

Minutes of the Meeting of Dersingham Parish Council held on 15<sup>th</sup> December at 7.00pm in the Dersingham Village Centre.

**Present:** Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor R Anderson, Councillor B Anderson, Councillor T Bubb, Councillor M Noble, Councillor D Hipkin and Councillor J Stokes.

**Also, Present:**

Sarah Bristow (Clerk)

Geraldine Scanlon (Communications Officer-Minute taker).

**13924 To Receive and Consider Apologies for Absence.**

It was resolved to approve apologies received from Councillor D Wright, Councillor A Watkins, Councillor V Brundle, Councillor J Houston and Councillor G Billard.

**13925 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.**

None received.

**13926 Open the meeting for Public Participation.**

There was no public present.

**13927 To receive a verbal report from Norfolk County Councillor.**

Councillor S Dark was not present.

**13928 To receive a verbal report from Borough Councillors.**

Councillor Bubb advised he had nothing to report.

**13929 Accounts for payment.**

Councillors discussed payments to be made.

Dersingham Parish Council

Expenditure transactions – payments **Start of year**

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
198	B/T 15.12.21- 198	£32.96	£5.50	£27.46 21/07/21	Thaxters - hose connection and extension for War Memorial Garden	£32.96
202	d/p 15.12.21= 202	£80.00	£0.00	£80.00 01/11/21	C & E Handyman Services - Spraying the Play Equipment 8 visits	£80.00
207	D/P 06.12.21- 207	£8.50	£0.00	£8.50 18/11/21	Barclays Bank - Monthly charges	£8.50
208	D/P 15.12.21- 208	£2,223.00	£0.00	£2,223.00 23/11/21	Clanpress - Village Voice Issue 133 printing	£2,223.00
209	D/P 15.12.21- 209	£217.04	£36.18	£180.86 29/11/21	Viking Direct Ltd -	£217.04
1		£19.17	£3.19	£15.98	CNC A3 Paper	
2		£104.70	£17.45	£87.25	CNC A4 Paper	
3		£14.38	£2.40	£11.98	CNC A4 Pukka Pads	
4		£9.58	£1.60	£7.98	CNC A5 Pukka pads	
5		£9.35	£1.56	£7.79	CNC Diary Insert	
6		£37.79	£6.30	£31.49	CNC Box Pens	
7		£43.19	£7.20	£35.99	CNC Cartridge	
8		-£24.66	-£4.11	-£20.55	CNC Discount	
9		£3.54	£0.59	£2.95	CNC Protection	
200	DD 24.12.21- 200	£126.16	£21.03	£105.13 01/12/21	K & M Lighting Services - Street Lighting Maintenance Dec 21	£126.16
199	DD 02.12.21-	£41.40	£6.90	£34.50 02/12/21	System:3 Business Solutions - Microsoft 365	£41.40

