

Draft Minutes of the Meeting of Dersingham Parish Council held on 15th February 2022 at 7.00pm in the Dersingham Village Centre.

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor B Anderson (Left 8.35), Councillor D Wright, Councillor J Houston, Councillor T Bubb and Councillor R Frost.

Also, Present:

Norfolk County Councillor S Dark (Left 7.25pm)

Jennifer Shah (Locum Clerk)

Geraldine Scanlon (Communications Officer-Minute taker).

13972 To Receive and Consider Apologies for Absence.

It was resolved to approve apologies received from Councillor M Noble, Councillor V Brundle, Councillor R Anderson and Councillor J Stokes.

13973 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.

None received.

13974 Open the meeting for Public Participation.

There was no public present.

13975 To receive a verbal report from Norfolk County Councillor.

Councillor S Dark reported the following updates:

The speed limits along the A149, from Babingley and along Snettisham Bypass has been reduced from 60mph to 50mph and Lamsey Lane reduced from 60mph to 40mph. All signage is now in place.

The next phase is redesign work on the junctions, road markings, reflectors, and signage long the A149.

Councillor Dark had used £3000.00 of his local members fund to have a central refuge installed on the A149 at Snettisham and stated he had given commitment to Dersingham Parish Council to assist in paying for a proposed Trod from his local members fund. However, as this is no longer going ahead, suggested he allocates the funds assigned for the trod to have a central refuge put in place at the bottom of Station Road to enable pedestrians, cyclists etc to cross the A149. After discussion regarding location and funding Councillors agreed for Councillor Dark to take forward the proposal of a central refuge.

Councillor M Shepherd asked if Councillor Dark could assist in having the old grit bin removed from Park Hill. Councillor C Shepherd advised it could not be taken to the local recycling centre as it is classed as toxic waste. Councillor Dark agreed to speak with Borough and County Council to have it removed.

13976 To receive a verbal report from Borough Councillors.

Councillor Collingham was not present.

Councillor Bubb reported he had given £200.00 of his members fund to the Dersingham Choral Society, leaving a remaining budget of £800.00

The signs that had been knocked down on the George Pratt roundabout, Dersingham roundabout have now been replaced by highways.

13977 Accounts for payment.

Councillor C Shepherd advised the finalised payments list had been circulated. Councillors discussed payments to be made.

Dersingham Parish Council

Expenditure transactions - payments

Start of year

Tn no	Chequ	Gross	Vat	Net Invoice	Details	Chequ e
261	B/T 08.02.22- 261	£98.40	£0.00	£98.40	07/12/21 HMRC- PAYE - Months 7-9 PAYE	£98.40
1		-£3.40	£0.00	-£3.40	Staff Employee PAYE	
2		£41.33	£0.00	£41.33	Staff Employees NI	
3		£47.53	£0.00	£47.53	Staff Employers NI	
4		£12.94	£0.00	£12.94	Staff Interest + ?	
258	B/T 15.02.22- 244	£81.00	£13.50	£67.50	25/01/22 Aston Shaw - Undertaking payroll to 05.01.22	£81.00
254	DD 20.02.22- 254	£126.16	£21.03	£105.13	01/02/22 K & M Lighting Services - Streetlight Maintenance	£126.16
263	B/T 15.02.22- 263	£1,890.00	£315.00	£1,575.00	01/02/22 Ward Hill Walker - HR Advice	£1,890.00
250	B/T 15.02.22- 250	£45.00	£0.00	£45.00	02/02/22 David Doman - War memorial	£45.00
260	D/P 15.02.22- 260	£90.00	£0.00	£90.00	02/02/22 Keith Kendall - Please clean two Bus Shelters on Hunstanton Road as per your quote @£45.00 per	£90.00
247	B/T 04.02.22- 247	£8.50	£0.00	£8.50	07/02/22 Barclays Bank - E-Payment Plan Charges	£8.50
251	DD 02.02.22- 251	£41.40	£6.90	£34.50	07/02/22 System:3 Business Solutions - 365 Subs	£41.40
255	S/O 07.02.22- 247	£270.00	£0.00	£270.00	07/02/22 C & E Handyman Services - Cleaning	£270.00
248	D/P 15.02.22- 248	£70.00	£0.00	£70.00	08/02/22 C & E Handyman Services - Cleaning	£70.00
262	B/T 15.02.21- 262	£500.00	£0.00	£500.00	08/02/22 Stephen Martyn - Website Hosting and Maintenance	£500.00
246	DD 28.02.22- 246	£13.40	£2.23	£11.17	10/02/22 Utility Warehouse - Mobile Phone	£13.40
256	DD 28.02.22- 256	£286.66	£47.78	£238.88	13/02/22 OPUSEnergy - Streetlight Energy	£286.66
245	S/O 20.02.22- 245	£88.33	£0.00	£88.33	20/02/22 Jo Halpin Jones - Village Voice Honorarium	£88.33

