

Minutes of the Dersingham Parish Council meeting held on 24th June 2024 at 7.30pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chair – left 8.35pm) Tony Bubb, Valerie Brundle, John Houston, Mike Shepherd, Jordan Stokes, Brett Thomas, Mark Ward, and Dennis Wright

Also present: Karen Orgill (Business Manager – BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker),
Jo MacCallum (Responsible Finance Officer – RFO)
1 Member of the public (7.20pm – 7.45pm)

The Chairman said as the meeting time had been set for 7.30pm and not the usual 7.00pm, and all Councillors were present with no public in attendance, agenda item 17 could be brought forward and dealt with at 7.15pm.

- 1 **Apologies for absence** – Councillors Robert Frost, Dane Hipkin, Martin Noble, Ann Watkins and Sarah Whitehead
- 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed** – None Received.
- 3 **Public participation**
This item was dealt with after agenda item 5
- 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**
Cllr Judy Collingham was not present.
Cllr Bubb reported Kate Blakemore has been appointed as Chief Executive at the Borough Council (BC) and will be in post 17th September 2024.
ALIVE Leisure has been running as an independent company after being outsourced from the BC however ALIVE Leisure is now wholly owned and operated by the BC.
Cllr Wright asked why the car parking charges in King’s Lynn are so high. Cllr Bubb explained the revenue from the car parking helped fund things such as the public toilets and the Hanseatic Festival.
Cllr Thomas asked if the BC were responsible for the cutting of the grass verges around the village as the recent cuts done had been of poor quality. Cllr Bubb advised Norfolk County Council (NCC) pay the BC to carry out 8 cuts a year the BC then fund an extra 2 cuts a year.

The Chairman placed the meeting in open session at 7.30pm

The Parishioner present asked if there was anything that could be done regarding the vast increase in HGV’s, Coaches and skip hire vehicles coming down Sandringham Hill, along Manor Road and through the Village and stated the bypass was built for such vehicles to use. Councillors discussed the issues with suggestions signage, speaking to individual companies

requesting to use alternative routes. After discussion it was agreed for Cllr C Shepherd to contact Cllr S Dark (NCC) regarding the matter.

The Chairman placed the meeting in closed session at 7.45pm

6 To approve the Annual Governance and Accountability (AGAR) 2023/24

(a) End of Year Accounts 2023/24

The Chairman stated the Parsh Councils Internal Auditor is part of the process of completing the AGAR forms for 2023/24 and the relevant sections have been done.

The RFO was thanked for her work on completing the AGAR form which had been placed on SharePoint.

(b) Section 1 Annual Governance Statement 2023/24

The Chairman proposed she signed section 1 -Annual Governance Statement for 2023/24. **It was resolved to approve the proposal.**

(c) Section 2 Accounting Statements 2023/24

The Chairman proposed she signed section 2 – Accounting Statement for 2023/24. **It was resolved to approve the proposal.**

7 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 at their meeting on the 10th June 2024.

(b) To approve Payments for June 2024

Cllr C Shepherd advised there were 4 Payments lists on SharePoint.

DD & SO and Staffing lists for information purposes only.

1 BACS payment list consisting of 9 payments.

The expenditure of £2402.39 for the repair work to be done by Playdale had been authorised at Mays Full Council meeting, however they requested that 50% of the payment be made prior to the work being started. Cllr C Shepherd proposed a payment of £1201 be made to Playdale.

It was resolved to approve the proposal.

1 Cheque approval list for payment to Tropics Fast Food Takeaway – Fish & Chips supper D Day celebrations.

It was resolved to approve the June payments.

(c) Internal Audit Final Report 2024

This item was deal with under agenda item 8(d)

8 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 3rd June 2024

Cllr C Shepherd stated the new Vice Chairman of Environment is Cllr Mark Ward.

Cllr Ward advised, in the absence of the Chairman, there were no items to bring to Full Council.

