

Minutes of the Meeting of Dersingham Parish Council held on 22<sup>nd</sup> September 2021 at 7.00pm in the Dersingham Village Centre.

**Present:** Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor A Watkins, Councillor J Stokes, Councillor J Houston, Councillor V Brundle and Councillor G Billard,

**Also, Present:**

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

**13809 To Receive and Consider Apologies for Absence.**

It was resolved to approve apologies received from Councillors R Frost, Councillor T Bubb, Councillor M Noble, Councillor B Anderson, Councillor R Anderson, Councillor D Wright and Councillor D Hipkin

**13810 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.**

Councillor C Shepherd stated as a trustee for the DVCA she would need to declare an interest in agenda item 17, DVCA request regarding the defibrillator and hand dryers.

**13811 Open the forum for Public Participation.**

There were no public present.

**13812 To receive a verbal report from Norfolk County Councillor.**

Councillor Dark was not present.

**13813 To receive a verbal report from Borough Councillors.**

Councillors T Bubb and J Collingham were not present.

**13814 Accounts for payment.**

a) Community Action Norfolk – Subscription.

Councillor C Shepherd advised the Clerk had circulated the membership information received from Community Action Norfolk (CAN). Currently the Parish Council subscription is for the Silver Membership. After discussion Councillor C Shepherd proposed the Parish Council remain subscribing to the Silver Membership. **It was resolved to approve the proposal.**

b) Full Council to approve payments due to be made – see attached. Councillor M Shepherd asked Councillors if they had seen an email circulated by the Clerk informing them the invoices would no longer be circulated to Councillors with the payments list but would be available for Councillors to view at meetings. Councillor M Shepherd said this was unacceptable as it did not allow Councillor's time to review them prior to authorising payments. The current process of prior circulation of invoices to all Councillors was a specific action in the action plan set out by the Internal Audit Review of 2018-19 which was adopted by Full Council. There was a detailed discussion and Councillor M Shepherd proposed that the Clerk be instructed to continue to circulate invoices

to all Councillors together with the payments list prior to meetings until such time as an alternative process had been agreed by the Finance & Administration Committee and Full Council. **It was resolved to approve the proposal.**

Councillor M Shepherd said once the regular payments list is place it would reduce the number of monthly payments requiring authorisation. The Clerk advised she would prepare a proposal for the next Finance meeting regarding payments.

Dersingham Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Invoice date	Details	Cheque
123	DD 05.07.21- 123	£231.62	£38.60	£193.02	05/07/21	Grenke Leasing Ltd - Photocopying Lease	£231.62
<b>Total</b>		£231.62	£38.60	£193.02			

Dersingham Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Invoice date	Details	Cheque
124	DD 31.08.21	£178.49	£8.50	£169.99	15/08/21	OPUSEnergy - Energy – Jul/Aug	Streetlight £178.49
<b>Total</b>		£178.49	£8.50	£169.99			

Dersingham Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Invoice date	Details	Cheque
135	B/T 22.09.21- 135	£808.80	£134.80	£674.00	02/07/21	P J & B Jones Ltd -	£808.80
1		£152.40	£25.40	£127.00		WARR Warren Grasscutting	
2		£142.80	£23.80	£119.00		REC Playing Field	
3		£513.60	£85.60	£428.00		ENV General Grasscutting	
136	B/T 22.09.21- 136	£700.80	£116.80	£584.00	12/08/21	Edge It Systems Ltd - Accounts Package	£700.80
126	B/T 22.09.21- 126	£360.00	£60.00	£300.00	19/08/21	Heritage Tree Specialist Ltd - Remove Deadwood from the Lime Tree in the War Memorial Gardens	£360.00
127	DD 07.09.21- 127	£11.00	£0.00	£11.00	19/08/21	Barclays Bank - Monthly charges	£11.00
131	DD 07.09.21- 131	£270.00	£0.00	£270.00	22/08/21	C & E Handyman Services - Cleaning Contract	£270.00
133	DD 25.09.21- 133	£126.16	£21.03	£105.13	01/09/21	K & M Lighting Services - Street Lighting Maintenance Sept 21	£126.16

