

**Minutes of the Environment Committee Meeting
held on Tuesday 14 September 2021 at 7.00pm
at Dersingham Village Centre.**

Present: Cllr C Shepherd, Cllr A Bubb, Cllr J Stokes & Cllr A Watkins.

In Attendance The Clerk & three members of the public.

In the absence of the Chair, Cllr Bubb as Vice Chair Chaired the meeting.

561 Apologies

It was resolved to accept apologies from Cllr R Frost, Cllr R Anderson & Cllr B Anderson.

562 Declarations of Interest

None received.

It was resolved to open the meeting to allow for the Parishioner present to speak. They had attended the meeting to hear the Council comments regarding item 7 on the agenda. It was resolved to take item 7 next.

563 Update on Dyke Clearance including ditches around the Sports Ground and between Edinburgh Way and Holyrood Estate

Cllr Shepherd advised that she had been working on the watercourses around the Sports ground. This is an important watercourse and goes out via Manor Road. The dyke to the south is in two sections and is piped in Manor Road, the western end which is via Edinburgh Way and Holyrood Estate and the northern end by The Pastures, so five main sections all leased out to various parties from Freeholder. Cllr Shepherd advised that the Council knows what is in their lease but only the Freeholder have access to all the leases. The Parish Council lease states that any problems/concerns with neighbouring lease holders will be addressed by Freeholder as the Landowner. There have been several problems over the years with rubbish blocking the watercourse. Currently there is a mattress and washing machine and various other household items. The Freeholder and the Clerk have been talking with the Longhurst Trust and Freeholder had notification a couple of days ago to advise that the Trust had agreed to remove the items, but no timescale was advised. The northern side will be cut when the vegetation has died down.

Cllr Bubb invited the members of the public to speak. They advised that it was good to get the information and that they lived in Edinburgh Way and had checked their deeds and their boundary was their back garden fence line and did not mention the dyke or any riparian rights. Cllr Shepherd said that it appeared that the Housing Association lease included maintenance of the dyke and as the Freeholder was known then riparian rights may not apply.. Cllr Bubb advised that this also affected Brook Road. A Parishioner asked what would happen if the Trust did not clear the dyke and the watercourse was blocked. Cllr Shepherd advised it would be down to Freeholder as the landowners. Cllr Bubb advised that NCC may well investigate as the Lead Flood Authority.

Cllr Bubb asked that the Committee agree to a letter being sent to the Longhurst Trust asking if they would consider putting up a higher fence so that it was not easy for such items to be thrown over the fence. **It was resolved for the Clerk to write and ask the question regarding a higher fence.**

564 Minutes of the Environment Committee Meeting held on the 13 July 2021. The notes to be signed by the Chair as a true and accurate record after the following amendment. Item 557 Cllr Watkins should have read Cllr Bubb.

565 Matters Arising

Action Points:

Cllr Shepherd

- To grass seed around the new slabs in the playground. Cllr Shepherd had achieved this.
- Get detailed map to the Clerk regarding piece of land via Semba. This was achieved
- To ask Canvas for points on the skatepark to inspect. Cllr Shepherd advised that a meeting of the Skatepark Group needs to be set up to go through final points.
- To update the Grasscutting maps and get to the Clerk. This was achieved.
- Write up piece for Facebook re Skatepark. Cllr Shepherd advised that she had written a piece but felt very little point in putting on Facebook when Kirsty and Sue Payne had already achieved.

Cllr Frost Due to Cllr Frost not being available this evening, these to remain.

- To check re purchase of more logs for The Warren.
- Check re Self Closures for the Recreation Ground Gates
- Check War Memorial Bench for Repair and get details to the Clerk.

Cllr Bubb

- To speak with Cllr Dark re Dyke Clearance. Cllr Bubb advised that he had tried several times and had managed to speak with Cllr Dark on one occasion, but no answer was given.

Cllr A Watkins

- Chase Cllr Dark re Wildlife Signs. Cllr Watkins had tried everything emailing every day and then emailing every other and, in the end, had written but still has never received a reply.
- Get grass seed to Cllr Shepherd. This was achieved.

