

Draft Minutes of the Meeting of Dersingham Parish Council held on 21st March 2022 at 7.00pm in the Dersingham Village Centre.

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor R Anderson, Councillor G Billard, Councillor D Hipkin, Councillor M Noble, Councillor J Stokes, Councillor J Houston, Councillor T Bubb and Councillor R Frost.

Also, Present:

Mrs S Bristow (Clerk)

Geraldine Scanlon (Communications Officer-Minute taker).

14003 To Receive and Consider Apologies for Absence.

It was resolved to approve apologies received from Councillor Wright, Councillor B Anderson, Councillor A Watkins and Councillor V Brundle.

14004 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.

None received.

14005 Open the meeting for Public Participation.

There was no public present.

14006 To receive a verbal report from Norfolk County Councillor.

Councillor Dark was not present.

Councillor C Shepherd reported the following items were outstanding from the Full Council meeting of 15th February 2022: the removal of the grit bin at Park Hill and the central refuge on the A149. The Clerk advised there were no updates.

Councillor Noble stated there had been "Slow" markings put in place on Shernborne Road which had subsequently washed away and asked if permanent markings could be used instead.

14007 To receive a verbal report from Borough Councillors.

Councillor Collingham was not present.

Councillor Bubb explained the funds for his Councillor Community Grant Scheme had been used however there would be a further £1000.00 funding in the 2022/23 tax year which is a grant that is to be used to benefit the community and asked if anyone had suggestions of a group etc that may benefit from the grant.

14008 Accounts for payment.

Dersingham Parish Council

Expenditure transactions – payments **Start of year**

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
281	B/T 21.03.22- 281	£160.00	£0.00	£160.00 28/02/22	Medina Services - To cut back hedge and topping, Cut back Brambles and waste disposal at Broadlands Close,	£160.00
283	B/T 21.03.22- 283	£525.00	£0.00	£525.00 28/02/22	Norfolk Parish Training & Support - Annual Subscription 2022/23	£525.00
288	B/T 21.03.22- 288	£16.00	£0.00	£16.00 28/02/22	Norfolk Parish Training & Support - 1/3 Conference	£16.00
277	DD20.03. 22-277	£126.16	£21.03	£105.13 01/03/22	K & M Lighting Services - Streetlight Maintenance	£126.16
282	B/T 21.03.22- 282	£54.00	£0.00	£54.00 01/03/22	Jennifer Shah - Locum Clerk	£54.00
274	DD 01.03.22- 274	£41.40	£6.90	£34.50 02/03/22	System:3 Business Solutions - 365 Subs	£41.40
272	B/T	£950.66	£0.00	£950.66 03/03/22	Norfolk Pension Fund -	£950.66

