

**Minutes of the meeting of Dersingham Parish Council
held on 30th July 2007 at St Cecilia's Church at 7.00pm**

Present: Cllrs A Bubb, K Manship, R Murrell, R Brackstone, J Riches,
J Houston, G Sergeant, A Chapman, R Johnson and P Burall

In attendance: The Clerk
County Cllr J Eells
E Moss, Home Watch Administrator
Sergeant A Crown, Safer Neighbourhoods Team

Parishioners: Twenty four

10292 Apologies for absence

Cllr V Brundle
Cllr P Burall advised he would be late

10293 Declarations of Interest

Cllr Sergeant
Cllr Johnson as an employer of David Lee
Cllr Manship as an employee of Infant and Nursery School
The Clerk declared a prejudicial interest in agenda items 23c, 23d and 23e

**10294 Minutes of Finance and General Purposes Committee held on
12th March 2007**

a. Approval of Minutes. **Resolved that the Minutes be accepted.**
b. Matters arising
Cllr Sergeant queried the staff assessments.

10295 Minutes of Dersingham Parish Council held on 25th June 2007

a. Approval of Minutes. **Resolved that the Minutes be accepted.**
b. Matters arising
Cllr Houston considered the Minutes were inaccurate, advising that he had taped the meeting. He considered the Council had double standards, and suggested Cllr Bubb should stand down as Chairman, calling for a vote of no confidence.

10296 Verbal report from Norfolk County Councillor

Cllr Eells advised that the decision regarding the unitary bid was unclear; the bid had been dismissed on the existing boundaries so was being deferred to the Boundary Commission; the parishes surrounding the city were opposed to being incorporated into Norwich. She reported that NCC had written to Mr Benn, Environment Minister, asking for an increase in funding for the flood-troubled areas. She reported that the Children's Services Department were studying school numbers in high schools, she stressed that there were no plans to close St George's School at this time. She finished her report by advising that she had a meeting scheduled at Saddlebow on 31st July. Cllrs were invited to raise issues: Cllr Bubb had called back the contractors to West Hall Road as the pavement repairs had been completed but weeds were still present; Cllr Brackstone reported that water was flooding into a garden at the bottom of Windsor Drive; Cllr Manship reported water at the bottom of Dodds Hill, he was uncertain as to whether it was caused by springs or a burst pipe;

the hole at the Post Office Road/Chapel Road junction had not yet been mended; Cllr Sergeant was concerned regarding the public footpath in Life Wood, but thanked Cllr Eells for resolving the problem of the grass edges in Valley Rise.

Chairman thanked Cllr Eells for her report.

10297 Presentation by Ed Moss, Home Watch Administrator

Mr Moss advised that the Home Watch scheme will integrate with the new Safer Neighbourhoods Team. Dersingham will be covered by the Dersingham/Gayton SNT, it is area number 16. He advised that villages such as Leziate and Emneth which have good Home Watch coverage demonstrate dramatic crime reduction, non-Home Watch roads are targeted by criminals. Home Watch signage is effective in keeping crime levels low. He recommended that a meeting be held attended by himself and representatives of SNT, Parish Council and Home Watch co-ordinators. He considered that the meeting should be Council-led, but he would be responsible for contacting all co-ordinators, he recommended the meeting be held within a month. Chairman suspended the meeting to allow questions from members of the public and the co-ordinators present.

Complaints were received regarding the 0845 number, especially the length of time for calls to be answered. Mr Moss advised it was important to make complaints if the system was unsatisfactory; lead co-ordinators would be provided with a phone number to bypass the 0845 system. Mr Moss suggested a visit could be arranged to the call centre. He advised co-ordinators to ensure that their calls were tagged so that he could follow up their complaints. Chairman thanked Mr Moss and reconvened the meeting.

10298 Presentation by Sgt Andy Crown, Safer Neighbourhood Team

Sgt Crown introduced himself, advising that he was responsible for 59 Parishes. At present he had two Police Constables and two PCSO's but eventually he should have eleven PCSO's. He advised that the first monthly surgery would be held in St Cecilia's on 20th August from 3-5pm. These surgeries are the opportunity to report graffiti, antisocial behaviour etc. The Local Action Group will consider the crimes identified. After investigating problems raised, SNT will report back to the next surgery. Sgt Crown advised that SNT will be in contact with the lead co-ordinators, and there had been a dramatic decrease in criminal damage in Dersingham since the SNT had been set up. Chairman invited questions from Councillors. Cllr Johnson asked if SNT would replace the Mobile Police Station or co-ordinate with them. Sgt Crown advised that the future of the MPS was uncertain but the SNT was co-ordinating with them at present. The Clerk advised that SNT had reported rogue traders to Trading Standards. Ed Moss advised that "No Cold Calling" cards are not legally binding. Sgt Moss ended his report by advising that the Dersingham SNT could be contacted direct by phoning 01553 665333. Chairman thanked Sgt Crown for his report.

