

Minutes of the Dersingham Parish Council meeting held on 29th January at 7pm in the Dersingham Village Centre

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

Also present: Karen Orgill (Business Manager – BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker),
Judy Collingham Borough Councillor (Left 7.25pm)
2 Parishioners (1 Parishioner left 7.08pm)

1 Apologies for absence – Councillors Valerie Brundle, Robert Frost, Dane Hipkin, Jordan Stokes, and Mark Ward.

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

A Parishioner stated she had viewed recent Parish Council (PC) accounts and noted a payment made to the Chairman for chocolates as a thank you to the volunteers that distribute the Village Voice magazine. She said in previous years the PC have held a tea party at Christmas as a thank you and included the Task Force, a volunteer gardening group that maintains certain flowerbeds etc around the village. However, the Task Force had not received anything from the PC by way of appreciation this year. After discussion Cllr C Shepherd advised she would review budgets and contact the co-ordinator of the Task Group to establish how many volunteers there are to remedy the situation.

The meeting was placed in closed session 7.06pm

4 Co-option of New Councillor

The Chairman introduced Mr Brett Thomas who then gave Councillors a summary about himself.

The Chairman proposed Mr Thomas be Co-Opted onto the Parish Council. Cllr B Anderson seconded the proposal.

It was resolved to approve the proposal.

Mr Thomas duly completed the Declaration of Acceptance of Office and joined the meeting at 7.08pm.

The Chairman advised Cllr S Whitehead had expressed an interest in joining the Finance & Admin Committee, therefore the Chairman proposed Cllr Whitehead joins the F&A Committee. Cllr B Anderson seconded the proposal.

It was resolved to approve the proposal.

5 To receive verbal report from the Norfolk County Councillor

Cllr Stuart Dark was not present

6 To receive a verbal report from the Borough Councillors

Cllr Collingham stated that, although not specific to Dersingham, she has been involved with the Hillview Close development site in Ingoldisthorpe as residents have complained regarding the unfinished roads etc and said she would like to see a process put into place by the BC to

insist on a bond and a S106 agreement be completed for small developments, to ensure all work is finished.

The BC will debate Wednesday a proposed Council Tax increase of 200% for second homeowners. Cllr M Shepherd stated the BC had previously increased the Council Tax to 200% for second homeowners, which was then reviewed and was then reduced by half the amount. After discussion Cllr Collingham requested any details regarding the previous increase be sent to her to enable her to be more informed when she attends the BC meeting. Cllr Bubb advised he had received an email from the Governor of Dersingham VA Primary School requesting railings alongside the road to ensure safety of children and to prevent cars parking on the verge. It was discussed and agreed the request be forwarded to Norfolk County Council.

7

Finance

(a) Current Financial Position (Financial Budget Comparison (FBC) and Reserves)
Cllr C Shepherd advised the FBC to 31st December 2023 had been reviewed by the F&A Committee on 15th January 2024.

Cllr M Shepherd advised the last column shown on the FBC report show the 2024/25 budgets agreed 22nd January 2024.

(b) To approve Payments for January 2024

Cllr C Shepherd said the payment lists had been placed on SharePoint.

A DD & SO and Staff Approval lists for information only and two BACS Approval lists for authorisation.

The BM had attempted to cancel the office mobile phone contract on the 30th November 2023 as previously instructed by the PC, however an invoice for December has been received. The BM confirmed that she had further contacted Utility Warehouse about the cancellation of the contract. Cllr C Shepherd proposed the BM and RFO be instructed to cancel the Direct Debit for the contract. **It was resolved to approve the proposal.**

It was resolved to approve the payments.

(c) Internal Audit Controllers Quarterly Report – October to December 2023

Cllr M Shepherd reported the quarterly checks had been completed for October 2023 to December 2023 and confirmed the Bank Reconciliations for 1st April to 31st December were in order and all reports were arithmetically correct. Payments had been authorised by Full Council in accordance with the PC Financial Regulations.

