

## Minutes of the Dersingham Parish Council meeting held on 25<sup>th</sup> March 2024 at 7pm in the Dersingham Village Centre

**Councillors present:** Coral Shepherd (Chairman), Brian Anderson (Vice Chairman), Robert Frost, Dane Hipkin, Martin Noble, Mike Shepherd, Brett Thomas, Mark Ward, and Sarah Whitehead

**Also present:** Karen Orgill (Business Manager – BM)  
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker),  
Stuart Dark Norfolk County Councillor (Left 7.25pm)  
Judy Collingham Borough Councillor (Left 7.25pm)

- 1 One Minutes Silence** – To mark the fourth anniversary of the Covid-19 Pandemic
- 2 Apologies for absence** – Councillors Valerie Brundle, Tony Bubb, Jordan Stokes, Anne Watkins, and Dennis Wright.
- 3 Declarations of interest and request dispensations by Councillors in any of the agenda items listed** – None Received.

The meeting was placed in open session 7.02pm

- 4 Public participation**  
None present

- 5 To receive verbal report from the Norfolk County Councillor**

Cllr Stuart Dark reported the following.

Budgets have now been set by NCC, with savings of 1.4 Million needed, however it is thought this will not impact on level core services.

NCC have increased their share of the Council Tax by 5%, an increase of £8.00 per month to a band B property.

The signage, paid for by Cllr Darks local members funding, along the A149 is now in place. A request had been made by the local school for barriers along the footpath outside the school to prevent children from going onto the road, funding of £600.00 has been allocated for the work from Cllr Darks local members fund. It was reiterated that funding is available from this fund if the PC should need assistance with bus shelters, signage or other items highways related.

Cllr Noble asked if there was anything further that could be done regarding the continual speeding along Shernborne Road. Cllr C Shepherd explained volunteers had been asked for to implement a Speedwatch team, however there were insufficient volunteers. Cllr Dark said if a team could be established county could assist with carrying out a survey and if SAM 2 signs can be mounted on existing poles it would reduce the cost. Cllr Dark advised he would speak to County Highways regarding the possibility of signage without a Speedwatch team being in place.

Cllr C Shepherd asked if there was a process in place to report/remove the dead animals along the A149. Cllr Collingham said she would discuss the matter with the Borough Council.

- 6 To receive a verbal report from the Borough Councillors**

Cllr Collingham advised she had attended the BC Full Council meeting last Thursday.

She had also attended a briefing regarding an update on the new Queen Elizabeth Hospital and advised there had been rumours a new site was being considered for the build instead of the current site. Cllr Collingham reiterated the current project really needed the public's support as a new site would not be viable in the time scales given for completion of the project. Cllr

Dark advised the funding had been secured for the new hospital with the proviso it was built on the current site and completed by 2030.

## 7 Finance

(a) Current Financial Position (Financial Budget Comparison (FBC) and Reserves)  
Cllr C Shepherd said the FBC, and Reserve reports had been placed on Sharepoint and advised the FBC to 29<sup>th</sup> February 2024 had been reviewed by the F&A Committee on 12<sup>th</sup> March 2024.

Cllr M Shepherd reported he had completed his IAC report and the bank reconciliations to the 29<sup>th</sup> February 2024 were in order and all reports were arithmetically correct.

(b) To approve Payments for March 2024

Cllr C Shepherd said the payment lists had been placed on SharePoint.

A DD & SO and Staff Approval lists for information only and two BACS Approval lists for authorisation.

A £50.00 donation to NARS had been agreed by the F&A Committee.

The Norfolk PTS subscription of £545, which is ordinarily agreed by the F&A Committee needs approving by Full Council, Cllr M Shepherd proposed the subscription be paid after 1<sup>st</sup> April. **It was resolved to approve the proposal.**

Cllr M Shepherd reported the parish online invoice, previously authorised in principle by Full Council, but payment withheld until the new website was nearer completion, has now been paid. The invoice received was for £546 which had been agreed by Full Council, however only £426 had been paid, this is due to a new Government scheme which had awarded us £120.00 to assist in the set up of our new website and .gov.uk address.