	21.03.22-272						
1		£185.51	£0.00	£185.51		Staff Employees	
2		£765.15	£0.00	£765.15		Staff Employers	
276	D/P	£1,013.50	£0.00	£1,013.50	03/03/22	Wages	£1,013.50
	28.03.22-276						
280	D/P	£1,663.30	£0.00	£1,663.30	03/03/22	Wages	£1,663.30
	28.03.22-280						
285	B/T	£1,486.45	£0.00	£1,486.45	03/03/22	HMRC- PAYE - Months 10-12 PAYE	£1,486.45
	21.03.22-285						
1		£442.20	£0.00	£442.20		Staff Employee PAYE	
2		£462.60	£0.00	£462.60		Staff Employees NI	
3		£581.65	£0.00	£581.65		Staff Employers NI	
270	B/T	£8.50	£0.00	£8.50	07/03/22	Barclays Bank - E-Payment Plan Charges	£8.50
	04.03.22						
271	B/T	£80.00	£0.00	£80.00	07/03/22	C & E Handyman Services - Cleaning	£80.00
	21.03.22-271						
273	B/T	£45.00	£0.00	£45.00	07/03/22	David Doman - War memorial	£45.00
	21.03.22-273						
278	S/O	£270.00	£0.00	£270.00	07/03/22	C & E Handyman Services - Cleaning	£270.00
	07.03.22-278						
284	Cash	£9.49	£0.00	£9.49	09/03/22	Petty Cash - Top UP	£9.49
	21.03.22-284						
1		£5.09	£0.00	£5.09		CNC Postage	
2		£4.40	£0.00	£4.40		CNC Black bags	
279	DD	£285.49	£47.58	£237.91	15/03/22	OPUSEnergy - Streetlight Energy	£285.49
	30.03.22-279						
287	D/P	£125.70	£20.95	£104.75	17/03/22	Viking Direct Ltd -	£125.70
	21.03.22-287						
1		£121.75	£20.29	£101.46		CNC Print Cartridges	
2		£3.95	£0.66	£3.29		CNC Treasury Tags	
268	S/O	£88.33	£0.00	£88.33	20/03/22	Jo Halpin Jones - Village Voice Honorarium	£88.33
	20.03.22-268						
290	D/p	£3,161.60	£526.93	£2,634.67	22/03/22	Borough Council Of King's Lynn & West Norfolk - Dog Bin	£3,161.60
	23.03.22-290						
289	B/T	£630.00	£105.00	£525.00	23/03/22	Local Toilet Hire Ltd - Standard Plastic Event Toilets x 3 and Standard Plastic Disabled Toilet x 1	£630.00
	23.03.22-289						
269	DD	£13.40	£2.23	£11.17	30/03/22	Utility Warehouse - Mobile Phone	£13.40
	30.03.22-269						
275	DD	£49.14	£8.19	£40.95	30/03/22	British Telecommunications -	£49.14
	30.03.22						
Total		£10,838.12	£738.81	£10,099.31			

Councillor C Shepherd reported a revised payments list had been circulated by the Clerk, which Councillors then discussed.

The Clerk advised she had received an invoice for the hire costs of the toilet for the recreation ground for the Queens Platinum Jubilee weekend, however the invoice did not show on the payments list as it had been invoiced to the event organiser not the Parish Council. The Clerk advised she would contact the toilet hire company to request a new invoice.

It was resolved to approve the payments.

14009

Accounts up to 28th February 2022.

Councillor C Shepherd advised Finance & Administration Committee meeting schedules for 8th March did not take place as it was inquorate. The accounts had been circulated to the committee members. Councillor M Shepherd had circulated his Internal Auditor Controllers report.

He confirmed no discrepancies had been found, bank reconciliations to 28th February were in order and all reports were consistent.

- 14010 Minutes of the Meeting of Dersingham Parish Council held 15th February 2022.**
a) To approve the minutes.
The Clerk requested these minutes be deferred due to GDPR issues relating to comments the Clerk had made regarding previous sets of minutes.
It was resolved to defer the minutes.
Councillor M Shepherd referred to minute 13984 and the action point for the Clerk regarding the Clerk – It was proposed to spend £4560 from the project reserves not to vire the money. The action point to vire the money was not necessary.
Councillor Houston referred to the 5 year plan for the recreation ground and asked what action had taken place regarding the legality of the proposal and said planning permission was required for the basketball hoops. Councillor C Shepherd advised planning permission would be sought under “lawful development” as it had for the Skatepark. Councillor Houston stated permission had not been sought for the basketball hoops to be erected previously. Councillor C Shepherd proposed the item be discussed within the Environment Committee. **It was resolved to approve the proposal.**
b) Action points – were discussed
- 14011 Notes of the Communications Committee meeting held 1st March 2022.**
Councillor C Shepherd reported the following:
Councillor Bubb has volunteered to collate and produce a pull-out leaflet for the next edition of Village Voice detailing the celebrations to be held in the village for the Queens Platinum Jubilee.
It had been agreed to remove the Covid page from the Parish Council website and a working group is to be formed to discuss how the website will be run in the future. The working group will be Councillors C Shepherd, M Shepherd, R Anderson and Hipkin, along with the Clerk.
- 14012 Minutes of the Meeting of Dersingham Parish Council held 14th March 2022.**
Councillor C Shepherd advised she had sent the notes of the meeting to the Clerk today and the minutes would be presented at the next Full Council Meeting.
- 14013 Minutes of the Planning Committee Meeting 7th March 2022.**
Councillor C Shepherd advised Councillor Hipkin had been nominated and approved as the new Planning Committee Chairman.
Councillor C Shepherd stated the Committee had discussed three applications and no objections were made.
- 14014 Minutes of the Environment Committee Meeting held 7th March 2022.**
Councillor C Shepherd reported a Cypress Tree had been badly damaged in storm Eunice and was now unsafe. The Clerk had obtained quotes to have the tree removed.
It was resolved to accept the quote for £780.00 to remove the Cypress Tree.
- 14015 Minutes of the Staffing Committee Meeting held 14th March 2022.**
Councillor C Shepherd reported Staffing had agreed both staff salaries and pension payments.
- 14016 Chairman’s Report.**
Councillor C Shepherd advised, to sign off the WREN grant, she had met with their representative, there were no issues raised.

