

Minutes of the Meeting of Dersingham Parish Council held on 27<sup>th</sup> July 2021 at 6.30pm in the Dersingham Village Centre.

**Present:** Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor R Anderson, Councillor A Watkins, Councillor G Billard, Councillor D Wright, Councillor B Anderson, Councillor M Noble and Councillor D Hipkin.

**Also, Present:**

Sarah Bristow (Clerk) Geraldine Scanlon (Communications Officer-Minute taker).  
0 members of the public.

**13785 To Receive and Consider Apologies for Absence.**

It was resolved to approve apologies received from Councillors Frost and Brundle

**13786 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.**

Councillor Hipkin declared an interest in agenda item 17 Planning Application 21/01006/F and requested dispensation to address councillors regarding the application prior to Councillors making their decision.

**13787 Open the forum for Public Participation.**

There were no public present.

The Clerk requested permission to bring agenda item 16 Clerk – RFO report forward as points raised throughout her report were relevant to agenda items due to be discussed. The Chairman advised the Clerks suggestions would be considered at the point of the agenda items being discussed.

**13788 To receive a verbal report from Norfolk County Councillor.**

Councillor Dark was not present.

**13789 To receive a verbal report from Borough Councillors.**

Councillor J Collingham was not present.

Councillor Bubb reported the Borough Council Planning Committee, after a site visit, had unanimously refused the application for a new dwelling at 59a Manor Road.

A meeting with Councillor Dark had been rearranged from the 5<sup>th</sup> August to the 12<sup>th</sup>. Councillor Bubb had emailed him regarding the clearance of the dyke and had advised him that he had contacted Sally Bettinson but had no further response.

Councillor Bubb advised the collection of food waste bins has now been reinstated.

**13790 Insurance – Councillors to vote on renewal.**

Councillor C Shepherd advised that currently the Council have a three-year policy which is due to expire 31<sup>st</sup> July 2021 therefore the Clerk had approached three insurance companies to obtain quotes. Two

quotes had been received and circulated by the Clerk. The Clerk advised, as per report, she had hoped to obtain the third quote however it had been delayed due to the underwriter changing policy a week ago. Councillors discussed the quotes and policies. Councillor C Shepherd proposed to approve a three-year policy with BHIB. **It was resolved to approve the proposal.**

**13791 Project reserves for Skatepark.**

Councillor C Shepherd had circulated a report to Councillors detailing the costings and grants obtained for the Skatepark and advised the construction of the skatepark had now been completed. Once RoSPA have completed the safety inspection in the morning the skatepark will be formally handed back to the Parish Council. A formal opening has been planned for 7<sup>th</sup> August from midday onwards.

The cost of the project	£96,176
Grants obtained	
FCC	£66,062
National Lottery Community Fund	£10,000
Geoffrey Watling Charity	£2,500
Tesco Bags of Help	£1,000
Total	£79,562
Remaining balance for the Parish Council to fund	£16,616
Skatepark Reserve funds available	£9,577.33
Funds from Project Reserves	£7,038.67

Councillor C Shepherd advised that the donation from the disbanded Youth Group of approximately £1,700 and recommended the money be placed into the Project Reserve once received.

Councillor C Shepherd stated Councillors needed to authorise the release of the above funding from the Skatepark and Project Reserves. **It was approved to release funding from the Skatepark and Project Reserves.**

Councillor C Shepherd proposed, although no invoice had been received from Canvas, payment for the £96,176.00 be authorised by Council. **It was resolved to authorise the payment to be made on the receipt of Canvas' invoice.**

**13792 Accounts for payments.**

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net	Invoice	Details	Cheque
						date	
79	DD	£6.50		£0.00	£6.50	17/06/21	Barclays Bank - Monthly charges £6.50
	05.07.21-79						
95	D/P	£321.62		£0.00	£321.62	30/06/21	HMRC-VAT - VAT repayment 01/04/21 - 30/06/21 £321.62
	27.07.21-95						
81	DD	£126.16		£21.03	£105.13	01/07/21	K & M Lighting Services - £126.16 Street Lighting Maintenance
	25.07.21-						

