

Minutes of the Environment Committee meeting held on Monday 3rd July 2023 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chair), Cllr C Shepherd, Cllr B Anderson, Cllr A Watkins and Cllr T Bubb (Vice Chair)

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence – Cllr J Stokes**
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item – none received**
3. **Public Participation – No Public present**
4. **Minutes of the Environment Committee Meeting 5th June 2023.** Cllr C Shepherd asked for the Minutes to show: Painting of Bus Shelters £270 to code 4080, £500 to code 4060 and £700 to 100001. Painting of War Memorials £950 to code 4080. Cllr B Anderson proposed and Cllr A Watkins seconded the minutes. **The minutes were approved as a correct record and duly signed by the Chairman.**

Action points were discussed and those completed will be removed.

- (a) Cllr C Shepherd will produce a report highlighting each landowner's responsibility for each section of land for September's Environment Committee
- (b) Cllr C Shepherd confirmed that the walk around the village and check that all areas within DPC contract are being cut, will be carried out shortly
- (c) Cllr C Shepherd informed the meeting that the previous 2018/19 Condition Report/Survey was in a paper format and some trees had been left off but some trees included in the survey did not belong to DPC. Cllr B Anderson will also review his paper copy and these will be passed to the Business Manager in preparation for a new survey to be commissioned.
The BM informed the meeting that due to priorities of work for other Committees, majority of the action point remained as action points.
- (d) The BM to chase the companies for quotations for 5 no. streetlights to have the doors secured with steel ties – still outstanding
- (e) The BM will take photos of the back of each dog bin and post onto Parish Online in August
- (f) The BM to obtain additional quotations for new matting and backfilling of soil for underneath the multi-play structure
- (g) The BM to update the Asset Register in view of the latest work/purchases being carried out
- (h) To prepare tenders - split into 3 sections (1) Two new goal posts with or without nets, (2) Removal of old goal posts – cut down to ground level and made good and (3) a second basketball hoop was still outstanding
- (i) The BM to investigate the possibilities of siting a bench with NCC's Highways
- (j) The BM to secure quotations for the felling of the cherry tree on the Recreation Ground
- (k) The BM to contact DPC's Cleaning Contractor to clean all signs on the Recreation Ground
- (l) The BM to provide quotations for two plaques for the beech and oak trees
- (m) The BM to formally write to the Sandringham Estate and thank them for their kind donation of the two new log seats
- (n) Cllr Stokes to report (using NCC's Highways Online 'Report a Highways Problem') asking them to cut back the overgrown footpath no. 6