During storm Eunice a tree in the neighbouring garden to the Centre, may have been damaged making it unsafe. DVCA trustees had discussed the matter and asked Councillor C Shepherd to make contact regarding the tree, therefore she requested Councillors approval for her to contact the neighbour. **It was resolved for Councillor C Shepherd to contact the neighbour.**

Councillor C Shepherd stated a date for the Annual Parish Meeting needed to be established and asked if Councillors wished to invite a guest speaker to attend for a discussion about speeding in the village. After discussion the Clerk advised she would contact Mr Wheeler regarding availability of the centre.

14017 Clerk – RFO Report.

The Clerk advised she had nothing to report.

14018 Clerks Report on SLCC Conference.

The Clerk advised she had begun writing her report but due to time restraints had been unable to complete it and asked for the item to be deferred to the next Full Council meeting.

14019 Queens Platinum Jubilee.

Councillor C Shepherd advised there was no update.

14020 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:

None Received.

Determinations:

21/02440/F Application for proposed single storey extension to dwelling house 2 Fern Hill, Dersingham – **Granted.**

21/02448/F Application for single storey extension to existing dwelling house 48 Queen Elizabeth Drive, Dersingham – **Granted.**

22/00027/F Application for single storey side and rear extension with first floor rear dormer extension/conversion and alterations at 33 Queen Elizabeth Drive, Dersingham – **Granted.**

14021 Correspondence.

None received.

14022 Items for inclusion on the next agenda.

Councillor C Shepherd asked if any Councillors had items for the next meeting to inform the Clerk.

14023 Date & Place of next meeting.

25th April 2022 at 7.00pm, Garden Room, Dersingham Village Centre.

Councillor C Shepherd asked the Clerk to circulate a list of forthcoming meetings to all Councillors.

14024 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.

14025 Sports Ground Lease.
Councillor C Shepherd advised there had been some anomalies in the Head Lease that have been reported to the landowners. The Councils Solicitor had been unavailable, but Councillor C Shepherd would contact the Solicitor this week for an update.

14026 Social Club Lease.
Councillors discussed the current situation regarding the Social Club lease. The Clerk informed Councillors the Social Clubs AGM had been cancelled. Councillor Hipkin said it had been agreed to give the Social Club 8 weeks to hold their AGM and formulate a plan. It was proposed for the 8 weeks to expire, the AGM to take place and a plan be submitted before further action by the Parish Council. **It was resolved to approve the proposal.**

The Chairman asked the staff to leave the meeting. Staffing matters were discussed.

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 place an order for 5 new lamp columns using £4560.00 from project reserves.

Action Points Dersingham Parish Council Meeting 21st March 2022.

Clerk

- To request new invoice to the Parish Council from "Local Toilet Hire Ltd"
- To contact Mr Wheeler regarding dates available at the Centre for the Annual Parish Meeting.
- To complete the SLCC Conference report deferred minute number 14018.
- To circulate a list of dates for Full Council and Committee meetings to all Councillors and Mrs Scanlon.