201	199 D/P 15.12.21- 201	£146.23	£0.00	£146.23	03/12/21	monthly subscription David Doman - War Memorial maintenance	£146.23
1		£75.00	£0.00	£75.00		ENV Standard Maintenance	
2		£56.24	£0.00	£56.24		ENV Brown Bin	
3		£14.99	£0.00	£14.99		ENV Juniper Plant	
206	DD 3012.21- 206	£13.40	£2.23	£11.17	06/12/21	Utility Warehouse - Mobile Dec	£13.40
213	D/P 28.12.21- 213	£1,427.52	£0.00	£1,427.52	07/12/21	December Salary	£1,427.52
214	D/P 28.12.21- 214	£854.12	£0.00	£854.12	07/12/21	December Salary	£854.12
215	D/P 15.12.21- 215	£785.56	£0.00	£785.56	07/12/21	Norfolk Pension Fund - December Pensions	£785.56
1		£153.29	£0.00	£153.29		Staff Staff Employees Pension	
2		£632.27	£0.00	£632.27		Staff Staff Employer Pension	
216	D/P 15.12.21- 216	£1,281.69	£0.00	£1,281.69	07/12/21	HMRC- PAYE - Months 7- 9 PAYE	£1,281.69
1		£375.60	£0.00	£375.60		Staff Employee PAYE	
2		£398.34	£0.00	£398.34		Staff Employees NI	
3		£507.75	£0.00	£507.75		Staff Employers NI	
211	D/P 15.12.21- 211	£3,299.99	£549.99	£2,750.00	09/12/21	Kings of Barnhams - Quotation No:216547 Re: Christmas Lights to Recreation Ground Tree Thank you for your recent enquiry regarding electrical works at the above address, please receive our quotation, as  requested. ● To install 4m Street Light column at roughly the center point of the tree line, this will be electrically fed from the existing RCD protected 16A high-level socket and will contain the necessary time switch and override switch to control the lights, controls will be housed at a low level inside the Street Light column, opened with a standard Street light triangular key. ● From this column, we will wire in steel wire armoured cable secured to the Fence to 11No. 16Amp waterproof socket outlets positioned adjacent to each tree, mounted on new metal plates. ● The coloured 30w LED floodlights can then be plugged into these to allow for ease of removal C & E Handyman Services - Spraying the Play Equipment 9 visits Coral Shepherd - Chocolate for Volunteers	£3,299.99
212	D/P 15.12.21- 212	£90.00	£0.00	£90.00	09/12/21	C & E Handyman Services - Spraying the Play Equipment 9 visits	£90.00
210	D/P 15.12.21- 210	£144.00	£0.00	£144.00	13/12/21	Coral Shepherd - Chocolate for Volunteers	£144.00
1		£72.00	£0.00	£72.00		CNC Morrisons	
2		£72.00	£0.00	£72.00		CNC Tesco	
205	DD 31.12.21- 205	£49.14	£8.19	£40.95	14/12/21	British Telecommunications - Monthly phone & Tree Work & Surveys Ltd	£49.14
217	D/P	£600.00	£100.00	£500.00	15/12/21		£600.00

	15.12.21-217					- To remove the christmas lights from the trees in the Recreation	
204	DD	£88.33	£0.00	£88.33	20/12/21	Jo Halpin Jones - Village Voice Editor Honorarium	£88.33
	20.12.21-204						
203	DD	£270.00	£0.00	£270.00	22/12/21	C & E Handyman Services - Cleaning	£270.00
	07.12.21-203						
<b>Total</b>		£11,779.04	£730.02	£11,049.02			
<b>Signature</b>							

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

**13930**

**Accounts up to 30<sup>th</sup> November 2021.**

Councillor C Shepherd advised the Clerk had circulated the accounts which had been done to today's date not to the end of November 2021.

**a) Internal Audit Controllers Quarterly Report.**

Councillor M Shepherd advised he had circulated the IAC report and there were no discrepancies found.

**13931**

**Minutes of the meeting of Dersingham Parish Council held 23<sup>rd</sup> November 2021.**

a) To approve the minutes.

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

b) Action points.

Action points were discussed and those completed were removed.

**13932**

**Notes of the Environment Working Party meeting held virtually 6<sup>th</sup> December.**

Councillor Bubb advised there were no items requiring resolution from Full Council. Councillor Bubb reported the proposed Trod was no longer required after a meeting with the Parish Council, Dersingham United Charities and NCC Highways had been held on site and it was agreed as the vegetation had been cut back by NCC Highways and it was possible to walk the length of the verge, therefore no need for a Trod.

Councillor C Shepherd advised a new Tree Preservation Order had been received from the Borough relating to a Mulberry Tree, Fern Hill.

The trees from the Woodland Trust have been delivered and it had been agreed by the Environment Committee the planting should take place the 1<sup>st</sup> and 3<sup>rd</sup> of January 2022

**13933**

**Minutes of the Staffing Committee meeting held 7<sup>th</sup> December 2021.**

Councillor C Shepherd advised the Staffing Committee had agreed for the Clerk to continue working from home, Christmas Annual Leave applied for by the staff had been approved and salaries had been authorised.

