

**Minutes of the Environment Committee Meeting
held on Monday 11 October 2021 at 7.00pm
at Dersingham Village Centre.**

Present: Cllr R Frost, Cllr C Shepherd, Cllr A Bubb, Cllr A Watkins, Cllr R Anderson & Cllr B Anderson.

In Attendance The Clerk

Cllr Frost thanked Cllr Bubb for Chairing the meeting last month and stepping in at short notice.

586 Apologies

It was resolved to accept apologies from Cllr J Stokes

587 Declarations of Interest

None received.

588 Minutes of the Environment Committee Meeting held on the 14 September 2021. The minutes to be signed by the Chair as a true and accurate record.

589 Matters Arising

Action Points:

Cllr Shepherd

- Sign CIL Grant Fund Acceptance Form. *This was achieved.*
- Check with Cllr B Anderson re Streetlight Columns to be replaced. *Cllr Anderson agreed to pass information on to Cllr Shepherd.*
- Speak with Dersingham Centre re Hose Pipe. *Still needs to be achieved.*
- Write piece for Facebook re Tree Planting. *This has been achieved.*

Cllr Frost

- To check re purchase of more logs for The Warren. *Cllr Frost explained that he had spoken with the Donor, and they are extremely busy currently, but it is hoped to sort shortly.*
- Check re Self Closures for the Recreation Ground Gates *Still needs to be achieved.*
- Check War Memorial Bench for Repair and get details to the Clerk. *Still needs to be achieved.*

Cllr Bubb

- To speak with Cllr Dark re Dyke Clearance. *This has been achieved and will be reported later in the agenda.*

Cllr A Watkins

- Chase Cllr Dark re Wildlife Signs. *This has been achieved and will be reported later in the agenda.*

Clerk

- Write to L & H Homes re high fence to protect the dyke. *The Clerk reported that she had asked about the fence, but the Manager had advised that the Legal Team needs to speak with the landlord before any action on anything can be achieved.*
- Chase NCC Estates regarding the land by Semba. *The Clerk advised that she had sent off the map regarding NCC Estate tidying the area or turning it over to the Parish Council for us to maintain. The gentleman from NCC had taken to committee but had some questions but did not attach the questions to the email so the Clerk advised but still no questions have been*

received. Cllr Shepherd said it was the footpath the Clerk advised that it was an area. **It was resolved for the Clerk to chase.**

- Sign CIL Grant Fund Acceptance Form and send back. *This was achieved and sent back.*
- Obtains quotes re Bus Shelter glazing/new. *The Clerk advised that she had asked Cllr Bubb to take some photographs so that she could sent off to get the quote, but she was unsure of the pane that Cllr Shepherd had advised needed replacing.* Cllr Shepherd advised that she had got back to the Clerk and advised that the green needs to be cleaned from the roofs. The Clerk had advised should she get quotes from specialist cleaners. Cllr Bubb advised that a good window cleaner would be able to complete. **It was resolved for the Clerk to obtain quotes from a Window Cleaners.**
- Chase Amey re Streetlight Report for Clayton Close/Quote for streetlight survey. *The Clerk advised that the survey report had been received and sent to the insurance company and the money had been received minus £125.00 access.*
- Pass Solar Powered Streetlight leaflet to Climate Change Group. *This had been achieved.*
- Send out Dog Bin Sponsorship. *This had been achieved and 19 sponsorships had been secured so far.*
- Speak with Mr Stanton Regarding Pasture Hedge. *This had been achieved and it was hoped to be achieved by the end of September but not achieved yet.*
- Add Doddshill Road/Sandringham Road pavements to The Rangers/NCC List. *These were achieved.*
- Email re Post Office Road sent to NCC Highways for info. *This was achieved.*
- Ask Contractor to undertake Warren Annual Half Cut and additional fire break. *This had been achieved and been cut.* Cllr Shepherd advised that the wrong half had been cut.
- Put Facebook piece from Cllr Shepherd on to the Facebook Page. *This had been achieved and the Clerk reported that there had been a lot of interest.*
- Set up meeting re Platinum Jubilee. *This has been achieved and will be reported later in the agenda.*
- Obtains quotes to remove old Christmas Lights. *This has been achieved and will be reported later in the agenda.*
- Write to DUC regarding proposed Trod. *This has been achieved and will be reported later in the agenda.*
- Place order for the new Christmas Lights. *This has been achieved and will be reported later in the agenda.*
- Place grasscutting tender onto the Full Council Agenda. *This has been achieved.*

590 Current Financial Position/Budget Setting (Please see attached)

The Clerk had sent round the financial paperwork. All in order.