4. **(c) Matters Arising**
Cllr C Shepherd asked the BM to prioritise securing quotations for the felling of the cherry tree on the Recreation Ground due to concerns about public safety.
5. **Current Financial Position** – Cllr C Shepherd informed the meeting that the Budget Comparison figures don't show the payments for June as they were produced on the 28th June.
6. **Reserves** – Cllr C Shepherd informed the meeting that the Reserves report doesn't show the payments for June as it was produced on the 28th June.
7. **To review Committee Terms of Reference**
These were reviewed and the agreed finalised Terms of Reference will be attached to these minutes.
8. **Areas of responsibility**
 - (a) Bus shelters/stops – see item 21(c)
 - (b) Streetlights – the BM informed the meeting that all orders to K&L Lighting and UK Power Networks for Streets Lights in Glebe Road, Edinburgh Way and Queen Elizabeth Drive have been sent out with the works forecasted to be six weeks.
 - (c) Grass Cutting – Following a phone call from a parishioner living in Philip Nurse Road highlighting their concern of a fire risk from The Warren, the Chairman asked the BM to arrange with the grass cutting contractor to cut an extra fire break behind properties in Philip Nurse Road.
 - (d) Cleaning – The BM informed the meeting that the tick list had been passed to DPC's Cleaning Contractor for completion.
 - (e) Litter Bins – The BM reported that the Cleaning Contractor had checked and the litter bin opposite the Spar had been emptied. Cllr Ann Watkins also confirmed they had been emptied.
 - (f) Seats and Benches - see item 4(i)
 - (g) Children's Playground Inspection – The Business Manager informed the meeting a parishioner had written in raising concerns about the roundabout and the BM showed the meeting photos taken by the ABM. The RoSPA annual inspection had been carried out and we were waiting for the written report to be sent to the parish council, so that repairs can be prioritised.
 - (h) Dog Bins and Sponsorship – The Business Manager informed the meeting that the borough council had contacted her regarding a green dog bin on Admirals Drive that required replacing as it is corroded and is currently unable to hold bags securely. The BM informed the borough council that the green bin belonged to the Sandringham Estate. The BM was informed that DPC had been charged with the emptying costs and the BM asked for a credit note for this current year. Cllr J Stokes had volunteered to review all dog bins and notify the BM of any that required attention – work to be completed by September.
 - (i) Footpaths/Walkways – Cllr B Anderson informed the meeting that the Elizabeth Way had been officially opened. He had undertaken 2 consented and 3 covert trips for the butterfly count but the numbers weren't good. He had been told that biodiversity following the footpath works does improve in time. Cllr C Shepherd informed the meeting that she had walked the new pathway and it was very busy with walkers and wheelchair users.
 - (j) Tree Warden – Cllr B Anderson reported to the meeting that the Ash Trees were starting to succumb to Ash Dieback. Cllr C Shepherd showed the meeting a photo of

the new Oak Tree by the Village Sign, which was being watered by Cllr T Bubb and Cllr R Frost but was showing signs of stress. It was acknowledged that June had been the hottest month since records began and Cllr C Shepherd recommended feeding the tree (and would provide the feed) and to continue keeping the tree well-watered.

- (k) General Village Environment – Cllr C Shepherd informed the meeting that she had been out pulling ragwort and the working party will be organised shortly. Cllr R Frost asked the BM to write to the rangers to cut back the verges along Lynn Road to Heath Road.

9. Recreation Ground

- (a) Five-Year Plan – no update
- (b) Update on Skate Park – Cllr C Shepherd will chase the contractor for the final time and then the parish council will source another contractor.
- (c) Moving of bench from play area to beside skatepark – Cllr T Bubb, Cllr C Shepherd and Cllr M Shepherd had moved the bench. The BM was asked to purchase grass fixing bolts to hold the bench in place.

- 10. **War Memorial and War Memorial Gardens** – The parish council was informed that the paving slabs near the Lime Tree were being lifted by the tree roots. Cllr C Shepherd and the BM will carry out a site visit to inspect the area of paving and report back to the next meeting.

- 11. **Climate Change and Biodiversity** – Cllr B Anderson informed the meeting that June had been the hottest month since records began. Cllr B Anderson also informed the meeting that the newly resurfaced Elizabeth Way had been opened and he had spent time with the ecologist and explained that the butterflies weren't there due to the brambles being cut back and soil scraped back, the Walnut trees had also been felled. Cllr A Watkins reported a number of incidents of dark smoky bonfires where the smoke had blown over the road and she will take photos and send a report direct to the borough council.

- 12. **Rangers** – see item 8(k). The BM had requested the Rangers to cut back the hedge along Manor Road from the Village Centre to The Coach and Horses.

- 13. **Review of keys and padlocks** – A review of the keys and locks was proposed and a discussion about replacing them with combination locks took place. The BM was requested to obtain prices and put the item on September's agenda as well as arranging for a locksmith to open the power supply box on the War Memorial inner railings and also to provide a lock.

- 14. **Double Yellow Lines on Lynn Road near Co-op Zebra Crossing** – Concerns were raised about people not being able to see oncoming cars whilst they used the crossing. The BM was asked to contact NCC Highways for a quotation to upgrade the zebra crossing to a traffic light crossing.

