

Minutes of the Dersingham Parish Council meeting held on 30th January 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman) Robert Anderson, Valerie Brundle, Tony Bubb, Robert Frost, John Houston, Martin Noble, Mike Shepherd, and Dennis Wright.

Also present: Karen Orgill (Business Manager). Geraldine Scanlon (Assistant Business Manager – Minute taker)
2 Members of the public

14203 Apologies for absence

Apologies were received from Cllrs Dane Hipkin, Jordan Stokes, and Ann Watkins.

14204 Declarations of interest and request dispensations by Councillors in any of the agenda items listed – None Received.

14205 Open forum for public participation –

The Chairman proposed agenda item 11 be brought forward to enable Mr Eley, member of the public, to speak about the event he is organising on behalf of the Parish Council for HM The King's Coronation. Mr Eley outlined the suggested plans how the event "Find the King's" would be organised and asked for volunteers to help run the event. Cllrs T Bubb, R Frost, C Shepherd and J Stokes volunteered, Cllr C Shepherd advised staff would also be available to help. Mr Eley proposed a meeting be arranged and suggested the 9th February 2023. Mr Eley left the meeting 7.11pm.

The meeting was placed back into closed session 7.12pm

Cllr C Shepherd stated more information had been received regarding the King's Coronation and the Bank Holiday Monday has been named the "Big Help Out" day, a day reserved for volunteering, she suggested a litter pick be organised with tea and coffee being offered afterwards.

It was agreed the Business Manager (BM) to contact the Borough Council to arrange the supply of equipment and collection of the litter.

14206 To receive a verbal report from the Norfolk County Councillor

Cllr Stuart Dark was not present

14207 To receive a verbal report from the Borough Councillors

Cllr Judy Collingham was not present

Cllr Bubb advised Sandringham Estate had applied for an increase to their licence to enable 30,000 people to attend live events held at Sandringham, the current licence is for 10,000 people. If anyone has any objections to the application comments should be made by 15th February 2023.

Cllr Brundle asked who maintained the George Pratt roundabout. Cllr Bubb advised County Council were responsible.

14208 Finance

(a) To approve the payments list

Cllr C Shepherd advised the payment lists had been circulated (2 confidential staffing lists, one of which is staff salaries had been approved by the Staffing

Committee, 1 for BACS payments, 1 direct debits and standing orders, 1 direct debit for public works loan and an additional list presented at the meeting for payment of the defibrillator pads ordered. Cllr M Shepherd advised the entry for OPUSEnergy was incorrectly shown on the payments approval list and should show on the SO and DD list.

It was resolved to approve the payments

(b) Accounts up to 31st December 2022

The Financial Budget Comparison and Reserves Report had been circulated

(c) Internal Audit Controllers Quarterly Report – October to December 2022
Cllr M Shepherd reported the following:

The bank reconciliations to 31st December 2022 were all in order.

All reports were arithmetically consistent and up to date.

All payments had been authorised correctly before payment was made.

14208 Council to agree and set the Precept for 2022

Cllr M Shepherd had circulated his Precept Report, which sets out the recommendations for the precept based on the budget agreed by Full Council 23rd January 2023. It was proposed the Council set the precept for 2023/24 at £158,500.00. Councillors discussed the proposal. **It was resolved to approve the Precept for 2023/24 be set at £158,500.00**

14209 Minutes

(a) Notes of the Staffing Committee Meeting on 9th January 2023

Cllr C Shepherd said the salaries and pension contributions had been authorised at the Staffing Committee meeting.

(b) Minutes of the Environment Committee Meeting 9th January 2023

Cllr Frost stated he had received the draft copy of the minutes from the BM for checking, as chairman of the committee, before being presented to Full Council, however he then received a further set of minutes with amendments already made which had been circulated to all Councillors. He queried how the changes had taken place. Cllr C Shepherd advised she had made some corrections to the minutes.