80	81 DD	£41.40	£6.90	£34.50	02/07/21	June 2021 System:3 Business Solutions - Microsoft 365 monthly subscriptions	£41.40
	02.07.21- 80						
82	D/P	£760.80	£126.80	£634.00	02/07/21	P J & B Jones Ltd -	£760.80
	27.07.21- 82						
1		£152.40	£25.40	£127.00		WARR Warren Grasscutting	
2		£142.80	£23.80	£119.00		REC Playing Field	
3		£465.60	£77.60	£388.00		ENV General Grasscutting	
85	D/P				02/07/21	£785.56 Norfolk Pension Fund - July Pensions	£785.56
	21.07.21- 85						
1		£153.29	£0.00	£153.29		Staff Employees' Pension	
2		£632.27	£0.00	£632.27		Staff Employer Pension	
86	DD	£854.12	£0.00	£854.12	02/07/21	- July Salary	£854.12
	28.07.21- 86						
87	DD	£1,427.52	£0.00	£1,427.52	02/07/21	- July Salary	£1,427.52
	28.05.21- 87						
90	D/P	£13.40	£0.00	£13.40	02/07/21	WAVE - Water charges 02.04.21-01.07-21 Rec Ground	£13.40
	27.07.21- 90						
88	D/P	£75.00	£0.00	£75.00	06/07/21	David Doman - War Memorial maintenance June 21	£75.00
	27.07.21- 88						
84	B/T	£72.86	£12.14	£60.72	07/07/21	Corona Corporate Solution Ltd - Photocopier usage 08.04.21 to 06.07.21	£72.86
	27.07.21- 84						
91	DD	£13.40	£2.23	£11.17	08/07/21	Utility Warehouse - Mobile July 2021	£13.40
	29.07.21- 91						
83	B/T	£90.00	£0.00	£90.00	10/07/21	C & E Handyman Services - Spraying the Play Equipment 9 visits @ £10.00 per visit	£90.00
	27.07.21- 83						
99	DD	£3,769.95	£0.00	£3,769.95	12/07/21	Public Works Loan Board - PWLB Repayment	£3,769.95
	09.08.21- 99						
1		£1,723.50	£0.00	£1,723.50		CNCL Capital Payment	
2		£2,046.45	£0.00	£2,046.45		CNCL Interest Payment	
92	D/P	£854.12	£0.00	£854.12	13/07/21	August Salary	£854.12
	28.08.21- 92						
93	D/P	£1,427.52	£0.00	£1,427.52	13/07/21	August Salary	£1,427.52
	28.08.21- 93						
94	D/P	£785.56	£0.00	£785.56	13/07/21	Norfolk Pension Fund - August Pensions	£785.56
	27.07.21- 94						
1		£153.29	£0.00	£153.29		Staff Employees' Pension	
2		£632.27	£0.00	£632.27		Staff Employer Pension	
104	DD	£270.00	£0.00	£270.00	14/07/21	C & E Handyman Services - Cleaning Contract	£270.00
	22.07.21- 104						
105	DD	£83.33	£0.00	£83.33	14/07/21	Jo Halpin Jones - Village Voice Editor Honorarium	£83.33
	25.07.21- 105						
96	DD	£49.14	£8.19	£40.95	15/07/21	British Telecommunications - Monthly phone & broadband June 2021	£49.14
	28.07.21- 96						
97	DD	£177.03	£8.43	£168.60	15/07/21	opus Energy - Streetlight Energy	£177.03