10299 Co-option of new Parish Councillor

Cllr Bubb advised that Andrea Smith was willing to be co-opted. Cllr Burall proposed, seconded by Cllr Murrell that Andrea Smith be co-opted. All in favour. **Resolved that Andrea Smith be co-opted.**

10300 Resurrection of Finance and General Purposes Sub Committee

Cllr Johnson advised that whilst studying the Annual Return statement questions he realised that the present accounts system was difficult to understand. Since the accounts format was not obligatory he recommended a new system be used. The introduction of a new system could best be achieved by a sub committee. He proposed reforming the Finance and General Purposes Sub Committee, seconded by Cllr Burall. All in favour. Cllrs Johnson, Burall, Sergeant and Bubb offered to form the Sub Committee. The first meeting of the reformed Sub Committee to be arranged. **Resolved that the Finance and General Purposes Sub Committee be reformed.**

10301 Land in Crisp Close

Cllr Bubb advised that a solicitor now needed to be nominated; the owner was prepared to pay all legal costs, and quotes had varied from £200 to £600. Cllr Bubb advised that although the Parish Council had maintained the land for many years, Parish Council ownership was not established on mapping. Cllr Burall expressed concern, he considered establishing ownership of the land might not be straightforward. He understood that following the bankruptcy of the owner, the Borough Council had arranged for the Parish Council to take over ownership, but if there was any development of the land there might be funds payable to the estate; a change of use planning application might also be needed. Cllr Sergeant was concerned that there could be considerable legal work incurred and proposed that the cheapest solicitor be nominated. All in favour. **Resolved that the solicitor providing the cheapest quote be nominated.**

10302 Playing Field Lease

Cllr Bubb advised that grant providers insist on twenty year leases. It was hoped grant funding could be provided by the Football Foundation. Four years remain of the existing lease. A new grant application could take 18 months to complete and would cost £400-£500. It was suggested that a new lease could be drawn up but remain unsigned until required. Cllr Sergeant proposed that the existing lease be continued and the grant be applied for in four years. **Resolved that no immediate action be taken.**

10303 Community Centre Lease

Cllr Bubb advised that Farrer and Co would prepare a five year lease, for £100 per annum, backdated to 1st September 2006, at a cost of £400-500. The Parish Council is responsible for all repairs to the building. It had been suggested that the Community Centre could be included on to the Parish Council insurance schedule but this was not considered appropriate. The Probation Officer had inspected the building in order that the offenders carry out painting and decoration but discovered two wooden windows are rotten. Other windows are metal framed. Cllr Manship suggested the rotten wooden windows could be replaced by plastic windows. Both Cllr Burall and Cllr Johnson expressed concern regarding the escalating cost of maintaining the building and Cllr Burall queried whether the lease should be signed. Cllr Sergeant proposed that the building be inspected. **Resolved that Chairman**

and Clerk liaise to arrange an inspection meeting at which Parish Councillors are present.

10304 School Council

Clerk advised that Jackie Austin from Dersingham Infant and Nursery School would like Parish Council representatives to attend School Council meetings twice yearly, and School Council youngsters to attend Parish Council meetings. Cllr Sergeant welcomed this suggestion.

10305 Audit Form

Cllr Bubb advised that following the special audit meetings, the Annual Return had been completed.

10306 Financial Budget Comparison

Cllr Sergeant advised that she had identified a means of budget comparison on her computer. New budget comparison sheets were available.

