

Minutes of the Meeting of Dersingham Parish Council held on 3<sup>rd</sup> May 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 V Brundle, Councillor Wright and Councillor B Anderson.

**Also, Present:**

Mrs S Bristow (Clerk)

Geraldine Scanlon (Communications Officer-Minute taker).

8 Members of public

**14027 To Receive and Consider Apologies for Absence.**

It was resolved to approve apologies received from Councillor R Frost, Councillor A Watkins, and Councillor T Bubb.

**14028 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.**

Councillor M Shepherd and C Shepherd declared an interest in agenda item 15 - 22/001406/F planning application at 12 Park Hill, Dersingham.

Councillors B Anderson and Councillor R Anderson declared an interest in agenda item 15 – 22/00534/F Planning Application, change of use Ashdene House Bed & Breakfast, 60 Hunstanton Road, Dersingham

**14029 Open the meeting for Public Participation.**

Councillor C Shepherd proposed agenda item 15 Planning Applications and Determinations be brought forward to allow public participation. **It was resolved to approve the proposal.**

**It was resolved to place the meeting in open session.**

A Parishioner asked Councillors if the “20 MPH”, “Private Road” and “No parking signs” along Bank Road had been installed by the Parish Council, he felt the signs were inappropriate as it encouraged parents to get small children out of their cars along the main road which he felt was a considerable safety issue. Councillor C Shepherd advised the Parish Council had been consulted regarding the signs however it was the residents that had paid for and installed the signs. Further discussion was had regarding the signs. **It was resolved that the signs along Bank Road would be discussed by the Environment Committee.**

A Parishioner asked for the Clerk to ensure the Agendas and Minutes are displayed to inform parishioners of meeting dates and times. He stated he had checked the Parish Council website and several meetings had not been advertised. The Clerk assured the Parishioner all agendas had been displayed within the required time.

**22/00406/F Application for first floor extension and alterations to dwelling 12 Park Hill, Dersingham.**

Councillor C Shepherd and Councillor M Shepherd left the meeting as planning application 22/00406/F was to be discussed.

A parishioner addressed Councillors detailing his concerns and comments regarding the application including loss of privacy, being overlooked, overbearance, visual intrusion and dominating the area along with being out of character for the area. **It was resolved to place the meeting into closed session.**

Councillors discussed the application. **It was resolved to approve for the Parish Council to make no comment on the planning application.**

Councillor C Shepherd and Councillor M Shepherd returned to the meeting.

**22/005150/O**            **Outline application some matters reserved: Residential plot for single storey dwelling at rear of 12 Woodside Close**

**It was resolved to place the meeting in open session.**

No public wished to comment on Planning Application 22/00515/0.

**It was resolved to place the meeting into closed session.**

Councillors discussed the application. Councillor Hipkin advised there had been one objection made on the planning portal regarding the application. **It was resolved to approve the decision that the Parish Council objects to the planning application because of overdevelopment. made.**

**18/01579/FM**            **Application for residential development of 10 dwellings at Dersingham Youth & Community Centre, 74 Manor Road, Dersingham.**

**It was resolved to place the meeting in open session.**

Planning application 18/01579/FM was discussed. A Parishioner asked if the application would improve the junction at Dodds Hill Road.

**It was resolved to place the meeting into closed session.**

Councillors discussed the application. **It was resolved to approve for the Parish Council to make no objections on the planning application with the comment of improvements to the junction at Dodds Hill Road to be considered.**

**22/00534/F**            **Application for retrospective change of use from hotel to Funeral Directors, ground floor & residential flat first floor. At Ashdene House Bed and Breakfast, 60 Hunstanton Road, Dersingham.**

Councillor R Anderson and Councillor B Anderson left the meeting.

**It was resolved to place the meeting in open session**

A Parishioner expressed her concerns in detail regarding the application, the impact it will have both on her home and her holiday let business. Another parishioner advised he had spoken to two solicitors and had been told there would be an impact on the value of the houses within a certain radius to an undertaker.

The applicant then addressed Councillors explaining the process he had gone through regarding the planning application for change of use. He also addressed the parishioners concerns and said he had spoken to the residents previously to try and alleviate their concerns.

**It was resolved to place the meeting into closed session.**

Councillors discussed the application. **It was resolved to approve the Parish Council make an objection to the planning application because of the loss of holiday accommodation and detrimental impact on the neighbouring properties.**

**14030**            **To receive a verbal report from Norfolk County Councillor.**

Councillor Dark was not present.

