

Minutes of the Meeting of Dersingham Parish Council held on 16 December 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 S Osborn, Councillor J Houston, Councillor B Anderson and Councillor T Bubb.

Also, Present: Sarah Bristow (Parish Clerk) Geraldine Scanlon (Admin Assistant) and 1 member of the public. Norfolk County Councillor S Dark (Arrived 7.10pm) and Borough Councillor J Collingham (Arrived 7.05pm left 7.20pm)

13400 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from Councillor D Murrell, Councillor V Brundle, Councillor G Billard, Councillor M Noble, Councillor C Hipkin and Councillor Frost

13401 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 at 7.02pm

13402 To receive verbal report from Norfolk County Councillor.
Councillor Dark advised that James Wild had been elected as our MP and will be moving into the constituency. He is hoping to visit local Parish Councils in the new year, it will give council's the opportunity to discuss things needed within the Parish.
There was little to report from County as the election had left councils in purdah. However, the new year will see Parliament reviewing funding, there are a few green papers regarding funding for education, health and adult services.
Councillor Wright asked why there had been no average speed cameras installed along the A149 through Sandringham. Councillor Dark advised that he had spoken to Simon Hickling from Sandringham Estate who had advised there had been no consultation between Sandringham and the Road Safety team at the Crime Commissioners Office regarding the location of the speed cameras and had not refused to have the cameras installed on their land. Consultation will begin on reducing the speed limit to 50MPH from Babingley to Dersingham. Councillor Dark felt there was also a need to review certain junctions along the route as these are accident hot spots too.
Councillor Bubb asked if there was an update on the new bus stops in the village. Councillor Dark advised the footings were in however there was no update on the signage. The Clerk advised buses had been using the new bus stops.

13403 To receive verbal report from Borough Councillors.
Councillor Bubb advised a new waste contract has been signed for North Norfolk and Breckland which should bring substantial savings over the next eight years. The new contract starts next April for the North Norfolk

area. West Norfolk will be included in the contract from April 2021. There will be no changes to the collection dates or the bins.

Borough Council have one million pounds in the Community Infrastructure Levy scheme after Parish Councils have had their allocation. It has been reviewed how to distribute the funds, it has been suggested 60% to strategy, 20% to projects and 20% for community work. Parish Councils can make a joint application that would benefit both Parishes, for example roundabouts.

Councillor Collingham advised she had been told about a road sign that had rusted and fallen over down Heath Road. Mrs Scanlon advised she would notify Highways.

13404 Chairman's Report.

Councillor C Shepherd asked Councillors to consider any appropriate training that will assist in improving the way Councillors do things within the Parish Council. So that a simple and streamlined process can be established to ensure everyone is fully informed before decisions are made. Small steps have already been made towards improving and more questions are being asked, however she felt listening is also an important skill.

Dersingham Parish Councils full complement of Councillors is currently 18 however there are only 14 Councillors at present therefore Councillor C Shepherd felt co-option needs to be considered in the new year.

13405 Clerks Report

The Clerk advised she has been working to get up to date and working on the budgets.

13406 Accounts up to 30th November 2019.

Councillor C Shepherd advised the accounts had not been circulated prior to the meeting.

Councillor M Shepherd said that in his role as the Internal Audit Controller he has discovered an error created in September 2018. The error was located on reserves for Dersingham Centre. A transaction had not been noted therefore the reserves showed £55,000.00 more than was held. Councillor M Shepherd stated there was no loss of money and the bank account was correct. The Clerk assured Councillor M Shepherd the report would be amended as soon as advice had been given from Edge on the best way how to get the reserve report correct.