**It was resolved to approve the payments.**

## 8 Minutes

(a) Minutes of the Full Council Budget Setting Meeting 26<sup>th</sup> February 2024

**It was resolved to approve for the Chairman to sign the Minutes as a true and accurate record. The action points were discussed and those completed removed.**

(b) Minutes of the Communications Committee 28<sup>th</sup> February 2024

Cllr C Shepherd reported work is progressing on the new PC website.

The Fish & Chip supper along with the beacon lighting will take place on the 6<sup>th</sup> June 2024 for the 80<sup>th</sup> anniversary of D-Day. Tropics have confirmed they are able to attend the event. Cllr C Shepherd asked for volunteers to light the beacon. Cllr Frost volunteered.

(c) Minutes of the Environment Committee 4<sup>th</sup> March 2024

Cllr C Shepherd said work had commenced on the new specification for the grass cutting contract, the two current contracts will be amalgamated ready for renewal in the autumn.

Due to the issue of flooding being raised at the previous Full Council meeting by Cllr Collingham, the environment committee discussed the matter and proposed a working group be established to research current available information about drainage and flooding around the village and to propose how relevant information could be made available to residents. The following Councillors volunteered to be part of the working group: Cllrs C Shepherd, R Frost, M Noble and M Shepherd. Cllr C Shepherd said she would approach Cllr Stokes and Cllr Collingham to ask if they wish to join the group. This was all agreed.

- (d) Minutes of the Planning Committee 11<sup>th</sup> March 2024  
Cllr C Shepherd reported the committee had discussed three applications as shown in the minutes, all were approved as No objections.
- (e) Notes of Finance & Administration (F&A) Committee 11<sup>th</sup> March 2024  
Cllr M Shepherd stated there were no recommendations to bring to Full Council and reported the F&A Committee had approved a donation of £50.00 to NARS.  
There has been a change in procedure for making the monthly BACS payments, the changes are within the remit of the Financial Regulations. The RFO will now set the payments up and a nominated Councillor will then check and release them.  
The request from the DVCA trustees to have a new USB enabled socket installed in the Hub has been approved.
- (f) Notes of the Staffing Committee 18<sup>th</sup> March 2024  
Cllr C Shepherd advised the salary payments had been authorised by the committee.  
The RFO's contract has now been confirmed as a permanent position.
- (g) Minutes of the Extraordinary Environment Committee 18<sup>th</sup> March 2024  
Cllr R Frost advised an extraordinary meeting had taken place to discuss the quotes received for the cleaning contract and confirmed the contract had been awarded to Mr S Kidd. Cllr B Anderson explained, although the quotes received had been for a three contract the committee agreed to a one-year trial basis contract, which would then be reviewed.

## 9 Policies for Re-Adoption

- (a) Use of Recreation Ground for non-parish organised village related events
  - (b) Equal Opportunities Policy
  - (c) Co-option Policy
  - (d) Sickness and Absence Policy
  - (e) Recording and Filming of Parish Council Meetings Policy
- Cllr C Shepherd explained the PC policies should be reviewed yearly and said the five policies listed had been reviewed with some minor changes made such as grammar, spelling errors and staff titles. The revised policies had been placed on SharePoint prior to the meeting.  
Cllr C Shepherd proposed all five policies be re-adopted. **It was resolved to approve the proposal.**

## 10 Planning applications:

### Applications

**23/01189/F** Demolition of existing ground floor commercial unit first floor residential accommodation replaced proposed new residential apartments and associated works at 38 Manor Road, Dersingham. It was agreed to **Object:** Over development of the site, lack of bin and cycle stores and limited visitor parking

**24/00369/A** Wall mounted lettering and pillar lights at Thornalley Funeral Services, Ashdene House, 60 Hunstanton Road, Dersingham. It was agreed to **Object:** Sign lettering is too large,

a more discreet single sign, more in keeping with existing signage, situated at a lower level would be preferred.

## **Decisions:**

**23/01328/F** Dersingham Sports Council, Manor Road, Dersingham – Erection of new sports pavilion and demolition of existing pavilion – Application withdrawn 12<sup>th</sup> March 2024

**24/00124/F** 17 Reg Houchen Road, Dersingham – Proposed side extension and part conversion of existing garage to provide assisted living accommodation – Application permitted 11<sup>th</sup> March 2024

## **11 Chairmans Report**

The Chairman reported the following.