591 Budget 22/23/Precept Setting.

It was resolved to have a separate meeting just for setting the budget a date of the 21 October 2021 at 7.00pm at the Village Centre was set.

592 Areas of Responsibility

- Bus shelters/Stops.** **It was resolved for the Clerk to obtain quotes from Window Cleaning Companies.**
- Grasscutting.** Cllr Frost reported that the around the Village Sign had been totally cut now and looks so much better.
- Cleaning.** The Clerk advised that she needed to buy detergent and black bags for the Contractor.
- Litter Bins.** The Clerk advised that the new litter bin had been installed by the Skatepark. Cllr Shepherd asked if it was being well used. The Clerk advised that she had not received any feedback yet.

- f. **Seats and Benches.** The Clerk reported that the new bench by the skatepark was in place. Cllr Shepherd advised that it was being well used. Cllr Frost asked if a thank you letter has been sent. Cllr Shepherd advised that she had emailed.

Cllr Frost advised that whilst undertaking the recent litter pick, he checked on benches within his collection area. He advised that the bench outside the Dersingham Centre is in a bad state of repair, and someone could hurt themselves whilst sitting. **It was resolved for the Clerk to get Mr English to sand down and paint.** Cllr Bubb advised that he had seen some lovely recycled plastic ones in Keswick a couple of weeks ago and they really did look like wood and were very sturdy. **It was resolved for the Clerk to try and find out the manufacturer.**

g. **Dog Bins & Sponsorship**

Sponsorship. The Clerk advised that she had hand delivered the sponsorship forms to the vets and had received a reply from one agreeing to renew 19 bins.

- h. **Footpaths/walkways.** Cllr Bubb advised that the tarmac recently put down when a gas main was replaced in coming apart on Centre Vale. **It was resolved for the Clerk to report to NCC Highways.**

- I **Tree Warden.** Cllr B Anderson reported that he had reported some more Ash trees affected by Ash die back.

- J. **General village environment.** Cllr Watkins asked if the letter was sent regarding the overhanging vegetation. The Clerk advised that it was sent. Cllr Watkins advised that it was also the neighbouring property. **It was resolved for the Clerk to ask for the vegetation to be cut by the neighbouring property and also report that the roots are breaking up the pavement to NCC Highways.**

Cllr Bubb advised that he had been able to sort the recreation area in Wallace Twite Way with his Borough Council hat on. The area had been poorly cut and not in a good state. The Borough Council had sent someone to take photographs saying that the area was fine and well cut etc. Cllr Bubb had taken his own photographs and had sent them to the Manager and then the area was cut and tidied correctly.

Cllr Shepherd advised that the Grit Bin in Park Hill had fallen apart. Cllr Shepherd was surprised to find out that they were Parish assets and not listed on the Asset Register. Cllr Shepherd advised that there was another parish owned one in Broadlands Close. The Clerk advised that she remembers the one in Broadlands Close being put in place. **It was resolved for the Clerk to put on the Full Council Agenda and put on the Asset Register.**

593 The Warren

Cllr Shepherd advised that the Clerk had instructed the contractor to cut the wrong area. The Clerk advised that she got it wrong last year and was told that only half of the field to be cut each year and the same piece. Cllr Shepherd advised that the minutes said Southern end. Cllr Shepherd advised that the other end needed cutting this year so that the tree planting can go ahead. The Clerk advised that she had asked the contractor to cut as per the new contract. The Clerk advised that £475 had been quoted to cover the area in the new contract though this area was larger. **It was resolved for the Clerk to get the contractor to cut the southern end by the 13 November so the tree planting can go ahead.**

594 Update on the Dyke Clearance.

Cllr Shepherd had advised that Cllr Dark had got back to her on this issue. Cllr Dark had spoken to the NCC Portfolio Holder regarding the ditch and explained the ownership is complex, it had been agreed that there is nothing to stop NCC Officers becoming involved as a 'one off' to improve potential flooding matters. Cllr Dark also advised that he would still be able to use part of his LMF to help fund remedial activity. The local Highway Engineer has

had a site visit and the contractor would be able to work along the entire length of the football pitch and the 'open space' areas. The lower ditch part between the houses cannot be achieved by the same contractor as requires specialist equipment. The Highway Engineer to contact another contractor to see if feasible. Cllr Dark had advised that One of the challenges that needed to be considered is whether doing the top section without doing the bottom section will potentially make things worse not better, by potentially putting more water faster downstream - hopefully this should be answered post the 2nd site visit. The overall cost remains unknown, and funding will need further discussion.