129	B/T	£75.00	£0.00	£75.00	02/09/21	David Doman - War Memorial maintenance Aug 21	£75.00
	22.09.21-129						
132	DD	£41.40	£6.90	£34.50	02/09/21	System:3 Business Solutions - Microsoft 365 monthly subscriptions	£41.40
	02.09.21-132						
145	D/P	£72.00	£12.00	£60.00	02/09/21	Aston Shaw - Undertaking payroll to 05.04.21.	£72.00
	22.09.21-145						
125	B/T	£219.40	£36.57	£182.83	03/09/21	Glasdon Uk Limited - One Dark Green Topsy Bin and Concrete Ballast	£219.40
	22.09.21-125						
134	DD	£13.40	£2.23	£11.17	07/09/21	Utility Warehouse - Mobile Sept	£13.40
	22.09.21-134						
138	DD	£854.12	£0.00	£854.12	08/09/21	Staff Wages - September Salary	£854.12
	28.09.21-138						
139	DD	£1,427.52	£0.00	£1,427.52	08/09/21	Staff Wages Salary	£1,427.52
	28.09.21-139						
140	D/P	£785.56	£0.00	£785.56	08/09/21	Norfolk Pension Fund - September Pensions	£785.56
	22.09.21-140						
1		£153.29	£0.00	£153.29	Staff	Staff Employees' Pension	
2		£632.27	£0.00	£632.27	Staff	Staff Employer Pension	

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

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
141	B/T	£1,270.35	£0.00	£1,270.35	08/09/21	HMRC- PAYE - Months 4-6 PAYE	£1,270.35
	22.09.21-141						
137	B/T	£100.00	£0.00	£100.00	09/09/21	C & E Handyman Services - Spraying the Play Equipment 10 visits at £10.00 per visit	£100.00
	22.09.21-137						
128 £49.14	DD	£49.14	£8.19	£40.95	15/09/21	British Telecommunications - Monthly phone & broadband June 2021	
	30.09.21-128						
144	DD	£183.82	£8.75	£175.07	15/09/21	OPUSEnergy - Streetlight Energy - July-Aug	£183.82
	30.09.21-144						
142	D/P	£1,111.20	£185.20	£926.00	17/09/21	UK Power Network - Re-Connection Clayton Close Streetlight	£1,111.20
	16.09.21-142						
143	D/P	£1,111.20	£185.20	£926.00	17/09/21	UK Power Network - Re-Connection Pansey Drive Streetlight	£1,111.20
	16.09.21-143						

130	DD 25.09.21- 130	£83.33	£0.00	£83.33	22/09/21	Jo Halpin Jones - Village Voice Editor Honorarium	£83.33
146 £1,001.41	b/t 22.09.21- 146	£1,001.41	£166.90	£834.51	22/09/21	Amey LG Limited - Clayton  Close Streetlight: Call out charge, emergency disconnection, take up and down and dispost of lighting column including bracket arm and luminaire with planted base and nominal height of 5m. Electrican charge and mobile elevated work	
<b>Total</b>		£10,675.61	£944.57	£9,731.04			

Signature

Date

22/09/21 05:56 PM Vs: 8.61.01

Signature

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

**13815 Accounts up to 31<sup>st</sup> August 2021.**

Councillor C Shepherd reported a payment of £3253.11 had been made into the Parish Councils bank account but it was not known who had made this payment. **It was resolved for the Clerk to investigate further with Barclays Bank.**

**13816 Minutes of the of Dersingham Parish Council meeting held 27<sup>th</sup> July 2021.**

- a) To approve the minutes  
It was resolved to approve the Chairman sign the minutes as a true and accurate record once the following amendment had been made.  
13972 Account for payments – to add –  
It was resolved to approve Councillor C Shepherds proposal for the Clerks suggestions to be discussed at the next Finance & Administration Committee meeting.
- b) Actions points.  
Actions points were discussed and those completed removed.

