

## Minutes of the Dersingham Parish Council meeting held on 29<sup>th</sup> April 2024 at 7pm in the Dersingham Village Centre

**Councillors present:** Coral Shepherd (Chairman), Tony Bubb, Robert Frost, Mike Shepherd, Jordan Stokes, Mark Ward, Ann Watkins, Sarah Whitehead, and Dennis Wright

**Also present:** Karen Orgill (Business Manager – BM)  
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker),  
Stuart Dark Norfolk County Councillor (Arrived 7.35pm left 7.50pm)  
Judy Collingham Borough Councillor (Left 7.10pm)  
1 Parishioner

- 1 **Apologies for absence** – Councillors Brian Anderson, Valerie Brundle, Martin Noble and Brett Thomas
- 2 **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

### 3 **Public participation**

The Parishioner present had nothing to ask Councillors

### 4 **To receive verbal report from the Norfolk County Councillor**

Cllr S Dark reported the following:

The Recruitment process is underway to fill the School Crossing vacancy recently made available due to the retirement of the current position holder.

Work has been commissioned for some 20MPH signage at Dodds Hill.

A crash barrier is to be installed outside the school along with zig zag white lines.

Signage has been put in place along the A149 at the crossing places, it has since been agreed an additional sign is needed which is now on order.

Cllr C Shepherd asked if there was a date for the work to be carried out for resurfacing Hunstanton Road. Cllr Dark advised he had no update but would check if a date has been agreed.

### 5 **To receive a verbal report from the Borough Councillors**

Cllr J Collingham said there was little to report.

At the previous Full Council meeting Cllr Collingham had raised the issue regarding the rumours a new site was being considered for the new QE Hospital instead of the current site. It has now been confirmed the hospital will be built on the current site.

Cllr Collingham advised she is taking forward the issue of parishioners walking their dogs on the sports ground. She said she was aware dogs have been banned at both Snettisham and Stanhoe from their sports ground and would like to look into the same for Dersingham. Cllr Bubb asked if the signage was still on the sports ground stating no dogs allowed. Cllr C Shepherd said there were “No Dogs Allowed” on the play area however this is enforced/covered by the Borough Council powers which does not include sports fields.

### 6 **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 31<sup>st</sup> March 2024 had been reviewed by the F&A Committee on 15<sup>th</sup> April 2024.

Cllr M Shepherd advised that the 2024/25 budget figures shown on the budget comparisons report have been updated to include the flexible carry overs agreed at the Full Council budget setting meeting.

(b) To approve Payments for March 2024

Cllr C Shepherd advised there were three payments lists that had been placed in SharePoint. DD & SO and Staff Approval lists for information only and 1 BACS Approval list for 5 payments to be authorised. One of which is a payment to the PC solicitors for the sportsground lease.

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

(c) Internal Audit Controllers Quarterly Report – January to March 2024.

Cllr M Shepherd reported the bank reconciliations for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 are in order, all the financial reports were arithmetically correct, and all payments had been authorised in accordance with the financial regulations.

## 7 Minutes

(a) Minutes of the Full Council Budget Setting Meeting 25<sup>th</sup> March 2024

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

(b) Minutes of the Environment Committee 8<sup>th</sup> April 2024

Cllr Frost stated there were no recommendations to bring to Full Council.

(c) Minutes of the Planning Committee 15<sup>th</sup> April 2024

Cllr C Shepherd advised the new Chairman of the Planning Committee is now Cllr John Houston.

One application had been discussed as shown in the planning minutes and the comments were no objections.

(d) Minutes of the Finance & Administration Committee 15<sup>th</sup> April 2024

Cllr M Shepherd advised the authorised bank signatories had been reviewed by the F&A committee. Cllrs Brian Anderson, Tony Bubb, Robert Frost, Martin Noble, Coral Shepherd, Karen Orgill (BM) and Jo MacCallum (RFO) are the current signatories. Cllr M Shepherd is also a signatory but with read only access to the Barclays online banking portal.

