

Minutes of the Dersingham Parish Council Meeting held on 24 June 2019 at 7.00pm, at Dersingham Village Centre, Manor Road, Dersingham PE31 6LN.

Present: Councillor C Shepherd (Chairman), Councillor B Hopkins, Councillor M Shepherd, Councillor D Murrell, Councillor B Anderson, Councillor T Bubb, Councillor D Wright, Councillor M Noble, Councillor G Billard, Councillor V Brundle and Councillor R Frost.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant).
5 Members of the public.

13275 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from Councillor Hipkin

13276 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
None received.

The meeting was opened to allow public participation 7.02pm

A parishioner asked if the Parish Council had been consulted regarding the Cycle event in Dersingham Thursday 27th June that will involve road closures throughout the village. Councillor C Shepherd advised there had been no consultation and little information supplied by either the event organiser or Norfolk County Council. A time schedule had been obtained via the local school and Councillor M Shepherd had attended an open meeting last Thursday and obtained further information. Which has now been put onto the Parish Council website. The roads will not be closed for the entire day but for relevant time slots to allow the time trials to take place. The Parishioner expressed concerns and said it was unacceptable that people would not be able to access the medical centre to attend appointments etc. It would also have an effect on the businesses in area and schools. It was felt that for an event that for and event that has taken 18 months to organise the information supplied for villagers was unacceptable.

13277 To Receive a verbal report from the Norfolk County Councillor.
Councillor Dark was not present.

13278 To Receive a verbal report from the Borough Councillors.
Councillor Collingham was not present.
Councillor Bubb advised he had spoken to Elizabeth Nockolds and she was only made aware of Cycle Time Trials at the end of April.
Councillor Bubb advised if the recommendation on the planning application for 60 Chapel Road was not in line with the Parish Council and residents views, he wished for it to be called in.

13279 Chairman's Report.
There is a two-day Chairman's course next month which Councillor C Shepherd is to attend
Councillor C Shepherd advised she had spoken to DVCA regarding landscaping of the grounds and signage for the building, a small group

of volunteers will be responsible for preparing and maintaining the landscape once the lease is signed and the car park work is complete. Regarding the signage this is ongoing and will be addressed, along with noticeboards, by the new liaison group and the Communication Committee. The Parish Council are also responsible for discussion with the Big Lottery regarding project outcomes, Councillor C Shepherd is looking into this in conjunction with the DVCA.

Councillor C Shepherd advised a meeting is to be arranged to discuss the Dersingham Recreation Ground Charity established in 1920, a full report will be prepared for the meeting.

13280

Clerks Report.

The Clerk advised she had been busy with the end of year accounts. The Internal Audit had reviewed financial procedures and the Clerk had been actioning some of the points raised. Standing Orders and Financial Regulations had been reviewed. Tenders had been issued for the Skatepark.

13281

Minutes of Dersingham Parish Council Meeting held on 30 May 2019.

It was resolved approve the minutes as a true and accurate record and duly signed by the Chairman.

Councillor C Shepherd explained the minutes now have an action point list attached enabling Councillors to monitor whether action points have been achieved and by whom. The current action points were reviewed and those removed that had been achieved.

13282

Minutes of the Planning Committee Meeting held 10 June 2019.

Councillor C Shepherd advised Councillor Hipkin had been elected as Chair of Planning and Councillor C Shepherd as Vice Chair. There had been no planning applications to discuss.

13283

Minutes of the Planning Committee Meeting held 10 June 2019.

Councillor C Shepherd advised applications had been reviewed and recommendations made:

19/00940/F Application for 2 proposed dwellings at Land S of 12 Prince Charles Close, Dersingham. **It was resolved to recommend refusal on the grounds of the trees, being in the conservation area and loss of open space.**

19/00791/F Application for relocation of play equipment and installation of static caravans to vacated space at Pinecones Caravan and Camping, Dersingham Bypass, Dersingham. **It was resolved to recommend refusal on the grounds of increase traffic flow on a busy road and junction and the proposed position of the children's playground is surrounded by the traffic route.**

19/00992/F Application for single and two storey rear extension and alterations including pitched roof over existing garage at

48 Doddshill Road, Dersingham. **It was resolved to recommend approval.**

13284 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/

The Council to vote and make comment on the planning applications.

