To speak with Cllr Dark re Dyke Clearance

### **Cllr A Watkins**

- Chase Cllr Dark re Wildlife Signs
- Get grass seed to Cllr Shepherd

### **Clerk**

- Place order for the Tree Work after Full Council agree.
- Send round Bench and Litter Bin information to group in another format.
- Move Rangers down the Agenda
- Get Mr English to strim around the dog bin at the bottom of Station Road.
- Speak with NCC Estates regarding the land by Semba.
- Ask Cllr Wright re Hammerite Paint.
- Organise equipment for Litter Pick Bank Holiday Weekend.
- Chase Insurance re Skatepark
- Add Skatepark to Asset Register
- Go out to Tender on Grasscutting
- Report 30mph sign to NCC Highways
- Chase Cllr Dark re Dyke Clearance
- Place all items on the next agenda

# Financial Budget Comparison

Comparison between 01/04/21 and 30/06/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21.

	2021/22	Revised	Actual Net	Balance	
<b>Environment</b>					
<b>Income</b>					
400	Dog Bin Sponsorship	£600.00	£600.00	£0.00	-£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	£22,435.00	£22,435.00	£22,435.00	£0.00
420	Bus Stop Donation	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>	<b>£23,035.00</b>	<b>£23,035.00</b>	<b>£22,435.00</b>	<b>-£600.00</b>	<b>£0.00</b>
<b>Expenditure</b>					
4000	Cleaning Contract	£3,000.00	£3,000.00	£810.00	£2,190.00
4005	Dog Bins	£300.00	£300.00	£0.00	£300.00
4010	Dog Bin Advertising	£60.00	£60.00	£0.00	£60.00
4015	Dog Bin Emptying	£3,000.00	£3,000.00	£0.00	£3,000.00
4020	Grasscutting/Verge Maintenance	£3,300.00	£3,300.00	£672.00	£2,628.00
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	£3,000.00	£607.77	£2,392.23
4040	Streetlight Maintenance	£1,250.00	£1,250.00	£315.39	£934.61
4045	Streetlight Repair/Survey/New	£2,000.00	£2,000.00	£0.00	£2,000.00
4050	Seats/Benches	£100.00	£100.00	£0.00	£100.00
4055	Village Sign	£0.00	£0.00	£185.00	-£185.00
4060	Bus Shelters	£250.00	£250.00	£0.00	£250.00
4065	Footpaths/PROW	£100.00	£100.00	£0.00	£100.00
4070	Trees	£2,000.00	£2,000.00	£0.00	£2,000.00
4075	Litterbins	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/21 and 30/06/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21.

		2021/22	Revised	Actual Net	Balance	
4080	General Maintenance	£1,500.00	£1,500.00	£0.00	£1,500.00	
4085	Parish Partnership Scheme	£1,825.00	£1,825.00	£0.00	£1,825.00	
4090	War Memorial Gardens Planting	£100.00	£100.00	£0.00	£100.00	
4095	War Memorial Maintenance	£1,250.00	£1,250.00	£195.00	£1,055.00	
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>		<b>£23,035.00</b>	<b>£23,035.00</b>	<b>£2,785.16</b>	<b>£20,249.84</b>	<b>£0.00</b>
<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	£5,100.00	£0.00	
<b>Total Income</b>		<b>£5,100.00</b>	<b>£5,100.00</b>	<b>£5,100.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Expenditure</b>						
5000	Recreation Water	£50.00	£50.00	£11.72	£38.28	
5005	Recreation Ground Electricity	£100.00	£100.00	£23.49	£76.51	
5010	Playground Equipment - New	£0.00	£0.00	£0.00	£0.00	
5015	Playground Equipment - Maintenance	£2,500.00	£2,500.00	£0.00	£2,500.00	
5020	Playground Inspection	£200.00	£200.00	£110.50	£89.50	
5025	Recreation Ground Maintenance	£1,000.00	£1,000.00	£0.00	£1,000.00	
5030	Recreation Ground Grasscutting	£1,000.00	£1,000.00	£178.50	£821.50	
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	£250.00	£0.00	£250.00	
5060	Funday	£0.00	£0.00	£0.00	£0.00	
<b>Total Expenditure</b>		<b>£5,100.00</b>	<b>£5,100.00</b>	<b>£324.21</b>	<b>£4,775.79</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/21 and 30/06/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21.

	2021/22	Revised	Actual Net	Balance	
<b>The Warren</b>					
<b>Expenditure</b>					
8000 Warren Expenditure	£0.00	£0.00	£159.00	-£159.00	
<b>Total Expenditure</b>	£0.00	£0.00	£159.00	-£159.00	£0.00
<b>Skatepark</b>					
<b>Income</b>					
900 Skatepark Donations	£0.00	£0.00	£1,000.00	£1,000.00	
910 Precept	£3,552.00	£3,552.00	£3,552.00	£0.00	
<b>Total Income</b>	£3,552.00	£3,552.00	£4,552.00	£1,000.00	£0.00
<b>Expenditure</b>					
9000 Skatepark Project	£0.00	£0.00	£0.00	£0.00	
<b>Total Expenditure</b>	£0.00	£0.00	£0.00	£0.00	£0.00
<b>COVID</b>					
<b>Income</b>					
1050 Covid Grant	£0.00	£0.00	£0.00	£0.00	
<b>Total Income</b>	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Expenditure</b>					
10100 Covid Grant Monies	£0.00	£0.00	£290.00	-£290.00	
<b>Total Expenditure</b>	£0.00	£0.00	£290.00	-£290.00	£0.00