**14031**            **To receive a verbal report from Borough Councillors.**

Apologies had been received from Councillor T Bubb and Councillor J Collingham

**14032**            **Accounts for payment.**

Councillor C Shepherd advised the final payments list had been circulated that afternoon and reported there were three payments for authorisation to UK Power Network for disconnection and reconnection of replacement streetlights totalling £5793.00, however UK Power network had given discount on two lamps to be replaced due to them being located on the same street. Councillor C Shepherd proposed the payments be deferred to April's payment list to establish if further discounts could be given as the other lamps concerned, although not on the same

road, were in the same vicinity. **It was resolved to defer three payments to UK Power Network to June's payments.**

Dersingham Parish Council Expenditure transactions - payments

**Start of year**

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
1	B/T 01.04.22-292	£35.00	£0.00	£35.00 01/04/22	Information Commissioner - Data	£35.00
2	B/T 03.05.22-148	£767.33	£0.00	£767.33 01/04/22	NALC - Annual Subs	£767.33
9	B/T 03.05.22-155	£2,388.00	£0.00	£2,388.00 01/04/22	Clanpress - Village Voice Printing	£2,388.00
13	S/O 07.04.22-159	£126.16	£21.03	£105.13 01/04/22	K & M Lighting Services - Streetlight Maintenance	£126.16
24	B/T 03.05.22-170	£2,112.00	£352.00	£1,760.00 01/04/22	Cozens (UK) Ltd - Confirmation of previous verbal orders	£2,112.00
					Re: 5-YEAR COMBINED TR22 STRUCTURAL & FULL ELECTRICAL INSPECTION & TESTING QUOTE - 176 X STREETLIGHTS	
					1) Carry out a detailed Full Electrical Inspection & Test and provide a report of Test Certificate results for 176 x Streetlight Columns.	
					2) Carry out a detailed TR22 Structural Test and provide a Inventory Dersingham Parochial Church Council - Annual	
31	B/T 03.05.22-177	£5,000.00	£0.00	£5,000.00 01/04/22	Dersingham Parochial Church Council - Annual	£5,000.00
8	B/T 03.05.22-154	£11.78	£0.00	£11.78 02/04/22	WAVE - Recreation Ground Water	£11.78
22	DD 02.04.22-168	£41.40	£6.90	£34.50 02/04/22	System:3 Business Solutions - 365 Subs	£41.40
23	B/T 03.05.22-169	£71.40	£11.90	£59.50 02/04/22	P J & B Jones Ltd - Cutting Playing Field	£71.40
26	B/T 03.05.22-172	£210.00	£0.00	£210.00 02/04/22	Cavell & Lind - Occ Health Assessment	£210.00
19	D/D 04.04.22-165	£8.50	£0.00	£8.50 04/04/22	Barclays Bank - E-Payment Plan Charges	£8.50
25	DD 04.04.22-171	£4,974.82	£0.00	£4,974.82 04/04/22	Public Works Loan Board - PWLB Repayment	£4,974.82
1		£2,323.29	£0.00	£2,323.29	CNC Capital Payment	
2		£2,651.53	£0.00	£2,651.53	CNC Interest Payment	
7	S/O 04.04.22-153	£231.62	£38.60	£193.02 05/04/22	Grenke Leasing Ltd - Photocopier	£231.62
17	B/T 03.05.22-163	£69.99	£0.00	£69.99 05/04/22	David Doman - War memorial	£69.99
5	B/T 03.05.22-151	£600.00	£0.00	£600.00 06/04/22	Sandringham Estate - Sport Ground Rent	£600.00
12	S/O 07.04.22-158	£270.00	£0.00	£270.00 07/04/22	C & E Handyman Services - Cleaning	£270.00
20	DD 30.04.22-	£13.40	£2.23	£11.17 07/04/22	Utility Warehouse - Mobile Phone	£13.40

6	166 B/T 03.05.22- 152	£97.07	£16.18	£80.89	11/04/22	Aurora Managed Services Ltd - Printing Costs	£97.07
10	B/T 03.05.22- 156	£799.32	£0.00	£799.32	11/04/22	Norfolk Pension Fund -	£799.32
1		£155.98	£0.00	£155.98		Staff Employees	
2		£643.34	£0.00	£643.34		Staff Employers	
18	SO 07.04.22- 164	£90.00	£0.00	£90.00	13/04/22	C & E Handyman Services - Cleaning	£90.00
11	30.04.22- 157	£263.41	£43.90	£219.51	15/04/22	OPUSEnergy - Streetlight Energy	£263.41
15	DD 30.04.22- 161	£49.14	£8.19	£40.95	15/04/22	British Telecommunications -	£49.14
21	DD 20.04.22- 167	£88.33	£0.00	£88.33	20/04/22	Jo Halpin Jones - Village Voice Honorarium	£88.33
3	B/T 03.05.22- 149	£500.00	£0.00	£500.00	25/04/22	Heacham & District CCS - Grant	£500.00
4	B/T 03.05.22- 150	£6,500.00	£0.00	£6,500.00	25/04/22	Dersingham Sports Ground Management Committee - Yearly Grant	£6,500.00
14	B/T 25.04.22- 160	£863.11	£0.00	£863.11	28/04/22	Wages	£863.11
16	B/T 25.04.22- 162	£1,438.10	£0.00	£1,438.10	28/04/22	Wages	£1,438.10
33	D/P 05.05.22- 33	£36.00	£0.00	£36.00	04/05/22	Campaign To Protect Rural England - Subs	£36.00
32	D/P 09.05.22- 32	£648.00	£108.00	£540.00	09/05/22	Ward Hill Walker - HR Advice	£648.00