Applications:

19/00832/F Variation of Planning Permission 18/02037/F Garden Room, porch, render and replace cladding at 9 Crest Road, Dersingham. - **Approved**

19/01030/F Application for demolition of existing rear conservatory which will be replaced by two storey extension in order to accommodate dining room downstairs and master bedroom with en-suite upstairs at Sweet Briar, 53 Hunstanton Road, Dersingham - **Approved**

19/01048/F Variation of condition 2 and 3 of Planning Permission 18/00838/F Two storey extension at 60 Chapel Road, Dersingham – **Objection due to works not carried out as stipulated.**

Determinations.

19/00557/F Application for extension and alterations to dwelling, and proposed cart shed at 6c Fern Hill, Dersingham. -**Granted**

17/01678/NMA. Non- material amendment to planning permission 17/01678/F demolition of 1980's extension and conservatory and construction of new rear extension and associated alterations to 72 Manor Road, Dersingham. **Granted**

19/00478/F Application for construction of sing bungalow and car port at 26 Manor Road, Dersingham – **Refused.**

13285 Minutes of the Environment Committee Meeting held on 10 June 2019.

Councillor Frost advised he had been elected as Chair of the Environment Committee and Councillor Hopkins as Vice Chair.

Deadline for the Skatepark tenders to be received had been set as 3 July and will be opened with at the next Committee meeting.

Councillor Frost stated the condition of the War Memorial had been raised and asked Councillor Brundle when work would be carried out to

tidy the area. Councillor Brundle advised she had hoped to start work today, but had been busy and would start next day.

13286

Streetlight Maintenance Contract.

Councillor C Shepherd advised the two quotes for the contract had been received and circulated. One contractor was cheaper however it only included an annual inspection and cleaning of the streetlights, any additional work would incur additional charges. The second contractor, whilst more expensive was inclusive of all works needed.

Councillor M Shepherd expressed concerns as to the specification given to the contractors to enable them to submit quotes as they were both very different quotes received.

Councillor Anderson proposed the Parish Council remains with the existing contractor. The Clerk asked was the contract to run for one or three years.

It was resolved to award the contract to the existing contractor for a period of three years.

13287

Minutes of the Finance & Administration Committee held 13 June 2019.

Councillor M Shepherd advised he had been elected as Chair of the Finance & Administration Committee and Councillor Hopkins as Vice Chair.

Councillor M Shepherd advised the changes made to the Terms of Reference. Councillor Anderson proposed the Terms of Reference be approved. **It was resolved to approve the proposal.**

13288

Minutes of the Finance & Administration Committee held 18 June 2019.

Councillor M Shepherd advised a letter from Scotty's Little Soldiers had been received however had not been circulated to Councillors. He advised the budget for Minor Grants was limited to £500.00. The Clerk advised Minor Grants were usually only given for something that benefits the local community. Councillor M Shepherd stated that was the reason Finance Committee could not approve and needed Full Council Approval. The Clerk proposed the minor grant forms be issued to the charity. **It was resolved to approve the proposal.**

Councillor M Shepherd stated he had hoped the Internal Audit report would've been circulated to Councillors prior to the meeting to enable the information to be reviewed. He said the Internal Auditor had given the Parish Council an Amber/Green rating highlighting minor weaknesses. Councillor M Shepherd reminded Councillors they are legally responsible to respond to the recommendations made, not staff. The recommendations and implementation dates were discussed. The Clerk will take the lead on most items however Councillors will have to be actively involved. Councillor M Shepherd proposed the report is accepted and the action points implemented. **It was resolved to approve the proposal.**

Councillor M Shepherd was asked to go through the action points that had been recommended to be implemented. Councillors should only use

and have sole use of the Dersingham.org.uk email addresses to correspond with one another.

