

Minutes of the Meeting of Dersingham Parish Council held on 20 January 2020 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 M Noble, Councillor R Frost, Councillor D Wright, Councillor B Anderson and Councillor G Billard.

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

13419 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from Councillor D Murrell, Councillor V Brundle, Councillor C Hipkin and Councillor Bubb.

13420 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
None Received.

There were no members of the public present.

13421 To receive verbal report from Norfolk County Councillor.
Councillor Dark was not present

13422 To receive verbal report from Borough Councillors.
Councillor Bubb and Councillor Collingham were not present.

13423 Chairman's Report.
Councillor C Shepherd stated this meeting was probably the most important of the year as budget setting is to be discussed. Councillors have a collective responsibility for the financial management of the council. Finances should be central to decision making and ensure value for money in all Councils services is provided. It has to be acknowledged there is unlikely to be sufficient money to do as the Council would like, so priorities, efficiencies and appropriateness needs to be considered. Committees have been reviewing this over the last few months. The Finance Committee currently has five members, with one member currently on long term sick. As the Committee is the most important Committee, making important decisions around finances Councillor C Shepherd asked for two Councillors to volunteer to join the Finance Committee. Councillor M Shepherd added to allow the Finance Committee to function better he felt more Councillors were needed, giving more knowledge to make decisions and therefore removing the need to bring items such as agreeing grants etc to Full Council. **It was resolved for Councillor G Billard and Councillor C Shepherd to join the Finance Committee.**
Currently there are 14 Councillors on Dersingham Parish Council, however the full complement is 18, therefore co-option for new councillors' needs be considered.

13424 Clerks Report

The Clerk advised there was little to report.

The amount for Section 137 had been announced at £8.32 per elector. With 4012 parishioners in the village that equates to a total of £33,379.84.

A Parishioner had brought documents in relating to the fund raising of the MUGA (Multi Use Game Area) on the sports ground that he had been actively involved in several years ago. The Clerk asked if Councillors wished for the documents to remain in the Parish Council office or be given to the Sports Ground Committee. After discussion Councillor C Shepherd said she will look through the documents and decide where they would be best stored.

13425 Accounts up to 31 December 2019.

Councillor C Shepherd advised all reports had been circulated and reviewed by the Finance Committee.

Councillor M Shepherd stated as part of the Internal Audit improvement plan a quarterly bank reconciliation had to be completed.

Monthly checks on the financial reports presented to the Finance Committee have been completed, queries discussed and amended at Committee before reports have been presented to Full Council.

The Barclays bank accounts had been reconciled and the check completed however Councillor M Shepherd had not been able to sign off the overall bank reconciliation as there was no bank statement available for the NS&i account to complete the reconciliation. The Clerk had advised a statement would be received January; therefore, Councillor M Shepherd is hopeful the check will be completed, the balance checked and verified so the forms can be signed off.

13426 Accounts for Payment.

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
199	b/t 20.01.20	£300.00	£50.00	£250.00	16/12/19	Birketts LLP – To carry out two hours of legal work regarding advice regarding Village Green/Skatepark	£300.00
200	DD 09.01.19-	£9.19	£0.00	£9.19	19/12/19	Barclays Bank – Bank Charges	£9.19
201	D/P 20.01.20-	£169.20	£0.00	£169.20	19/12/19	Dersingham Village Centre Association - 1 V/H Sign	£169.20
202	D/P 20.01.19-	£196.28	£0.00	£196.28	19/12/19	Dersingham Village Centre Association - Office Rent	£196.28
203	d/p 20.01.20-	£30.00	£0.00	£30.00	19/12/19	Dersingham Village Centre Association - Training - Room	£30.00