**Total** £28,303.88 £608.93 £27,694.9

**Signature** **Date**

09/05/22 07:26 PM Vs:

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

**14033 Accounts up to 31<sup>st</sup> March 2022.**

Councillor C Shepherd advised the accounts up to 31<sup>st</sup> March 2022 had been circulated and Councillor M Shepherd had circulated his Internal Auditor Quarterly Report.

Councillor M Shepherd advised he had performed the IAC quarterly report for January 2022- March 2022. He confirmed no discrepancies had been found therefore there was nothing to report to Full Council.

**14034 Minutes of the Meeting of the Planning Committee Meeting 4<sup>th</sup> April 2022.**

Councillor Hipkin advised the planning committee had met and discussed one application 22/00344/F which committee had approved with no objections. The Clerk advised the application is to be determined by the Borough Council Planning Committee and asked if the Parish Council wished to send representation. The Chairman declined.

**14035 Minutes of the Environment Committee Meeting 4<sup>th</sup> April 2022.**

Councillor C Shepherd advised the Environment Committee had approved the renewal of the street light maintenance contract and it would be awarded to the existing contractor. The Clerk queried if the contract had been agreed for one or three years. Councillor C Shepherd confirmed a three-year contract. Councillor C Shepherd reported the following:

A litter pick had been arranged for Sunday 30<sup>th</sup> May, meeting at the War Memorial Gardens at 10.30am and asked for volunteers to attend, she advised although equipment will be provided it is advisable to bring your own gloves. Currently there is no deputy Tree Warden, Councillor C Shepherd asked if any would like to volunteer for the role.

- 14036 Minutes of the Staffing Committee Meeting 11<sup>th</sup> April 2022.**  
Councillor C Shepherd advised the Staffing Committee had approved staff salaries. She said there were issues raised at staffing that would need to be reported and discussed by Full Council however this would be reported in closed session.
- 14037 Minutes of the Communications Committee 19<sup>th</sup> April 2022.**  
Councillor C Shepherd said a Queens Platinum Jubilee events pull out/brochure had been compiled by Councillor Bubb that would be delivered with the next edition of the Village Voice and wished to thank Councillor Bubb for his work.
- 14038 Chairman's Report.**  
Councillor C Shepherd reported the following:  
Correspondence had been received from Atelier Associates requesting permission to submit Dersingham Village Centre for the Mayor's Design awards 2022. **It was resolved to approve Atelier Associates to submit the Dersingham Village Centre for the Mayor's Design awards 2022 and for the Clerk to notify Atelier of the outcome.**  
The Big Lottery had formally confirmed the funding end date had been reached, and records will be retained for 7 years.  
Councillor C Shepherd had written to the neighbour of the Centre regarding a tree that had caused concerns after storm Eunice. A response had been received from the owner who advised the tree had been inspected and declared safe. A picture had been taken 6 years ago and there is no change to the trees condition.  
The Parish Council's CPRE subscription had lapsed, the Clerk advised the cost would be £37.00 to subscribe. Councillors were asked if they wish to renew the subscription. **It was resolved to renew the CPRE Subscription.**  
Councillors were reminded the Annual Parish Meeting is to be held on the 17<sup>th</sup> May 2022, Dersingham Village Centre.
- 14039 Clerk's/RFO Report.**  
Councillor C Shepherd advised as the Clerk had handed her report to Councillors at the start of the meeting, she proposed the report be deferred as some important points had been raised however Councillors had not had sufficient time to read the report. **It was resolved to approve the proposal.**  
The BT Contract will be raised at the next Finance & Administration Committee meeting, Councillors discussed the date of the next Finance meeting. **After discussion it was resolved the next Finance & Administration Committee meeting would be held Monday 16<sup>th</sup> May 2022.**
- 14040 Clerk's report on SLCC Conference.**  
The Clerk had circulated her report to Councillors.  
Councillor C Shepherd asked if there was anything the Clerk wished to report to Full Council regarding the SLCC Conference. The Clerk advised that WhatsApp's are covered within GDPR and SAR. She also said that recruiting new Councillors is currently a common problem throughout all Parishes.