- 13817 Minutes of the Staffing Committee held on 31<sup>st</sup> August 2021.**  
Councillor C Shepherd advised there had been an extraordinary meeting to discuss the circulation of staff pay slips attached to the payment list which disclosed personal details of staff.
- 13818 Minutes of the Communications Committee meeting held 31<sup>st</sup> August 2021.**  
Councillor C Shepherd advised Councillors Communications Committee had voted Councillor C Shepherd as Chairman and Councillor R Anderson as Vice Chairman.
- 13819 Minutes of the Planning Committee meeting held on 13<sup>th</sup> September 2021.**  
Councillor C Shepherd reported the Planning committee had met and discussed two applications. Councillor Houston asked for an update regarding the Neighbourhood Plan. Councillor C Shepherd advised, due to Covid restrictions there was no update, however the committee would discuss this in more detail at their next meeting.
- 13820 Minutes of the Finance Committee meeting held on 13<sup>th</sup> September 2021.**  
Councillor M Shepherd reported a donation request had been received from the RNLI which had been discussed by the Finance Committee at their meeting, after discussion it was agreed to recommend to Full Council a donation of £250.00 be made. Councillor Houston asked if the donation could be allocated to the local branch of the RNLI, after discussion it was agreed for the Clerk to make enquiries regarding local donations. **It was resolved to donate £250.00 to the RNLI and for the Clerk to ascertain if the donation can be made to the local RNLI.**
- 13821 Minutes of the Environment Committee meeting held on 14<sup>th</sup> September 2021.**  
Councillor C Shepherd advised the water courses had been discussed at length at the Environment Committee meeting, details of which are in the Environment meeting minutes.  
Councillor C Shepherd advised the Clerk had been asked to obtain quotes for a safety inspection to be carried out of all lamp columns owned by the Parish Council. Councillor Houston asked when the last inspection had been carried out. The Clerk said the previous check had been completed by the streetlighting contractor around 6 years ago.  
Councillor C Shepherd reported there are 420 trees being given to the Parish Council by the Woodland Trust and advised they are to be planted on the Warren on Saturday 13<sup>th</sup> and Monday 15<sup>th</sup> November and volunteers have been asked to assist with the planting.  
Councillor C Shepherd stated the Environment committee had resolved to award the contract to Kings and Barnham to install the new Christmas lights on the Recreation Ground, a separate quote has to be obtained for the removal of the existing lights.

- 13822 Minutes of the Staffing Committee meeting held on 20<sup>th</sup> September 2021.**  
Councillor C Shepherd reported Staffing Committee had met and agreed the Clerk would resume working in the office from 4<sup>th</sup> October 2021
- 13823 Chairman's Report.**  
Councillor C Shepherd advised the skatepark opening had been a success with the Deputy Mayor and Joe Hipkin cutting the ribbon. Councillor Houston asked when the basketball hoops would be replaced. Councillor C Shepherd advised there was to be a site meeting to discuss various items such as the basketball hoops. The Chairman reported the Parish Council had been successful in obtaining a grant from the Borough Council for £5414.00 to replace 5 concrete lamp columns.  
Councillor C Shepherd asked for Councillors views on dates for future meetings of Full Council. It was felt that due to the Covid pandemic there was insufficient space in the Garden Room and the Main Hall had a regular booking on the last Monday of the month. Councillors discussed various options at length, and it was agreed for the next meeting to be held on Wednesday 20<sup>th</sup> October and the issue be discussed further then.
- 13824 Clerk's/RFO Report.**  
The Clerk reported the defibrillator located at the Spar shop had recently been marked as inactive on the circuit list due to the code being given out by the ambulance service. The Clerk had spoken to circuit and asked if more details could be supplied when removing the defibrillator from the list to enable her to order the necessary equipment.  
The Clerk advised that across the United Kingdom, people are being encouraged to "Plant a Tree for the Jubilee" through The Queen's Green Canopy initiative. Councillor C Shepherd suggested this be discussed at the next Environment Committee meeting.
- 13825 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:**
- 21/01548/A Advertisement application for 1 x non-illuminated hanging sign at 7 Jubilee Court, Hunstanton Road, Dersingham – this had already been given approval by the Borough Council.
- Determinations:**

21/01203/F Application for single storey extension to rear, porch to front and internal and external alterations 10 Woodside Close, Dersingham. – Granted.

21/00081/F Application for proposed new dwelling at 59a Manor Road, Dersingham – Refused.

21/01112/F Application for single storey rear extension, first floor extension and alteration to dwelling. Burnham House, 26 Station Road, Dersingham. – Granted.

21/01008/F Application for two storey and single storey extension to dwelling. 27 Saxon Way, Dersingham. – Granted.

21/01187/F Application for single storey flat roof rear extension. 1 Mountbatten Road, Dersingham. – Granted.

21/00671/LB Application for replacement of two ground floor sash windows facing Chapel Road. 8 Jannoch's Court, Dersingham. – Granted.

21/01042/F Application for single storey extension and loft conversion. 6 Kings Croft, Dersingham. – Refused.