The Standing Orders had been reviewed and updated by Finance Committee. The amended version had not been circulated prior to the meeting therefore Councillor M Shepherd was unable to check amendments ready for the Standing Orders to be approved.

Councillor C Shepherd proposed the Standing Orders be approved on the proviso the updates are correct with those agreed by the Finance Committee. **It was resolved to approve the proposal.**

The Financial Regulations had also been reviewed and updated by the Finance Committee. With the amended version not being circulated prior to the meeting Councillor M Shepherd also wished to compare the updated version with the agreed amendments by Finance Committee. **It was resolved for the Financial Regulations to be approved if the updates were as those proposed by the Finance Committee.**

13289 End of Year Accounts.

AGAR – Annual Governance Statement

The Chair read through the Governance Statement.

Councillor M Shepherd expressed concern regarding Section 1 item 5 as the Internal Auditor had noted the Parish Council did not have a current Risk Register. Therefore, the Governance Statement criteria had not been met. The Clerk is to include an explanation when submitting the form.

Councillor C Shepherd advised Section 1 item 9 had not been met as the Dersingham Recreational Ground had Charitable status. The information was out of date and needed to be updated. **It was resolved to approve the AGAR form.**

13290 Appoint Internal Audit Control Officer/ Cheque Signatory.

Councillor M Shepherd advised it was necessary to have a Councillor undertake this role as highlighted in the Internal Audit report, it was recommended it be the Chair of the Finance Committee. However, any Councillor undertaking the Internal Auditor Control Officer role could not be a signatory on the Parish Council bank account. Councillor M Shepherd proposed he takes the role of Internal Audit Officer and Councillor Frost replaces him as account signatory. **It was resolved to approve this proposal.**

13291 Accounts to 31 May 2019.

Councillor C Shepherd advised the Finance Committee had reviewed the accounts prior to the meeting.

Councillor M Shepherd asked if the reserves had been included in the account's paperwork received for the meeting. The Clerk confirmed they were not included.

It was resolved to approve the accounts.

13292 Accounts for Payment.

Councillor C Shepherd asked for clarification on the difference between the entries shown at B/T and D/P. The Clerk advised one was Bank Transfer and the other Direct Payment which are the same thing.

Dersingham Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2	B/T £2,340.00 24.06.19-2	£390.00	£1,950.00	01/04/19	Elysian Associates - advice in connection to Dersingham Village Centre. The cost of the work is not exceed £1950 +VAT as per the quote.	£2,340.00
51	D/P 24.06.19-	£653.81	£0.00	£653.81 29/04/19	Norfolk Pension Fund -	£653.81
1		£134.90	£0.00	£134.90	Staff Employees part	
2		£518.91	£0.00	£518.91	Staff Employers Part	
44	DD 04.06.19-	£15.50	£0.00	£15.50 16/05/19	Barclays Bank – Bank Charges	£15.50
42	D/P 24.06.19-	£2,223.00	£0.00	£2,223.00 21/05/19	Clanpress – Printing Village Voice	£2,223.00
54	D/P 24.06.19-	£1,920.00	£320.00	£1,600.00 30/05/19	Price Bailey – Internal Audit	£1,920.00
53	B/T 24.06.19-	£60.53	£10.09	£50.44 31/05/19	CGM Group – Grasscutting Rec Ground	£60.53
41	D/P 24.06.19-	£105.56	£17.59	£87.97 01/06/19	K & M Lighting Services - Streetlight Maintenance	£105.56
55	D/P 24.06.19-	£54.00	£9.00	£45.00 01/06/19	Dolphin Graphics - Derisngham Centre Print	£54.00
52	B/T 24.06.19-	£570.00	£95.00	£475.00 04/06/19	P J & B Jones Ltd – Grasscutting	£570.00
1		£417.60	£69.60	£348.00	ENV Grasscutting	
2		£152.40	£25.40	£127.00	WARR Warren Grasscutting	
43	DD 08.06.19-	£139.00	£23.17	£115.83 08/06/19	OPUSEnergy – Streetlight Energy	£139.00
46	D/P 24.06.19-	£48.00	£0.00	£48.00 14/06/19	Norfolk Parish Training & Support - Course	£48.00
47	DD 29.06.19-	£58.44	£9.74	£48.70 15/06/19	British Telecommunications - telephone bill	£58.44
45	B/T 24.06.19-	£49.50	£0.00	£49.50 17/06/19	SLCC - Conference	£49.50
56	b/t 24.06.19 -56	£129.60	£21.60	£108.00 20/06/19	ECS Computers – Anti Virus	£129.60