Cllr D Hipkin has resigned as Chairman of the Planning Committee and also withdrawn from the F&A Committee, this is due to work commitments. He will still attend both Planning and Full Council meetings.

The Social Club AGM is to take place Tuesday 26<sup>th</sup> March 2024.

A piece of land between the A149 and The Warren that came up for sale a few years ago is up for auction on the 25<sup>th</sup> April 2024, there has been no acknowledgment of the TPO in place on the land in the advertised details to date..

## **12 Business Managers Report**

The BM reported the office has been busy and she has been working through her To-do list. Whilst working on the Risk Register it had been established that PAT testing in the office was out of date. The PAT testing was carried out on 22<sup>nd</sup> March 2024.

## **13 Correspondence**

### **13.1 Street Lighting Consultation – Update**

Cllr C Shepherd said NCC had supplied an update, as requested. The two lights proposed to be switched off are located between the roundabout and the first property on Lynn Road. **After discussion it was agreed to approve the proposal and for the BM to advise NCC of the outcome.**

### **13.2 Norfolk Superhero Challenge – 8<sup>th</sup> June 2024**

Cllr C Shepherd advised correspondence had been received regarding the challenge, however it did not give specifics of the intended route or if there are to be any road closures. It was agreed for the BM to contact the organisers for further information.

Cllr C Shepherd said a thank you letter had been received from Dersingham VA Primary and Nursery School for the PC donation towards the schools new library. The letter has been placed on SharePoint.

Notification from CPRE have sent notification of a Flood Management Conference on Wednesday 22<sup>nd</sup> May at Dereham Memorial Hall. There are two free places, if any councillors wish to attend can they notify the BM

## **14 Public Participation – No public present.**

## **15 Items for inclusion on be next agenda**

The Chairman asked for any requests to be submitted to the BM.

- 16 Date of next meeting –**  
Annual Parish Meeting 23<sup>rd</sup> April 2024, 7pm Garden Room  
Full Council Monday 29<sup>th</sup> April 2024, 7pm Garden Room

**17 Exclusion of 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.

**18 Leases Update**

(a) Sports Ground – variation of plan

Cllr C Shepherd reported the Headlease has been signed by the landowner and proposed that the lease be signed by the Parish Council. It was approved for Cllrs C Shepherd and B Anderson meet to sign the lease.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised there is no update regarding the QEII Jubilee Hall.

With no further business the meeting was closed at 8.25pm

**Action Points**

**Business Manager**

- Place the re-adopted policies on SharePoint
- To notify the Borough Council of the Planning Applications outcomes
- Contact NCC regarding the PC agreement to switch of the two lights as proposed in the NCC Street Lighting Consultation.
- Contact the organisers of the Norfolk Superhero Challenge for further details of the intended route/road closures
- Contact the solicitor regarding the QE II Jubilee Hall Lease

**Cllr C Shepherd**

- Contact Cllr Collingham and Cllr Stokes to ask if they want to join the Flooding/Drainage Working Group (minute 8 (c))
- To sign the Sports Ground Head Lease