Cllr Brundle asked why the purchase of the Oak Tree had been agreed by the Environment Committee and not approved by Full Council. Cllr B Anderson stated it was permitted under the Committees Terms of Reference. Cllr C Shepherd added only money spent from the Reserves needed Full Council approval.

Cllr Brundle also asked if the safety inspection still took place on the children's play area/equipment. The ABM advised she carries out a weekly check. The BM advised she would accompany the ABM on a check and review the current spreadsheet used once the check is complete.

(c) Minutes of the Communication Committee Meeting 12th January 2023

Cllr C Shepherd reported that the Communications Committee had agreed a slight price increase to the advertising charge to defray the rise in printing costs. A change in paper quality has also been implemented to reduce costs.

- (d) Minutes of Finance & Administration Committee Meeting 16th January 2023
Cllr M Shepherd advised there were no recommendations to bring to Full Council as the discussions had mainly been around budget setting and precept setting.
- (e) Minutes of the Full Council Budget Setting 23rd January 2023
It was resolved to approve the Chairman signs the Minutes as a true and accurate record.

14210 Planning applications and determinations

Applications:

22/00874/F Retrospective application for the erection of a shed and greenhouse at 4 Doddshill Road, Dersingham **No objections**

22/01856/F Construction of rear single storey flat roof extension at 24 Post Office Road, Dersingham **No objections**

22/02307/F Two storey rear extension to dwelling at 6 Pansey Drive, Dersingham **No objections**

23/00077/LDP Lawful Development Certificate: Small rear extension and side porch and connected internal works 14 Kings Croft, Dersingham **No comment made by the Parish Council**

23/00110/TPO Beeches. 53A Chapel Road, Dersingham. 2/TPO/00040 and 2/TPO/00179: T1 Oak- remove tree. Client would like to have the TPO lifted (and is willing to plant another away from the house) because: the tree, as he feels it, 1. Is too close to the house. 2. The neighbour has complained about the tree blocking satellite reception. 3. The tree has limited amenity value and is not worthy of a TPO. **Objection on the following grounds.**

(1) The Oak Tree is considered to be a reasonable distance from the property of 53A Chapel Road and sympathetic pruning would be more appropriate,

(2) In respect of problems with a neighbour's satellite dish, no supporting information was submitted and there may be other solutions, such as relocation of the dish or sympathetic pruning of the tree

(3) Oak Tree is considered to make a positive contribution to the visual amenities of this part of Dersingham.

Determinations:

22/00533/OM Land west of A149 Picnic Site, Dersingham Bypass, Dersingham. Outline Applications: Creation of electric charging stations and commercial properties and improved access from the highway. **Applications Refused 9th January 2023.**

22/00746/F Vacant 2A Post Office Road, Dersingham. Change of use from E classifications (Financial and professional services) to Sui Generis classification

(Hot Food Takeaway). The installation of a gas fired oven steel extraction exhaust and external lighting. **Application withdrawn 13th January 2023**

22/01817/F Wood Villa, 92 Hunstanton Road, Dersingham. Proposed 2.6m high boundary wall to garden and soil excavation works to residential curtilage to prevent damp issues to dwelling, with the resultant spoil soil spread over the applicant's land. **Application permitted 10th January 2023**

14211 Chairman's Report

The Chairman reported the Oak Tree was delivered Thursday to her home address as they were unable to plant the tree at Heath Road Junction off Lynn Road, near the Village Sign due to the ground being frozen. Cllr Frost has agreed to help move the tree ready for planting.

Local elections are due to take place on Thursday 4th May and reminded Councillors, should they wish to stand again, nominations should be submitted by the 4th April 2023 and added those voting now need to produce photo ID such as passport or driving licence.

14212 Clerk's Report

The BM manager reported the following:

She had attended an elections training course along with the ABM and has a list of deadline dates for the elections which she will circulate to Councillors but reminded Councillors that the nomination papers had to be delivered in person and the deadline to do so is Tuesday 4th April 2023.