Signature

Signature

Date

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Expenditure transactions - payments

Start of year

Tn no	Chequ	Gross	Vat	Net Invoice	Details	Chequ e
249	B/T 28.02.22- 249	£785.56	£0.00	£785.56	28/02/22 Norfolk Pension Fund -	£785.56
1		£153.29	£0.00	£153.29	Staff Employees	
2		£532.27	£0.00	£532.27	Staff Employers	
252	DD 28.02.22- 252	£49.14	£8.19	£40.95	28/02/22 British Telecommunications -	£49.14
253	B/T 28.02.22- 253	£854.12	£0.00	£854.12	28/02/22 Staff - Wages	£854.12
257	B/T 28.02.22- 257	£1,427.52	£0.00	£1,427.52	28/02/22 Staff - Wages	£1,427.52
Total		£6,725.19	£414.63	£6,310.56		

It was resolved to approve the payments.

13978 Accounts up to 31st January 2022.

Councillor C Shepherd advised the accounts to 31st January had been circulated and presented at the last Finance & Administration working group meeting. Councillor M Shepherd reported he had performed the IAC checks; bank reconciliations were in order and no major discrepancies found. The petty cash check had not been carried out.

13979 Minutes of the Meeting of Dersingham Parish Council held 15th December 2021.

a) To approve the minutes.

Councillor C Shepherd advised these minutes had not been circulated at the previous Full Council meeting.

Councillor C Shepherd stated an email had been received from the Clerk with points she wished to raise regarding Full Council minutes of 15th December 2021, Notes of Full Council meeting 17th January 2022 and minutes of Full Council meeting of 28th January 2022. Also Finance Working Group notes. Councillor C Shepherd advised these would be dealt at the appropriate agenda item.

Full Council Meeting 15 December 2021.

Min number 13933 The Clerk queried the decision to appointment Mrs Scanlon as Proper Officer as she thought it was to cover the Christmas/New Year break. Councillor C Shepherd advised she had referred to her notes of the meeting 15th December and it had been agreed Mrs Scanlon would act as Proper Officer for any future absence of the Clerk. Councillor B Anderson stated it had been approved by Councillors as an ongoing arrangement and not one that needed agreement each time the Clerk was absent. **It was approved by Councillors that Mrs Scanlon had**

been appointed by Full Council to act as the Proper Officer in the Clerks absence as an ongoing arrangement.

b) Action points.

13980 Notes of the Communications Working Group meeting held 4th January 2022.

Councillor C Shepherd reported the following.

Notification had been received from Clanpress regarding an increase in printing costs with the additional cost being balanced by reducing the print by 100 copies. Mr Martyn who currently maintains the Parish Council website has given 12 months' notice therefore Councillor C Shepherd proposed setting up a working group to discuss the future running of the website. It was agreed Councillor M Shepherd to join the working group and Councillor Hipkin be invited to join.

Supplementary pages are being formatted to add as an insert in the Village Voice detailing events due to be held over the Queens Platinum Jubilee 4-day weekend.

13981 Notes of the Budget Working Party meeting held 17th January 2022.

The Clerk advised it was not necessary to approve notes from working group meetings and no resolutions in notes as proposals can only be agreed and taken to Full Council. Also, the numbering was incorrect as notes should not follow on numerically from the previous minutes and should show CWN.

