

Minutes of the Dersingham Parish Council meeting held on 27<sup>th</sup> June 2022 at 7.00pm in the Dersingham Village Centre.

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

**Also, Present:**

Jenifer Shah (Locum Clerk)

Geraldine Scanlon (Communications Officer-Minute taker).

**14086 To Receive and Consider Apologies for Absence.**

It was resolved to approve apologies received from Councillor M Noble, Councillor A Watkins and Councillor D Wright.

**14087 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.**

Councillor C Shepherd declared an interest in agenda item 17 Request from DVCA to replace the window in the Hub

**14088 Public participation**

There were no public present.

**14089 Chairman's Report.**

Councillor C Shepherd advised she had updated all Councillors prior to the meeting regarding the current staffing issues and proposed the Environment, Finance & Administration and Planning Committee meetings be cancelled for July. **It was resolved to approve the proposal.** Communications meeting will be held 30<sup>th</sup> August as agreed and Staffing Committee will continue to meet in July.

Councillor C Shepherd reported currently there is a three-year deal with BHIB for the Parish Council insurance which is due for renewal 1<sup>st</sup> August 2022. The forthcoming years premium is £3664.07, which is within budget, therefore she proposed Councillors agree to pay the premium. **It was resolved to approve the proposal.** Councillor C Shepherd reported the events organised throughout the Queens Platinum Jubilee weekend had all gone extremely well and wished to give a big thank you to all those involved, from those that attended, to those who had volunteered and worked throughout the weekend.

**14090 To receive a verbal report from Norfolk County Councillor.**

Councillor Dark was not present.

**14091 To receive a verbal report from Borough Councillors.**

Apologies had been received from Councillor J Collingham.

Councillor Bubb reported there is to be an increase in planning application fees, and he had given the Dersingham United Charities £500.00 from his Members Community Funds to assist with work carried out on the common.

**14092 Accounts for payment to 31<sup>st</sup> May 2022.**

Councillor C Shepherd advised Councillor M Shepherd had circulated a payments list along with the invoices in the absence of the Clerk.

Councillor M Shepherd highlighted to Councillors the two quotes received for payment from UKPowernetwork had expired on 2<sup>nd</sup> June 2022. He proposed the payment be authorised in principle and UKPowernetwork contacted to confirm the

quote was still valid. **It was resolved to approve the proposal and for Mrs Scanlon to contact UKPowernetwork.**

Councillor M Shepherd advised there was an addition payment to be added to the payments list of £3664.07 to BHIB. **It was resolved to approve the additional payment be added and an updated list forwarded to Mrs Scanlon.**

Councillor M Shepherd said there had been an increase of 106% on Opus energy invoice for the same amount of usage and reiterated it was the responsibility of each Committee to monitor their budgets to ensure there is minimal overspend, if any. Councillor Stokes asked why the Zoom account was being renewed now meetings are held face to face. Councillor C Shepherd advised with the current staffing situation, using a Locum Clerk, rising Covid figures it was worth maintaining a Zoom account.

**Dersingham Parish Council**  
**Council Meeting 28<sup>th</sup> June 2022 – Payment list**

<b>Payment Type</b>	<b>Payee</b>	<b>Description</b>	<b>Invoice date</b>	<b>Gross value</b>
B/T	PJ & B Jones Ltd	Grass Cutting	06/06/22	£987.55
B/T	Colin English	Playground Covid Clean	14/06/22	£70.00
B/T	David Doman	War Memorial Gardens Maintenance	05/06/22	£60.00
B/T	Price Bailey	Internal Audit	24/06/22	£1,098.00
B/T	UK Power Networks	Disconnect & reconnect - Valley Rise cols 9029 and 9030 (Edge transaction 27)	01/04/22	£2,095.20
B/T	UK Power Networks	Disconnect & reconnect – Jubilee Drive col 9031 (Edge transaction 30)	01/04/22	£1,280.40
B/T	Coral Shepherd	Jubilee Event – Expenses food and drink	22/06/22	£497.52
B/T	Coral Shepherd	Jubilee Event - Expenses, Laundry	24/06/22	£48.00
B/T	NARS	Grant		£250.00
B/T	BHIB	Insurance Renewal	TBA	£3,664.07
B/T	Aston Shaw	Staff Wages (employee 6)		£942.09
B/T	HMRC	PAYE and NI (employee 6)		£203.17
B/T	Norfolk Pension Fund	Staff Pensions (employee 6)		£313.42
DD	Opus Energy	Street Lighting Energy - June	15/06/22	£460.55
DD	System 3 Business Solutions	Office 365 licenses	09/06/22	£41.40
DD	Utility Warehouse	Mobile Phone		£13.40
DD	British Telecom	Telephone/Broadband	15/06/22	£49.14