10307 Mileage

Cllr Sergeant proposed that mileage claims now be considered by the newly-reformed Finance and General Purposes Sub Committee. **Resolved that mileage claims are the remit of the Finance and General Purposes Sub Committee.**

10308 Village Hall

Cllr Bubb advised that architect Peter Godfrey had agreed to prepare an artists impression and internal plan of the proposed village hall for display at a public meeting. He had taken into account the requirements of groups who currently meet in the Community Centre and Church Hall re area required, storage needs, etc plus estimated requirements in the future. All agreed Mr Godfrey should be asked to provide the likely cost of the proposed building. Cllr Burall proposed that the Finance and General Purposes Committee deal with this project and be allocated a budget of £250. **Resolved that the village hall project be considered the remit of the Finance and General Purposes Sub Committee and a £250 budget be allocated.**

10309 RoSPA report on Playground

The Clerk reported that despite considerable efforts the repair contractors had not carried out the required repairs to the skate ramp. Cllr Bubb proposed sending a forceful letter to the contractors, enclosing a copy of the report. Cllr Sergeant considered that the playground should be closed until the repairs were carried out, but the Clerk advised that this was not necessary as efforts were actively being made to resolve the problem. Cllr Manship considered that rolling repairs to the equipment should be the remit of the Recreation and Environment Committee. The problems with different pieces of equipment were discussed and Cllr Bubb considered advice might be sought from Borough Council. Cllr Burall expressed concern regarding insurance cover and proposed that the Chair and Vice Chair be delegated to inspect the equipment and make a decision on necessary action. Cllrs Johnson and Murrell endorsed this proposal. **Resolved that Cllr Bubb and Cllr Manship inspect the equipment and make decisions on appropriate action.**

10310 Grants

a. St Nicholas Church Holiday Club

It was proposed that a £150 grant be awarded but Cllr Burall considered caution must be exercised as restrictions existed re grants for religious groups. He offered to clarify the legal position and proposed a grant of £150. **Resolved to grant £150 to St Nicholas Holiday Club.**

b. Dersingham Recreation Activity Group, renamed Dersingham Entertainments Committee

DEC were requesting a grant of £1000. Cllr Chapman considered there should be Parish Council representation on DEC. Cllr Sergeant considered £1000 was expensive for one day's activities.

Chairman suspended the meeting to allow DEC members to address Council. Rhoda Boyle explained that toilets hire would cost £200, £400 for a band; local businesses had been approached for raffle prizes, a local butcher was providing the hog roast. Sports would be held every Wednesday in August and RAF Marham were providing use of their assault course.

Chairman reconvened the meeting.

Cllr Sergeant asked how much had been budgeted for grant provision, the Clerk advised £1000. Cllr Bubb proposed that a £350 grant be awarded plus £150 from the budgeted Chairman's allowance, and no charge be made for use of the recreation ground. **Resolved that an award of £500 be made plus free use of the recreation ground.**

10311 Applications and Determinations

Applications:

07/0068/F Mr & Mrs B Mullarkey

48 Chapel Road, Dersingham

Application for reconstruction of barn to form residential dwelling at Barn Adjacent to No 46

Recommendation: support

07/01205/F Mr & Mrs R Howard

2 Philip Nurse Road, Dersingham

Application for construction of conservatory extension to dwelling

Recommendation: support

07/01143/F Mr D Morton

1 Church Crofts, Dersingham

Application for single storey rear extension to dwelling

Recommendation: support

07/01311/F Mr & Mrs RE Clark

70a Manor Road, Dersingham

Application for construction of conservatory and garage extensions to dwelling

Recommendation: support

07/01411/F Pigeon Holdings

New Health Centre

Revised plans Manor Farm Buildings

Cllr Johnson advised the application required cosmetic changes, mainly the access. He considered it might be possible to modify the access with Norfolk County Council approval.

Recommendation: support if the access problems can be resolved.

Determinations:

07/00876/F Mr & Mrs N Hooker

46 Hunstanton Road, Dersingham

application for construction of two-storey extension to rear and detached double garage to dwelling – Granted

07/01033/F Mr & Mrs T Smith

1 Waldens Barns, chapel Road, Dersingham

Application for construction of two-storey extension including accommodation in new roofspace – Granted

07/01034/F Mr pealing

31 Edinburgh Way, Dersingham

Application for construction of conservatory to dwelling – Granted

10312 Verbal Reports from the Borough Councillors

a. Cllr Burall

Cllr Burall apologised for arriving late at the meeting. He advised that Borough Council had appointed consultants to look into parts of Dersingham being made a Conservation Area. Enforcement continued to be a problem, the backlog of cases was increasing, there were now 12 in Dersingham. A full Enforcement Team was now in place, and would be classifying cases according to seriousness. He would discuss this with Cllrs Johnson and Bubb. The landscaping of Sandringham View was an Enforcement case, complaints are received regularly from a resident in Duck Decoy Close about grasscutting. Cllr Burall advised that a bungalow has been built in West Road blocking a dyke. Legal action will be taken against the person who filled in the ditch causing localised flooding.

b. Cllr Johnson

Cllr Johnson advised that the Mayor considered the Inter-Village Games had been very successful and wished to publicise them more fully. He also was concerned about the standard of grasscutting and considered flooding problems in Fern Hill might be caused by the heavy rain.