8

Council to agree and set the Precept for 2024/2025

Cllr C Shepherd advised Cllr M Shepherd had placed a report for the 2024/25 precept on SharePoint, which sets out the recommendations for the precept based on the budget agreed by Full Council 22nd January 2024. It was proposed the Council set the precept for 2024/25 at £175,000.00. Councillors discussed the proposal. **It was resolved to approve the Precept for 2024/25 be set at £175,000.00**

9

Minutes

(a) Minutes of the Full Council Meeting 18th December 2023

(i) To approve Minutes

It was resolved to approve for the Chairman to sign the Minutes as a true and accurate record once the following amendment has been made.

To remove Cllr Brian Anderson from Councillors present.

(b) Minutes of the Communications Committee 3rd January 2024

(i) Purchase of new noticeboard

Cllr C Shepherd advised the Communications Committee had met as a working group due to the late issue of the agenda. Communications had agreed to purchase a replacement plain anodised board at a cost of £890.00 to be sited at the Co-Op, installation costs are yet to be established, however the expenditure required authorisation by Full Council. **It was resolved to approve the purchase and installation of a noticeboard.**

(c) Minutes of the Environment Committee 8th January 2024

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

Cllr M Shepherd asked if work on the next phase of replacement streetlights will begin soon.

Cllr C Shepherd said she would be applying for grants in July 2024.

(d) Minutes of the Finance & Admin Committee 15th January 2024

Cllr M Shepherd stated there were no recommendations to bring to Full Council.

(e) Notes of Staffing Committee 22nd January 2024

Cllr C Shepherd reported that payments for the staff salaries and pensions had been authorised.

10

Planning applications:

(a) To consider use of the countryside charity CPRE Standard Light Pollution Clause in Dersingham Parish Council's planning comments.

Cllr C Shepherd advised correspondence had been received from CPRE asking the PC to consider the Standard Light Pollution Clause when responding to planning applications received. The BM had placed the correspondence on SharePoint. The CPRE had supplied text that could be attached to every planning application the PC considers. Councillors discussed the wording suggested. **It was resolved, in principle, to accept the proposed wording from CPRE.**

Applications

24/00014/F Alterations and extension to two-storey residential dwelling at 18 Wallace Twite Way, Dersingham – No objections

24/00044/F Single storey rear extension and alterations, extension to garage providing shelter at 14 Mountbatten Road, Dersingham – No objections

Decisions:

23/02137/F 22 Pansey Drive, Dersingham- Erection of a detached one-bedroom retirement bungalow – Application refused – 17th January 2024 – Delegated Decision

24/00015/PAGPD 16 Pakenham Drive, Dersingham – Extensions to garage – Application withdrawn – 8th January 2024 – Withdrawn Application.

11 Chairmans Report

Cllr C Shepherd said the only item for the Chairman's Report would be discussed under agenda item 18(a)

12 Business Managers Report

The BM advised she had booked both Cllr Mark Ward and Cllr Sarah Whitehead onto the induction training course for Councillors.

13 Correspondence

(a) West Norfolk Local Hero Awards (WNLHA) 2024

Cllr C Shepherd advised an email had been received from the BC regarding the WNLHA award for heroes in the West Norfolk Community, requesting nominations for the award. Cllr C Shepherd advised she would pass the details to the Chairman of the DVCA in case they knew of anyone to nominate.

14 Public Participation – No public present.

15 Items for inclusion on be next agenda

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

16 Date of next meeting –

Full Council Monday 26th February 2024, 7pm 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.

Cllr C Shepherd advised that Staffing Committee had agreed an additional two hours per week for staff.

18 Leases Update

(a) Sports Ground – variation of plan

Cllr C Shepherd advised she had met with the landowner to discuss the western boundary of the leased area. The Landowner proposed this boundary be moved slightly to the west. After discussion it was resolved to approve the proposal.

(b) Queen Elizabeth II Jubilee Hall

The BM advised there is no update regarding the QE II Jubilee Hall lease.

With no further business the meeting was closed at 8.10pm

Action Points

Cllr C Shepherd

- Contact Task Force
- Supply details to Cllr Collingham regarding previous Council Tax increases
- Send WNLHA details to the DVCA Chairman.

Cllr T Bubb

- Contact NCC regarding request from Dersingham VA Primary School for railings outside the school

Business Manager

- Liaise with the RFO to cancel Direct Debit for Utility Warehouse for the office mobile phone.