38	DD	£185.00	£0.00	£185.00	24/06/19	C & E Handyman	
	07.04.19-					Services - Cleaning Contract	£185.00
39	DD	£6.00	£0.00	£6.00	24/06/19	E-On Energy - Rec Ground Energy	£6.00
	24.06.19-						
40	DD	£13.40	£2.23	£11.17	24/06/19	Utility Warehouse - Mobile Phone	£13.40
	24.06.19-						
48	D/P	£1,387.10	£0.00	£1,387.10	28/06/19	Sarah Bristow - Wages	£1,387.10
	28.06.19-						

Dersingham Parish Council

Expenditure transactions - payments approval list
year 01/04/19

Start of

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque Total
49	D/P	£606.32	£0.00	£606.32	28/06/19	Geraldine Scanlon – Wages	£606.32
	28.06.19-						
50	D/P	£2,719.07	£0.00	£2,719.07	28/06/19	HMRC- PAYE -	£2,719.07
	24.06.19-						
1		£959.00	£0.00	£959.00		Staff PAYE	
2		£776.28	£0.00	£776.28		Staff Employees NI	
3		£983.79	£0.00	£983.79		Staff Employers NI	
Total		£13,283.83	£898.42	£12,385.41			

13293 Appointment of Parish Council representatives to serve on DVCA Committee.

Councillor C Shepherd advised the previous representative had resigned as a trustee for the Parish Council and was now a trustee in her own right. See attached report.

Dersingham Parish Council – Dersingham Village Centre Trustee

At our last meeting we discussed appointing someone to be the Parish Council trustee on the DVCA. It was deferred for further consideration of government advice in respect of charity trustees. Our previous Chairman, Sue Payne was the DPC appointed trustee. However, she resigned this post just before the end of her term and has now been appointed as a trustee in her own right. DPC now needs to consider appointing a replacement.

The DVCA became a Charitable Incorporated Organisation (CIO) in 2018 and under the terms of their constitution: “Dersingham Parish Council and the Parochial Church Council of Dersingham St Nicholas may each appoint one trustee.” This appointment is for a one-year term, the appointee need not be a parish councillor and has the same duty as the other trustees to act in the same way he or she decides in good faith would be most likely to further the purposes of the CIO. “

The role of the trustees is to “manage the affairs of the CIO and may for that purpose exercise all powers of the CIO. It is the duty of each trustee to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she in good faith would be most likely to further the purposes of the CIO and to exercise, in the performance of these functions such care as is reasonable in the circumstances having regard in particular to i) any special knowledge or experience that he or she has or holds himself or herself as having and ii) if he or she acts as a trustee of the CIO in the course of a business profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that business or profession.”

The Charity Commission has produced a guide about conflicts of interest (a 24-page document). In summary, it states that trustees have a legal duty to act in the best interests of their charity and must not put themselves in any position where their duties as a trustee may conflict with any personal interest. Therefore, a trustee must consider the issue of conflicts of interest so that any potential effect on decision making is eliminated and also has a personal responsibility to declare conflicts of interest at an early stage. A trustee should therefore withdraw from relevant meetings, discussions, decision making and votes.

