

Minutes of the Parish Council Meeting of the Dersingham Parish Council held on 26 November 2018 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham

Present: Cllrs S Payne (Chair), C Hipkin (Vice Chair) B Hopkins, C Shepherd, M Shepherd, J Houston, M Haizelden, B Anderson, C Davey, K Hathaway, B Judd, and R Frost.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).

Apologies received from Borough Councillors J Collingham and A Bubb

13094 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from. Cllrs D Wright, G Billard, A Bubb and V Brundle.

13095 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
None Received.

It was resolved to open the meeting to allow the public to speak.

13096 Local Policing Team – Sgt Metcalfe.
Sergeant Metcalfe along with PC Kerr gave a brief resume regarding the Neighbourhood Policing Policy. It has been reintroduced following the redundancy of the PCSO's in the area, some PCSO's have been recruited back into the organisations as PC's. Neighbourhood Policing structure consists of one Sergeant, one Beat Manager and one PC. The structure has been reintroduced as the Police Force realise the 101-call line resulted in calls being redirected to the Police, highlighting a need within the community.
Sergeant Metcalfe advised PC Kerr's contact details would be left and asked the Clerk to circulate to Councillors. Posters were left with contact details and an article is to be written for the Village Voice to make people in the community aware of the Neighbourhood Policing.

13097 To receive a verbal report from the Norfolk County Councillor.
Councillor S Dark was not present.

13098 To receive a verbal report from The Borough Councillors.
Councillor Bubb had submitted a written report
The night shelter at St Ann's Fort is now open and running seven nights a week.
The Borough Council are currently carrying out rigorous checks on recycling waste bins as there has been an increase in unrecyclable waste being put into bins. Any bins found with unrecyclable waste will have a red tag placed on the bin, which will not be emptied until the waste is sorted correctly.
The new Living Independently in Later Years "LILY" directory is available next month. The organisation now helps people from eighteen years of

age and over. Anyone needing support and advice can see it from the 2400 entries in the directory.

13099 Minutes of the Dersingham Parish Council Meeting held 29 October 2018.

It was resolved for the minutes to be signed as a true record after the following amendments.

Minute item 13093 should read Service Level Agreement (SLA)

13100 Minutes of The Communication Committee Meeting 31 October 2018.

Councillor C Shepherd advised Jo Halpin-Jones has been appointed as the new Editor of the Village Voice. She will commence work in April, in conjunction with Councillor Bubb on edition 117 and will Editor onwards from edition 118. Councillor C Shepherd asked for another Councillor to join the Communications Committee, this would enable Jo Halpin- Jones to attend meetings.

There has been a drop in advertisers in the Village Voice, once Mr Bubb has ceased as Editor, he is willing to approach any new companies regarding advertising.

Cllr C Shepherd had advised that all Councillors will be summonsed via email, if Councillors are not willing to use email then they can to request a hard copy from the office.

Councillor Payne advised she had been approached by a member of the Dersingham Village Centre asking why the Village Voice had only placed a quarter page advert advertising the forthcoming film at the village centre and the Anmer film night received a full-page ad. Councillor C Shepherd advised she would discuss the matter at the next Communication Committee meeting.

13101 Minutes of the Planning Committee Meeting held on 19 November 2018.

Councillor Hipkin advised he had been appointed as Chair of The Planning Committee and Councillor C Shepherd as Vice Chair.

The Committee had reviewed three applications and had recommended approval on all three.

Terms of reference are to include that the Committee has delegated powers to make comment on behalf of the Parish Council on minor applications that are due to be out of time before the next Full Council meeting. Councillor Hipkin advised the Committee would meet as a working group thirty minutes prior to the Full Council meeting to discuss any Planning Applications received between Planning Committee meeting and the Full Council meeting. This will enable them to advise Full Council of their findings.

Councillor M Shepherd asked if a resolution had been made regarding the change to the Terms of Reference. The Clerk advised this had been resolved at a previous Full Council Meeting.

13102 Minutes of the Recreation/Environment Committee Meeting held 19 November 2018.

Councillor Anderson advised he had been appointed as Chair of the Recreation/Environment Committee and Councillor C Shepherd as Vice Chair.