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 29.01.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
237	BACS.CLA N.29.01.24	£2,003.00	£0.00	£2,003.00	£2,003.00	26/01/24	48810	Clanpress - 3100 x village voice - Issue 146 64pp	£2,003.00
Total		£2,003.00	£0.00	£2,003.00	£2,003.00				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

BACS APPROVAL LIST 24.01.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
223	BACS.WAV .08.01.24	£17.51	£0.00	£17.51	£17.51	02/01/24	12976660	WAVE - Recreation Ground Water	£17.51
220	BACS.D.D OM.05.01.24	£60.00	£0.00	£60.00	£60.00	03/01/24	Jan 24	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
225	BACS.TBU B.10.01.24	£11.40	£1.90	£9.50	£11.40	10/01/24		Anthony Bubb - Bar & bolts for fixing the wheelchair user table on the playground. Paid by Tony Bubb.	£11.40
232	BACS.WYB .16.01.24	£108.78	£18.13	£90.65	£108.78	16/01/24	56735	Wybone Ltd - 1 x L9 Tapered Galvanised Steel liner cw 2 x handles to the exterior (H630mm x W415mm x D415mm) @ £79.99 plus carriage cost @ £10.66 Delivery to be when the office is open - Monday, Tuesday and Thursday before 3pm Delivery to: Dersingham Parish Council Dersingham Village Centre 83 Manor Road Dersingham Norfolk PE31 6LN	£108.78
Total		£197.69	£20.03	£177.66	£197.69				

Signature

Signature

Date

Dersingham Parish Council

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

PRIVATE & CONFIDENTIAL STAFF APPROVAL LIST 16.01.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
		£3,617.33	£0.00	£3,617.33	£3,617.33		Confidential		
Total		£3,617.33	£0.00	£3,617.33	£3,617.33				

Signature

Date

Signature

Dersingham Parish Council

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

DD & SO APPROVAL LIST 29.01.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
234	DD.BARC.0 9.01.24	£8.50	£0.00	£8.50	£8.50	16/12/23	Nov - Dec	Barclays Bank - E-Payment Plan Charges	£8.50
218	D.D.OPUS. 19.12.23	£662.71	£110.45	£552.26	£662.71	19/12/23	1177312	OPUS Energy - Streetlight Energy	£662.71
219	STO.K&M.0 4.01.24	£147.35	£24.56	£122.79	£147.35	01/01/24	8452	K & M Lighting Services - Street lighting Maintenance Charge 01 January 2024 to 31st January 2024	£147.35
235	DD.UW.07. 01.24	£13.40	£2.23	£11.17	£13.40	07/01/24	209445972	Utility Warehouse - Mobile Phone	£13.40
221	SO.C&E.15 .01.24	£270.00	£0.00	£270.00	£270.00	08/01/24		C & E Handyman Services - Cleaning Contract	£270.00
222	SO.J.JONE S.10.01.24	£100.00	£0.00	£100.00	£100.00	08/01/24		Jo Halpin Jones - Village Voice Honorary	£100.00
224	DD.PWL.B. 07.02.24	£3,769.95	£0.00	£3,769.95	£3,769.95	10/01/24	Feb 2024	Public Works Loan Board - Loan Repayment Due - Repayment date 07.02.24	£3,769.95
	1	£1,853.05	£0.00	£1,853.05		CNCL	Loan Repayment - Capital		
	2	£1,916.90	£0.00	£1,916.90		CNCL	Loan Repayment - Interest		
226	DD.SYS.10 01.24	£113.52	£18.92	£94.60	£113.52	10/01/24	17106	System:3 Business Solutions - CSP: Microsoft 365	£113.52
	1	£37.08	£6.18	£30.90		CNCL	Microsoft 365 Business Solutions		
	2	£76.44	£12.74	£63.70		CNCL	Microsoft 365 Business Solutions		
231	DD.BT.15.0 1.24	£69.95	£11.66	£58.29	£69.95	15/01/24	MO68MO	British Telecommunications - Telephone/Broadband	£69.95

Signature

Signature

Date

Dersingham Parish Council

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

DD & SO APPROVAL LIST 29.01.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
Total		£5,155.38	£167.82	£4,987.56	£5,155.38				

Signature

Date

Signature