Cllr M Shepherd proposed that Cllrs Brian Anderson and Robert Frost be removed from the authorised signatory list for the Barclays Bank Accounts, and the others to remain in place. **It was resolved to approve the proposal**

Cllr C Shepherd reported she had contacted NS&I to ascertain which Councillors were signatories on the Parish Councils account however they were not permitted to give that information. They will send a new change mandate form so the signatories on the account can be updated. Any existing signatories not listed on the new form will be automatically removed when the new mandate comes into effect. Cllr C Shepherd proposed Cllrs Tony Bubb, Martin Noble, Coral Shepherd and Jo MacCallum (RFO) as signatories on the NS&I account. **It was resolved to approve the proposal.**

(e) Minutes of the Communications Committee 22<sup>nd</sup> April 2024

Cllr C Shepherd reported the following:

It had been agreed to refurbish the noticeboard situated at the library as the Perspex is cloudy.

Committee have decided to close the PC Facebook page, there has been nothing posted since 2022. The PC have been and will continue to use the Village Facebook page to post information.

Arrangements are being finalised for the 6<sup>th</sup> June 2024 80<sup>th</sup> Anniversary of D-Day. The Hub and Garden Room have been booked, DVCA have agreed to run a bar, with the DVCA taking the profits made and the beacon will be lit.

## 8 New Website

Cllr M Shepherd advised that the Communications Committee had agreed to make new PC Website “live” for public use and the old website has had a link attached to redirect any users to the new site. Cllr M Shepherd then did a demonstration of how to navigate around the new website for all those present.

## 9 (a) New Policy

Gifts and Hospitality Policy

Cllr C Shepherd advised a new policy had been written relating to Gifts and Hospitality and had been placed on SharePoint. Cllr C Shepherd proposed the policy be adopted. **It was resolved to approve the proposal.**

## (b) Policies for Re-adoption

- (i) Lone Working Policy
- (ii) Asset Valuation Policy
- (iii) Member/Officer Relations Policy

Cllr C Shepherd advised the following:

The Lone Working Policy had been amended to include the RFO as she works from home.

There had been no change to the Asset Valuation Policy.

The Member/Officer Relations Policy had been amended to reflect job title changes.

All the policies had been placed on SharePoint.

Cllr C Shepherd proposed all three policies be re-adopted. **It was resolved to approve the proposal.**

## 10 West Norfolk Community Cycle Storage Grant

Cllr C Shepherd advised, at the meeting held 27<sup>th</sup> November 2023 correspondence had been received from the Borough Council offering funding for cycle stands/storage. It had been agreed by Full Council to apply for three bike stands to be located at the sports ground, social club, and the recreation ground. More information has now been received regarding the process of obtaining the bike stands, which involved obtaining quotes from 3 suppliers, purchasing, and installing before the grant could be applied for. Councillors discussed the idea of continuing with the cycle storage. **It was resolved to postpone the purchase of the Cycle Storage and for the BM to notify the Borough Council.**

## 11 Planning applications:

### Applications

**24/00504/F** Proposed new dwelling at 59a Manor Road, Dersingham – Objection  
Inappropriate design within a Conservation Area and the proposed property is out of character with neighbouring properties

Loss of trees, especially the walnut tree which is clearly visible from Manor Road and the Sports Ground

The proposed property will be visible to neighbouring properties and from Manor Road and the Sports Ground

Over development of the site

Concern that the proposed building is sited over a water course which could damage the flow of water from the surrounding hills to The Wash. A copy of the watercourse Information from Ordnance Survey PGSA water network overlays would be sent to the Borough Council with the comments.