Councillor C Shepherd advised she had been to look at a Lime Tree at a neighbouring property to the Village Centre. The tree needed urgent work carried out on it as it has a lot of deadwood that overhangs the footpath. Councillor C Shepherd proposed as a good will gesture, considering circumstances during the Village Centre build etc, the Parish Council considers paying for the work to be completed. The Clerk had tried to obtain three quotes, however only one had been received to date. **It was resolved no decision would be made until all three quotes had been received.**

13103 Minutes of the Finance and Administration Committee Meeting held 22 November 2018.

Councillor M Shepherd thanked the Clerk for the well written Minutes from the previous meeting.

Councillor M Shepherd advised he had been appointed as Chair of the Committee with Councillor Payne as Vice Chair.

The current financial position for this financial year shows there is a further projected overspend of £13,500.00 on the Village Centre. However, the DVCA have no available funds to meet these costs and therefore this will have to be found through the general fund. Councillor M Shepherd advised he would need a list of all the issues that have been raised to complete the hall. Councillor Payne listed issues that needed completing at the Centre and advised Councillor M Shepherd she would provide him with written details.

Councillor M Shepherd stated the car park directly outside the office was dangerous and needed raking over.

Councillor Hipkin asked if a Fire Officer had been to the Centre to check fire procedures in place. Councillor Payne advised a comprehensive report had been submitted and agreed.

Budget setting had been discussed at the committee meeting, changes to the structure had been established to make reports easier. The Clerk had already implemented the changes to show stand alone budgets for the Skatepark, CiL and Staffing.

Councillor M Shepherd advised the DVCA and Social Club would have to be considered for the next financial years budgets. The Parish Council needs to review the rent relief for the Social Club and the costs of maintaining the building etc should the Social Club close. A financial report is due from the Social Club and will be reviewed at the next Finance and Administration Committee meeting.

**13104 Dersingham Village Centre.
- Report**

Councillor Davey advised the solar panels are being installed and should take three to four days. The equipment for the car charging ports will not be installed until the footpath issues are resolved.

Councillor C Shepherd advised she had been told verbally the footpath would have to be dealt with through the Highways Act due to the building being completed.

Councillor Davey advised it had been brought to his attention the boards are separating on the main hall floor, he is looking into this.

13105 Dersingham Centre Project Review and Other Actions.

Councillor C Shepherd advised Ben Colson had agreed to Chair the review committee, however he wished for Full Council to ratify the decision. **It was resolved for Ben Colson to Chair the Project Review.**

13106 Polling District and Places Review.

Councillor C Shepherd stated Borough Council had asked for comments regarding the review however Dersingham are not affected.

13107 Clerks Report.

Clerk's Report
Full Council Meeting
26 November 2018

Councillors

Our three new Councillors have all signed their paperwork and I have added them to the email system etc. Please see new Councillor list.

Committees

Cllr Anderson and Cllr Billard were asked after the last meeting regarding Committee Membership. Cllr Anderson wishes to be on Recreation/Environment and Finance as previously and Cllr Billard on Planning as previously. I have advised our new Councillors to attend Committee meetings and see which committees they believe they would like to join. Please see new Committee list.

Meetings

These have now been set for the year. Please see Meeting Sheet attached.

Affordable House in Dersingham/Rural Exception Sites

The council received a letter from the Borough Council regarding the above subject. At Full Council it was decided that though not something that the Parish Council were currently interested in it may be of interest regarding the local Neighbourhood Plan. I attended a meeting at the Borough Council Offices in King's Lynn and met with Mrs Clare Robinson and her Colleague Me Karl Patterson. They explained that they have been working on Parish Profile Data for Norfolk & Breckland Parishes and Dersingham's report (please see attached). This report had highlighted that Dersingham has a high proportion of detached houses, a significant number of people in employment who are privately renting, higher than average house prices, a low availability of affordable rented homes and a low number of two-bedroom properties. This suggests that Dersingham may have a significant need for affordable housing and they were wondering if the Parish Council would be interested in working with the Borough Council in looking at ways to address this. They went on to explain about rural exception sites and ones that had already been achieved with the co-operation of the Parish Council in the area especially a new development in Snettisham and Burnham Norton. They would like to mainly work on getting more two-bedroomed

properties, stepping stone properties for young professionals etc. This would be community led housing and the new sites previously mentioned are good examples as you would never know they were community led because they just look like a new housing development. Please see details attached. They also gave me a brochure from the Rural Housing Alliance called Affordable Rural Housing

A Practical Guide For Parish Councils.<http://ruralhousingalliance.net/wp-content/uploads/2016/07/ParishCouncilGuideFullReport.pdf> I agreed to bring back to the Council to see if they wished to look into it further. The Parish Council do not necessarily need to be involved but look to be supportive. It is totally down to the Parish Council how much if any they got involved.