The new Outlook email system is now available to use, with lots of emails still held on the Gmail account the BM wishes to sift, file and put reports and important information into the shared access folder for Councillors to view. The BM thanked Cllr M Shepherd for all his hard working in setting up the new office laptops.

This month's defibrillator checks are due to be carried out and a new form created to record the date of check etc.

The dog bin posts are due to be delivered this Thursday. Cllr Brundle asked if the local vets had been approached to take part in the sponsorship of the dog bins in the village. The BM advised she had emailed them but had not received a response and said she would contact them again. Cllr Brundle said she would also speak to the vet.

14213 HM The King's Coronation Saturday 6th May 2023

This item is covered in minute 12045

14214 Consultation on change of age range at Dersingham VA Primary & Nursery School

The Chairman stated a consultation document had been received from Dersingham VA Primary and Nursery School regarding a change of age range within the school and read the proposals to Councillors. After discussion it was agreed to return the consultation papers marked as "Agree"

14215 Correspondence

Cllr C Shepherd said two requests had been received to support projects for Borough Council CIL funding.

The headmaster of the local school had contacted Cllr Hipkin to request support to provide the school with a library. The total costs will be £18,250.00, the school will apply for £9152.00 from CIL funding and intend to match fund the remaining £9152.00. Councillors discussed the request and agreed to support the CIL application. Cllr C Shepherd asked the BM to write a letter of support to the headmaster. Cllr C Shepherd suggested the Parish Council agree an amount from the small grants budget to assist in purchasing books for the library and asked for it to be added to the next Finance & Administration Committee agenda. A letter had been received from Dersingham Police Station requesting support for their CIL application for a new backup generator to increase operation resilience. Councillors discussed the request, and it was agreed to not support the application.

14216 Items for inclusion on the next agenda – None Received

Cllr M Shepherd noted the public participation at the close of the meeting had been omitted from the agenda. The BM stated she would add it to the next agenda.

14217 Date of next meeting – Monday 27th February 2023 at 7pm, Garden Room

The meeting was placed in closed session at 8.15pm

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.

14218 Leases Update

(a) Update on Sports Ground Lease

The Chairman advised she had contacted our solicitors and the landowner regarding both the Head and Sub leases., however there is no update to report.

(b) Update on Queen Elizabeth II Jubilee Hall Lease

The Chairman advised the letter from the solicitor had been reissued and received by the social club, but no response had been received to date.

With no further business the meeting closed at 8.25pm

Action points from the Parish Council meeting held 30th May 2022:

Business Manager

- To add the new trees at the recreation ground and near to the village sign to the Asset Register.
-

Action points from the Parish Council meeting held 26th September 2022:

Business Manager

- To arrange to become a signatory on the main bank account.

Action points from the Parish Council meeting held 30th January 2023:

Business manager

- To contact the Borough Council to arrange a litter pick for the bank holiday, 8th May 2023 King III Coronation “Big Help Out” day.
- To submit the agreed precept of £158,500.00 to the Borough Council
- To complete and return the age range consultation document received from Dersingham VA Primary & Nursey School
- To add “Public Participation” at the end of the agenda, change Clerks report to Business Managers Report and change Business Managers email address on the agenda.
- To write a letter of support to the headmaster regarding their CIL funding application for a new library at the school.