Councillor C Shepherd advised the numbering of minutes is discretionary to each Parish Council and Clerk, there is nothing stipulated in any Parish Council rules and regulations regarding the numbering of minutes or working group notes. Councillors discussed the numbering of the minutes of 15th December and the numbering of the notes of the 4th January. **It was approved by Councillors no further action was needed.**

13982 Minutes of the Meeting of Dersingham Parish Council held 28th January 2022.

a) To approve the minutes.

Min 13957

The Clerk asked if all Councillors agreed to appoint a HR Consultant which had incurred costs more than £9000.00. Councillors had agreed to the appointment of the HR Consultant.

Councillor C Shepherd reported, to date, the amount authorised for HR services was £6487.50. Councillor B Anderson stated it was clear an error had been made against the budget line.

Min 13959

The Clerk advised it was not appropriate for a tree surgeon to undertake electrical work and had asked for a quote from an electrician to undertake this outstanding work.

Councillors discussed the Clerks comment. **It was approved that minute 13959 was factual and reflected what was said at the Full Council meeting.**

Min 13962

The Clerk queried the decision regarding the full council meeting to be held 15th February 2022.

Councillors discussed the Clerks comments and under minute number 13966 it states, "Councillors discussed the issue and it was resolved for the Full Council to be held 15th February 2022; the Clerk to arrange a Locum Clerk to attend." Therefore, all Councillors had been part of the decision made.

b) Action points.

13983

Notes of the Finance & Administration Working Party meeting held 7th February 2022.

Councillor C Shepherd stated that comments raised by the Clerk concerning the Finance & Administration meeting notes should be addressed at the next Finance & Administration meeting and not brought to Full Council, as this is the usual procedure regarding committee minutes/notes.

Councillor M Shepherd advised there had been three Minor grant application received and reported there is currently £375.00 remaining in the minor grant budget for 2021/22. Finance & Administration had discussed the applications which resulted in the following proposal to Full Council.

Application 1: from Norfolk Citizens Advice Finance working group propose to donate £200.00

Applications 2: from Dersingham Choral Society Finance working group propose to donate 150.00.

Application 3: from Fresh Start New Beginnings, Finance working group propose the Clerk write to the applicant advising them there are insufficient funds remaining for 2021/22 to agree a grant.

Councillors discussed the proposals. **It was resolved to approve the proposals.**

13984

Notes of the Environment Working Party held 8th February 2022.

Councillor R Frost advised a five-year plan had been written and updated by Councillor R Anderson and had been circulated by the Clerk and asked for agreement by Full Council to proceed with the plan. Councillors discussed the plan.

It was resolved to approve to proceed with the five-year plan. Councillor Houston wished to have his contrary vote recorded.

Councillor R Frost requested approval for two trees to be purchased, a hornbeam to replace a tree on the Recreation Ground, costing £118 plus VAT, and a beech tree to be planted by the Village sign for the Queens Platinum Jubilee, Costing £116.00 plus VAT. **It was resolved to approve the purchase of the trees.**

Councillor C Shepherd proposed to vire £4560.00 from project reserves to enable an order to be placed for 5 new lamp columns. Councillors discussed the proposal. **It was resolved to approve the proposal.**

Councillor M Shepherd requested the Clerk send the details of the newly replaced lamp columns to enable him to update Parish Online.

Councillor C Shepherd advised the Environment Committee had received two quotes for work needed on a tree damaged in the storm in Crisp Close and proposed an order be placed with Arborcraft for £180.00 plus VAT to carry out the necessary work. **It was resolved to approve the proposal.**

Councillor C Shepherd advised the four gates around the Recreation Ground needed self-closures installing, quotes had been received and it had been agreed to propose to Full Council to approve Able Engineering to install the self-closures and request the gate on Bank Road to the play area be rehung to open inwards. Councillors discussed the proposal; Councillor M Shepherd requested the gate be rehung before the self-closures were installed. **It was resolved to approve the proposal with the gate on Bank Road being rehung before the self-closures are installed.**

Councillor C Shepherd advised the Climate Change working group had not met however Councillor B Anderson had reported Full Councils agreement was needed for a contractor to carry out a professional survey on the Centres PV Cells. Councillor B Anderson proposed to enable specifications, cell placement etc to be discussed the item be deferred back to the Environment Committee. **It was resolved to approve the proposal.**

Councillor Bubb reported the Environment Committee had received a letter from a Parishioner asking if the Warren could be renamed as The Warren Nature Reserve.