**24/00562/F** Installation of a solar array and battery storage facility with associated infrastructure to provide zero carbon for Estate use to land east and south of Admirals Drive, Sandringham

After discussion councillors agreed to make the following comment:

Dersingham Parish Council have considered the above application and request that you place a condition on the planning application to prevent construction traffic going past Dersingham VA Primary School on Admirals Drive, King's Lynn PE31 6LR

### **Decisions:**

**23/02311/F** – Land adjacent 20 Gelham Manor, Dersingham – Proposed erection of two traditional cottages and associated works. Application withdrawn – 8 April 2024

**24/00282/F** – 6 Woodside Close, Dersingham – New Front Porch. Render Property. Replacement rear canopy – Application Permitted – 10 April 2024 – Delegated Decision

**24/00283/F** – Bobtails, 8 Woodside Close, Dersingham – New Porch and New Rear Extension - Application Permitted – 11 April 2024 – Delegated Decision

**24/00120/F** – St Cecilia's Church, Mountbatten Road, Dersingham – Install ground mounted solar panels – Application Permitted – 12 April 2024 – Delegated Decision

## **12 Chairmans Report**

Cllr C Shepherd reported the following:

The piece of land beside the Warren, that had been previously sold at auction was to be auctioned again. However, it had been withdrawn before auction.

The Annual Parish Meeting (APM) had taken place with three members of the public attending. NARS delivered a talk at the meeting and thanked the PC for its donation. Free Defib training has been offered by NARS, if anyone wishes to attend a training session, they should notify the BM.

The Headlease for the Sports Ground has been returned by the Solicitor and was being registered.

Work is ongoing with filling the School Crossing patrol vacancy.

## **13 Business Managers Report**

The BM said it had been another busy month:

The Risk Register and Contracts register had been prepared for the F&A Committee, along with sourcing funding for a new defibrillator to replace the one located outside the QE II Jubilee Hall.

NARS had been booked and had attended the APM

A gas cylinder has been sourced for the D Day Beacon Lighting on the 6<sup>th</sup> June, she was also preparing a risk assessment for the event.

Work is ongoing with replacing/repairing the broken swing on the playground.

## **14 Correspondence**

#### 14.1 Norfolk Superhero Challenge – 8<sup>th</sup> June 2024 – Revised Map

Cllr C Shepherd advised at the last Full Council meeting the Norfolk Superhero Challenge had been discussed and it was agreed that the BM would contact the event organisers to obtain a clearer map to enable an assessment regarding any potential impact it would have on the village. A response has been received and it would appear participants would not be coming through the village and no road closures are expected.

#### 15 Public Participation

The Parishioner present said the meeting had been very interesting.

#### 16 Items for inclusion on be next agenda

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

#### 17 Date of next meeting –

Annual Parish Council Meeting Monday 20<sup>th</sup> May 7pm

Full Council Monday 20<sup>th</sup> May 2024, 7.30pm 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.

#### 19 Leases Update

##### (a) Sports Ground

Cllr C Shepherd reported the Headlease has been signed by all the relevant parties and is now with Land Registration.

##### (b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised the BM had contacted the PC Solicitor for an update but there was no progress. Cllr C Shepherd proposed an instruction be given to the PC Solicitor to draft a lease based on the previous lease and send it to the Social Clubs Solicitor.

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

With no further business the meeting was closed at 8.25pm

#### Action Points

##### Business Manager

- To place the adopted and re-adopted policies on SharePoint
- To notify the Borough Council that the Parish Council no longer wish to take part in the West Norfolk Community Cycle Storage Grants project.
- To notify the Borough Council of the planning applications outcomes.
- To instruct the PC solicitor to prepare and issue a new lease, based on the previous one for the QEII Jubilee Hall

##### Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.
- **Cllr M Shepherd**
- To arrange for the agreed Barclay Banks signatories to be removed.

# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/24

BACS APPROVAL LIST 26.04.24

| No           | Payment Reference           | Gross     | Vat     | Net       | To pay Invoice date | Invoice no.  | Details                                                                                                                                                                                                                                                   | Cheque Total |
|--------------|-----------------------------|-----------|---------|-----------|---------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 285          | BACS.D.D<br>OM.02.04.2<br>4 | £60.00    | £0.00   | £60.00    | £60.00 02/04/24     | March 24     | David Doman - War Memorial maintenance 4 visits at £15.00                                                                                                                                                                                                 | £60.00       |
| 306          | BACS.WAV<br>.15.04.24       | £17.33    | £0.00   | £17.33    | £17.33 02/04/24     | 13378296     | WAVE - Recreation Ground Water charges                                                                                                                                                                                                                    | £17.33       |
| 291          | BACS.SE.0<br>6.04.24        | £600.00   | £0.00   | £600.00   | £600.00 06/04/24    | SI43558      | Sandringham Estate - Lease Rent 06.04.2024 to 10.10.2024 Tenancy DE8049/DERS0003 Playing Field Off Manor                                                                                                                                                  | £600.00      |
| 314          | BACS.HAW<br>K.22.04.24      | £3,827.40 | £605.40 | £3,222.00 | £3,827.40 26/04/24  | 49529        | Hawkins Ryan Solicitors - Legal Srevice in connection with Dersingham Sports Ground. Lease to the Scouts Association. Issues relating to access. Completing & registering Head Lease. Drafting an Underlease to the Dersingham Sports Ground Association. | £3,827.40    |
| 315          | BACS.HAN<br>DY.15.04.2<br>4 | £270.00   | £0.00   | £270.00   | £270.00 26/04/24    | MARCH 24 FIN | C & E Handyman Services - Cleaning Contract Services for March 24                                                                                                                                                                                         | £270.00      |
| <b>Total</b> |                             | £4,774.73 | £605.40 | £4,169.33 | £4,774.73           |              |                                                                                                                                                                                                                                                           |              |

Signature

Signature

Date

# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/24

PRIVATE & CONFIDENTIAL STAFF APPROVALS LIST 19.04.24

| No    | Payment<br>Reference | Gross     | Vat   | Net       | To pay    | Invoice<br>date | Invoice<br>no. | Details | Cheque<br>Total |
|-------|----------------------|-----------|-------|-----------|-----------|-----------------|----------------|---------|-----------------|
|       |                      | £5,871.71 | £0.00 | £5,871.71 | £5,871.71 |                 | Confidential   |         |                 |
| Total |                      | £5,871.71 | £0.00 | £5,871.71 | £5,871.71 |                 |                |         |                 |

Signature

Date

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/24

DD & SO APPROVAL LIST 26.04.24

| No           | Payment Reference    | Gross     | Vat     | Net       | To pay Invoice date | Invoice no. | Details                                                                                                      | Cheque Total |
|--------------|----------------------|-----------|---------|-----------|---------------------|-------------|--------------------------------------------------------------------------------------------------------------|--------------|
| 288          | DD.OPUS.0<br>3.04.24 | £530.59   | £88.43  | £442.16   | £530.59 01/04/24    | 75157323    | OPUS Energy - Streetlight Energy                                                                             | £530.59      |
| 289          | DD.<br>BT.29.03.24   | £69.95    | £11.66  | £58.29    | £69.95 01/04/24     | MO70WE      | British Telecommunications - Telephone/Broadband                                                             | £69.95       |
| 290          | DD.BARC.0<br>8.04.24 | £8.50     | £0.00   | £8.50     | £8.50 01/04/24      | Feb - March | Barclays Bank - E-Payment Plan Charges                                                                       | £8.50        |
| 299          | SO.K&M.01<br>.04.24  | £147.35   | £24.56  | £122.79   | £147.35 01/04/24    | 8615        | K & M Lighting Services - Street lighting Maintenance Charge 1st April to 30th April 2024                    | £147.35      |
| 303          | SO.07.04.2<br>4      | £100.00   | £0.00   | £100.00   | £100.00 03/04/24    |             | Jo Halpin Jones - Village Voice Honorarium                                                                   | £100.00      |
| 304          | SO.KIDD.0<br>1.05.24 | £320.00   | £0.00   | £320.00   | £320.00 04/04/24    |             | Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract                                           | £320.00      |
| 305          | DD.SYS3.0<br>6.04.24 | £119.40   | £19.90  | £99.50    | £119.40 06/04/24    | 17925       | System:3 Business Solutions - Microsoft 365 Business Basic x 14 & Business Standard x 3 Monthly Subscription | £119.40      |
| <b>Total</b> |                      | £1,295.79 | £144.55 | £1,151.24 | £1,295.79           |             |                                                                                                              |              |

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