

Minutes of the Dersingham Parish Council meeting held on 20th May 2024 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chair) Valerie Brundle, Robert Frost, John Houston, Martin Noble, Mike Shepherd, Jordan Stokes, Brett Thomas, Mark Ward, and Sarah Whitehead.

Also present: Karen Orgill (Business Manager – BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker),

- 1 **Apologies for absence** – Councillors Ann Watkins and Dennis Wright
 - 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed** – None Received.
 - 3 **Public participation**
None present
 - 4 **To receive verbal report from the Norfolk County Councillor**
Cllr S Dark was not present:
 - 5 **To receive a verbal report from the Borough Councillors**
Cllrs Tony Bubb and Judy Collingham were not present.
 - 6 **Finance**
 - (a) Current Financial Position Financial Budget Comparison (FBC) and Reserves.
Cllr C Shepherd advised the accounts up to 30th April had been circulated via SharePoint and had been seen by the F&A Committee.
Cllr M Shepherd reported the change of financial year consistency checks had been completed and were in order.
The VAT return for Quarter 4 of 2023/24 financial year had been submitted and a refund of £1448.91 has been received.
The flexible carryforwards agreed at January's budget setting meeting have now been included in the 2024/25 budget.
Cllr C Shepherd said the Internal Audit carried out by Price Bailey had been completed with no significant findings and a copy of the draft report has been placed on SharePoint.
 - (b) To approve Payments for May 2024
Cllr C Shepherd advised there were 5 Payments lists on SharePoint.
DD & SO and a Debit Card Approval List for informational purposes,
2 BACS lists for approval, and the Staffing approvals list, as the Staffing Committee had not met throughout May the staffing related payments would need to be authorised. Cllr C Shepherd proposed the staffing payments be agreed. **It was resolved to approve the proposal**
- It was resolved to approve all of the payments.**
- Cllr C Shepherd advised an invoice for £933.27 (inc VAT) had been received from the grass cutting contractor, unfortunately he had been late in sending it therefore it had not been entered on the payment list for approval. Cllr C Shepherd proposed the payment be authorised and the RFO notified to make payment. **It was resolved to approve the proposal.**

7 Minutes

- (a) Minutes of the Full Council 29th April 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 7th May 2024
Request to authorise expenditure for repairs to the playground equipment.
Cllr C Shepherd advised there are three pieces of play equipment that need to be replaced, one adult swing, the back board to the multiplay and the skateboard on the skate trainor. The BM has obtained two quotes that have been placed on SharePoint prior to the meeting. Councillors discussed the quotations. **It was resolved to approve that the quotation from Playdale be accepted**
- (c) Minutes of the Planning Committee 13th May 2024
Cllr Houston explained the Committee had met and discussed one planning application and said the outcomes are noted in the planning minutes.
- (d) Minutes of the Finance & Administration Committee 13th May 2024
Cllr M Shepherd informed Councillors that the F&A Committee had formally agreed to adopt the new risk register.

8 Planning applications:

Applications

24/00804/A - Application for advertisement consent for non-illuminated 1 no hanging and 4 no fascia signs at Coach and Horses, 77 Manor Road, Dersingham. - No objection and DPC agree with the Assistant Conservation Officer comments that the proposed signs for the Southwest elevation and Northeast elevation are too large for the location and appear to crowd the gable ends. As these signs are to the rear of the building, their use as signs are limited and perhaps could be removed from the plans. To confirm there are no objections to the other signs.

We would like to point out that the application details include a drawing showing ventilation arrangement, we appreciate that it does not form part of this application for advertisement consent but would ask why it is shown on this application.

24/000871/F – Single storey extension to the rear and partial garage conversion at 59 Valley Rise, Dersingham – **No objections.**

Determinations:

22/01031/NMA-2 – 48 Doddshill Road, Dersingham- NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 22/01031/F: Proposed single storey rear extension, internal conversion of the attached garage to provide habitable accommodation, internal reconfiguration with amendments to foul and surface water drainage with associated walls and fences. – Application Permitted – 7th May 2024- Delegated Decision.

9 Correspondence

Cllr C Shepherd advised there had been a consultation from NCC regarding t grit bins in the village which had been circulated via SharePoint. The consultation states there are 4 bins in Dersingham, however she pointed out that there is a second grit bin located at Park Hill which should be added to the list. It was agreed that the BM would add the additional bin at Parkhill to the list.

Cllr C Shepherd said Cllr M Shepherd had checked the route used by NCC to grit the roads in the village. After discussion it was agreed that the BM contact NCC to request Mountbatten Road and Station Road be added to the grit route.

10 Public Participation

None present.

11 Items for inclusion on be next agenda

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

12 Date of next meeting –

Monday 24th June 2024 at 7pm in the Garden Room.

