

Minutes of the Meeting of Dersingham Parish Council held on 29th June 2021 at 6.30pm in the Dersingham Village Centre.

Present: Councillor C Shepherd (Chairman), Councillor M Shepherd, Councillor T Bubb, Councillor R Frost, Councillor R Anderson, Councillor J Houston, Councillor G Billard, Councillor D Wright, Councillor B Anderson, Councillor M Noble and Councillor J Stokes.

Also, Present: Borough Councillor T Bubb.
Sarah Bristow (Clerk) Geraldine Scanlon (Communications Officer-Minute taker).
0 members of the public.

- 13763 To Receive and Consider Apologies for Absence.**
It was resolved to approve apologies received from Councillor V Brundle and Councillor D Hipkin.
- 13764 To receive Declarations of interest and request dispensations by Councillors in any of the agenda items listed.**
None received.
- 13765 Open the forum for Public Participation.**
There were no public present.
- 13766 To receive a verbal report from Norfolk County Councillor.**
Councillor S Dark was not present.
- 13767 To receive a verbal report from Borough Councillors.**
Councillor J Collingham was not present.
Councillor Bubb said there had been no Borough Full Council meetings other than the AGM. He reported he had tried to contact Councillor Dark with regards to the dykes but had been unsuccessful.
The Climate Change Strategy is currently being reviewed by the Cabinet and could be viewed on the Borough Council website.
- 13768 To approve payments list.**
Councillor C Shepherd explained the Clerk had circulated a revised payments list with the addition of two payments.
Councillor C Shepherd explained that previously staff salaries have been authorised for payment to be made on the 28th of each month at the Full Council meetings, however there had been complications with the money being transferred to Aston Shaw to enable them to make payment, therefore Staff salaries for May were paid late. Staffing Committee had discussed the issue and agreed to authorise payment for June salaries to enable monies to be transferred to Aston Shaw by the stipulated deadline therefore Councillor C Shepherd proposed that staff salaries continue to be authorised by the Staffing Committee to ensure staff are paid on time. **It was resolved to approve the proposal.**

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	date	Details	Cheque
64	DD 07.06.21- 64	£21.67	£0.00	£21.67	19/05/21	Barclays Bank - Monthly charges	£21.67
59	DD 25.06.21- 59	£126.16	£21.03	£105.13	01/06/21	K & M Lighting Services - Street Lighting Maintenance June 2021	£126.16
58	DD 02.06.21- 58	£41.40	£6.90	£34.50	02/06/21	System:3 Business Solutions - Microsoft 365 monthly subscriptions	£41.40
69	DD 28.06.21- 69	£13.40	£2.23	£11.17	05/06/21	Utility Warehouse - Mobile June 2021	£13.40
60	B/T 29.02.21- 60	£60.00	£0.00	£60.00	07/06/21	David Doman – Work carried out in May 2021 to the War Memorial Qty.4 visits at £15 per visit	£60.00
61	D/P 29.06.21- 61	£1,825.00	£304.17	£1,520.83	07/06/21	Norfolk County Council - Trod 1/2 Partnership Scheme	£1,825.00
68	B/T 29.06.21- 68	£100.00	£0.00	£100.00	08/06/21	C & E Handyman Services - Spraying the Play Equipment 10 visits at £10.00 per visit	£100.00
74	Debit Cd 08.06.21- 74	£100.72	£16.79	£83.93	08/06/21	Zoom Video Communications Inc. - One year Subscription	£100.72
63	DD 25.06.21- 63	£270.00	£0.00	£270.00	14/06/21	C & E Handyman Services - Cleaning Contract	£270.00
65	DD 25.06.21- 65	£83.33	£0.00	£83.33	14/06/21	Jo Halpin Jones - Village Voice Editor Honorarium	£83.33
67	DD 15.06.21- 67	£49.14	£8.19	£40.95	15/06/21	British Telecommunications - Monthly phone & broadband June 2021	£49.14
76	DD 30.06.21- 76	£223.24	£37.21	£186.03	15/06/21	OPUSEnergy – Streetlight Energy	£223.24
70	D/P 22.06.21- 70	£812.93	£0.00	£812.93	21/06/21	Norfolk Pension Fund – June Pensions	£812.93
1		£153.29	£0.00	£153.29		Staff Employees' Pension	
2		£632.27	£0.00	£632.27		Staff Employer Pension	
3		£27.37	£0.00	£27.37		Staff Employers Arrears	
71	D/P 28.06.21- 71	£1,427.52	£0.00	£1,427.52	21/06/21	June Salary	£1,427.52
72	D/P 28.06.21- 72	£854.12	£0.00	£854.12	21/06/21	June Salary	£854.12
73	D/P 29.06.21- 73	£1,270.35	£0.00	£1,270.35	21/06/21	HMRC- PAYE – Months 1-3 PAYE	£1,270.35
75	D/P 29.06.21- 75	£188.08	£31.35	£156.73	21/06/21	Viking Direct Ltd – Stationery	£188.08
66	D/P	£1,368.00	£228.00	£1,140.00	23/06/21	Ward Hill Walker	-