13407 Accounts for Payment.

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net	Invoice Details	Cheque date
105	B/T	£300.00	£50.00	£300.00	17/09/19 Plan B Services	(Consultants) £250.00 Limited - To undertake a site visit and carry out a risk assessment using location maps and asset registers provided of 19 benches, 4 bus shelters, 37 dog bins, and 13
		16.12.19-105				

106	B/T	£300.00	£50.00	£250.00	17/09/19	Heritage	litter bins located in the parish of Dersingham. Tree Specialist Ltd - £300.00
		16.12.19-106					To carry out work to the conifer trees around the Pill Box in Broadlands Close, Dersingham
148	B/T	£875.94	£145.99	£729.95	16/10/19	Playdale Playgrounds -	£875.94
		16.12.19-148					Quotation Work 60878 to repair Roundabout.
167	B/T	£240.00	£40.00	£200.00	12/11/19	Heritage	Tree Specialist Ltd - £240.00
		16.12.19-167					To carry out work to the Silver Birch Tree at Crisp Close, Dersingham
187	D/P	£192.00	£32.00	£160.00	04/12/19	Tree Work & Surveys Ltd - Elm on Recreation Ground	£192.00
		16.12.19-190					
190	Paid Pro	£838.80	£139.80	£699.00	04/12/19	Roundwood of Mayfield - To supply 32 x 1.8m sleepers from 16 x 3.6m 200 x 100 Oak Sleepers	£838.80
		Forma 04.12					Delivery to: Scott Penty, Coastal Storage, Heacham, King's Lynn Norfolk
							Please advise of time and date of delivery so that someone is available to receive.
191	B/T	£70.00	£0.00	£70.00	04/12/19	Gary Green - To service Christmas Lights, to set timers and to turn off in January.	£70.00
		04.12.19-191					
189	b/t	£500.00	£0.00	£500.00	05/12/19	Heacham & District CCS Scheme Grant	- Car £500.00
		16.12.19-189					
185	B/T	£1,200.00	£0.00	£1,200.00	16/12/19	Dersingham Parochial Council 1/3 Yearly Grant Grasscutting	Church £1,200.00
		16.12.19-197					
197	B/T	£36.00	£0.00	£36.00	16/12/19	Campaign To Protect Rural England Subs	£36.00
		16.12.19-197					England - Subscription
Total			£4,502.74	£407.79			£4,094.95
198B/T	16.12.19	£1,048.80	£0.00	£1,048.80	28/06/19	HMRC- PAYE -	£1,048.80
	1	£348.60	£0.00	£348.60		Staff PAYE	
	2	£325.68	£0.00	£325.68		Staff Employees NI	
	3	£374.52	£0.00	£374.52		Staff Employers NI	
184	D/P	£2,223.00	£0.00	£2,223.00	28/11/19	Clanpress - Printing	Village £2,223.00
		16.12.19-184					Voice
186	B/T	£126.16	£21.03	£105.13	01/12/19	K & M Lighting Services - Streetlight Maintenance	£126.16
		16.12.19-186					
181	DD	£185.00	£0.00	£185.00	07/12/19	C & E Handyman Services - Cleaning Contract	- £185.00
		07.12.19-181					
182	DD	£6.00	£0.00	£6.00	07/12/19	E-On Energy - Rec Ground Energy	£6.00
		07.12.19-182					
193	B/T	£305.71	£50.95	£254.76	15/12/19	OPUSEnergy - Streetlight	£305.71
		16.12.19-193					
192	b/t	£58.44	£9.74	£48.70	16/12/19	British Telecommunications - telephone bill	- £58.44

196	b/T	16.12.19-192 £665.61 16.12.19-196	£0.00	£665.61	16/12/19	Norfolk Pension Fund -	£665.61
183	DD	1 2 £13.40 24.12.19-183	£134.90 £530.71 £2.23	£0.00 £0.00 £11.17	24/12/19	Staff Staff Utility Warehouse - Mobile Phone	Employees part Employers Part £13.40
194	D/P	£600.12 28.12.19-194	£0.00	£600.12	28/12/19	Wages	£600.12
195	b/t	£1,398.80 28.12.19-195	£0.00	£1,398.80	28/12/19	Wages	£1,398.80
Total			£6,631.04	£83.95	£6,547.09		

13408 **Minutes of the Dersingham Parish Council meeting held on 25th November 2019.**

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

Minute number 13380 to read County Council have agreed an Environment Policy with zero-carbon target set for 2030.

Minute number 13384 to read Minutes of the Dersingham Parish Council meeting held 28th October 2019.