Clerk

- Place order for the Tree Work after Full Council agree. This has been achieved and the work has now been completed and invoice received.
- Send round Bench and Litter Bin information to group in another format. This was achieved. Bin ordered and currently in the office before being placed. Cllr Bubb has bench and will finish putting together and then will be placed.
- Move Rangers down the Agenda. This was achieved.
- Get Mr English to trim around the dog bin at the bottom of Station Road. This was achieved.
- Speak with NCC Estates regarding the land by Semba. The Clerk advised that she had sent off the map and asked the question, but nothing received as yet. **It was resolved for the Clerk to chase for an answer.**
- Ask Cllr Wright re Hammerite Paint. Cllr Shepherd advised that this has been achieved and it is just waiting for a date when the work can be achieved.
- Organise equipment for Litter Pick Bank Holiday Weekend. This was achieved.
- Chase Insurance re Skatepark. This was achieved.
- Add Skatepark to Asset Register. This was achieved.
- Go out to Tender on Grasscutting This was achieved.
- Report 30mph sign to NCC Highways. This was achieved
- Chase Cllr Dark re Dyke Clearance. No joy in getting hold of Cllr Dark apart from at the Skateboard Opening when he agreed to ring the following week, but no call received.
- Place all items on the next agenda. This was achieved.

566 Current Financial Position/Budget Setting (Please see attached)

The Clerk had sent round the financial paperwork. All in order. Cllr Shepherd had received an acceptance form for the CIL Money which had been granted. **It was resolved for Cllr Shepherd and the Clerk to sign at the end of the meeting and for the Clerk to sent to the CIL Team at the Borough Council.**

567 Areas of Responsibility

a. **Bus shelters/Stops.** Cllr Shepherd advised that since the strip fell off the top of the bus shelter the shelter looks unkempt and the Perspex was scratched etc and felt that the panel needed replacing. Cllr Bubb suggested going back to the manufacturer, but the Clerk advised that she was on maternity leave when they were ordered and no longer has the paperwork but could try and find but may be easier to get a quote from the local company. **It was resolved for the Clerk to obtain a quote to replace the Perspex and for a new bus shelter as it might work out cheaper.**

b. Streetlights

a) Replacement Concrete Lamp Columns via Borough Council CIL. The money had Been Granted please see 566. **It was resolved for Cllr Shepherd to check with Cllr B Anderson regarding the agreed locations. It was also resolved for the Clerk to obtain quotes to get a survey achieved of all the streetlights.**

b) To approve expenditure for the replacement of two streetlights which will be refunded by insurance claims. Cllr Shepherd said that the streetlight in Glebe Road would not be covered as wear and tear. The Clerk advised that she was having problems getting the report from NCC Streetlighting eg Amey so that she had the evidence needed for the insurance. **It was resolved for the Clerk to continue to chase and to make the payments to UK Power Network.**

c) Solar powered LED lights leaflet. **It was resolved for the Clerk to pass on to the Climate Change Group.**

g. Dog Bins & Sponsorship

a) Station Road Bin. The strimming has been achieved and Cllr Shepherd handed round a photograph. On the times that Cllr Shepherd and Cllr Bubb had checked there were no bags left at the foot of the bin and it was not overflowing. This bin to be monitored by Councillors when in the area.

b) Eco Dog Bin Dispensers leaflets. This was noted but Cllr Shepherd advised that there is no evidence that it helps and would be expensive for the parish to provide

c) Sponsorship. Cllr Shepherd advised that it was time to send out the sponsorship details for the coming year. **It was resolved for the Clerk to undertake.**

h. **Footpaths/walkways.** Cllr Bubb advised that the hedge between the Coach and Horses and the Dersingham Centre was encroaching the pavement again. **It was resolved for the Clerk to ask Mr Stanton if it could be cut back.**

J. **General village environment.** Cllr Bubb advised that the pavement from the Old Community Centre, passed the Fire Station and up Doddshill Road was in need of being cleared. Cllr Bubb said that with the children travelling to school along this route and mothers with prams having to go into the road especially on the bend it needs achieving. Cllr Bubb also reported that the GPO cover was dangerous and needed repair. **It was resolved for the Clerk to contact NCC Highways and see if this can be achieved by the Rangers or can it go on a schedule to be undertaken in the normal Highways work.**

568 The Warren

Cllr Shepherd advised that Cllr Anderson had sent a piece on Ragwort around to everyone. It highlighted that several species survive because of the Ragwort and only when consumed in large quantities by horses etc is it dangerous. **It was resolved for the Clerk to get the stage cut of the Southern End of the field which is planned. Also, could the fire break which is in the new contract been undertaken along the fence line of the houses.** Cllr

Shepherd also reported that a household is dumping their rubbish mainly building materials over their fence so to warn the Contractor was this and if in the way then the waste can be put over the fence.