- (c) Minutes of the Planning Committee 10th June 2024
Cllr Houston said he was surprised to see the comments made on FaceBook regarding a planning application for the installation of the extraction system at the Coach & Horses. Cllr C Shepherd said there had been a misunderstanding regarding the comment made by the Parish Council to the Borough Council planning committee. A meeting is going to be held between all parties concerned to attempt to resolve the issue.
- (i) Recommendations to approve the Terms of Reference (TOR)
Cllr C Shepherd advised the TOR had been reviewed by the planning committee and no amendments had been made, she therefore proposed the TOR be re-adopted. **It was resolved to approve the proposal.**
- (d) Minutes of the Finance & Administration Committee 10th June 2024
Cllr M Shepherd advised there were no items to bring to Full Council and the minutes have been placed on SharePoint.
Cllr M Shepherd proposed Cllr B Thomas join the F&A Committee, after he had requested to do so. **It was resolved to approve the proposal.**
- (i) Recommendations to approve the Terms of Reference
Cllr M Shepherd advised the TOR had been reviewed by the F&A committee and no amendments had been made, he therefore proposed the TOR be re-adopted. **It was resolved to approve the proposal.**
- Cllr M Shepherd advised the final version of the Internal Audit Report had been received and proposed the receipt of the report and the recommendations made be formally acknowledged by the Parish Council. **It was resolved to approve the proposal.**
- (e) Notes of Staffing Committee 17th June 2024
Cllr C Shepherd advised the Staffing Committee had met and authorised staff salaries and staff related payments.
- (i) Recommendations to approve the Terms of Reference
Cllr C Shepherd advised the TOR had been reviewed by the Staffing committee and no amendments had been made, she therefore proposed the TOR be re-adopted. **It was resolved to approve the proposal.**
- (f) Minutes of Communications Committee 17th June 2024
Cllr C Shepherd asked if Councillors had any ideas to celebrate the 80th Anniversary of both VE and VJ day next year and suggested a meeting be arranged with relevant groups in the village, Scouts, Guides, DVCA, Sports Ground, Social Club to coordinate events in September.
- (i) Recommendations to approve the Terms of Reference
Cllr C Shepherd reported the TOR had been reviewed and some amendments made and will be presented at the next full council meeting.

9 Planning applications:

Applications:

24/00816/F Proposed erection of traditional cottage and associated works at land east of 21 Gelham Manor, Dersingham. Councillors approved to make the following comments:
The design of the proposed dwelling is out of character with the surrounding properties and if permission is given, could the postal address be Gelham Manor to avoid parking on this part of Lynn Road which is close to the junction with Post Office Road.

24/00942/F A single storey extension to the rear of the property going out 3.8m concrete and block foundations with timber structure and timber cladding to the exterior at 36 Wallace Twite Way, Dersingham – **No objections**

24/00957/F Proposed annexe in rear garden at 12 Woodside Close, Dersingham.
No Objections: could a condition be imposed on a permission to make the use personal use for the applicant and their family, and no holiday lets or commercial usage.

Full Variation Application - 22137 - Coach and Horses, Dersingham –
Objection on the grounds of potential public nuisance from the following outdoor activities - live and recorded music, plays, films, and sporting events after 11pm.

Determinations: None

10 To review and adopt policies

- (a) Grievance Policy
- (b) Disciplinary Policy
- (c) Probity and Planning Portal
- (d) Working Hours Policy
- (e) Staff Appraisal Policy

Cllr C Shepherd advised the above policies had been reviewed with no updates made and proposed all policies be readopted. **It was resolved to approve the proposal.**

11 Chairmans Report.

Cllr C Shepherd deferred this item to the next Full Council meeting.

12 Business Managers Report

The BM reported the new defibrillator purchased to replace the unit at the QE II Jubilee Hall is now in place and registered with Circuit. Cllr Houston asked if there was an update regarding the defibrillator training. The BM advised there is no update.

13 Correspondence

Cllr C Shepherd advised two parish update sessions by the BC planning department have been arranged for Thursday 12th July and Thursday 19th September and asked Councillors to contact the BM if they wish to attend either session.

Cllr Bubbs reported that next round of CIL grant funding is now available.

14 Public Participation

None present.

15 Items for inclusion on be next agenda

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

16 Date of next meeting –

Monday 22nd July 2024 at 7pm in the 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.

18 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 BC of the Planning outcomes
- To place all re-adopted policies on SharePoint
- To place approved Terms of Reference on SharePoint

Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.
- To contact Cllr S Dark regarding Heavy Goods Vehicles using Sandringham Hill/Manor Road

Cllr M Shepherd

- To arrange for the agreed Barclay Bank signatories to be removed.

Dersingham Parish Council

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

BACS APPROVAL LIST 21.06.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
340	BACS.RTS. 03.06.24	£774.00	£129.00	£645.00	£774.00	08/04/24	2690	Ravencroft Arboricultural Services - For Survey & Assessment of Trees as per the maps and spreadsheet provided 30th January 2024. Using Quantified Tree Risk Assessment for a basic 'walkover survey' which may include more detailed specifications of individual trees as required. Aaa as your quotation DERS/QTRA/001	£774.00
344	BACS.AUR. 04.06.24	£82.81	£13.80	£69.01	£82.81	29/04/24	Invoice129049	Aurora Managed Services Ltd - Printing Charges to April 2024	£82.81
346	BACS.DVC. 11.06.24	£838.75	£0.00	£838.75	£838.75	13/05/24	INV 598b	Dersingham Village Centre Association - 1/10/23 - 31/03/24 Parish Council Contribution to DVC maintenance & running costs.	£838.75
345	BACS.PLA YP.07.06.2 4	£2,402.39	£400.40	£2,001.99	£2,402.39	21/05/24		Playdale Playgrounds - For quotation Number: 0000093762 dated 07-05-2024 for Playground Repairs For repairs to Board rider, Jukebox The Twist and swing chains to be cut and extension added to fit to anti wrap bearing Including spares deliver and installation	£2,402.39