DD	Barclays Bank	Bank charges 13 <sup>th</sup> Apr – 12 <sup>th</sup> May		£13.00
DD	Barclays Bank	Bank charges 13 <sup>th</sup> May – 12 <sup>th</sup> Jun	16/06/22	£15.37
SO	K&M Lighting Services	Streetlight Maintenance - June		£126.16
SO	Colin English	Cleaning Contract	07/06/22	£270.00
SO	Jo Halpin Jones	Village Voice Editor Honorarium		£88.33
DD	Zoom US	Zoom Meetings License	09/06/22	£143.88

25/06/2022 11:45am

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

**14093 Accounts up to 31<sup>st</sup> May 2022.**

Councillor C Shepherd advised the accounts had been circulated and discussed by the Finance & Administration Committee.

Councillor M Shepherd confirmed the Internal Auditors Controller checks had been completed to 31<sup>st</sup> May 2022 and all accounts were in order along with the bank reconciliations.

**14094 Completion of the Annual Governance and Accountability Report (AGAR) Form.**

Councillor C Shepherd stated the AGAR form must be completed and ratified by Full Council before submitting to the external auditors.

The Clerk had completed the relevant accounting details section 2 prior to the meeting. Councillors discussed the form. **It was resolved to approve for the Chairman to complete Section 1 and Box 11 Section 2 and to sign the AGAR form.**

**14095 Minutes of the Dersingham Parish Council, including Annual Parish Council meeting, held 30<sup>th</sup> May 2022.**

a) To approve the minutes.

**It was resolved to approve the Chairman signs the Minutes as a true and accurate record.**

b) Action points

Action points were discussed with those completed removed.

**Clerk Action Point 30<sup>th</sup> May 2022**

To sign the three-year street light maintenance contract- Mrs Scanlon to contact Contractor to confirm action completed.

**14096 Minutes of the Environment Committee Meeting held 6<sup>th</sup> June 2022.**

Councillor Frost reported there were no recommendations to bring to Full Council. Councillor C Shepherd reported the Committee had agreed to increase the sponsorship for dog bins, per bin for a year, from £25.00 to £30.00. This is to take affect from September 2022.

Councillor R Anderson advised the old basketball hoops had been removed completely from the Recreation Ground and quotes were to be obtained to purchase and install a single basketball hoop. Councillor C Shepherd added the old hoops had been removed by a scrap metal company with no cost incurred by the Parish Council.

Councillor Frost asked if the work had been carried out by Able Engineering on the gates at the recreation ground. Councillor C Shepherd advised it was in hand.