**Cllr B Anderson**

- To sign the Sports Ground Head Lease

# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

### ADDITIONAL BACS APPROVAL LIST 25.03.24

| No           | Payment Reference            | Gross     | Vat     | Net       | To pay    | Invoice date | Invoice no. | Details                                                                                                                                                                                                                      | Cheque Total |
|--------------|------------------------------|-----------|---------|-----------|-----------|--------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 282          | BACS.DOM<br>AN.25.03.2<br>4  | £72.00    | £0.00   | £72.00    | £72.00    | 08/02/24     | March 24    | David Doman - War Memorial maintenance 4 visits at £15.00 + Weedkiller for block paving £12.00                                                                                                                               | £72.00       |
| 280          | BACS.NBC.<br>25.03.24        | £1,105.18 | £184.20 | £920.98   | £1,105.18 | 12/03/24     | 6387        | Noticeboard Company - Traditional 30 dual Door post mounted size 1050 x 1400mm wide (18xA4) Optional Base plates not required, accessories 20 extra strong magnets and set of 2 key locks. Key lock on both Doors. Delivery. | £1,105.18    |
| 281          | BACS.EDG<br>E.25.03.24       | £48.00    | £8.00   | £40.00    | £48.00    | 25/03/24     | 37734       | Edge It Systems Ltd - End of Year Finance Bronze Package training for RFO                                                                                                                                                    | £48.00       |
| 283          | BACS.BCK<br>LWN.25.03.<br>24 | £3,539.95 | £589.99 | £2,949.96 | £3,539.95 | 25/03/24     | BC110234268 | Borough Council Of King's Lynn & West Norfolk - 31 Dogs Bins emptied 23/24                                                                                                                                                   | £3,539.95    |
| <b>Total</b> |                              | £4,765.13 | £782.19 | £3,982.94 | £4,765.13 |              |             |                                                                                                                                                                                                                              |              |

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

### BACS APPROVAL LIST 22.03.24

| No  | Payment Reference           | Gross     | Vat    | Net       | To pay    | Invoice date | Invoice no.      | Details                                                                                         | Cheque Total |
|-----|-----------------------------|-----------|--------|-----------|-----------|--------------|------------------|-------------------------------------------------------------------------------------------------|--------------|
| 260 | BACS.AST.<br>06.03.24       | £136.87   | £22.81 | £114.06   | £136.87   | 27/02/24     | 43330            | Aston Shaw - Payroll Processing and Submission quarter ended 05.01.24                           | £136.87      |
| 262 | BACS.NPT<br>S.06.03.24      | £54.00    | £0.00  | £54.00    | £54.00    | 28/02/24     | 20642            | Norfolk Parish Training & Support - The Essential Update Seminar Robert Frost                   | £54.00       |
| 263 | BACS.NPT<br>S.28.02.24      | £545.00   | £0.00  | £545.00   | £545.00   | 28/02/24     | 20691            | Norfolk Parish Training & Support - Subscription 2024/2025                                      | £545.00      |
| 267 | BACS.NPT<br>S.11.03.24      | £52.00    | £0.00  | £52.00    | £52.00    | 08/03/24     | 20642            | Norfolk Parish Training & Support - Induction for Councillors Brett Thomas                      | £52.00       |
| 272 | BACS.VIK.<br>12.03.24       | £388.26   | £64.71 | £323.55   | £388.26   | 11/03/24     |                  | Viking Direct Ltd - as per attached Invoice                                                     | £388.26      |
|     | 1                           | £238.74   | £39.79 | £198.95   |           | CNCL         | Office Equipment |                                                                                                 |              |
|     | 2                           | £95.22    | £15.87 | £79.35    |           | CNCL         | Printing Costs   |                                                                                                 |              |
|     | 3                           | £54.30    | £9.05  | £45.25    |           | CNCL         | Stationary       |                                                                                                 |              |
| 277 | BACS.GE.2<br>0.03.24        | £125.00   | £20.83 | £104.17   | £125.00   | 12/03/24     | 1352             | Gelder Electrical - PAT Test x 24 items and issue certification to be carried out in March 2024 | £125.00      |
| 278 | BACS.CLA<br>NP.19.03.2<br>4 | £2,003.00 | £0.00  | £2,003.00 | £2,003.00 | 19/03/24     | 48935            | Clanpress - 3100 x village voice - Issue 147 64pp                                               | £2,003.00    |
| 276 | BACS.20.0<br>3.24           | £50.00    | £0.00  | £50.00    | £50.00    | 20/03/24     |                  | Norfolk Accident Rescue Service - Grant Payment to NARS                                         | £50.00       |

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

BACS APPROVAL LIST 22.03.24

| No    | Payment<br>Reference | Gross     | Vat     | Net       | To pay    | Invoice<br>date | Invoice<br>no. | Details | Cheque<br>Total |
|-------|----------------------|-----------|---------|-----------|-----------|-----------------|----------------|---------|-----------------|
| Total |                      | £3,354.13 | £108.35 | £3,245.78 | £3,354.13 |                 |                |         |                 |