13 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.

14 Leases Update

(a) Sports Ground

Cllr C Shepherd reported there was no update regarding the sports ground lease.

(b) Queen Elizabeth II Jubilee Hall

The BM said she had instructed the solicitor to proceed with the lease as agreed by Full Council however there has been no feedback to date.

With no further business the meeting was closed at 8.10pm

Action Points

Business Manager

- To contact NCC regarding the Grit Bin Consultation
- **To contact NCC about adding Mountbatten and Station Roads to the gritting route**
- To notify the BC of the planning application outcomes
- To contact Playdale regarding the work needed on the play equipment

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

ADDITIONAL APPROVAL LIST 20.05.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
332	BACS.CP.1 7.05.24	£2,362.00	£0.00	£2,362.00	£2,362.00	17/05/24	Invoice 49049	Clanpress - 3100 x Village Voice - Issue 148 72pp	£2,362.00
Total		£2,362.00	£0.00	£2,362.00	£2,362.00				

Signature

Date

Signature

Dersingham Parish Council

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

BACS APPROVAL LIST 20.04.24

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque Total
331	BACS.DD.2 0.05.24	£75.00	£0.00	£75.00	£75.00 02/05/24	April 24	David Doman - War Memorial maintenance 5 visits at £15.00	£75.00
322	BACS.DEFI B.15.05.24	£1,278.00	£213.00	£1,065.00	£1,278.00 20/05/24	36421	Defib Store Limited - 1 x Cardiac Science G5 AED Fully Automatic with CPR Feedback £980 1 x Cardiac Science Powerheat G5 Paediatric Pads Trade in on a G£ SN 4428906 £85.00	£1,278.00
328	BACS.DSG M.20.05.24	£6,700.00	£0.00	£6,700.00	£6,700.00 20/05/24		Dersingham Sports Ground Management Committee - Grant for Sportsground Maintenance as agreed at F&A meeting 13.05.24 Item 5.	£6,700.00
329	BACS.SNC. 20.05.24	£5,500.00	£0.00	£5,500.00	£5,500.00 20/05/24	May Grants 202	St Nicholas Church - Grant payment as agreed for Churchyard Grass cutting. Approved at F&A meeting 13.05.24 Item 5	£5,500.00
330	BACS.HDC CS.20.05.2 4	£800.00	£0.00	£800.00	£800.00 20/05/24	Grants May 202	Heacham & District CCS - Grant Payment as agreed for Community Car Scheme F&A meeting 13.05.24 Item 5	£800.00
Total		£14,353.00	£213.00	£14,140.00	£14,353.00			

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 Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
		£3,986.26	£0.00	£3,986.26	£3,986.26		Confidential		
Total		£3,986.26	£0.00	£3,986.26	£3,986.26				

Signature

Date

Signature

Dersingham Parish Council

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

DEBIT CARD APPROVAL LIST 20.05.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
318	DC.09.05.2 4	£54.00	£9.00	£45.00	£54.00	09/05/24		Thaxters - 19KG Propane Gas Cylinder	£54.00
Total		£54.00	£9.00	£45.00	£54.00				

Signature

Date

Signature

Dersingham Parish Council

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

DD & SO APPROVAL LIST 20.05.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
304	SO.KIDD.0 1.05.24	£320.00	£0.00	£320.00	£320.00	04/04/24		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract	£320.00
313	DD.OPUS.0 3.05.24	£507.32	£84.55	£422.77	£507.32	18/04/24	1177312	OPUS Energy - Streetlight Energy	£507.32
317	DD.BARC.0 7.05.24	£8.50	£0.00	£8.50	£8.50	18/04/24	March-Apr 24	Barclays Bank - E-Payment Plan Charges	£8.50
316	SO.K&M.03 .05.24	£147.35	£24.56	£122.79	£147.35	01/05/24	8664	K & M Lighting Services - Street lighting Maintenance Charge 1st May 2024 to 31st May 2024	£147.35
327	DD.SYS3.1 1.05.24	£119.40	£19.90	£99.50	£119.40	11/05/24	18269	System:3 Business Solutions - Microsoft 365 Business Basic x 14 & Business Standard x 3 Monthly Subscription	£119.40
319	DD.BT.29.0 5.24	£75.48	£12.58	£62.90	£75.48	15/05/24	MO723Z	British Telecommunications - Telephone/Broadband	£75.48
321	SO.JJ.25.0 5.24	£100.00	£0.00	£100.00	£100.00	20/05/24		Jo Halpin Jones - Village Voice Honorarium	£100.00
Total		£1,278.05	£141.59	£1,136.46	£1,278.05				

Signature

Signature

Date