98	30.07.21-97 D/P	£2,090.00	£0.00	£2,090.00	21/07/21	Clanpress - Village Voice Issue 130 printing	£2,090.00
108	27.07.21-98 B/T	£267.00	£44.50	£222.50	23/07/21	K & M Lighting Services - Street Lighting Out of Hour emergency Pansey Drive	£267.00
102	27.07.21-108 DD	£126.16	£21.03	£105.13	01/08/21	K & M Lighting Services - Street Lighting Maintenance June 2021	£126.16
103	25.08.21-102 DD	£41.40	£6.90	£34.50	02/08/21	System:3 Business Solutions - Microsoft 365 monthly subscriptions	£41.40
100	0.08.21-103 DD	£13.40	£2.23	£11.17	08/08/21	Utility Warehouse - Mobile August	£13.40
106	28.08.21-100 DD	£270.00	£0.00	£270.00	14/08/21	C & E Handyman Services - Cleaning Contract	£270.00
107	22.08.21-106 DD	£83.33	£0.00	£83.33	14/08/21	Jo Halpin Jones - Village Voice Editor Honorary	£83.33
101	22.08.21-107 DD	£49.14	£8.19	£40.95	15/08/21	British Telecommunications - Monthly phone & broadband June 2021	£49.14
	29.08.21-101						
<b>Total</b>		<b>£14,945.42</b>	<b>£268.57</b>	<b>£14,676.85</b>			

Councillor C Shepherd advised the Clerk had circulated a revised payments list with the addition of one payment to K & M Street light Maintenance, who had been called out as an emergency to make safe a streetlight that had completely rusted through on Pansey Drive. As the Parish Council does not meet through August the direct debits and standing orders for August also need to be approved for payment. Councillor C Shepherd added there were contractors that would require payment during August and requested their payments be approved and paid upon receipt of invoices. The Clerk advised an invoice from UK Power Network is due for the reconnection of two streetlights. Councillor C Shepherd requested the payment to BHIB insurance be added to the payment list. **It was resolved to approve payments.** Councillor C Shepherd proposed the suggestions made by the Clerk in her Clerk - RFO report be discussed at the next Finance & Administration meeting in September.

**13793**

**Accounts to 30<sup>th</sup> June 2021.**

a) Quarterly Internal Audit Controllers report.

Councillor M Shepherd advised he had circulated the IAC Quarterly Report for April- June 2021 and had nothing further to bring to Full Council as all accounts and reconciliations were in order.

**13794**

**Minutes of the Dersingham Parish Council meeting held 29<sup>th</sup> June 2021.**

a) To approve minutes.

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

b) Action points.

All actions points were discussed and those completed removed.

**Councillor C Shepherd – meeting date 25<sup>th</sup> January 2021**

To write to Anglian Water regarding the recurring water leak on Shernborne Road – Councillor C Shepherd advised she was yet to write to Anglian Water however there are further repairs to be carried out in the area.

**Clerk – meeting date 29<sup>th</sup> June 2021**

To prepare a written report regarding the de-fib checks performed. – The Clerk advised she had not written a report however checks carried out had been recorded on the “Circuit” system. The Clerk reported she had received notification from Circuit that the de-fib machine located at the Spar shop had been decommissioned, however a check was carried out and reported back to Circuit who then reactivated the service within an hour. After discussion it was agreed for the Clerk to contact Circuit and request notification that a check is required to enable it to be carried out on time. Councillor M Shepherd suggested a written procedure be put into place along with a report detailing the date and frequency etc of the checks.

**13795**

**Minutes of the Communications meeting held 12<sup>th</sup> July 2021.**

Councillor C Shepherd advised the Communications meeting was held as a working group due to not being quorate, and because of this the election of Chairman and Vice Chairman was deferred.

A new volunteer has agreed to deliver the business drop. It was agreed the Parish Council Facebook page would be used to update parishioners of ongoing projects.

**13796**

**Minutes of Planning Committee Meeting held on the 12<sup>th</sup> July 2021.**

Councillor C Shepherd advised that Councillor Noble had been elected as the new Chairman of the Planning Committee.

Councillor C Shepherd reported she had attended the last Borough Council Planning Committee meeting to represent the Parish Council regarding the planning application for 59a Manor Road and advised after a site visit the Borough Council had refused the application.

**13797**

**Notes of the Finance Working Group Meeting held 12<sup>th</sup> July 2021.**

Councillor M Shepherd stated there were no recommendations for Full Council. The Clerk advised there were no outstanding Aged Debtors.

**13798**

**Notes of Environment Working Group Meeting held 13<sup>th</sup> July 2021.**

Councillor Bubb said the Rangers were now operational again and asked Councillors to inform the Environment Committee of any tasks that required actioning in the village.