The Borough Councillors invited questions and Cllr Manship expressed concern that if Enforcement did not resolve the Beech Road problem that squatters rights could be claimed.

10313 Correspondence

a. Letter from Parishioner regarding pit at Fern Hill, letter from Sandringham

Cllr Johnson explained that sand and gravel were being deposited at the bottom of Fern Hill. Sandringham Estate will inspect the pit. Cllr Burall considered the problem was caused by a pipe being used that was too small.

b. Letter from Parishioner regarding noise.

Cllr Bubb advised that he had discussed the complaint with Lynn Reeve and also that Environmental Health were investigating the complaint.

c. Letter of complaint from Clerk

d. Letter of complaint from Councillor

e. Letter from Chair in response to above

Cllr Sergeant proposed that 10313a, b and c be discussed in the absence of Press and Public. All in favour. **Resolved that these items be considered with public and Press excluded.**

f. Email from Parishioner regarding Ragwort

Mr Souter advised of the complaint.

g. Email and papers from Borough Council regarding consultation on Housing Strategies

This correspondence had been circulated to all Councillors.

h. Letter from Borough Council regarding notification of change of property address

The Manse will now be known as The Old Manse, 20 Woodside Close

i. Letter from Borough Council regarding Licensing Act 2003

j. Letter from Borough council regarding Register of Electors 2007/8

Canvassers are being sought.

k. Letter from Tinsley and MacMullen Associates regarding UKWAS Certification of Sandringham Estate

l. Letter from DEC regarding hire of recreation ground for sports

m. Norfolk Fire Authority Safety Plan Questionnaire

n. Email regarding King's Lynn Area Transport Strategy

o. Letter from NCAPTC regarding Executive Committee

p. Letter from Dersingham PCC regarding grasscutting

PCC wish for the yew trees to be cut, David Lee to be approached.

q. Letter from Parishioner regarding problems parking at the school

This was not considered to be the remit of the Parish Council.

r. Email from Parishioner regarding vandalism

Passed to Safer Neighbourhoods Team.

s. Email from Parishioner regarding drainage

The parishioner expressed concern about surface water drainage in Saxon Way.

t. Letter from Communities and Local Government re Unitary Status

u. Email regarding Groundsman

Bernard Twite had been named John Bunn Norfolk Groundsman of the Year. All agreed this achievement deserved recognition. Cllr Sergeant proposed that the email be passed to the Sports Ground Committee. Cllr Murrell considered a plaque should be purchased. **Resolved that Cllr Bubb will liase with Sports Ground Committee to decide on appropriate action.**

v. Email from James Pond

Borough Council are asking that one or both signs are removed.

w. Letter from CPRE regarding Autumn Supper

The supper will be held in Dersingham Church Hall on 19th September.

x. Letter from Borough Council regarding Polling District and Places review

Cllr Burall considered the Methodist Hall was unsuitable and recommended St Cecilia's be used.

y. Telephone call from Trading Standards

Trading standards will make a presentation to the meeting on 24th September.

Cllr Burall suggested that the Communications Committee should decide which speakers make presentations at meetings and he considered that time limits need to be imposed on speakers.

z. Letter from Parishioner regarding electricity supply

Mr Fuller of EDF Energy had given assurances that the electricity supply is safe.

The following list of correspondence was available to be viewed by arrangement with the Clerk

- a. Email from WNVCA Stop Press
- b. Leaflet Play Today
- c. CPRE – The Review
- d. WNVCA Funding opportunities
- e. Letter from SJB Safety Solutions
- f. NCC Skills and Qualifications
- g. Email regarding The Renewable Energy Centre
- h. Norfolk Coast Guardian and Letter
- i. Hunstanton Area Local Action Group Minutes and Agenda
- j. Leaflet from Glasdon
- k. Letter from rekk
- l. Leaflet “Your Council”
- m. Norfolk Blurb Leaflet
- n. CPRE Countryside Voice
- o. NPFA “The Playing Field”
- p. EEAPTC News
- q. SMP Freeplay
- r. Age concern – Concerning You
- s. Swift Fire and Security – CCTV and Remote Monitoring
- t. Urban and Outdoor Furniture
- u. Norfolk Rural Community Council “Signpost”

