

Minutes of the Dersingham Parish Council meeting held on 25th July 2022 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman), Robert Anderson, Tony Bubb, Robert Frost, Dane Hipkin, John Houston, Mike Shepherd, Jordan Stokes, Ann Watkins and Dennis Wright.

Also present: Luisa Cantera (Locum Clerk), Geraldine Scanlon (Minute taker), Judy Collingham (Borough Councillor) and Stuart Dark (Norfolk County Councillor).

14109 Apologies for absence

Apologies were received from Parish Councillors Martin Noble, George Billard and Valerie Brundle.

14110 Declarations of interest and request dispensations by Councillors in any of the agenda items listed.

Councillors C and M Shepherd declared an interest in agenda item 9 (Planning application 22/00924/F).

14111 Open forum for public participation

There were no members of the public present.

14112 Verbal report from Norfolk County Councillor

Cllr Dark reported the following:

The missing school signs and flashing lights at the bottom of Doddshill Road have been replaced. There is currently a trod between the two entrances to Dersingham VA Primary School along Admirals Drive, which will be surveyed by Highways as the surface has been reported as unsafe. Highways will determine whether the trod will be repaired or replaced with tarmac. Some of the costs could be met by Cllr Dark's Local Members' Fund.

Cllr Bubb advised the 30 mph speed control sign on Lynn Road opposite Heath Road is not working. Cllr Dark will report this to Highways.

14113 Verbal report from Borough Councillors

Cllr Collingham reported that she had attended the planning committee where the retrospective change of use for Ashdene House had been discussed and approved, despite objections received. Upon request from the DVCA she will be giving funds for the purchase of an outdoor recycled plastic bench. Work continues with the regeneration project at the Borough Council. The Community Interest Company (CIC) formed to replace the Sports Ground Management Committee had not met since being established in September 2021. Cllr Collingham is planning to ask for a meeting to be arranged to enable the project for a new pavilion to be progressed. Cllr Bubb reported two items he plans to take forward with the Borough Council. The newly re-rendered wall at The Feathers, and to enquire if planning permission is required for occupied mobile homes parked in driveways.

14114 Report from the Chairman

The Chairman explained that there are four signatories on the main bank account, but with only two councillors able to make online payments she asked for one other councillor to become a signatory in the event of a current signatory being

unavailable. **After discussion, it was resolved to approve Cllr C Shepherd as a signatory on the main account to assist in monthly authorised payments when other signatories are unavailable.**

The Big Lunch due to take place over the Platinum Jubilee weekend had been cancelled and a new date arranged for 27th August 2022. The Chairman proposed approval be given for the event to be held on the recreation ground with all previous conditions remaining in place, and to authorise a payment of £268.00 plus VAT for the portable toilets required for the event. **It was resolved to approve the proposal.**

14115 Finance

a) Approval of the payments list

The Chairman advised there were two additional payments for authorisation, Aurora and Clanpress. **It was resolved to approve the payments. Refer to Appendix A (payments list).**

b) Accounts up to 30th June 2022

The Chairman advised the accounts had been circulated although they had not been reviewed by the Finance & Administration Committee as no meeting was held in July.

c) Quarterly Internal Audit Controller's report

Cllr M Shepherd, the Internal Audit Controller, confirmed that checks had been completed for 1st April 2022 to 30th June 2022 and all accounts were reconciled with the bank reconciliation. The reported reserves balance did not include payments authorised in June as the payments had not been processed until July. Cllr Houston queried the printing costs. The Chairman advised that the DVCA also make use of the printer and are billed for their costs.

d) Report on IT provision

A report by Cllr M Shepherd on current and future use of IT had been circulated to councillors prior to the meeting. He proposed that the Council should build on the existing Microsoft 365 software to include cloud storage, shared calendar and to allow the sharing of documents. The report highlights the need to purchase new equipment for staff. **It was resolved that councillors were happy with the general approach and objectives and to agree that Cllr M Shepherd meet with the System 3 consultant to work up a prototype and costed proposals.**

14116 Minutes

a) Approval of the minutes of the meeting held on 22nd September 2021

The minutes of the meeting were approved and signed by the Chairman as a correct record.

b) Approval of the minutes of the meeting held on 27th June 2022

The minutes of the meeting were approved and signed by the Chairman as a correct record.

c) Review of the action points of the 27th June 2022 meeting

All completed action points were removed from the list.