595 Christmas Lights

The Clerk advised that the order had been placed but the quote was out of time but after checking they agreed to hold the price quoted.

596 Wildlife Signs

Cllr Shepherd advised that Cllr Dark had got back to her and advised the NCC Highway policy does not support signage on roads re animals unless those animals' presence is a potential danger to road users due to their size etc (e.g., deer). Highways has a concern regarding signage that could be distracting and confusing to drivers but the Parish Council like many others could consider purchasing their own signs and working with the Highway Engineer, so they are placed suitably in the best possible position to have the maximum effective in the correct time frame or all year use. Cllr Dark advised that he might be able to help with funding. **It was resolved for the Clerk to Contact the Highway Engineer to discuss the best provider and locations.**

597 Platinum Jubilee

Cllr Shepherd advised that the Clerk had set up a meeting which was well attended. The Clerk presented a letter received by a business in the area wishing to hold a village event on the Recreation Ground on the Saturday. **It was resolved for this letter to go to Full Council for approval.**

598 Recreation area

a) **Review of Cleaning. It was resolved for the Cleaning to continue. The Clerk advised that she had agreed to purchase black bags and detergent for the Contractor.**

599 War Memorial & War Memorial Gardens

Cllr Bubb advised that the area was looking good. Cllr Shepherd said that the railings still needed to be achieved. The area would look good for the service on the 11th. **It was resolved for Cllr Shepherd to organise the painting of the railings.**

600 Skatepark

Cllr Frost advised that more grass seed/additional soil would be needed but understood that it would be hard to undertake with the park being in constant use. Cllr Shepherd advised that a site meeting was needed to work out the positioning of the basketball hoops and goal mouths etc. Cllr R Anderson suggested that a five-year plan of what the council would like to undertake should be achieved. Cllr Anderson advised that public consultation was necessary, and a piece should be placed on the Council's Facebook page allowing parishioners to comment. Cllr Shepherd asked Cllr R Anderson to draft something for the Clerk to place on the site. **It was resolved for Cllr Anderson to write and the Clerk to place on the site.**

601. Climate Change

Had not met. Nothing to report.

Cllr Anderson left the meeting at 8:50pm.

602. Parish Partnership – Trod – location change.

The Clerk advised that she had heard back from Dersingham United Charities, and they would not be in favour if it was left to the charity to cover maintenance costs re cutting down the gorse etc. Cllr Bubb advised that could the Parish Council not take up the maintenance costs. Cllr Shepherd not happy with the Parish Council who do not own the land to provide maintenance. **It was resolved for the Clerk to organise a site visit with the Highway Engineer, the Chair of Dersingham United Charities and any Councillors from this committee who wished to be present to look at site in detail and explore alternatives.**

603 Rangers

Nothing to report.

604 Correspondence –

a) Letter from Borough Council re Dog Control Area. The Clerk advised that this currently covers the Recreation Ground. **It was resolved for the Clerk to email round the details.**

b) Letter from Parishioner re Parking in Bank Road. The Clerk advised that the residents were happy for signage to be placed. **It was resolved for the Clerk to organise a meeting with as many Residents as possible and the Council to look at a way forward but would have to be legally binding.**

605 Items for inclusion at next Meeting

Five-year project plan for Recreation Ground.

606 Items for Facebook

Asking for ideas and Parishioners wishes for the Recreation Ground for the next five years.

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.

607 Quotes for Broadland Close Tidy Up.

The Clerk advised that she had been out to three contractors but had only heard back from one and was concerned that he had not fully taken on board the brief. **It was resolved for the Clerk to ask for a site meeting with the contractor so make sure all is covered within the quote.**

608 Streetlight Survey quotes

The Clerk advised that she had sent round a couple of quotes but was still waiting for one to be received. **It was resolved for the Clerk to chase the other company.**

609 Old Christmas Lights removal quotes

The Clerk advised that she had sent round the quotes. Cllr R Anderson advised that one of the contractors for the lights was prepared to remove the old lights. **It was resolved for the Clerk to chase up the start date for the lights and ask if they would consider quoting for the removal. It was also resolved for the Clerk to place the order to the lowest quote as there was not time to wait until the next meeting**

610 Date, time, and venue of next meeting

Budget Meeting set for Thursday 21 October followed by next Committee meeting on Tuesday 9 November 2021 at 7.00pm all at the Loft, Dersingham Centre.