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

DD and SO 30.01.23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
224	DD.BB.09.01.23	£8.50	£0.00	£8.50	01/11/22 Barclays Bank - E-Payment Plan Charges	
		£8.50	£0.00	£8.50	Barclays Bank - Total	
234	DD.BT.28.01.23	£61.14	£10.19	£50.95	16/01/23 British Telecommunications - Account GP 0042 4560 Telephone/Broadband	
		£61.14	£10.19	£50.95	British Telecommunications - Total	
236	SO.CEH30.01.23	£270.00	£0.00	£270.00	16/01/23 C & E Handyman Services - Cleaning Contract	
		£270.00	£0.00	£270.00	C & E Handyman Services - Total	
237	SO.JHJ.30.01.23	£88.33	£0.00	£88.33	16/01/23 Jo Halpin Jones - Village Voice Honorarium	
		£88.33	£0.00	£88.33	Jo Halpin Jones - Total	
245	SO.K&M.30.01.23	£147.35	£24.56	£122.79	26/01/23 K & M Lighting Services - Streetlight Maintenance from 01.01.23 to 31.01.23	
		£147.35	£24.56	£122.79	K & M Lighting Services - Total	
247	DD.SYS.30.01.23	£50.04	£8.34	£41.70	26/01/23 System:3 Business Solutions - 365 Subs	
1		£33.84	£5.64	£28.20	CNCL Microsoft 365 Business Standard	
2		£16.20	£2.70	£13.50	CNCL Microsoft 365 Business	
		£50.04	£8.34	£41.70	System:3 Business Solutions - Total	
246	DD.UW.30.01.23	£13.40	£2.23	£11.17	26/01/23 Utility Warehouse - Mobile Phone Account No: 7728326	
		£13.40	£2.23	£11.17	Utility Warehouse - Total	
Total		£638.76	£45.32	£593.44		

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

STAFF APPROVAL LIST 30.01.23

No	Payment Reference	Gross	Vat	Net	Invoic e	Details	Invoice
243	BACS.DLG. 30.01.23	£175.00	£0.00	£175.00	25/01/23	Denise Gascoyne - RFO on behalf of the above council as per attached invoice	
		£175.00	£0.00	£175.00	Denise Gascoyne - Total		
Total		£175.00	£0.00	£175.00			

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/22

Pro Forma Approval List 30.01.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
252	BACS.DEFI B.30.01.23	£268.80	£44.80	£224.00	30/01/23	Defib Store Limited - Please supply the following	£268.80
1		£96.00	£16.00	£80.00		CNCL Cardiac Science Power Paediatric Pads	
2		£64.80	£10.80	£54.00		CNCL Cardiac Dscience G5 S Adult Pads	
3		£96.00	£16.00	£80.00		CNCL Cardiac Science G3 Pa Defibrillation Electrodes	
4		£12.00	£2.00	£10.00		CNCL Carriage	
Total		£268.80	£44.80	£224.00			

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

LOAN REPAYMENT DUE 07.02.23

No	Payment Reference	Gross	Vat	Net	Invoice	Details	Invoice
232	DD.PWLB. 07.02.23	£3,769.95	£0.00	£3,769.95	12/01/23	Public Works Loan Board - Loan Repayment - due for repayment 07.02.23	
1		£1,800.10	£0.00	£1,800.10		CNCL Capital Payment	
2		£1,969.85	£0.00	£1,969.85		CNCL Interest on Loan	
		£3,769.95	£0.00	£3,769.95		Public Works Loan Board - Total	
Total		£3,769.95	£0.00	£3,769.95			

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Date _____

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Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

PRIVATE AND CONFIDENTIAL - STAFF PAYMENTS 10.01.23

No	Payment Reference	Gross	Vat	Net	Invoice	Details	Invoice
228	BACS.GS.1 0.01.23	£1,001.37	£0.00	£1,001.37	10/01/23	Geraldine Scanlon - Wages - VIA Ashton Shaw	
		£1,001.37	£0.00	£1,001.37		Geraldine Scanlon - Total	
229	BACS.KO.1 0.01.23	£927.45	£0.00	£927.45	10/01/23	Karen Orgill - Wages - VIA Ashton Shaw	
		£927.45	£0.00	£927.45		Karen Orgill - Total	
230	BACS.NPF. 10.01.23	£698.84	£0.00	£698.84	10/01/23	Norfolk Pension Fund - Pension Fund	
1		£568.54	£0.00	£568.54		Staff Employer	
2		£130.30	£0.00	£130.30		Staff Employee	
		£698.84	£0.00	£698.84		Norfolk Pension Fund - Total	
Total		£2,627.66	£0.00	£2,627.66			