The Clerk advised Councillor Wright had donated the paint for the railings around the War Memorial and some Councillors had volunteered to carry out the work.

The Clerk requested authorisation to accept a quote to carry out the removal of dead wood from the Lime Tree beside the War Memorial **It was resolved to accept the quote from Heritage Trees.**

**13799**

**Minutes of Staffing Committee meeting held 19<sup>th</sup> July 2021.**

Councillor C Shepherd reported the Staffing Committee had met and discussed the Clerk's returning to the office in September, however the reopening of the office to the public will be discussed at the next Staffing meeting. Staff salaries had been authorised at the meeting.

**13800**

**Chairman's report.**

Councillor C Shepherd thanked Councillor Wright for the paint donation for the railings around the War Memorial and said she had volunteered along with Councillors Frost and Bubb to do the painting, suggesting the weekend 14<sup>th</sup> & 15<sup>th</sup> August, and asked if any other Councillors wished to help.

Councillor C Shepherd said she had circulated her report prior to the meeting to remind Councillors of the situation regarding the leaking roof at the village centre and to update on the current situation. The report was discussed at length including the repair and funding the repair. A quote had been received for £5834 including VAT. The Clerk said she had not seen the quote. Councillor C Shepherd advised she would forward the quote onto the Clerk. Councillor C Shepherd proposed the quote be accepted and the work carried out to prevent further damage to the building and payment be made from the Dersingham Centre Reserves. **It was approved to agree the proposal.**

**13801**

**Clerk – RFO report.**

The Clerk had circulated the attached report which was discussed at relevant agenda items throughout the meeting.

**Clerks/RFO Report 27 July 2021**

Payments

Now that the Council are back to having face to face meetings. To cut down on the risk I would like to go back to just sending out a payments sheet for Full Council Meetings and go back to invoices just being available at the meeting if a Councillor wishes to look. Most of the payments have been pre-authorised by a committee, and an order put on the system. In most Council's the RFO would make the necessary payments on receiving the invoice within the 15 days as per Local Government Agreement. The Clerk/RFO then advising Council of what payments he/she has made. I would like to work towards this.

Wages as a contractual payment and again to be fair to staff, councils will normally with staff on set hours agree the years wages at the April meeting. With only additions being reported when necessary. I would like to put to Council this evening that the following amounts are agreed to take us to the end of the financial year. Staffing from September to March inclusive £13,689.84. I also think to save extra work with regards to Staffing, Cllr Noble/Cllr Bubb making payments etc and to make sure contracts are not broken with late payments being made that a standing order is made to Ashton

Shaw for the 20<sup>th</sup> of each month for the monthly wage. The same could be achieved for the pension payment.

Audits as per current Financial Regulation should happen on a quarterly basis with specific form designed for Internal Audit. Previously a Councillor or Councillors would come in and pick 3 or 5 invoices and audit back through to the committee/minutes were it was agreed. These could also be placed on the accounts folder to move to the internal/external auditor that an audit trail has been carried out.

#### Sickness Absence Policy

Please see the NALC Policy attached. I emailed round the proposed Sickness Absence Policy. This still does not address issues that I previous raised. Staff reporting to the Clerk as per Clerk's contract/job description. I would also like to check out the legality of not taking the advice of a member of staff's doctor, the use of Disciplinary action in this way. A GP is the only person who can sign someone fit or unfit for work. An employer may want to refer a worker to Occupational Health but that should be for a view on a likely return date and necessary support to return to work when a GP decides that time is right. Contact whilst someone is off sick should be no more than welfare checks and in certain circumstances may not be appropriate most obviously in extreme cases as when someone is in hospital or off with work related stress where such contact could worsen their stress. There should be scope to have supporting devices such as a Stress Action Plan or Wellness, Recovery Action Plan to support the worker back to work. There needs to be a sensitive approach to managing sickness absence with no pressure put on an individual to return before they are fit to do so. To threaten disciplinary action for not complying with something that a worker may not be physically or mentally fit enough to do is disgraceful and when asking colleagues has not been used for over 30 years+. I also think that the Council should appoint a Councillor to cover welfare and would suggest that this member is not on the Staffing Committee and can take a totally independent view.