SJB

17.11.18

Councillor C Shepherd thanked the Clerk for a written report.

The Clerks review mentioned affordable housing, Councillor C Shepherd proposed this is dealt with through the Neighbourhood Plan.

Councillor Payne asked Councillors to retain the list of meetings supplied.

A date is to be set for the Annual Parish Council Meeting.

13108 Accounts for Payment.

26 NOVEMBER PAYMENTS

SO	C & E Handyman Services	
	– Cleaning Contract- November	£185.00
DD	E-on Energy – Rec Electricity- November	£6.00
DD	Utility Warehouse – Mobile - November	£13.40
D/D	BT – Due 29.11.18	£TBA
D/P	K & M Lighting Services	£105.56
D/P	BMAC Garden Services – War Memorial Garden	£60.00
Credit	Opus Energy –Energy (Ders Centre)	£69.03
DD	Opus Energy – Streetlight Energy (Streetlights)	£176.96
D/P	PJ & B Jones Ltd - Grasscutting	£922.20
D/P	CGM – Rec Grasscutting	£60.53
D/P	Stencil Marking Ltd – Disabled Stencil	£32.30
D/P	KLS (UK) Ltd – Der Ctr Kitchen	£26257.86
D/P	Cllr B Judd – Parking Stakes – DerCtr	£30.00
D/P	CPRE - Membership	£36.00
D/P	KLWNBC – Dersingham Ctr Discharge -B-Rake	£58.00
105914	Mrs S J Bristow – Re-Direction	£204.00
D/P	C & E Handyman Services- Let/boxes/Gas	£20.00
Credit	KLWNBC – Waste Bags	£99.00
D/P	PCL Ltd – Flagpole Base	£72.00
D/P	Poppy Appeal-Wreaths - 137	£55.50
D/P	CRC 50% payment for PV Cells	£8000.00
D/P	Wages November	£1875.14
D/P	Norfolk Pension Fund – Pension- November	£621.40
Credit	Suttons Lettings	£77.65
D/P	Viking – Stationery	£9.44
D/P	Clanpress – Printing VV	£2490.00

105915	Petty Cash – Misc	£29.01
D/P	Dersingham PCC – Christmas Tree	£40.00
Any others		

All blue has been paid.

It was resolved for payments to be made.

13109 Accounts to 31 October 2018.

The Clerk advised the budget figures had been copied from the previous year, some Committees have set next year's figures the balance will be achieved when these Committees meet.

Councillor M Shepherd stated once the current months payments are made the Dersingham Centre reserves will show as low. Councillor Payne advised this will change once monies have been repaid.

13110 Applications and Determinations:

All these applications can be viewed, and commented on, online at the Borough Council's planning portal online.west-norfolk.gov.uk/online-applications/

Applications:

18/02037/F Application Garden Room, porch, render and replace cladding at 9 Crest Road, Dersingham. - **Approved**

18/01952/F Application for Single Storey side and rear extension re application number 18/0763/F at 9 Glebe Close, Dersingham. - **Approved**

Any others

Determinations.

13111 Correspondence.

The Chair read out correspondence received.

A complaint had been received from a Parishioner regarding the memorial three and the event of 11 November. It was discussed, and the Council decided to take no further action.

13112 Items for inclusion on the next agenda.

Setting of the Precept Meeting
Committee Membership.

13113 Date & Place of next meetings.

5 th	December	10.00	Communications	DVC Meeting Room
10 th	December	18.00	Planning	DVC Meeting Room
10 th	December	19.15	Rec/Env	DVC Meeting Room
13 th	December	18.00	Finance	DVC Meeting Room
17 th	December	19.00	Full Council	DVC Garden Room

With no further business the meeting closed as 8.20pm