	203					Hire	
1		£10.71	£0.00	£10.71		CNCL Thornham Training	
2		£15.00	£0.00	£15.00		CNCL Gayton Parish	
						Council Training	
3		£4.29	£0.00	£4.29		CNCL Dersingham Part	
218	D/P	£747.60	£124.60	£623.00	23/12/19	UK Power Network - For	£747.60
	20.01.20-218					Emergency disconnection of Streetlight in West Hall Road, Dersingham. Col22	
131	D/P	£990.00	£165.00	£825.00	31/12/19	Price Bailey – Internal Audit	£990.00
	200120-206					1/2 year	
206	D/P	£126.16	£21.03	£105.13	01/01/20	K & M Lighting Services - Streetlight Maintenance	£126.16
	20.01.20-206						
220	D/P	£12.07	£0.00	£12.07	02/01/20	WAVE - Rec Water	£12.07
	02.01.20-220						
212	D/P	£50.00	£8.33	£41.67	03/01/20	Dersingham Social Club - Volunteer Tea	£50.00
	20.01.20-212						
215	DD	£231.62	£38.60	£193.02	06/01/20	Grenke Leasing Ltd – Lease for Photocopier	£231.62
	06.01.20-215						
204	DD	£185.00	£0.00	£185.00	07/01/20	C & E Handyman Services - Cleaning Contract	£185.00
	07.01.20-204						
205	DD07.01.20-205	£6.00	£0.00	£6.00	07/01/20	E-On Energy - Rec Ground Energy	£6.00
213	D/P	£157.76	£26.29	£131.47	08/01/20	Corona Corporate Solution Ltd - Printer Copies	£157.76
	20.01.20-213						
217	DD30.01.20-217	£13.40	£2.23	£11.17	08/01/20	Utility Warehouse - Mobile Phone	£13.40

Dersingham Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
207	D/P	£1,044.00	£174.00	£870.00	10/01/20	Penty Contractors Ltd – Parish Council to supply 32 1.8m sleepers and have delivered to you at Coastal Storage, The Chalkpit, Manor Road, Heacham PE31 7JZ. You will replace the sleepers to the old beds in the War Memorial Garden in a brick pattern as per quotation. Work to be completed first week in January 2020. Plus additional sleepers and liner agreed Environment 06.01.20
	20.01.20-207					£1,044.00
208	D/P	£333.33	£0.00	£333.33	13/01/20	Jo Halpin Jones - Editing Village voice
	20.01.20-208					£333.33
209	D/P	£143.94	£0.00	£143.94	13/01/20	Society Local Council Clerks - Subscription
	13.01.20-209					£143.94
214	D/P	£101.50	£0.00	£101.50	14/01/20	Coral Shepherd - Refreshments for Volunteer Tea
	20.01.20-214					£101.50
216	DD	£58.44	£9.74	£48.70	15/01/20	British Telecommunications - telephone bill
	20.01.20-216					£58.44
219	D/P	£320.11	£53.35	£266.76	15/01/20	OPUS Energy – Streetlight
						£320.11

	20.01.20-219					Energy	
221	D/P	£736.80	£122.80	£614.00	15/01/20	UK Power Network - For reconnection of Streetlight in West Hall Road, Dersingham. Col22	£736.80
132	D/P	£154.00	£0.00	£154.00	20/01/20	Broadland District Council Training - Excel Course x 2 15 January 2019	£154.00
210	D/P	£600.12	£0.00	£600.12	28/01/20	Wages	£600.12
211	D/P	£1,398.70	£0.00	£1,398.70	28/01/20	Wages	£1,398.70
Total		£8,115.22	£795.97	£7,319.25			

Councillor C Shepherd reviewed each item, queries were raised regarding invoice dates, VAT included on invoices. The Clerk answered all queries and agreed to make amendments where necessary. **It was resolved to approve the payments ones the amendments had been made.**

13427 Budget Setting for 2020-21

Councillor M Shepherd read the following report.

Dersingham Parish Council meeting 20th January 2020 Budget and Precept setting for 2020/21 Financial Year

Over the past few weeks all Committees have been reviewing their spending plans for and determining their budget requirements for 2020/21 financial year. These requirements have been collated and are now shown in the last column of the "Financial Budget Comparison" report circulated with the agenda. You will note that the Precept figures for each committee are currently shown as £0. These will be added to the report for agreement at our meeting on 27th January when the Precept will be set.

The objectives for this meeting are for Council to.

- Review the overall budget plan, agree any amendments and confirm the budget.
- Consider options for funding the difference between income and expenditure, which will inform the precept requirement for each committee.

Based on the decisions taken at this meeting the Precept requirement for each committee area will be calculated and presented to Council for approval on 27th January.

The presented budget figures are those agreed by each committee on 15th January. There are however some late items that cannot be agreed by the appropriate committee before the precept is set. No allowance has yet been made for these items in the figures presented on today's report. These items include.