#### Insurance

At this time of writing, I was hoping to be available to provide three quotes for the insurance. At this current time only two have been received. Unfortunately, the three quotes from Community Action Suffolk which has been delayed due to the underwriter changing policy a week ago. I had hoped to have been able to provide this as I had been provisionally quoted around £2,600 which is a considerable saving. I managed to get a saving of around £1500 for Gayton with better cover. All I can say was I know a one-year deal with our current insurance provider is more expensive but currently I believe there is a better deal available and would urge the Council to consider this when making their decision. It did send through an apology email to Finance from Community Action Suffolk who have put in a complaint about the time it has taken. We have good ties with Community Action Norfolk regarding funding etc and Community Action Suffolk run on the same principle and are funded to help communities.

SJB

27.07.21

## 13802 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:

21/01112/F Application for single storey rear extension, first floor extension and alterations to dwelling. Burnham House, 26 Station Road, Dersingham. – No Objections

21/01362/F New dwelling and detached car port. 32 Station Road, Dersingham. - No Objections

### Determinations:

21/01006/F Application for proposed porch to front elevation. 33 Hunstanton Road, Dersingham – **Granted.**

21/00913/F Application for demolition of rear lean to and construction of single storey rear and side extension. Lincroft, 10 manor Road, Dersingham – **Granted**

21/00947/F Application for single storey rear extension and front porch. 15 Valley Rise, Dersingham – Granted.

21/01151/F Application for construction of two storey extensions to dwelling and garage conversion. 32 Post Office Road, Dersingham – **Granted.**

## 13803 Sickness absence policy.

Councillor C Shepherd reminded Councillors the sickness absence policy had been deferred at the Full Council meeting held 26<sup>th</sup> May 2021 after the Clerk had submitted comments relating to the proposed policy. The policy has now been amended to reflect the Clerks comments and circulated to Councillors. Councillors discussed the policy. It was agreed to remove the sentence "If you do not follow this procedure, you may be dealt with under the Council's Disciplinary Policy" from section Notification of Sickness paragraph 5. **It was resolved to adopt the Sickness absence policy.**

## 13804 Save the QEH campaign.

Councillor C Shepherd stated this agenda item had been requested by Councillor Stokes who, unfortunately was not at the meeting. Councillor R Anderson asked if the intention was to demolish the existing hospital and rebuild a new one on the same site. Councillor C Shepherd stated the campaign was to save and rebuild the QEH with 100,000



signatures required on the petition for parliament to consider debating the issue. Councillor M Shepherd suggested promoting the petition and making parishioners aware and to circulate relevant links. The Clerk agreed to circulate the relevant links to Councillors.

**13805 Correspondence.**

Noe received.

**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.

**13806 Sports Ground Management Lease.**

Councillor C Shepherd advised the Sports Ground Management Committees lease had been passed onto the Parish Councils solicitor by the Royal Estates solicitor and once there was an update councillors would be advised.

**13807 Social Club Lease.**

Councillor C Shepherd advised now the Social Club had reopened the lease between the Parish Council and the Social Club needed to be discussed and action taken as soon as possible. Councillors discussed the duration of the lease and the rent. It was suggested a working group be formed to start the process of renewing the lease. Councillors C Shepherd, M Shepherd, Bubb, Hipkin, Wight and Noble volunteered to meet as a working group.

**13808 Date & Place of next meeting.**

27<sup>th</sup> September 2021, 6.30pm Dersingham Village Centre.

**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 29<sup>th</sup> June 2021.**

**Clerk**

- To prepare a written report regarding the de-fib checks performed.

**Action Points Dersingham Parish Council Meeting 29<sup>th</sup> June 202.**

**Councillor C Shepherd.**

- Forward quote received for repair work to the village centre roof to the Clerk.
- Amend Sickness absence policy as agreed.
- Arrange a working group meeting regarding the Social Club lease.

**Clerk**

- Circulate links to all Councillors regarding the save QEH campaign/petition.

With no further business the meeting closed at 8.25pm

DRAFT