Warren Tree Planting The Clerk had sent round an email advising that trees from the Woodland Trust would be arriving anytime between the 1 and 12 November in four boxes and not necessarily in one delivery. It was decided that depending on if they arrive before the 12 to have the planting 12th?, 13th and 15th November as the 14th is Remembrance Sunday. **It was resolved for Cllr Shepherd to write a piece for Facebook asking for Volunteers and to get to the Clerk for uploading to the site.** Cllr Stokes advised that light refreshments would be nice thing to provide.

569 Christmas Lights – removal of old lights.

It was resolved that this was best suited for a Tree Surgeon and for the Clerk to obtains quotes.

570 Wildlife Signs

Cllr Watkins still no joy with Cllr Dark but would continue.

571 Platinum Jubilee

Cllr Shepherd advised that a meeting had been held before lockdown and suggestions were made. Cllr Shepherd advised that another meeting was necessary. **It was resolved for the Clerk to set up another meeting with interested parties.**

572 Recreation area

a) Review of Cleaning. It was resolved for the Cleaning to continue.

b) ROSPA Report. Cllr Shepherd went through the report and there were three areas that required the surface to be looked at but due to being grass it was very hard to achieve with the playground in constant use. The swings that were showing signs of wear are due to be replaced in the spring and are currently sitting in the Parish Office.

573 War Memorial & War Memorial Gardens

Cllr Bubb advised that the area was looking good. Cllr Shepherd said that the railings would be achieved when Councillors had finished their holidays etc. Cllr Shepherd advised that the Dersingham Centre were advising that the wrong hose was given to the contractor. **It was resolved for Cllr Shepherd to speak with interested parties and work out a way forward.**

Cllr Stokes left the meeting at 8:35pm.

574 Skatepark

Cllr Shepherd advised that the group needed to meet to discuss as previously stated. Cllr Shepherd felt that the parking in Bank Road had eased with the children going back to school. The Council had previously said about putting up signage but with the road being private without permission of the properties no signage could be placed in a suitable position. **It was resolved to monitor the situation.**

575. Climate Change

Had not met. Nothing to report.

576. Parish Partnership – Trod – location change.

The Clerk had previously sent round the map showing the proposed new location. The Clerk had sent to Dersingham United Charities as it was their land and their permission that would be required before this item could be taken any further. Cllr Bubb advised that as a Trustee he had been advised by the Clerk and by the Charity Clerk and an email exchanged had been

started by the Charity Trustees. **After discussion it was resolved for the Clerk to speak with the Trustees Clerk and ask if they would consider and were they in a position to formally write and advise if they were happy or not with the new proposal. Cllr Bubb advised that the trod must be visible from the road so the gorse bushes would have to be removed.**

577 Parking in Post Office Road.

Cllr Shepherd advised that the Clerk had received a request via email again for this road to become one way. **After discussion it was resolved for no further action could be taken by the Council but the matter passed on to County by the Clerk.**

578 Condition of the Land between Viceroy and Broadlands Close.

Cllr Shepherd advised that Cllr Bubb had received an email regarding the state of this area with the brambles etc. The Clerk advised that these use to be a regular job for David Lee when he had the grasscutting contract, but it was impossible to cut out totally. **It was resolved that a site meeting to establish a criteria was necessary before going out to obtain quotes to make good.** A date of the September 27th at 3:30 by the Pill Box was agreed.

579 Rangers

Please see 567J.

Cllr Bubb also advised that the pavement on Sandringham Road especially opposite the Petals Tea Room also needed attention again. **It was resolved for the Clerk to put on the Rangers List for when they start up again.**

580 Correspondence –

a) Requests for Outdoor Gym. The Clerk advised that she had received two emails regarding the need for an Outdoor Gym. This was something that had been asked for prior to the skatepark and obviously now that the skatepark has been achieved some Parishioners would like to see it as the Council's next project. Cllr Shepherd advised that the basketball hoops and goal mouths also need to be looked at. A site meeting will be necessary to see where everything can go.

