

Minutes of the Dersingham Parish Council meeting held on 23rd October 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman), Tony Bubb, John Houston, Martin Noble, Mike Shepherd, Ann Watkins (Left 7.45pm), and Dennis Wright.

Also present: Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker), Borough Councillor Judy Collingham (Left 7.15pm)
1 Parishioner.

14363 Apologies for absence – Councillors Valerie Brundle, Dane Hipkin, Robert Frost, and Jordan Stokes

14364 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

14365 Public participation – The Parishioner present had no issues to bring to Full Council

The meeting was placed in closed session 7.04pm

14366 To receive verbal report from the Norfolk County Councillor
Councillor Dark was not present

14367 To receive verbal report from the Borough Councillors
Cllr Collingham wished, from a personal perspective, to thank both Cllrs M Shepherd and C Shepherd for their hard work and help with establishing the working group for the new pavilion. The Sports Ground have now registered as a charity which means they should be able to claim back VAT.
CIL funding has been agreed for the resurfacing of tennis court 2.
The Chairman thanked Cllr Collingham for her hard work in setting up the Sports Ground Charity and for setting the charity's constitution.
Cllr Bubb reported he had attended a meeting with Sandringham Estate regarding the concerts recently held at Sandringham over the August Bank Holiday weekend. He had raised areas of concerns that parishioners had highlighted to him, poor signage at the event, the condition and lack of toilets, badly lit walking routes for pedestrians, lack of consultation and notice regarding the road closures etc for the event. Sandringham have taken on board all the comments and all points will be considered should further events take place.

14368 Finance

(a) IAC Quarterly Reports.

Cllr M Shepherd confirmed he had completed the IAC quarterly checks for the period July 2023 to September 2023. The bank reconciliations from 1st April 2023 to 30th September 2023 were in order and to date, all reports were arithmetically consistent.

The mis coded transactions in July have now been corrected.

(b) Current Financial Position (Financial Budget Comparison and reserves Reports)

Cllr C Shepherd stated the FBC and Reserves reports had been placed on SharePoint for 01/04/23 to 30/09/23 and had been seen by the Finance & Admin Committee.

(c) To approve Payments for October 2023

Cllr C Shepherd thanked the RFO for producing the payment lists whilst dealing with disruption due to the EDGE IT system being down.

The payment lists had been circulated via SharePoint. The confidential and SO & DD lists for information only, DD Approval list for PWLB and two BACS approval lists. **It was resolved to approve the payments.**

Cllr C Shepherd suggested agenda item 9 Royal British Legion (RBL) Donation be brought forward. Each year the PC purchases poppy wreaths from the RBL and gives a donation. Cllr C Shepherd proposed a donation of £80.00 be made this year. **It was resolved to approve the proposal.**

14369 Minutes

(a) Minutes of the Full Council Meeting 25th September 2023

It was resolved to approve the Chairman sign the Minutes as a true and accurate record.

(b) Minutes of the Extraordinary Full Council Meeting 16th October 2023

It was resolved to approve the Chairman sign the Minutes as a true and accurate record.

(c) Minutes of the Environment Committee Meeting 2nd October 2023

The Chairman advised that due to illness the BM had been unable to finalise the Environment minutes for tonight's meeting and would circulate them once completed.

(d) Minutes of the Planning Committee Meeting 9th October 2023

Cllr C Shepherd advised the Planning Committee had discussed two planning applications and resolved the following:

Proposed garage with a study on first floor 1 Manorside Road, Dersingham – **No objections**

Rear extension to bungalow to include a new pitched roof at 4 Sandringham Road, Dersingham – **No objections**

(e) Minutes of the Finance & Admin Committee 9th October 2023

Cllr M Shepherd advised there were no recommendations to bring to Full Council

(f) Notes of the Staffing Committee Meeting 16th October 2023

Cllr C Shepherd advised Staffing Committee had met and authorised staff related payments.

14370 Planning application Applications:

23/01324/F Retrospective planning permission for two poles that are in place and two ANPR cameras installed, The Feathers Hotel, 71 Manor Road, Dersingham, PE31 6LN – No Objections

Determinations:

23/00962/F Construction of a retrospective timber garage to be erected on the site of a previous carport and dilapidated shed, to allow vehicle storage at 22 Gelham Manor, Dersingham - Permission

14371 Royal British Legion (RBL) Donation

This item was discussed under minute 14368 (c)

14372 Chairmans Report

The Chairman reported the following:

The Borough Council tree officer has been contacted regarding the trees at the former Dersingham Infant and Nursey School, Saxon Way, who will investigate, as previously agreed. A church representative had contacted the Diocese regarding the possibility of the same site being used as a burial ground, however there is no update regarding the matter.