21/01122/F Application for extension and highway wall alterations. 14 Reynolds Way, Dersingham. – Granted.

13826

**Request from DVCA regarding Defibrillator and Hand Dryers.**

Councillor C Shepherd said there had been two proposals received from the DVCA trustees for work to be carried out on the village centre. First proposal is for a defibrillator, that has been donated by a third party, to be mounted on the east wall between the door and light fitting. The installation will be carried out by their electrician with the costs being covered by a separate donation. **It was resolved to approve the proposal.**

Second proposal is to replace the paper towel dispensers in the toilets with electric hand dryers to match those already installed. An initial survey had been carried out by an electrician who had confirmed that installation is feasible. Two electric dryers would be installed in the Ladies toilets, one additional dryer in the Gentleman's toilet and an additional unit in the first-floor toilet. Councillors discussed if building and electrical regulations would be met regarding the positioning of the units, if there was ample room to install and use the dryers etc. Councillor M Shepherd proposed the item be deferred and DVCA approached for a more detailed report regarding specifications which can then be discussed at the next Finance & Administration Committee meeting. **It was resolved to approve the proposal.**

13867

**Queen's Platinum Jubilee.**

Councillor C Shepherd advised there had been a preliminary meeting held in February 2021 which included representatives from a variety of groups in the village to initiate plans for the Queens Platinum Jubilee celebrations, another meeting is to be arranged and the Clerk will issue invites accordingly. Councillor Brundle stated Mr Kurtis Green and herself wished to hold an event on the Recreation Ground for the Jubilee. Councillor C Shepherd advised Parish Council would have to give formal approval for such an event to take place.

**13868 Correspondence.**

Councillor C Shepherd reported two letters had been received from Parochial Church Council representative Mr N Adams. First request was for the Parish Council to consider an increase to the annual grant received by the PCC from the Parish Council. Councillor C Shepherd proposed the request be deferred for review to the Finance & Administration Committee. **It was resolved to approve the proposal.** The second request was for the Parish Council to consider land that could be used for burial space. Councillors discussed the request; Councillor C Shepherd proposed the item be added to the next Full Council agenda and a PCC representative be invited to attend the meeting. **It was resolved to approve the proposal.**

**13869 Items for inclusion on the next agenda.**

Parochial Church Council request for additional burial land.

**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.

**13870 Sports Ground Management Lease.**

Councillor C Shepherd advised the Landowner is not prepared to allow the Parish Council to enter into a lease agreement with the Sports Ground Management Committee until they have registered as a legal entity. Sports Ground Management Committee will be meeting on the 7<sup>th</sup> October to discuss options, once a decision has been made by the Committee the lease can be progressed.

**13871 Social Club Lease.**

Councillor C Shepherd advised a meeting to discuss the lease with the Social Club is to be arranged.

**13872 Grass Cutting Contract.**

Councillor C Shepherd advised the Clerk had approached seven companies to tender for the grass cutting contract however only one tender had been received. After discussion Councillor C Shepherd proposed to suspend Financial Regulation 11.1.H to enable Councillors to vote on awarding the contract and Financial Regulation 11.1.H be



reinstated. **It was resolved to approve the proposal and the Contract to be awarded to PJ & B Jones Ltd.**

**13873**

**Date & Place of next meeting.**

Wednesday 20<sup>th</sup> October 2021, 7.00pm Dersingham Village Centre.

**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 2021.**

**Councillor C Shepherd.**

- Arrange a working group meeting regarding the Social Club lease.

**Action Points Dersingham Parish Council Meeting 22<sup>nd</sup> September 2021.**

**Clerk**

- To investigate payment received, Barclay's account, of £3253.11.
- Prepare a proposal/report for Finance & Administration regarding invoices, payments list and regular payments list.
- To establish if the £250.00 donation agreed can be made to the local RNLI.
- Obtain quotes for street light column risk assessment.
- Obtain quotes for the removal of the existing Christmas tree lights on the Recreation Ground.
- Add "Plant a tree for the Jubilee" to the Environment agenda.
- Add Parochial Church Council request for grant increase to Finance & Administration agenda.
- Add Parochial Church Council request for suggestions of land for additional burial site to Full Council agenda

**Councillor C Shepherd**

- Arrange a meeting to discuss the Queens Jubilee celebrations within the village.
- Arrange a meeting of the agreed Councillor Working Group to discuss a new lease.

With no further business the meeting closed at 9.15pm