10314 Accounts for payment

Clerk sought authorisation for the following payments:

July payments

	Cheque No	Amount £
Dark Side Technologies Ltd – Broadband	D/D	9.99
Mr D Lee – cleaning contract	3653	185.00
MHB Services Ltd – street lighting contract	3654	299.45
Mrs I Woods – Minute taking 30/7/07	3655	30.00
Salaries July	3656/3657	1437.30
Inland Revenue	3658	360.62
Norfolk Pension Fund	3659	342.16
Petty Cash	3660	18.30
MHB Services Ltd – Pansey Drive replacements	3661	1885.41
Mrs S Bristow – expenses claim	3662	17.00
Dersingham Infant and Nursery School – room hire	3663	69.00
Southern Electric – street lighting	3664	420.66
Wheatley Dyson – printer cartridges	3665	222.77
Heronwood Landscapes - grasscutting	3666	404.49
RoSPA - safety check of playground	3667	112.80
Clanpress (King’s Lynn) Ltd	3668	1170.10
Anglian Newspapers – Village Voice delivery	3669	121.60
Mr D Lee – Churchyard cutting x3 (Section 137)	3670	500.00
NCAPTC Standing Order booklet	3671	6.50

Mrs S Bristow – mileage claim	3672	12.28
Mrs A Moore – mileage claim	3673	12.28
BCKLWN – dog bin emptying	3674	424.95
Mr D Lee – general repairs	3675	80.00
Community Centre insurance	3676	1688.04
Half year grant for Sports Ground (Section 137)	3677	2250.00
SLCC subscription	3678	135.00

August Payments

Dark Side Technologies Ltd	D/D	9.99
Mr D Lee – cleaning contract	3679	185.00
MHB Services Ltd – street lighting contract	3680	284.47
Salaries August	3681/3682	1437.29
Inland Revenue	3683	360.63
Norfolk Pension Fund	3684	342.16
St Nicholas Church holiday club – grant	3685	150.00
Dersingham Entertainments Committee – grant	3686	500.00

Cllr Sergeant considered the printer cartridges were too expensive.

Resolved that these payments be authorised.

10315 Date and place of next meeting

24th September 2007 at Dersingham Infant and Nursery School

Comments from parishioners

A parishioner wanted to know if all the bus stops would have illuminated signs. The Clerk advised that only bus stops already converted would have the signs.

Saplings are growing through the wire at the recreation ground.

The stonework has been pointed on the War Memorial. Cllrs Brackstone and Manship to arrange a meeting to consider action on the lions.

A parishioner had seen an advert advertising the sale of Tythe Barn, a Grade Two listed building, at a cost of £20,000 and believed the Parish Council should consider purchasing it. Chairman advised the building is owned by Norfolk County Council but access is owned by the Parish Council. Cllr Sergeant considered a letter should be sent to Norfolk Property Services expressing concern that the Parish Council was advised of the sale by a parishioner. Cllr Johnson advised that as a listed building there would be limitations on development permitted, but grants might be available from preservation bodies.

Resolved to exclude Press and Public under LGA 1972 Schedule 12a due to personal nature of these items

10313 c, d and e

Cllr Bubb presented three letters, one received from the Clerk, one received from Cllr Chapman and one written by Cllr Bubb to Cllr Houston. All letters concerned an incident at a meeting held in the Parish Office to clarify requirements of the Annual Return. Cllr Bubb, Cllr Houston, Cllr Chapman, Cllr Riches and the Clerk had been present at the meeting. The letter from the Clerk alleged that Cllr Houston had been abusive, threatening and confrontational. The letter from Cllr Chapman endorsed the complaints of the Clerk. The letter from Cllr Bubb to Cllr Houston set out restrictions for Cllr Houston visiting the Parish Office. Cllr Houston disagreed with Cllr Bubb's description of events at the meeting and said all his concerns were associated with Health and Safety issues, he considered the office was too small to safely hold a meeting in. Cllr Chapman agreed with Cllr Bubb's description of events but Cllr Riches was unable to remember the event clearly. Cllr Sergeant considered complaints against the Clerk should be resolved via staff appraisal and asked if the matter could now be ended. Cllr Houston advised that he would be raising Health and Safety issues regarding the use of the Parish Office for the meeting. Since the matter could not be resolved, Chairman declared the meeting closed at 10.35pm