14117 Planning applications and determinations

The Council discussed the following applications:

22/00924/F | Proposed part conversion of outbuilding to annexe incorporating retention of workshop | Tit Willow, 16 Park Hill, Dersingham: **Objection based on the development being outside of the settlement boundary.** The Chairman and Cllr M Shepherd left the room for this item.

22/01031/F | Proposed single storey rear extension, internal conversion of the attached garage to provide habitable accommodation, internal reconfiguration with amendments to foul and surface water drainage with associated walls and fences | 48 Doddshill Road, Dersingham: **No objection.**

22/01046/F | Annex ancillary to dwelling. 6 Post Office Road, Dersingham: **No objection.**

Determinations by the Borough Council:

22/00400/PAGAA | Enlargement of dwelling house by construction of an additional storey creating an additional height of 2.6m | 41 Old Hall Drive, Dersingham: **Refused.**

22/00515/O | Outline application, some matters reserved: Residential plot for single storey dwelling | Rear of 12 Woodside Close, Dersingham: **Withdrawn.**

22/00836/F | Ground floor alterations and extension to rear | Mecklenburgh House, 92 Chapel Road, Dersingham: **Permission.**

22/00908/F | A single storey extension to the rear of the property, conversion of the attached garage to provide ancillary utility room space, w.c. and a wet room bathroom to serve the existing ground floor bedroom, reconfiguration of the existing first floor. Externally, altered and amended foul and surface water drainage to accommodate the proposed works together with associated walls and fences | 48 Doddshill Road, Dersingham: **Withdrawn.**

22/00534/F | Retrospective change of use from hotel to funeral directors at ground floor and residential flat at first floor | Ashdene House Bed & Breakfast, 60 Hunstanton Road, Dersingham: **Permission.**

14118 Correspondence

a) Grant opportunity for a further defibrillator from London Hearts

The Chairman reported that a letter had been received offering partial grant funding towards another defibrillator in the village. The Council discussed the idea and possible locations, for example on the Mountbatten Estate. It was agreed to discuss the matter further at the next Environment Committee meeting.

14119 Open forum for public participation

There were no members of the public present.

14120 Items for inclusion on the next agenda

None received.

14121 Date of next meeting

26th September 2022, 7pm, Dersingham Village Centre. A brief full council meeting may be required in late August to authorise any necessary payments.

EXCLUSION OF THE PRESS AND PUBLIC

The Council resolved to exclude the press and public, under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of business discussed.

14122 Update on the Sports Ground Lease

The Chairman reported that there was no further update to bring to the Council.

14123 Update on the Social Club Lease

The Chairman advised there was no update on obtaining quotes for a lease for the Social Club. No response had been received from the Social Club regarding the correspondence issued to them by the Parish Council.

Mrs Scanlon left the meeting.

14124 Staffing report

The Council discussed staffing arrangements and proposals made by Staffing Committee in light of the Clerk leaving. It was resolved to create three posts: Parish Council Business Manager (role of Clerk), a Responsible Finance Officer, and an Assistant Parish Council Business Manager. The Chairman will finalise the job descriptions and liaise with the Locum Clerk to advertise.

With no further business the meeting closed at 8.50pm.

Action points from the Parish Council meeting held 30th May 2022: Clerk

- To add the new trees at the recreation ground and near to the village sign to the Asset Register.

Action points from the Parish Council meeting held 27th June 2022:

Cllr C Shepherd

- To arrange journal transfer from 605 Advertising Village Voice to 6035 Events, minute 14100.

Action points from the Parish Council meeting held 25th July 2022:

New signatory

- Contact the bank to become an account signatory, minute 14114.

Cllr M Shepherd

- To request the addition of payments to Aurora and Clanpress to the authorised payments list, minute 14115a.

Locum Clerk

- To add grant opportunity for a further defibrillator from London Hearts correspondence to the next Environment Committee agenda, minute 14118.