Councillor B Anderson stated any name change would be subject to approval by the Borough Council. Councillors discussed the proposal. **It was resolved to approve to change the Warren to “The Warren Nature Reserve” subject to Borough Council agreement.**

- 13985 Minutes of the Staffing Committee meeting held 14th February 2022.**
Councillor C Shepherd advised Staffing had met and approved staff salaries for payment.
It had also been agreed for the Clerk to attend the Norfolk Parish Training Seminar.
The Clerk is to continue to work from home.
- 13986 Chairman’s Report.**
Councillor C Shepherd advised as part of the grant received from The Lottery of £550,000.00 there is a three-year monitoring period in which an annual return must be completed and returned to The Lottery; the last return was due October 2021. A meeting has been arranged for two weeks’ time.
- 13987 Clerk – RFO Report.**
No report had been received by the Clerk.
- 13988 Queens Platinum Jubilee.**
Councillor C Shepherd ran through the events planned for the holiday weekend planned in the village
Email from Councillor Brundle.
Councillor C Shepherd read the email received from Councillor Brundle detailing the proposed “Big Lunch” event to be held on the Recreation Ground Sunday 4th June 2022. Councillors discussed the email. **It was resolved to approve Councillor Brundle’s request to hold the “Big Lunch” on the Recreation Ground, subject to a risk assessment, no fires of rubbish and a first aider being present.**
Councillor C Shepherd is to contact Mrs Brundle with the outcome.
- 13989 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/
Applications:

22/00144/F Application for proposed first floor extension and alterations, 5 Brenda Collison Close, Dersingham. - it was approved to make no comment on the application. - It was approved to make No Comment regarding the application.

Determinations:

None Received.
- 13990 Correspondence.**
None received.
- 13991 Items for inclusion on the next agenda.**
Councillor C Shepherd asked Councillors to inform the Clerk of any items for the next agenda.
- 13992 Date & Place of next meeting.**

Monday 21st March 2022, 7.00pm. Garden Room, Dersingham Village Centre.

- 13993 Public Participation.**
There was no public 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.

- 13994 Sports Ground Lease.**
Councillor C Shepherd advised she had contacted the solicitor regarding an update of the concerns previously raised regarding the head lease but had received no response to date.

- 13995 Social Club Lease.**
Councillor Wright proposed, as there had been no response to the letter written, a follow up letter be sent to the Vice Chairman before himself and Councillor Hipkin arrange an informal chat. It was agreed Councillor C Shepherd would write to the Vice Chairman.

With no further business the meeting was closed at 8.45pm

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 28th January 2022.

Clerk

- To contact NS&I for an update on the account signatories.

Action Points Dersingham Parish Council Meeting 15th February 2022.

Clerk

- To add the two approved grants to the payments list.
£200.00 Norfolk CAB & £150.00 for the Dersingham Choral Society.
- To supply Councillor M Shepherd with the replacement lamp column details to update Parish Online.
- To place an order with Arborcraft for £180.00 + VAT for necessary work to be completed to the tree in Crisp Close.
- To ensure the gate to the play area is rehung before the self-closures order is put into place.
- To place an order for two trees one as a replacement tree in the recreation ground the other to be planted by the Village Sign for the Queen's Platinum Jubilee.
- To vire £4560.00 from project reserves and an order be placed for 5 new lamp columns.

Councillor C Shepherd

- Notify Councillor Brundle of Councils decision re application for Queens Platinum Jubilee events at the Recreation Ground.