581 Items for inclusion at next Meeting

Same agenda plus budget setting, please advise the Clerk if you require an item to be placed on the next agenda leaving a weeks' notice prior to the agenda being issued.

582 Items for Facebook

As previously stated. **It was resolved for Cllr Shepherd to write a piece to be put on facebook page regarding the tree planting.**

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.

583. Grasscutting Tender for 2022/24 inc

The Clerk advised that the specifications had been sent to seven possible contractors. A couple had got back advising that they were too busy to undertake, and a couple had got back advising that the job would be too big currently. So only one quote had been received. Cllr Bubb advised that we accept this quote. Cllr Shepherd advised that it went against financial regulations. **It was resolved for this item to be placed on the next Full Council agenda for the whole Council to decide a way forward.**

584. Christmas Lights to receive quotes.

Cllr R Anderson had undertaken a report on the quotes received. **It was resolved for the contract to be awarded to Kings of Barnham and for the Clerk to officially place the order.**

585 Date, time, and venue of next meeting

12 October 2021 at 7.00pm at the Loft, Dersingham Centre. Cllr Bubb advised that Village Voice Live started again on that night so he would not be able to attend and was hoping that several Councillors would like to attend also. **It was resolved for the Clerk to send an email round asking if Planning and Finance would mind swapping days that month and meeting on the Tuesday instead of the Monday and Environment move to the 11 October. The Clerk to advise when a decision reached.**

With no further business the meeting was closed at 21:21pm.

ACTION LIST

Cllr Shepherd

- Sign CIL Grant Fund Acceptance Form
- Check with Cllr B Anderson re Streetlight Columns to be replaced.
- Speak with Dersingham Centre re Hose Pipe
- Write piece for Facebook re Tree Planting.

Cllr Frost

- To check re purchase of more logs for The Warren.
- Check re Self Closures for the Recreation Ground Gates
- Check War Memorial Bench for Repair and get details to the Clerk.

Cllr Bubb

- To speak with Cllr Dark re Dyke Clearance

Cllr A Watkins

- Chase Cllr Dark re Wildlife Signs

Clerk

- Write to L & H Homes re high fence to protect the dyke.
- Chase NCC Estates regarding the land by Semba.
- Sign CIL Grant Fund Acceptance Form and send back.
- Obtains quotes re Bus Shelter glazing/new
- Chase Amey re Streetlight Report for Clayton Close/Quote for streetlight survey
- Pass Solar Powered Streetlight leaflet to Climate Change Group.
- Send out Dog Bin Sponsorship
- Speak with Mr Stanton Regarding Pasture Hedge
- Add Doddshill Road/Sandringham Road pavements to The Rangers/NCC List.
- Email re Post Office Road sent to NCC Highways for info.
- Ask Contractor to undertake Warren Annual Half Cut and additional fire break.
- Put Facebook piece from Cllr Shepherd on to the Facebook Page.
- Set up meeting re Platinum Jubilee.
- Obtains quotes to remove old Christmas Lights.
- Write to DUC regarding proposed Trod.
- Place order for the new Christmas Lights.
- Place grasscutting tender onto the Full Council Agenda.

Dersingham Parish Council

Expenditure transactions - payments approval list

Start of year

01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
142	D/P 16.09.21- 142	£1,111.20	£185.20	£926.00 17/09/21	UK Power Network - Re-Connection Clayton Close Streetlight	£1,111.20
143	D/P 16.09.21- 143	£1,111.20	£185.20	£926.00 17/09/21	UK Power Network - Re-Connection Pansey Drive Streetlight	£1,111.20
Total		£2,222.40	£370.40	£1,852.00		

Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Revised	Reserve Movements	Actual Net	Balance
Environment					
Income					
400	Dog Bin Sponsorship	£600.00	£600.00	£0.00	-£600.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00	£0.00
410	Misc	£0.00	£0.00	£0.00	£0.00
415	Precept	£22,435.00	£22,435.00	£0.00	£22,435.00
420	Bus Stop Donation	£0.00	£0.00	£0.00	£0.00
Total Income		£23,035.00	£23,035.00	£0.00	-£600.00
Expenditure					
4000	Cleaning Contract	£3,000.00	£3,000.00	£0.00	£1,350.00
4005	Dog Bins	£300.00	£300.00	£0.00	£300.00
4010	Dog Bin Advertising	£60.00	£60.00	£0.00	£60.00
4015	Dog Bin Emptying	£3,000.00	£3,000.00	£0.00	£3,000.00
4020	Grasscutting/Verge Maintenance	£3,300.00	£3,300.00	£0.00	£1,966.00
4025	Floral Enhancements	£0.00	£0.00	£0.00	£0.00
4030	Taskforce	£0.00	£0.00	£0.00	£0.00
4035	Street Lighting Energy	£3,000.00	£3,000.00	£0.00	£946.36
4040	Streetlight Maintenance	£1,250.00	£1,250.00	£0.00	£748.15
4045	Streetlight Repair/Survey/New	£2,000.00	£2,000.00	£0.00	£0.00
4050	Seats/Benches	£100.00	£100.00	£0.00	£100.00
4055	Village Sign	£0.00	£0.00	£0.00	£185.00
4060	Bus Shelters	£250.00	£250.00	£0.00	£0.00
4065	Footpaths/PROW	£100.00	£100.00	£0.00	£0.00
4070	Trees	£2,000.00	£2,000.00	£0.00	£0.00
4075	Litterbins	£0.00	£0.00	£0.00	£0.00
4080	General Maintenance	£1,500.00	£1,500.00	£0.00	£0.00
4085	Parish Partnership Scheme	£1,825.00	£1,825.00	£0.00	£0.00
4090	War Memorial Gardens Planting	£100.00	£100.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Revised	Reserve Movements	Actual Net	Balance
4095	War Memorial Maintenance	£1,250.00	£1,250.00	£0.00	£330.00	£920.00
4100	War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00
4105	Bus Stop	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£23,035.00	£23,035.00	£0.00	£5,525.51	£17,509.49
Recreation						
Income						
500	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
515	Income from Events	£0.00	£0.00	£0.00	£0.00	£0.00
520	Fundraising	£0.00	£0.00	£0.00	£0.00	£0.00
525	Recreation Events	£0.00	£0.00	£0.00	£0.00	£0.00
540	Precept	£5,100.00	£5,100.00	£0.00	£5,100.00	£0.00
Total Income		£5,100.00	£5,100.00	£0.00	£5,100.00	£0.00
Expenditure						
5000	Recreation Water	£50.00	£50.00	£0.00	£25.12	£24.88
5005	Recreation Ground Electricity	£100.00	£100.00	£0.00	£23.49	£76.51
5010	Playground Equipment - New	£0.00	£0.00	£0.00	£0.00	£0.00
5015	Playground Equipment - Maintenance	£2,500.00	£2,500.00	£0.00	£0.00	£2,500.00
5020	Playground Inspection	£200.00	£200.00	£0.00	£110.50	£89.50
5025	Recreation Ground Maintenance	£1,000.00	£1,000.00	£0.00	£30.00	£970.00
5030	Recreation Ground Grasscutting	£1,000.00	£1,000.00	£0.00	£595.00	£405.00
5045	Recreation Events	£0.00	£0.00	£0.00	£0.00	£0.00
5050	Children's Activities	£0.00	£0.00	£0.00	£0.00	£0.00
5055	Christmas Activities	£250.00	£250.00	£0.00	£0.00	£250.00
5060	Funday	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£5,100.00	£5,100.00	£0.00	£784.11	£4,315.89

Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Revised	Reserve Movements	Actual Net	Balance
The Warren					
Expenditure					
8000 Warren Expenditure	£0.00	£0.00	£540.00	£540.00	£0.00
Total Expenditure	£0.00	£0.00	£540.00	£540.00	£0.00
Skatepark					
Income					
900 Skatepark Donations	£0.00	£0.00	£69,562.00	£69,562.00	£0.00
910 Precept	£3,552.00	£3,552.00	£0.00	£3,552.00	£0.00
Total Income	£3,552.00	£3,552.00	£0.00	£73,114.00	£69,562.00
Expenditure					
9000 Skatepark Project	£0.00	£0.00	£93,771.61	£93,812.17	-£40.56
Total Expenditure	£0.00	£0.00	£93,771.61	£93,812.17	-£40.56
COVID					
Income					
1050 Covid Grant	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£0.00	£0.00	£0.00	£0.00	£0.00
Expenditure					
10100 Covid Grant Monies	£0.00	£0.00	£470.00	£470.00	£0.00
Total Expenditure	£0.00	£0.00	£470.00	£470.00	£0.00

