

Minutes of the Dersingham Parish Council meeting held on 18TH December 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman), Tony Bubb, Martin Noble, Mike Shepherd, Jordan Stokes, and Mark Ward.

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

14398 Apologies for absence – Councillors Brian Anderson, Valerie Brundle, Robert Frost, Ann Watkins, and Dennis Wright.

14399 Declarations of interest and request dispensations by Councillors in any of the agenda items listed –
Cllr C Shepherd declared an interest in any item concerning the Dersingham Village Centre Association (DVCA) and Dersingham Sports Ground Association (DSGA).

The meeting was placed in open session

14400 Public participation – Parishioners present had no issues to bring to Full Council

The meeting was placed in closed session

14401 Co-Option of New Councillor
The Chairman introduced Mrs Sarah Whitehead who then gave a summary about herself.
The Chairman proposed Mrs Whitehead be Co-Opted onto the Parish Council (PC). This was seconded by Cllr Noble.
It was resolved to approve the proposal.
Mrs Whitehead duly completed the Declaration of Acceptance of Office and joined the meeting at 7.05pm.

14402 To receive verbal report from the Norfolk County Councillor
Cllr S Dark was not present.
Cllr C Shepherd said she had spoken to Cllr Dark after the last Full Council meeting, he had intimated he could assist with the costs of the recently painted bus shelters from his members fund and he requested some details.

14403 To receive verbal report from the Borough Councillors
Apologies were received from Cllr J Collingham.
Cllr Bubb advised he had no updates regarding Borough Council (BC) matters other than both the leader and deputy leader of the Labour group have resigned. Their new leader and deputy leader are Francis Bone and Alex Ware.
Cllr Bubb said he had discussed the issue of the replacing existing dog bins with smaller bins, and it had been confirmed there would be a charge to empty each bin, which would increase the Parish Councils (PC) annual costs as more bins may be required. He had spoken to the portfolio holder to request the charge be per site not per bin.

14404 Finance

(a) Current Financial Position (Financial Budget Comparison (FBC) and reserves Reports)

Cllr C Shepherd advised the FBC had been circulated via SharePoint and had been reviewed by the F&A Committee on the 11th November 2023.

(b) To approve Payments for December 2023

Cllr C Shepherd advised the payment lists had been circulated via SharePoint. The DD & SO = for information only. The confidential list for staff salaries, pension contribution and HMRC together with the The BACS lists circulated was for approval.

It was resolved to approve the payments

(c) Resolution for BM Debit Card Mandate

Cllr C Shepherd advised Cllr M Shepherd had spoken to Barclays to add the BM to the bank mandate to allow her to have debit card, however Barclays had requested a specific resolution so that they can authorise the debit card. Cllr C Shepherd read the following proposal and advised point 3 is to confirm the PC are happy that our two-to-sign mandate will not apply to debit card transactions and point 4 confirms the Chairman of the PC and one other Councillor from our mandate is authorised to apply for the debit card on behalf of the PC. The maximum transaction that can be made is £500.00

- 1. It is in the Councils interest to apply for the Business Debit Card Service**
- 2. The Council agrees to be bound by the Business Debit Card Terms and Conditions.**
- 3. Notwithstanding the existing appointment of Bankers provides for two persons to give instructions to the Bank, the Council agrees, for the provision of Business Debit Cards only, to allow Barclays to accept and act on instructions from any one nominated card holder.**
- 4. Authorised persons identified in section 3 of the Appointment of Bankers are authorised to apply for, nominate card holders, and to accept the Business Debit Card Terms and Conditions on behalf of the Council.**

It was resolved to approve the proposal.

14405 Minutes

(a) Minutes of the Communications Committee 14th November 2023.

Cllr C Shepherd advised the Communications Committee had met to discuss 2024/25 budgets; it had been agreed to increase income code 605 Advertisement Village Voice to £12,000.00.