The most likely conflict of interest for a parish councillor is likely to be what is described as a conflict of loyalty, whereby the trustee decision making at the charity could be influenced by their role as a parish councillor and vice versa. The test is always that there is a conflict of interest if the trustees’ other interest could or could be seen to interfere with the trusts ability to decide the issue only in the best interests of the charity.

There is a potential for conflict of interest between the role of a parish councillor and that of a trustee, for example in discussions about leasing and financial arrangements. However, if the the government advice in declaring such conflicts is followed this would not prevent a parish councillor from acting as a trustee.

The trustees regularly meet once a month, although they can meet at short notice to discuss issues that may arise between meetings. Currently trustees are involved in overseeing the management of the building, organizing events, meeting with user groups, cleaning the building and anything else that may be required.

After discussion no Parish Council Representative was achieved and the item deferred to the next Full Council meeting.

13294 To Consider the process for the co-option of a Councillor to fill Election Vacancies.

Councillor C Shepherd advised this would be reviewed by the Communication Committee. There have been two Parishioners expressed an interest in applying to be a Councillor. It was suggested they are invited to meet with Councillor C Shepherd and Councillor C Hipkin.

13295 Training Needs.

The Clerk advised she is waiting for dates and suggested the training package be tailored towards understanding finances.

- 13296 Dersingham Village Centre. Update on outstanding work.**
Councillor M Shepherd said it had been difficult obtaining quotes for the work needed for the external works. Quotes had been circulated and discussed with Councillors involved in the working group and had decided on a preferred contractor. Councillor M Shepherd discussed and proposed the preferred quotation. **It was resolved to accept the preferred contractor.**
- 13297 Dersingham Centre Project Review.**
Councillor C Shepherd advised there is to be one final meeting of the review group. Mr Colson has started writing his report. It has been suggested once the report is complete a closed meeting will be arranged for Councillors, with a public meeting to be held after.
- 13298 Dersingham Centre Finance Task Group Report.**
Councillor C Shepherd advised there was nothing to report to Full Council
- 13299 Correspondence.**
The Chairman read the correspondence received.
- 13300 Items for inclusion on the next agenda.**
None received.
- 13301 Date & Place of next meetings.**
Communication Committee 26 June 2019 at Dersingham Social Club
10.00 am
Planning Committee 8 July 2019 at The Loft, 6.00pm
Environment Committee 8 July 2019 at The Loft, 7.00pm
Finance & Administration Committee 11 July 2019 at The Loft, 7.00pm
Parish Council Meeting on Monday 29 July 2019 The Garden Room
7.00pm.

The meeting was closed at 20.50

A Parishioner asked why the agenda for this evenings meeting had not been put on the Parish Council website prior to the meeting. The Clerk advised it had been placed on the website the previous week. The Parishioner then enquired why the agenda was not placed on the noticeboards around the village as he felt it was failing the need of Parishioners. Councillor C Shepherd advised it was no longer policy to do so.

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act.”

13302

Dersingham Centre

Councillor M Shepherd advised there was nothing to report.

Action Points 29.04.2019

Clerk

- To submit in writing to the Chair Executive Committee for SLCC Norfolk Branch will be carried out in the Clerks own time not Parish Council.
- To seek legal advice regarding Village Green status

Actions Points APCM 13.05.2019

Clerk

- To circulate Asset Register 19/20

Action Points Dersingham Parish Council meeting 20.05.19

Clerk

- To provide the current Co-option of councillor policy to the Communications Committee.
- To arrange Councillor training.

Action Points Dersingham Parish Council Meeting 24.06.19

Clerk

- To issue a Minor Grant application form to Scotty's Little Soldiers.
- To implement changes recommended by the Internal Auditor.
- To complete and issue the AGAR form
- To arrange signatories for Parish Council bank account
- To place the Appointment of Parish Council representative on the next Full Council agenda.
- To organise Councillor training.