A meeting had taken place with the Borough Council Leader and Parish Council Chairmen where planning issues and the role of the monitoring officer (MO) were discussed.

Correspondence had been received from the Sandringham Estate Manager regarding the pruning of an oak tree at the rear of Hanover Court. Previously the estate had pruned a similar tree, which the PC had no input in. After discussion it was agreed for Cllr C Shepherd to contact the Estate Manager advising it is outside the PC responsibilities.

14373 Business Managers Report

There was no Business Managers report presented to Full Council due to illness.

14374 Correspondence

(a) 23/00932 Construction of three detached 1.5 storey dwellings, including new turning area for emergency and refuse vehicles at The Orchard, 17 Senters Road, Dersingham

Cllr C Shepherd said an email had been received from a resident asking for the PC support regarding his concerns and objections to the above application. Councillors discussed the matter and agreed to write to the resident advising the following:

The PC had previously made comments on the application as “No objections in principle but concerns were raised regarding the tree survey as it was not clear if the category B trees would be retained.

The deadline for the determination on the application has been extended to the 8th November however the PC deadline for comments was 10th October therefore there is no further action the PC can take.

The planning application has been “called in” by Borough Councillor Judy Collingham

The meeting was placed in open session at 7.45pm

14374 Public participation – The Parishioner present had no issues to bring to Full Council

The meeting was placed in closed session at 7.46pm

14375 Items for inclusion on the next agenda

Cllr C Shepherd asked Councillors to let the BM know of any agenda items for the next meeting

14376 Date of next meetings:

Full Council Meeting - Monday 27th November 2023 at 7pm in the Garden Room

With no further business the meeting was closed at 8.00pm

14377 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.

14378 Leases Update

(a) Sports Ground

Cllr C Shepherd advised the underlease has been amended to reflect the name change to Sports Ground Association as a registered Charitable Incorporated Organisation.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said the Social Club have appointed a solicitor to progress the lease.

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

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

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 23.10.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Invoice no.	Details	Cheque Total
180	BACS.YHI.2 2.10.23	£1,588.40	£0.00	£1,588.40	17/08/23	YHI00275	Youngs Home Improvements - As per quotation YH100216	£1,788.40
	1	£950.00	£0.00	£950.00		ENV	War Memorial Railings	
	2	£638.40	£0.00	£638.40		REC	Additional verbal quotatic coat Hammerite	
179	BACS.YHI.2 2.10.23	£200.00	£0.00	£200.00	03/10/23	YHI00277	Youngs Home Improvements - To paint the lighting column at the bottom of Woodside Avenue with 3 coats of Allcoat Stain White Paint up to a height of 2 metres.	£1,788.40
177	BACS.MED .19.10.23	£200.00	£0.00	£200.00	19/10/23	1197	Medina Services - Carry out cutting the sides and top of the hedge surrounding the pill box in Dersingham. As per your emailed quotation April 2023 (delayed due to bird nesting season which has now finished)	£200.00
178	BACS.RBL. 23.10.23	£120.00	£0.00	£120.00	23/10/23		Royal British Legion Poppy Appeal - 2 x Poppy Wreaths & donation of £80	£120.00
Total		£2,108.40	£0.00	£2,108.40				

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 20.10.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Invoice no.	Details	Cheque Total
155	BACS.SE.2 6/09/23	£600.00	£0.00	£600.00	26/09/23		Sandringham Estate - Lease Rent 11.10.23 to 05.04.24 Tenancy DE8049/DERS0003 Playing Field Off Manor	£600.00
157	BACS.PJB. 01.10.23	£1,977.08	£329.52	£1,647.56	01/10/23	SI-834	P J & B Jones Ltd - Grass cutting	£1,977.08
1		£41.47	£6.91	£34.56		ENV	Earls Close 6th & 26th S	
2		£163.30	£27.22	£136.08		ENV	Crisp Close 6th & 26th S	
3		£132.19	£22.03	£110.16		ENV	Broadlands Close 6th & : September	
4		£166.56	£27.76	£138.80		REC	Playing Field 6th & 26th septemebr	
5		£98.50	£16.42	£82.08		ENV	Village Centre North, So West 6th & 26th Septem	
6		£98.50	£16.42	£82.08		WARR	Philip Nurse Road 6th ar September	
7		£615.60	£102.60	£513.00		WARR	The Warren GCA10 26th September	
8		£285.12	£47.52	£237.60		WARR	The Warren GCA11 26th September	
9		£268.27	£44.71	£223.56		ENV	Grass around Village Sig September	
10		£107.57	£17.93	£89.64		ENV	Public right of Way GCL	