- 14097 Minutes of the Planning Committee Meeting held 13<sup>th</sup> June 2022.**  
Councillor Hipkin advised the Committee had met and discussed two planning applications.  
Applications:  
22/00808/F was resolved as no objections.  
22/00652/F was resolved as no objections, however the Council commented they would like to see boundaries are implemented regarding the parking.
- 14098 Minutes of the Finance & Administration Committee meeting held 13<sup>th</sup> June 2022.**  
Councillor M Shepherd reported there were no recommendations to bring to Full Council and advised the Committee had agreed under minute 761 to replace the existing licences with Microsoft 365 Business Standard licences, the monthly direct debit will remain in place with the licences taking effect from 1<sup>st</sup> July 2022.
- 14099 Minutes of the Staffing Committee meeting held 20<sup>th</sup> June 2022.**  
Councillor C Shepherd stated she would report the outcome of the Staffing Committee meeting in the private section of the meeting.
- 14100 Notes of the Communication Working Group held 21<sup>st</sup> June 2022.**  
Councillor C Shepherd advised, due to not being quorate, the Committee had met as a working group, therefore the election of Chairman and Vice Chairman had been deferred.  
Councillor C Shepherd stated the Jubilee pull out in the last edition of the Village Voice had cost an additional £958.00, £598 printing and £360.00 for Clanpress to insert into the magazine. Budget line 6035 Events had £2000.00 with the Jubilee events costing £500.00 therefore she proposed a journal transfer of the cost of the jubilee pullout in the last edition of the Village Voice to the events budget. **It was resolved to approve the proposal.**  
Councillor C Shepherd reported it had been agreed for Mrs Scanlon to be given access to the Parish Council website to enable her to upload agendas and other relevant documents.
- 14101 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: None received  
Determinations:  
22/00632/F A single storey rear extension at 3 Kings Croft, Dersingham. – Permitted  
22/00406 A first floor extension and alterations to dwelling at 12 Park Hill, Dersingham – Permitted  
Councillor Bubb advised the planning application submitted by Thornalley for change of use at Ashdene House was due to be discussed by the Borough Council Planning Committee and asked if the Parish Council wished to nominate a representative. Councillor C Shepherd agreed to attend the meeting.
- 14102 Request from DVCA to replace the window in the Hub.**

Councillor C Shepherd advised the report from DVCA had been circulated. Councillors discussed the report. **It was resolved to approve the installation of a new window in the Hub to include a single, top opening casement. Councillor C Shepherd to update DVCA**

- 14103 Closure of the Infant School, Saxon Way, Dersingham.**  
Councillor C Shepherd advised the infant school on Saxon Way is currently empty now the children had been transferred to Dersingham VA School and a consultation form had been received requesting the Parish Councils opinions as to the future of the site. Councillor Houston suggested the site be considered by St Nicholas Church as a future burial site, as they had previously attended a Parish Council meeting to ask for ideas. Councillors discussed the proposals submitted for the site. **It was resolved to approve Councillor C Shepherd completes and submits comments made by Councillors.**
- 14104 Correspondence.**  
None received.  
Councillor Stokes asked if there was an update regarding the glass embedded in the pavements that is now being exposed. Councillor C Shepherd advised it would be a Highways issue.
- 14105 Items for inclusion on the next agenda.**  
None received.
- 14106 Date & Place of next meeting.**  
**25<sup>th</sup> July 2022 7.00pm, garden Room, Dersingham Centre.**
- Public Participation.**  
There was no 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.

- 14107 Sports Ground Lease.**  
Councillor C Shepherd advised she had contacted the Solicitor however there was no update to bring to Full Council.
- 14108 Social Club Lease.**  
Councillors discussed the current situation regarding the Social Club, rent and leases. **It was resolved for quotes to be obtained from solicitors to obtain a draft lease.**

With no further business the meeting closed at 8.50pm

#### **Action Points**

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

- To arrange a zoom meeting as per minute 13908. The Clerk, Councillor C Shepherd, and Mrs Scanlon to attend – the minutes would be checked and brought back to Full Council.

**Action Points from the Dersingham Parish Council meeting held 30<sup>th</sup> May 2022.**

## **The Clerk.**

- To add the new trees at the recreation ground and near to the village sign to the Asset Register.
- To sign the three-year street light maintenance contract.

## **Action Points from the Dersingham Parish Council meeting held 27<sup>th</sup> June 2022.**

### **Councillor M Shepherd**

- To add payment of £3664.07 to BHIB to the payments list and to issue revised list to Mrs Scanlon, minute 14092

### **Councillor C Shepherd**

- To send AGAR form to external auditor, minute 14094
- To arrange journal transfer from 605 Advertising Village Voice to 6035 Events, minute 14100.
- To notify DVCA of the outcome of request to replace Hub window at the Village Centre, minute 14102
- To complete the consultation form received regarding the school closure, Saxon Way.

### **Mrs Scanlon**

- To contact UKPowernetwork to confirm quotation still valid, minute 14092.
- To contact K&M Lighting to ensure contract signed by Clerk. minute 14095