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

PRIVATE & CONFIDENTIAL STAFF APPROVALS LIST 12.03.24

| No    | Payment<br>Reference | Gross     | Vat   | Net       | To pay    | Invoice<br>date | Invoice<br>no. | Details | Cheque<br>Total |
|-------|----------------------|-----------|-------|-----------|-----------|-----------------|----------------|---------|-----------------|
|       |                      | £4,963.56 | £0.00 | £4,963.56 | £4,963.56 |                 | Confidential   |         |                 |
| Total |                      | £4,963.56 | £0.00 | £4,963.56 | £4,963.56 |                 |                |         |                 |

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

DD & SO APPROVAL LIST 22.03.24

| No  | Payment Reference     | Gross     | Vat    | Net       | To pay    | Invoice date | Invoice no.             | Details                                                                                             | Cheque Total |
|-----|-----------------------|-----------|--------|-----------|-----------|--------------|-------------------------|-----------------------------------------------------------------------------------------------------|--------------|
| 252 | D.D.ICO.01.<br>04.24  | £40.00    | £0.00  | £40.00    | £40.00    | 19/02/24     |                         | Information Commissioner - Data Protection Renewal fee GDPR                                         | £40.00       |
| 255 | D.D.OPUS.<br>03.03.24 | £584.11   | £97.35 | £486.76   | £584.11   | 19/02/24     | 75058670                | OPUS Energy - Streetlight Energy                                                                    | £584.11      |
| 259 | D.D.BARC.<br>06.03.24 | £8.50     | £0.00  | £8.50     | £8.50     | 19/02/24     | Jan-Feb24               | Barclays Bank - E-Payment Plan Charges                                                              | £8.50        |
| 261 | SO.K&M.01<br>.03.24   | £147.35   | £24.56 | £122.79   | £147.35   | 01/03/24     | 8557                    | K & M Lighting Services - Street lighting Maintenance Charge 01 February 2024 to 29th February 2024 | £147.35      |
| 265 | DD.PWLB.0<br>7.03.24  | £4,974.82 | £0.00  | £4,974.82 | £4,974.82 | 07/03/24     | April 2024              | Public Works Loan Board - Loan Repayment Due - Repayment date 04.04.24                              | £4,974.82    |
|     | 1                     | £2,458.09 | £0.00  | £2,458.09 |           | CNCL         | Loan Repayment - Capi   |                                                                                                     |              |
|     | 2                     | £2,516.73 | £0.00  | £2,516.73 |           | CNCL         | Loan Repayment - Inter  |                                                                                                     |              |
| 266 | DD.SYS3.1<br>1.03.24  | £119.40   | £19.90 | £99.50    | £119.40   | 09/03/24     | 17410                   | System:3 Business Solutions - CSP: Microsoft 365                                                    | £119.40      |
|     | 1                     | £37.08    | £6.18  | £30.90    |           | CNCL         | Miscrosoft 365 Business |                                                                                                     |              |
|     | 2                     | £82.32    | £13.72 | £68.60    |           | CNCL         | Microsoft 365 Business  |                                                                                                     |              |
| 273 | SO.C&E.15.<br>03.24   | £270.00   | £0.00  | £270.00   | £270.00   | 15/03/24     |                         | C & E Handyman Services - Cleaning Contract                                                         | £270.00      |
| 274 | SO.J.J.15.0<br>3.24   | £100.00   | £0.00  | £100.00   | £100.00   | 15/03/24     |                         | Jo Halpin Jones - Village Voice Honorarium                                                          | £100.00      |
| 275 | DD29.03.24            | £69.95    | £11.66 | £58.29    | £69.95    | 15/03/24     | MO70WE                  | British Telecommunications - Telephone/Broadband                                                    | £69.95       |

Signature

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Date

# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

DD & SO APPROVAL LIST 22.03.24

| No    | Payment<br>Reference | Gross     | Vat     | Net       | To pay    | Invoice<br>date | Invoice<br>no. | Details | Cheque<br>Total |
|-------|----------------------|-----------|---------|-----------|-----------|-----------------|----------------|---------|-----------------|
| Total |                      | £6,314.13 | £153.47 | £6,160.66 | £6,314.13 |                 |                |         |                 |

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