Councillor C Shepherd stated Staffing Committee had discussed and agreed to propose to Full Council that, in the absence of the Clerk, due to holidays, sickness etc Mrs Scanlon be nominated to act as the Proper Officer. This would allow agendas to be issued by Mrs Scanlon. **It was resolved to approve the proposal.**

**13934**

**Notes of the Finance Working Party meeting held virtually 13<sup>th</sup> December 2021.**

Councillor M Shepherd advised there had been two grant applications received that had been discussed at the Finance meeting however due to meeting as a Working Group via Zoom the outcome of the discussions required resolution by Full Council. Councillor M Shepherd reported the first grant request that had been received was from the PCC. There has been no increase to the PCC grant of £3600.00 from the

Parish Council for six years, an increase of £150.00 was approved in 2021/22 to £3750.00. A change in contractors has made a significant increase in the cost of grasscutting in the churchyard, with the PCC paying a further £1440.00. Councillor M Shepherd proposed an Increase to the PCC grant of £1250.00 to a yearly figure of £5000.00 for 2022/23. Councillors discussed the proposal. **It was resolved to approve the proposal.**

The second grant application had been received from EACH (East Anglia's Children Hospice). Councillors had discussed the application and suggested a donation of £200.00 from the £575.00 remaining in the Grants budget. Councillor M Shepherd proposed a donation of £200.00 be made to EACH. **It was resolved to approve the proposal.**

**13935**

#### **Chairman's Report.**

Councillor C Shepherd reported the repairs to the DVC roof had been completed and the scaffolding removed.

Currently Finance & Administration and Environment Committees have been meeting virtually as Working Groups as the Government have not revoked the rules on face-to-face meetings. It had been approved previously by Full Council that Working Groups meetings would function as Committee meetings to allow transparency however any proposals would need resolution by Full Council. Councillor C Shepherd advised she had written to the local MP regarding face-to-face meetings and had not received a response, she asked if Councillors wanted her to write another letter. **It was approved for Councillor C Shepherd to write to the local MP regarding face-to-face meetings.**

Full Council meetings due to be held in January were discussed and it was agreed the Budget Setting meeting be held virtually on 21<sup>st</sup> January 2022. The agreed proposed budget would then be presented at the Full Council at the meeting to be held at the DVC on the 28<sup>th</sup> of January 2022

**13936**

#### **Clerk's/RFO Report.**

The Clerk advised the first quarter of the HMRC VAT return has been completed and once the figures for the second quarter have been confirmed the return can be processed.

The Clerk stated she had had several lengthy calls with Edge regarding the Regular Payments list and hopes to have something in place in January.

**13937**

#### **Applications and Determinations.**

**All applications can be viewed, 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:**

21/02249/F Retrospective planning for the addition of new windows to the side elevations, new velux's on the front elevation and extension to the rear of the property at Bank Road, Dersingham. – It was resolved to make no objections

#### **Determinations:**

21/01828/F Applications for extension and car port – Lyndhurst 27 Onedin Close, Dersingham – Granted.

**13938**

#### **Date, Time, and Place of meetings for 2022.**

Due to Covid this is to be agreed.

- 13940 Correspondence.**  
None received.
- 13941 Items for inclusion on the next agenda.**  
Budget setting
- 13942 Date and Place of next meeting.**  
17<sup>th</sup> January 2022, via Zoom
- 13943 Open the meeting to allow Public Participation.**  
No public were present.

#### **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.

- 13944 Sports Ground Lease.**  
Councillor C Shepherd advised there was no update.
- 13946 Social Club Lease.**  
Councillor C Shepherd advised there had been no response from the Social Club regarding a letter issued by the Parish Council.

#### **Action Points Dersingham Parish Council Meeting 23<sup>rd</sup> November 2021.**

##### **Clerk**

- To arrange a zoom meeting as per minute 13908. The Clerk, Councillor C Shepherd and Mrs Scanlon to attend.
- To arrange a meeting for the Queens Platinum Jubilee celebrations.

##### **Councillor C Shepherd.**

- To arrange a zoom meeting as per minute 13908. The Clerk, Councillor C Shepherd and Mrs Scanlon to attend.

#### **Action Points Dersingham Parish Council Meeting 15<sup>th</sup> December 2021.**

##### **Clerk**

- To increase PCC grant to £5000.00 yearly
- To add EACH donation to the payments list.

##### **Councillor C Shepherd**

- To write to the local MP regarding face-to-face meetings

With no further business the meeting closed at 7.55pm