						HR Advice	£1,368.00
78	29.06.21-66 B/T	£132.60	£22.10	£110.50	23/06/21	Rospa - Annual Playground Inspection	£132.60
77	29.06.21-78 B/T	£1,098.00	£183.00	£915.00	28/06/21	Price Bailey – Year two of a three year deal to undertake Internal Audits as per your proposal dated October 20	£1,098.00
62	29.06.21 two inv D/T	£808.80	£134.80	£674.00	02/07/21	P J & B Jones Ltd -	£808.80
1		£152.40	£25.40	£127.00		WARR	Warren Grasscutting
2		£142.80	£23.80	£119.00		REC	Playing Field
3		£513.60	£85.60	£428.00		ENV	General Grasscutting
Total		£10,874.46	£995.77	£9,878.69			

It was resolved to approve the payments.

13769 Accounts to 31st May 2021.

Councillor M Shepherd reported the bank reconciliation to the 31st May 2021 was in order. The outstanding Carry Forwards had now been processed.

Councillor M Shepherd stated he had circulated a detailed report regarding budget figures for the reserves and would like to discuss with the Clerk the figures shown for the Warren and COVID reserves. The Clerk advised she had not received the report. Councillor M Shepherd said he would recirculate the report.

Councillor C Shepherd said the accounts had been seen at the Finance working group meeting and all was in order.

13770 To approve the Accounts for year ending March 31st 2021.

Councillor M Shepherd advised the accounts had been seen at the Annual Parish Council Meeting and reported his quarterly Internal Audit Controllers Report showed bank reconciliations and checks were in order and the end of year process had been completed, therefore Councillor M Shepherd proposed the end of year account be approved. **It was resolved to approve the proposal.**

13771 To Approve and take any Action from Internal Auditors Report.

Councillor C Shepherd advised the Internal Auditors report had been circulated and reported the Parish Council had been given a “Green” assurance level with no significant issues being raised, any minor points would be dealt with through the Finance & Admin Committee.

13772 To review the Annual Governance Statement and Sign.

The Chairman duly read the AGAR statement to Councillors. **It was resolved for the Chairman to complete and sign the AGAR form.**

13773 Minutes of the Meeting of Dersingham Parish Council Meeting held on 26th May 2021.

a) To approve minutes.

It was resolved to approve the Chairman sign the minutes as a true and accurate record.

b) Action points.

All action points were reviewed and those completed removed.

13774 Minutes of Planning Committee Meeting held on the 14th June 2021.

Councillor C Shepherd asked if Councillors wished to send a Parish Council representative to the Borough Council planning committee meeting on the 12th July regarding the planning application received for 59a Manor Road as the application has been quite contentious and volunteered to attend. **It was resolved for Councillor C Shepherd to attend the meeting as the Parish Councils representative.**

13775 Notes of the Finance Working Group Meeting held 14th June 2021.

Councillor M Shepherd advised there were no recommendations to bring to Full Council.

Councillor M Shepherd asked for an update regarding the outstanding Aged Debtors. The Clerk advised she had contacted those concerned and received assurances that payments would be made.

13776 Notes of Environment Working Group Meeting held 15th June 2021.

Councillor Frost advised there were no recommendations to bring to Full Council however work is continuing on the Christmas lights for the Recreation Ground along with the log seating for the Warren.