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

BACS and DD 30.01.23 Updated 29/01/23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
251	BACS.AMC .30.01.23	£100.01	£16.67	£83.34	29/01/23	Aurora Managed Services Ltd - Printing costs C-105241
		£100.01	£16.67	£83.34	Aurora Managed Services Ltd - Total	
227	BACS.30.0 1.23	£321.60	£53.60	£268.00	10/01/23	Barcham Trees PLC - As per your quotation 20.12.22
1		£189.60	£31.60	£158.00	ENV	One English Oak 3m ta
2		£132.00	£22.00	£110.00	ENV	Delivery to Dersingham
		£321.60	£53.60	£268.00	Barcham Trees PLC - Total	
248	BACS.CLA N.30.01.23	£2,138.00	£0.00	£2,138.00	26/01/23	Clanpress - 3100 x Village Voice Issue 140 76pp Price includes £126 reduction for text printed on 80gsm offset
		£2,138.00	£0.00	£2,138.00	Clanpress - Total	
242	BACS.CS.3 0.01.23	£36.90	£0.00	£36.90	25/01/23	Coral Shepherd - Stakes, ties compost etc fo new commemorative tree
		£36.90	£0.00	£36.90	Coral Shepherd - Total	
231	BACS.MS.3 0.01.23	£181.95	£30.32	£151.63	12/01/23	Currys - Misc computer as attached - Please make payment to M Shepherd
		£181.95	£30.32	£151.63	Currys - Total	
226	BACS.DD1. 30.01.23	£45.00	£0.00	£45.00	10/01/23	David Doman - War Memorial Maintenance December 3 visits @ £15.00
		£45.00	£0.00	£45.00	David Doman - Total	
241	BACS.DCS .30.01.23	£200.00	£0.00	£200.00	25/01/23	Dersingham Choral Society - Minor Grant
		£200.00	£0.00	£200.00	Dersingham Choral Society - Total	
238	BACS.DVC .30.01.23	£64.05	£0.00	£64.05	19/01/23	Dersingham Village Centre Association - 50% cost of event - Invoice hire/392
		£64.05	£0.00	£64.05	Dersingham Village Centre Association - Total	
233	BACS.GOO GLE.30.01. 23	£15.99	£2.67	£13.32	12/01/23	Googleplay - Storage Please make payment to K Orgill
		£15.99	£2.67	£13.32	Googleplay - Total	
250	BACS.MS.3 0.01.23	£17.68	£0.00	£17.68	29/01/23	Mike Shepherd - Mics purchases from Toolstation as attached

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

BACS and DD 30.01.23

No	Payment Reference	Gross	Vat	Net	Invoice	Details	Invoice
		£17.68	£0.00	£17.68		Mike Shepherd - Total	
244	DD.OPUS. 30.01.23	£586.44	£97.74	£488.70	26/01/23	OPUSEnergy - Account No.1177312	
		£586.44	£97.74	£488.70		OPUSEnergy - Total	
240	BACS.PKF. 30.01.23	£720.00	£120.00	£600.00	24/01/23	PKF Littlejohn LLP - Limited Assurance review of AGAR year ending 31 March 2022	
		£720.00	£120.00	£600.00		PKF Littlejohn LLP - Total	
239	BACS.SM.3 0.01.23	£500.00	£0.00	£500.00	24/01/23	Stephen Martyn Website Design - Annual maintenance, support and hosting of Parish Council website	
		£500.00	£0.00	£500.00		Stephen Martyn Website Design - Total	
249	BACS.SYS. 30.01.23	£336.00	£56.00	£280.00	26/01/23	System:3 Business Solutions - Remote Technical Services	
		£336.00	£56.00	£280.00		System:3 Business Solutions - Total	
225	BACS.WAV E.30.01.23	£12.16	£0.00	£12.16	09/01/23	WAVE - Water rates reference 235942301	
		£12.16	£0.00	£12.16		WAVE - Total	
Total		£5,275.78	£377.00	£4,898.78			

Signature

Date

Signature