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 20.10.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Invoice no.	Details	Cheque Total
156	BACS.DOM .02.10.23	£67.50	£0.00	£67.50	02/10/23		David Doman - War Memorial maintenance 4 visits at £15.00	£67.50
	1	£45.00	£0.00	£45.00		ENV	War memorial Garden maintenance	
	2	£22.50	£0.00	£22.50		ENV	War memorial Garden S	
161	BACS.WAV E.02/10/23	£21.08	£0.00	£21.08	02/10/23	12615319	WAVE - Recreation Ground Water	£21.08
158	BACS.VD.0 3/10/23	£173.27	£28.88	£144.39	03/10/23	3104207	Viking Direct Ltd - as per attached invoice	£173.27
160	BACS.YHI.0 6.10.23	£1,470.00	£0.00	£1,470.00	06/10/23	YHI00274	Youngs Home Improvements - As per quotations attached.	£1,470.00
	1	£270.00	£0.00	£270.00		ENV	Bus Shelter Chapel Roar YH100215 04.06.23	
	2	£500.00	£0.00	£500.00		ENV	Bus Shelter Manor Road YH100214 04.06.23	
	3	£700.00	£0.00	£700.00		CIL	Bus Shelters YH100215, 04.06.23	
168	BACS.BCK LWN.16.10. 23	£54.60	£9.10	£45.50	16/10/23	BC110219386	Borough Council Of King's Lynn & West Norfolk - Uncontested P.C. Election Fee May 2023	£54.60
175	BACS.GAO L.17.10.23	£90.00	£0.00	£90.00	17/10/23		Go Awesome Limited - Balance remaining for Children's Entertainer at Dersingham Village Centre.	£90.00

Total	£4,453.53	£367.50	£4,086.03
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Date _____

Dersingham Parish Council

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

PRIVATE AND CONFIDENTIAL STAFF APPROVAL LIST 20.10.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Invoice no.	Details	Cheque Total
		£3,325.49	£0.00	£3,325.49		Confidential		
Total		£3,325.49	£0.00	£3,325.49				

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Dersingham Parish Council

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

DD and STO APPROVAL LIST 20.10.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Invoice no.	Details	Cheque Total
176	STO.K&M.2 5.10.23	£147.35	£24.56	£122.79	01/10/23	8273	K & M Lighting Services - Street lighting Maintenance Charge 01 October 2023 to 31 October 2023	£147.35
159	DD.SYS.05. 10.23	£113.52	£18.92	£94.60	05/10/23	16265	System:3 Business Solutions - CSP: Microsoft 365	£113.52
	1	£37.08	£6.18	£30.90		CNCL	Miscrosoft 365 Business !	
	2	£76.44	£12.74	£63.70		CNCL	Microsoft 365 Business I	
162	D.D. BARC.07.1 0.23	£8.50	£0.00	£8.50	07/10/23		Barclays Bank - E-Payment Plan Charges	£8.50
167	DD.UW.31. 10.23	£13.40	£2.23	£11.17	07/10/23	204873725	Utility Warehouse - Mobile Phone	£13.40
165	DD.BT.29.1 0.23	£69.95	£11.66	£58.29	15/10/23	MO65 AT	British Telecommunications - Telephone/Broadband	£69.95
166	DD.OPUS.3 0.10.23	£480.74	£80.12	£400.62	16/10/23	74622483	OPUS Energy - Streetlight Energy	£480.74
169	STO.JHJ.3 1.10.23	£100.00	£0.00	£100.00	17/10/23		Jo Halpin Jones - Village Voice Honorarium	£100.00
170	STO.C&E.2 1.10.23	£270.00	£0.00	£270.00	17/10/23		C & E Handyman Services - Cleaning Contract	£270.00
Total		£1,203.46	£137.49	£1,065.97				

Signature

Signature

Date

Dersingham Parish Council

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

Approval List PWLB Loan due 04.10.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Invoice no.	Details
131	DD.PWLB. 04.10.23	£4,974.82	£0.00	£4,974.82	07/09/23		Public Works Loan Board - Loan Repayment Due - Repayment date 04.10.23
1		£2,423.67	£0.00	£2,423.67		CNCL	Loan Repayment - Cap
2		£2,551.15	£0.00	£2,551.15		CNCL	Loan Repayment - Inter
Total		£4,974.82	£0.00	£4,974.82			

Signature

Date

Signature

Paid Expenditure Transactions

Start of year 01/04/23

paid between 12/10/23 and 20/10/23

Payment									
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS.AST.15.05.23	12/10/23	163		£119.81	£19.97	£99.84	Staff	Aston Shaw	Payroll Processing and Submission quarter ended 05.04.23 3020
Total				£119.81	£19.97	£99.84			