(b) Minutes of the Full Council Meeting 27th November 2023

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

(c) Minutes of the Environment Committee Meeting 4th December 2023.

Cllr C Shepherd stated there were no recommendations to bring to Full Council. Cllr Bubb reported the Environment Committee are looking into refurbishing some of the benches in the village.

(d) Minutes of the Finance & Administration Committee Meeting 11th December 2023.

Cllr M Shepherd stated there were no recommendations to bring to Full Council as they appear as separate items on tonight's agenda.

14406 Planning application Applications:

23/02136/F Proposed external alterations including new side door, replacement window and doors throughout and making an existing door into a window with infill below – 20 Earl Close, Dersingham. – No Objection with the following comment: Dersingham PC does not consider this application requires planning permission.

23/02137/F Erection of a detached one- bedroom retirement bungalow – 22 Pansey Drive, Dersingham – Objection with the following comment: Dersingham PC consider it as over development of the site

23/02146/F Rear Extension -23A Hunstanton Road, Dersingham – No Objection

Determinations:

23/01200/F 1 Manorside, Dersingham – Proposed garage with a study on first floor. Application Permitted – 21st November- Delegated Decision

14407 Chairmans Report.

The Chairman reported the proposed new two storey pavilion at the sports ground is being reconsidered due to increasing building costs and changes in funding models. The DSGA are looking at renovating and extending the existing building.

Cllr Stokes, along with staff members, had assisted with decorating the PC Christmas tree for the St Nicholas Church tree festival. The Chairman asked for volunteers to help remove the decorations once the festival was over.

Cllr M Shepherd had discovered, whilst working on the budgets for the next financial year that a decision made at the Full Council meeting of 26th June 2023 to approve the transfer of £25,000.00 from the general fund to the project reserves s had not been minuted. The ABM had checked, and it was in her notes made at the meeting. The money was transferred the day after the meeting but the authority to do so must be clearly shown in the minutes. Cllr C Shepherd proposed the decision be minuted at this meeting. **It was resolved to approve the proposal.**

Cllr Ward has requested to join the Environment Committee, currently there are 6 Councillors on the Committee. As committee membership should be no more than half the membership of Full Council which is now 14 Councillors. Cllr C Shepherd proposed Cllr Ward join the Environment Committee. **It was resolved to approve the proposal.**

14408 Business managers Report

The BM reported the streetlight replacements have all been completed. Cllr C Shepherd thanked the BM for her persistence in getting the work complete as there had been issues with UK Power Network.

Cllr M Shepherd noted on the invoice from K&M Lighting the new lanterns dim between midnight and 5.30am and asked if that would reduce the consumption/cost of electricity. Cllr C Shepherd deferred the item to the Environment Committee.

14409 Replacement Website

Cllr C Shepherd advised our current webmaster had advised he wished to retire from the role at the start of 2022, Communications Committee had looked at several alternative to replace the existing PC website. The best option is from Parish Online. They can provide a new website for an annual fee of £455 per year (plus VAT) They also offer a new gov.uk domain name, migration of existing information from the current website to the new, as well as support to staff. There will be some additional staffing costs during the setting up process, this will be covered by the Staffing budget.

Cllr M Shepherd demonstrated to Councillors live parish online websites used by other Parish Councils.

Cllr C Shepherd proposed an order be placed with Parish Online for provision of a new website at £455 a year (plus VAT). **It was resolved to approve the proposal**

The BM asked if Councillors wished her to place the order before going on Annual Leave. Cllr M Shepherd said he would liaise with the ABM and RFO

14410 Pavilion Defibrillator – Update

Cllr C Shepherd stated it had been agreed at the last Full Council meeting to purchase new pads for the defibrillator at the Sports Pavilion The BM had installed them and had been asked by a representative from the football club if she could register the unit with Circuit and carry out the monthly safety checks. This had been agreed and it was now registered and added to the checklist.

