

Notes of the Meeting of Dersingham Parish Council held virtually on 18<sup>th</sup> January 2021 at 6.30pm

**Present:** Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor R Frost, Councillor J Houston, Councillor V Brundle, Councillor M Noble Councillor D Wright and Councillor J Stokes.

**Also, Present:** Sarah Bristow (Parish Clerk) Geraldine Scanlon (Communications Officer) and 1 member of the public.

The Chairman asked everyone to observe a minute silence for the passing of Councillor D Murrell.

Councillor C Shepherd said she will write a letter, passing on the Parish Councils condolences, to Councillor Murrells family.

The Chairman advised, considering the current Covid virus lockdown rules, the printing of the current edition of the Village Voice had been postponed. It was felt it was the Parish Council responsibility to consider the safety of the distributors. The Communications Committee will discuss the publication and distribution at an extraordinary meeting to be held 3<sup>rd</sup> February. Councillor Brundle asked if consideration had been given to using the postal service to distribute the magazine. Councillor C Shepherd said this would incur costs and would need to be discussed by Communications.

**13661 To Receive and Consider Apologies for Absence.  
None Received.**

**13662 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.**  
Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the meeting during the matter is being discussed.  
**None received.**

**13663 Public Questions.**  
No comments were received by the public present.

**13664 Budget setting for 2021/22.**  
The chairman advised Finance and Administration had reviewed all committees' proposals for 2021/22 budgets which now needed to be reviewed and ratified by Full Council.  
Councillor C Shepherd explained code 102 – Contribution from General Reserves shows the previously agreed carry forward of £20,000.00 from 2020/21 financial year.

Councillor C Shepherd pointed out that the Finance and Administration committee are responsible for council and grants budgets and she would take each committee in turn

#### **Council Budget.**

Councillor C Shepherd advised the following:

**Code 1065 – Legal Fees/Land Registry** – increase from £500.00 to £3000.00. Due to the impending legal work required to obtain leases for both the Social Club and the Sports Ground.

**1145- New/Replacement of IT Hardware** – increase from £1,000.00 to £2,500.00

**1150 – General Administration** - £9,000.00 carry forward from 2020/21 financial year.

**1155- DVSC Contingency Fund** – increase from £5,000.00 to £7,000.00 carrying forward £5,000.00 with an increase of £2,000.00

**1170 – Service Improvements** - £5,000.00 carry forward from 2020/21 financial year.

**2000 – Sports Ground Management** - increase from £5,500.00 to £6,000.00

**2005 – Churchyard** – increase from £3,600.00 to £3,750.00

#### **2015 – Minor Grants –**

Councillor C Shepherd had previously asked Councillors to consider local groups that would benefit from receiving a minor grant from the Parish Council. Few grants had been requested throughout the 2020/21 financial year which left a current balance of £1,000.00 in the budget. After discussion Councillor Bubb proposed any remaining monies left in the 2020/21 minor grants budget be carried forward to the next financial year. **It was resolved to approve the proposal.**

#### **Communications Committee.**

**605 – Advertisement Village Voice** – Reduced from £16,000.00 to £12,000.00

**6030 – Website** – increased from £400.00 to £500.00

#### **Environment Committee.**

**4000 – Cleaning Contract** – increase from £2,000.00 to £3,000.00.

Councillor Stokes queried if the repair to the dog bins was included in the cleaning contract as some were falling apart. Councillor C Shepherd confirmed there was a separate budget line for this and the Environment Committee were due to review the details of the current cleaning contract.

#### **Recreation Committee**

Councillor C Shepherd explained the Environment Committee dealt with Recreation budget setting.

#### **Staffing Committee.**

No changes.

Councillor C Shepherd reminded Councillors that the Parish Council employees are employed on National Local Government terms and had therefore received a 2% wage increase in 2020/21.

**Skatepark.**

Councillor M Shepherd advised Councillors the Environment Committee had requested £3,500.00 be taken from 2021/22 Precept therefore the Clerk had added code 910 to the skatepark income.

Councillor C Shepherd asked if Councillors had any comments regarding the proposed budgets. Councillor Anderson proposed the suggested budgets be approved. Councillor Bubb seconded the proposal. **It was resolved to approve the proposed 2021/22 budgets.**

Councillor M Shepherd advised savings from the General Fund for this financial year would be transferred to the Project Fund. With regards to the 2021/22 precept setting, Councillor M Shepherd thought there would be a small reduction compared to 2020/21 precept. He will circulate figures for the next Full Council meeting.

**13665****Correspondence.**

The Clerk advised she had received authorisation from NS&I regarding the new signatories. The Clerk stated she is unable to discuss the account with NS&I as she is not a signatory therefore, she asked Full Council approval to become signatory for informational purposes only not to make transactions. This would require a change to the Financial Regulations currently in place. **It was resolved for the Clerk to become a signatory on the NS&I account for informational purposes only.**

Councillor M Shepherd asked the Clerk to discuss online access with NS&I. The Clerk advised she had been told last week online access was not available on Investment accounts.

**13666****Items for inclusion on the Full Council agenda.**

Co-option of prospective Councillors.  
Precept setting.

**13667****Date and place of next Full Council meeting.  
To be held virtually on 25<sup>th</sup> January at 6.30.**

No comments were received by the public present

With no further business the meeting was closed at 7.15pm

**Action Points Dersingham Parish Council Meeting 31.07.20****Clerk.**

- To discuss with Councillor C Shepherd the charitable status and implications regarding the Recreation ground.

**Action points Dersingham Parish Council Meeting 14<sup>th</sup> September 2020.**

### **Clerk**

- To contact NS&I regarding signatories – see action points Dersingham Parish Council meeting 15.06.20.

### **Action Points Dersingham Parish Council Meeting 23<sup>rd</sup> November 2020.**

#### **Clerk**

- To arrange a draft invite to groups regarding a potential working group for the Queens Jubilee in June 2022.

### **Action Points Dersingham Parish Council Meeting 21<sup>st</sup> December 2020.**

#### **Councillor C Shepherd**

- To write to Sandringham Estate regarding the community centre.
- To identify De-Fib equipment location in the Village Voice.

#### **Clerk**

- To write a letter of support for the re-opening of the Hunstanton Tourist Information Centre
- To contact NCC re future of old infants school building on Saxon Way

#### **All Councillors**

- Complete traffic survey circulated by the Clerk
- Consider local charities for grant aid from the Parish Council

### **Action Points Dersingham Parish Council Meeting 21<sup>st</sup> December 2020.**

#### **Councillor C Shepherd**

- To write to Councillor Murrells family.

#### **Clerk**

- Contact NS&I regarding her becoming signatory on the account and to enquire about online access.