14041

**Queens Platinum Jubilee.**

Councillor C Shepherd said she had received an email from the Choir booked to perform at the Parish Councils Tea Party Friday 3<sup>rd</sup> June, advising they are no longer able to perform, therefore she is going to speak with the Daycentre regarding alternative entertainment. Plans for the Beacon Lighting Thursday 2<sup>nd</sup> June is yet to be finalised and a TENs (Temporary Events Notice) licence had been obtained for the events to be held on the Recreation Ground.

14042

**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: See Minute 14029.

Determinations:

21/01790/F                      Application for erection of 2 No. dwellings with garages at land South of 12 Prince Charles Close, Dersingham – **Refused.**

22/00172/F                      Application for proposed garage at 6c Fern Hill, Dersingham. – **Granted.**

22/00175/F                      The proposal seeks permission for a two-storey rear extension, internal works, and front porch to be erected to the existing property at 30 Centre Vale, Dersingham. The reason for the re-consultation was due to a Certificate B ownership needed to be submitted, no further changes have been made to the plans – **Granted.**

14043

**Correspondence.**

Councillor C Shepherd advised an Email from Ingoldisthorpe Community Speed Watch Team had been received advising they are seeking a further site to monitor speed through Ingoldisthorpe and were seeking permission to display a sign on a lamppost, in Dersingham, 300 metres from their location on Brickley Lane, which had already been approved by Norfolk Police. **It was resolved to approve the proposal.**

Norfolk Superhero is to be held at Holkham on the 18<sup>th</sup> June 2022, this is a quadrathlon of swimming, kayaking, running and cycling. Councillor C Shepherd advised this would impact Admirals Drive, Dersingham during the cycling leg of the event.

The Clerk advised the contractor who had been awarded the contract for grass cutting had increased his charges for the third year of the contract, in his original quote, due to the projected rise in fuel costs, however since submitting his quote the price of fuel has increased considerably and requested an increase to both year one and two of his contract by 6-8%. Councillor M Shepherd proposed the request be discussed by the Environment Committee at their next meeting. **It was resolved to approve the proposal**

14044

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

14045

**Date & Place of next meeting.**

**Annual Parish Council Meeting:** 30<sup>th</sup> May 2022, Garden Room, Dersingham Village Centre.

**14046 Public Participation.**

**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.

**14047 Sports Ground Lease.**

Councillor C Shepherd advised a favourable response had been received by the Solicitor regarding concerns raised on the headlease and she is to contact our Solicitor next week regarding the Underlease.

**14048 Social Club Lease.**

Councillor Wright asked if any response had been received since the previous Full Council meeting. Councillor C Shepherd advised there had been no response. After discussion it was proposed the Clerk draft an email to the Social Club Trustees detailing the Parish Councils intentions for the future of the Social Club, which would then be agreed by Councillors.

**14049 Minutes of the meeting of Dersingham Parish Council 15<sup>th</sup> February 2022.**

- a) Approve minutes.
- b) Action points.

Councillor C Shepherd proposed the minutes be deferred due to the incorrect minutes being circulated and apologised to the Clerk for the misunderstanding. **After discussion it was resolved to approve the minutes be deferred.**

**14050 Minutes of the meeting of Dersingham Parish Council 14<sup>th</sup> March 2022.**

- a) Approve minutes.
- b) Action points.

**It was resolved to approve the minutes be deferred.**

**14051 Minutes of the meeting of Dersingham Parish Council 21<sup>st</sup> March 2022.**

- a) Approve minutes.
- b) Action points.

**It was resolved to approve the minutes be deferred.**

Staffing Committee – Staffing issues were discussed.

**Action Points**

**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 28<sup>th</sup> January 2022.**

**Clerk**

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

**Action Points Dersingham Parish Council Meeting 15<sup>th</sup> February 2022.**

**Clerk**

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

**Action Points Dersingham Parish Council Meeting 21<sup>st</sup> 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.

**Action Points Dersingham Parish Council Meeting 3<sup>rd</sup> May 2022.**

**Clerk**

- To put notification on Facebook of Litter pick due to take place.
- Renew the CPRE subscription.
- Place BT Contract on the next Finance & Administration Committee meeting agenda.
- Place contractors request to increase his quote due to rising fuel costs on Environment Committee agenda.