Councillor C Shepherd stated work is progressing with the construction of the Skatepark and an official opening has been booked for the 7th August 2021.

13777 Chairman's Report.

Councillor C Shepherd asked Councillor's opinion on continuing both the Finance & Administration and Environment Committee Meetings as working groups to enable them to be held via Zoom. After discussion it was agreed to continue meeting via Zoom.

After discussion, and as it was unknown if all Covid restrictions would be lifted it was agreed that the next Full Council meeting on 27th July in St Nicholas Hall.

13779 Clerk/ RFO Report

The Clerk advised she had registered the village de-fib machines with "The Circuit", a national de-fib network which ensures information is always up to date. Councillors and the Clerk discussed the ongoing checking of the de-fib machines, and it was decided the Clerk will perform checks on the Social Club and Thaxters machine. A written report would be attached to the Asset Register detailing who carried out the check, date, serial number, and pad expiry dates. Councillor M Shepherd said it would be useful to also add the details to Parish Online.

13780

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:

21/01151/F Application for construction of two-storey extension to dwelling and garage conversion. 32 Post Office Road, Dersingham. – No objections

21/01042/F Application for single storey extension and loft conversion. 6 Kings Croft, Dersingham. – No comment

21/01203/F Application for single storey extension to rear, porch to the front and internal and external alterations. 10 Woodside Close, Dersingham. – No objections

Determinations:

21/00519/F Application for single storey rear extension. 3 Sugar Lane, Dersingham – Granted

21/00638/F Application for garage conversion to kitchen and dining room with the insertion of an obscured glass window and to replace the existing flat roof with a pitched roof. 15 Crest Road, Dersingham – Granted.

21/00569 Application for proposed single storey rear extension (re design). 41 Crest Road, Dersingham. – Granted

21/00343/F Application for change of use of grass area to domestic garden and to erect an enclosed fence at 21 Post Office Road, Dersingham – Refused

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Correspondence.

The Clerk advised the Countryside Voice and Clerk & Council Direct had been received.

13782

Items for inclusion on the next agenda.

Councillor C Shepherd asked that the Sickness absence policy be added.

Councillor Stokes asked the Clerk if she had seen the emails regarding the "Save the QEH campaign" The Clerk advised she had circulated the information in her weekly update but had not been asked to include it as an agenda item. Councillor C Shepherd asked for it to be included in the next agenda.

EXCLUSION OF THE 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.

The Chairman stated she had two items to report on as an extension to her "Chairman's report" that needed discussion in closed session.

Councillor C Shepherd updated Councillors regarding the Sports Ground lease.

Councillor C Shepherd reported to Councillors the current situation concerning the leak from the roof at the Village Centre. Councillors discussed the potential cause and the options for repair. **It was resolved to approve that Councillor C Shepherd contact TM Browne.**

13783 Minutes of the Staffing Committee Meeting held 8th June 2021.

Councillor C Shepherd said the Clerk had been working from home since March 2020 and advised the Staffing Committee wished to discuss with the Clerk when she would return to the office.

It was agreed the Staffing Committee would authorise staff salaries.

The sickness policy had been discussed and would be circulated to Councillors prior to the next Full Council meeting.

13784 Minutes of Staffing Committee Meeting held 21st June 2021.

Councillor C Shepherd requested staff leave the meeting.

13785 Date & Place of next meeting.

27th July at 6.30pm at the Dersingham Village Centre.

Action Points Dersingham Parish Council Meeting 21st December 2020.

Councillor C Shepherd

- To identify De-Fib equipment location in the Village Voice.

Action Points Dersingham Parish Council Meeting 25th January 2021.

Councillor C Shepherd

- To write to Anglian Water regarding the recurring water leak on Shernborne Road.

Action Points Dersingham Parish Council Meeting 26th May 2021.

Clerk

- Submit comments re Planning application 21/00913/F

Action Points Dersingham Parish Council Meeting 29th June 2021.

Clerk

- To prepare a written report regarding the de-fib checks performed.
- To add sickness absence policy to the next agenda
- To add "Save the QEH campaign" to the next agenda.

Councillor C Shepherd.

- Contact TM Browne regarding the Dersingham Village Centre roof.

With no further business the meeting closed at 8.20pm