13409 **Minutes of the Environment Committee Meeting held 2nd December 2019.**

Councillor Hopkins advised Councillor Anderson had worked on a Climate Change report and had proposed the Parish Council adopt statements A1-A6 of his report. **It was resolved to approve the proposal.**

A further proposal to establish a Climate Change working group which will report initially to the Environment Committee with terms of reference reflect B1-B12. **It was resolved to approve the proposal.**

Councillor C Shepherd asked for volunteers for the workings group. **Councillors Anderson, Osborn, C Shepherd M Shepherd and Hopkins are to form the working group, however those councillors that had been unable to attend tonight's meeting will also be asked if they wish to volunteer.**

13410 **Minutes of the Planning Committee Meeting held on 9th December 2019.**

Councillor C Shepherd advised there had been no planning applications received.

The Committee had discussed the Neighbourhood Plan and it had been decided Councillor C Shepherd would organise an event with a guest speaker being invited as well as people from local businesses. The event is to be held in the Garden Room, Dersingham Village Centre and it is hoped a steering group will be achieved to progress the Neighbourhood Plan.

13411 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:

Non received

Determinations.

19/01725/F Application for proposed annex (ancillary) following alterations to garage at 66a Hunstanton Road, Dersingham - **Granted**

13412 Minutes of the Finance & Administration Committee Meeting held on 9th December 2019.

Councillor M Shepherd advised the minutes had not been circulated due to the meeting being held last Monday and the Clerk under pressure working on budgets. He therefore proposed the item be deferred to the next full council meeting.

Councillor M Shepherd expressed concerns regarding the number of Councillors currently on the Finance Committee. Due to illness etc the previous two meetings had been attended by three Councillors which increases the risk of the committee not being quorate, therefore it was asked if any Councillors wished to volunteer to join the Finance Committee.

13413 Minutes of the Staffing Committee Meeting held 11th December 2019.

Councillor C Shepherd advised there were no recommendations to bring to Full Council. Staffing budget had been reviewed and increased to allow potential salary increases in the next tax year.

The Grievance and Disciplinary policies that had previously been deferred had been reviewed and updated further to the changes made by NALC. Councillor C Shepherd proposed both policies be adopted by the Parish Council. **It was resolved to approve the proposal**

13414 Dersingham Village Centre Liaison Group Report - Councillor M Shepherd.

Councillor M Shepherd advised the group had not met therefore there was nothing to report to Full Council.

13415 To receive report from Dersingham Village Centre Trustee – Councillor C Shepherd.

The trustees had met and discussed the installation of the AV equipment in the main hall, Christmas decorations, bookings, policies, maintenance

contracts, forthcoming events and liaison group update. The centre will be closed for redecorating over the Christmas period however the centre is providing a Christmas lunch for those who would otherwise be spending Christmas alone.

13416

Correspondence.

The Chairman read out the correspondence

13417

Items for inclusion on the next agenda.

None received

13418

Date & Place of next meetings.

Environment Committee 6 January 2020 at The Loft, Dersingham Centre at 7.00pm.

Planning Committee 13 January 2020 at The Loft, Dersingham Centre at 6.00pm.

Finance & Administration Committee 13 January 2020 at The Loft, Dersingham Centre at 7.00pm.

Staffing Committee Monday 20 January 2020 at 6.00pm. at The Loft, Dersingham Centre

Parish Council Meeting on Monday 20 January starting 7.00pm at The Garden Room, Dersingham Village Centre.

Parish Council Precept Meeting on Monday 27 January starting 7.00pm at The Garden Room, Dersingham Village Centre

With no further business the meeting was closed at 8.07pm

Action Points Dersingham Parish Council Meeting 24.06.19

Clerk

- To implement changes recommended by the Internal Auditor.

Action Points Dersingham Parish Council Meeting 25.11.19

Councillor M Shepherd

- To circulate notes from the Dersingham Centre Village Liaison Group meeting.
- To circulate the Service Level Agreement that accompanies the Centre leases.

Councillor C Shepherd

- To arrange meeting with representatives of Social Club