1. Provision of lamp column in Manor Road near the DVC entrance
2. Provision of a pedestrian refuge at Mountbatten Road near Lynn Road

3. Suggestion that additional funding may be required for street furniture maintenance.

Funding

The main source of funding for the budget will be the 2020/21 precept. If the current budget proposals were to be funded only from the Precept, it would be set at approximately £148k. This is about £3k less than last year but does not include any allowance for late items. We do have the option of making use of reserves and any surplus in the General Fund to reduce the precept or to fund any additional items if we wish. The following funding is available.

- Project Reserve – approx. £4.5k
- CIL Reserve – approx. £1k
- Any available surplus in the General Fund - This is difficult to predict but based on the RFO's current spending forecast we estimate that around £10k could be available.

After consideration of the overall budget plan and options for funding, the F&A committee recommends that the proposed budget be accepted as presented. The recommended approach is to fund the budget as proposed directly from the precept. Any available surplus in the General Fund on 31st March should be transferred to the Project Reserve. The Project Reserve and CIL Reserve would then be available to fund the late items if required, or any other project by agreement of the full council.

Mike Shepherd
10/01/2020

Councillor M Shepherd explained although the budgets had been reviewed and agreed by the Committees there was one adjustment, he wished to propose to Full Council relating to budget code 145 Income for Printing. He proposed an increase of £300.00 which will be off set against budget code 1160 printing expenditure. **It was resolved to approve the proposal.**

Councillor M Shepherd also proposed the budget be accepted as presented to Full Council. The recommended approach is to fund the budget as proposed directly from the precept. Any available surplus in the General Fund on 31st March should be transferred to the Project Reserve. The Project Reserve and CIL Reserve would then be available to fund the late items if required, or any other project by agreement of the full council. **It was resolved to approve the proposal.**

13428 Minutes of the Finance & Administration Committee Meeting held on 9 December 2019.

Councillor C Shepherd advised the Minutes had not been circulated in a timely manner therefore Councillors had not been able to read them. After the findings from the Review Group into the Village Centre build, it was of utmost importance that Councillors should read the minutes and be given the opportunity to ask relevant questions or raise queries. With

this in mind, Councillor C Shepherd proposed all sets of minutes be deferred to the Full Council Meeting to be held 27 January 2020. **It was resolved to defer the minutes.**

13429 Minutes of the Dersingham Parish Council Meeting held on 16 December 2019.

This item is covered under minute number 13428

13430 Minutes of the Environment Committee Meeting held on 6 January 2020.

This item is covered under minute number 13428

13431 Minutes of the Communications Committee Meeting held on 8 January 2020.

This item is covered under minute number 13428

13432 Minutes of the Planning Committee Meeting 13 January 2020.

This item is covered under minute number 13428.

13433 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.

19/01841/F Application for single storey rear extension and alterations including pitched roof over existing garage at 48 Doddshill Road, Dersingham – **Granted**

19/01688/F Change of use from A2 to D1, has been used as an accountant's offices and wish to use for veterinary services at Burrells Accountants 2 Jubilee Court, Hunstanton Road, Dersingham—**Granted**

13434 Minutes of the Finance & Administration Committee Meeting held on 13 January 2020.

This item is covered under minute 13428

13435 Dersingham Village Centre Liaison Group Report by Councillor M Shepherd.

Councillor M Shepherd proposed the item be deferred to the next Full Council meeting 27 January 2020. DVCA have made requests for Full

Council to agree, therefore Councillor M Shepherd wanted to write a report to circulate to Councillors with the proposals shown.

13436 To receive report from Dersingham Village Centre Trustee Councillor C Shepherd.

Councillor C Shepherd said she had attended a Trustee meeting on the 8th January. The meeting fundamentally consisted of a review of the last year, how the centre had functioned and the financial position. They also discussed the priorities for the forth coming year. The next Trustee meeting is to be held on the 29th January.

Councillor C Shepherd is also to meet with the Big Lottery on the 28th January.

13437 Correspondence.

The Chairman read the correspondence received.

13438 Items for inclusion on the next agenda.

Minutes

Liaison Group

Precept Setting

Additional payments

13439 Date & Place of next meetings.

Staffing Committee Wednesday 22 January 2020 at 6.00pm. at The Loft

Environment Committee 3 February 2020 at 7.00pm The Loft

Planning Committee 10 February 2020 at 6.00pm The Loft

Finance & Administration Committee 10 February 2020 at 7.00pm The Loft.

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

With no further business the meeting was closed at 7.50pm

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