With no further business the meeting was closed at 21:22pm.

ACTION LIST

Cllr Shepherd

- Organise painting War Memorial Railings

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 R Anderson

- Write piece on Recreation Ground Five-Year Plan and get to the Clerk.

Clerk

- Chase NCC Estates regarding the land by Semba.
- Obtain quotes from Window Cleaners re bus shelters
- Set Up Budget Meeting
- Get Mr English to sand down and repaint bench outside Dersingham Centre
- Find out manufacturer of plastic benches in Keswick.
- Speak with NCC Highways re pavement in Centre Vale
- Send letter re vegetation of neighboring property on Glebe Road
- Speak with NCC Highways re pavement in Glebe Road re vegetation growth
- Put grit bin in Park Hill on Full Council Agenda and put the two grit bins on Asset List.
- Ask Contractor to undertake Warren tree side cut before tree plant
- Put Facebook piece from Cllr R Anderson on to the Facebook Page.
- Put Recreation Platinum Jubilee Event on Full Council Agenda.
- Obtains quote to remove old Christmas Lights from Christmas Light Provider and if within budget place order.
- Chase up start date re Christmas Lights
- Organise site visit re Trod
- Organise meeting re Bank Road
- Purchase usual black bags and detergent for spraying for Mr English
- Organise Broadland Close meeting
- Chase one quote for Streetlight survey
- Send round Dog Control Order
- Speak with NCC Highway Engineer re Wildlife Signs

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive.

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

		2021/22	Revised	Actual Net	Balance
Environment					
Income					
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
Total Income		£23,035.00	£23,035.00	£22,435.00	-£600.00
Expenditure					
4000	Cleaning Contract	£3,000.00	£3,000.00	£1,620.00	£1,380.00
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	£2,394.00	£906.00
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	£1,121.43	£1,878.57
4040	Streetlight Maintenance	£1,250.00	£1,250.00	£853.28	£396.72
4045	Streetlight Repair/Survey/New	£2,000.00	£2,000.00	-£101.59	£2,101.59
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	£300.00	£1,700.00
4075	Litterbins	£0.00	£0.00	£0.00	£0.00
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

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive.

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

		2021/22	Revised	Actual Net	Balance
4095	War Memorial Maintenance	£1,250.00	£1,250.00	£405.00	£845.00
4100	War Memorial	£0.00	£0.00	£0.00	£0.00
4105	Bus Stop	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£23,035.00	£23,035.00	£6,777.12	£16,257.88

Recreation Income

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	£24.66	£24.66
540	Precept	£5,100.00	£5,100.00	£5,100.00	£0.00
Total Income		£5,100.00	£5,100.00	£5,124.66	£24.66

Expenditure

5000	Recreation Water	£50.00	£50.00	£25.12	£24.88
5005	Recreation Ground Electricity	£100.00	£100.00	£23.49	£76.51
5010	Playground Equipment - New	£0.00	£0.00	£182.83	-£182.83
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	£30.00	£970.00
5030	Recreation Ground Grasscutting	£1,000.00	£1,000.00	£714.00	£286.00
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
Total Expenditure		£5,100.00	£5,100.00	£1,085.94	£4,014.06

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive.

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

	2021/22	Revised	Actual Net	Balance	
The Warren					
Expenditure					
8000	Warren Expenditure	£0.00	£0.00	£667.00	-£667.00
Total Expenditure		£0.00	£0.00	£667.00	-£667.00
Skatepark					
Income					
900	Skatepark Donations	£0.00	£0.00	£72,815.11	£72,815.11
910	Precept	£3,552.00	£3,552.00	£3,552.00	£0.00
Total Income		£3,552.00	£3,552.00	£76,367.11	£72,815.11
Expenditure					
9000	Skatepark Project	£0.00	£0.00	£93,812.17	-£93,812.17
Total Expenditure		£0.00	£0.00	£93,812.17	-£93,812.17
COVID					
Income					
1050	Covid Grant	£0.00	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£0.00	£0.00
Expenditure					
10100	Covid Grant Monies	£0.00	£0.00	£653.83	-£653.83
Total Expenditure		£0.00	£0.00	£653.83	-£653.83