15. Correspondence

- (a) E-On Standing Charge – The BM informed the meeting that the cost of energy prices is reducing but due to the use of electricity at the recreation ground exceeding the limit, the parish council is now required to pay the monthly standing charge.
- (b) Christmas Lights – Cllr V Brundle had sent in a report highlighting that various people had asked whether new Christmas lights for Hunstanton Road could be purchased. A decision was made to retain the Christmas lights previously purchased two years ago and to discuss any further purchases in summer 2024.

- (c) Manhole covers – The BM informed the meeting that parishioners had reported broken manhole covers and these have now been reported to NCC Highways.
- (d) Use of pesticides within Dersingham village – The BM informed the meeting that a request had been made as to whether the parish council uses pesticides on their land. Cllr C Shepherd confirmed that no pesticides are used but recommended the parishioner contact NCC Highways/Borough Council regarding their usage.

16. Open the meeting to allow Public Participation - No Public present

17. Items for inclusion on the next agenda –

- (a) Review of locks and keys
- (b) Outcome of RoSPA report on Children’s playground and skatepark

18. Any item for Facebook - none

19. Date of next meeting – 7pm Monday 4th September 2023 in the Loft

20. Exclusion of 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.

21. Contracts and Quotations

- (a) Contract for Grass Cutting – A decision was made to combine both grass cutting contracts into one contract. Quotes for this contract will be obtained next year. The BM was asked to inform the grass cutting contractor.
- (b) Quotation for Repairs to Playground – the BM was still waiting for further quotations
- (c) War Memorial Railings - A decision was made to paint the war memorial railings with two coats so a further quotation for the additional coat was sourced and a decision was made to accept the quotation of £600 and code it to 5025.

Meeting finished at 8:53pm

Action Points

Cllr C Shepherd

- (a) To produce a report highlighting each landowners responsibility for each section of land
- (b) To walk around the village and check that all areas within DPC contract are being cut
- (c) To send the BM the previous 2018/19 Condition Report/Survey in preparation for a new survey to be commissioned
- (d) Cllr C Shepherd with the BM to carry out a site visit to inspect the area of paving at the War Memorial

Business Manager

- (a) The BM to chase the companies for quotations for 5 no. streetlights to have the doors secured with steel ties – still outstanding
- (b) The BM will take photos of the back of each dog bin and post onto Parish Online in August
- (c) The BM to obtain additional quotations for new matting and backfilling of soil for underneath the multi-play structure
- (d) The BM to update the Asset Register in view of the latest work/purchases being carried out
- (e) To prepare tenders - split into 3 sections (1) Two new goal posts with or without nets,

(2) Removal of old goal posts – cut down to ground level and made good and (3) a second basketball hoop was still outstanding

- (f) The BM to investigate the possibilities of siting a bench with NCC's Highways
- (g) The BM to secure quotations for the felling of the cherry tree on the Recreation Ground
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- (i) The BM to provide quotations for two plaques for the beech and oak trees
- (j) The BM to formally write to the Sandringham Estate and thank them for their kind donation of the two new log seats
- (k) The BM to arrange with the grass cutting contractor to cut an extra fire break alongside the properties in Philip Nurse Road.
- (l) The BM to write to the rangers to cut back the verges along Lynn Road to Heath Road
- (m) The BM was asked to purchase very long bolts to hold the bench in place on the grassed area
- (n) The BM with Cllr C Shepherd to carry out a site visit to inspect the area of paving at the War Memorial
- (o) The BM was requested to obtain prices for replacement combination locks and put the item on September's agenda
- (p) The BM to arrange for a locksmith to open the power supply box on the War Memorial
- (q) The BM was asked to contact NCC Highways for a quotation to upgrade the zebra crossing to a traffic light crossing

Cllr J Stokes

- (a) To report (using NCC's Highways Online 'Report a Highways Problem') asking them to cut back the overgrown footpath no. 6