14411 Correspondence

Cllr C Shepherd reported the Borough Council had produced a new CIL Governance and Spending Policy document. The criteria for funding projects had been reviewed making it broader and simpler and the upper limit of funding had been removed. A letter had been received from Rev Capron regarding the search for new graveyard and some land has been located.. A working group is to be formed by the church to progress the matter and Cllr C Shepherd has been invited to join. It was agreed for Cllr C Shepherd to join the group.

14412 Public participation

The meeting was placed in closed session at 8.00pm

14413 Items for inclusion on the next agenda

Cllr C Shepherd asked Councillors to notify the BM of any items for the next agenda.

14414 Date of next meetings:

Full Council Budget Setting 22nd January at 7pm

Full Council and Precept Setting 29th January at 7pm in the Garden Room

With no further business the meeting was closed at 8.10pm

14415 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.

14416 Leases Update

Cllr C Shepherd advised there was no update on either the Sports Ground or QEII Jubilee Hall leases

Dersingham Parish Council

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

BACS APPROVAL LIST 18.12.23

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
204	BACS.DOM .04.12.23	£120.00	£0.00	£120.00	£120.00	04/12/23	DEC 2023	David Doman - War Memorial maintenance 4 visits at £15.00 & Brown Bin Charge	£120.00
216	BACS.K&M. 15.12.23	£513.00	£85.50	£427.50	£513.00	15/12/23	8441	K & M Lighting Services - Supply & Install 2no 5 metres galvanised tubular steel columns, supply wire & fit 2no 25 watt led lanterns with dimming & controlled electric photo cells	£1,404.26
217	BACS.K&M. 15.12.23	£891.26	£148.54	£742.72	£891.26	15/12/23	8440	K & M Lighting Services - Supply & install 4no 5 metre galvanised tublar steel columns, supply, fit , wire 4no 25 watt led lanterns with dimming. Controlled electric photo cells.	£1,404.26
Total		£1,524.26	£234.04	£1,290.22	£1,524.26				

Signature

Date

Signature

Dersingham Parish Council

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

PRIVATE AND CONFIDENTIAL STAFF APPROVAL LIST 18.12.23

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
		£5,305.98	£0.00	£5,305.98	£5,305.98		Confidential		
Total		£5,305.98	£0.00	£5,305.98	£5,305.98				

Signature

Date

Signature

Dersingham Parish Council

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

DD & STO APPROVAL LIST

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
208	D.D.SYS.08 .12.23	£113.52	£18.92	£94.60	£113.52	08/11/23	16869	System:3 Business Solutions - CSP: Microsoft 365	£113.52
	1	£37.08	£6.18	£30.90		CNCL	Microsoft 365 Business		
	2	£76.44	£12.74	£63.70		CNCL	Microsoft 365 Business		
199	D.D.BARC. 4.12.23	£8.50	£0.00	£8.50	£8.50	16/11/23	Oct / Nov	Barclays Bank - E-Payment Plan Charges	£8.50
205	STO.K&M.0 4.12.23	£147.35	£24.56	£122.79	£147.35	01/12/23	8399	K & M Lighting Services - Street lighting Maintenance Charge 01 December 2023 to 31st December 2023	£147.35
206	STO.JJON ES.04.12.23	£100.00	£0.00	£100.00	£100.00	04/12/23	DEC 2023	Jo Halpin Jones - Village Voice Honorarium	£100.00
207	STO.C&E.0 4.12.23	£270.00	£0.00	£270.00	£270.00	04/12/23	DEC 2023	C & E Handyman Services - Cleaning Contract	£270.00
215	D.D.UTIL.0 7.12.23	£13.40	£2.23	£11.17	£13.40	07/12/23	207905785	Utility Warehouse - Mobile Phone	£13.40
209	DD.BT.29.1 2.23	£69.95	£11.66	£58.29	£69.95	15/12/23	MO6711	British Telecommunications - Telephone/Broadband	£69.95
Total		£722.72	£57.37	£665.35	£722.72				

Signature

Signature

Date