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 21.06.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
337	BACS.AS.2 9.05.24	£136.87	£22.81	£114.06	£136.87	29/05/24	46320	Aston Shaw - Payroll processing charges	£136.87
341	BACS.DD,0 2.06.24	£60.00	£0.00	£60.00	£60.00	02/06/24	May 24	David Doman - War Memorial maintenance 3 visits at £15.00 & Bedding Plants £15.00	£60.00

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

BACS APPROVAL LIST 21.06.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
343	BACS.PJB. 02.06.24	£1,173.20	£195.54	£977.66	£1,173.20	02/06/24	SI-923	P J & B Jones Ltd -	£1,173.20
1		£103.01	£17.17	£85.84		ENV		Village Centre North So West on 3rd, 30th May	
2		£174.22	£29.04	£145.18		REC		Playing Field on 3rd, 30 @£72.59	
3		£138.26	£23.04	£115.22		ENV		Broadlands Close on 3r May @£57.61	
4		£170.78	£28.46	£142.32		ENV		Crisp Close on 3rd, 30th @£71.16	
5		£43.37	£7.23	£36.14		ENV		Earls Close 3rd, 30th M @£18.07	
6		£103.01	£17.17	£85.84		WARR		Phillip Nurse Road 3rd, May @£42.92	
7		£73.20	£12.20	£61.00		WARR		Pakenham Drive 3rd M @£61.00	
8		£63.71	£10.62	£53.09		WARR		The warren GCA12 Fire on 30th May @£53.09	
9		£63.71	£10.62	£53.09		WARR		The Warren Footpaths 30th May @£53.09	
10		£112.51	£18.75	£93.76		REC		Public right of way GLC May @£93.76	
11		£127.42	£21.24	£106.18		ENV		Strim Dyke Maor Road, Shernbourne Road (GL May @ 106.18	

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 21.06.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
339	BACS.PB.0 3.06.24	£1,260.00	£210.00	£1,050.00	£1,260.00	03/06/24	66540	Price Bailey - Fee for undertaking review of Financial controls as part of annual internal audit work, incorporating a review of the 2022-23 AGAR	£1,260.00
349	BACS.BRE TT.14.06.24	£36.00	£0.00	£36.00	£36.00	14/06/24		Brett Thomas - Mileage for Parish Council Training 80 miles @.45	£36.00
Total		£6,764.02	£971.55	£5,792.47	£6,764.02				

Signature

Date

Signature

Dersingham Parish Council

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

CHEQUE APPROVAL LIST 21.06.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
347	CHQ10592 6 7/6/24	£28.50	£0.00	£28.50	£28.50	10/06/24		Tropics Fast Food Takeaway - Fish & Chip Suppers for D Day celebrations	£28.50
Total		£28.50	£0.00	£28.50	£28.50				

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/24

PRIVATE & CONFIDENTIAL APPROVALS LIST

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
Sub Total		£0.00	£0.00					
		£5,626.24	£5,626.24	Confidential				
Total		£5,626.24	£5,626.24					

Signature

Date

Signature

Dersingham Parish Council

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

DD & SO APPROVAL LIST 21.06.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
336	DD.BARC.1 6.05.24	£8.50	£0.00	£8.50	£8.50	16/05/24	April to May 202	Barclays Bank - E-Payment Plan Charges	£8.50
320	SO.KIDD.0 1.06.24	£320.00	£0.00	£320.00	£320.00	20/05/24		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract May	£320.00
334	DD.OPUS.0 3.06.24	£506.15	£84.36	£421.79	£506.15	20/05/24	1177312	OPUS Energy - Streetlight Energy	£506.15
342	DD.K&M.01 .06.24	£147.35	£24.56	£122.79	£147.35	01/06/24	8718	K & M Lighting Services - Street lighting Maintenance Charge 1st June 2024 to 30th June 2024	£147.35
338	SO.JJ.21.0 6.24	£100.00	£0.00	£100.00	£100.00	03/06/24		Jo Halpin Jones - Village Voice Honorarium	£100.00
348	DD.SYS.12. 06.24	£119.40	£19.90	£99.50	£119.40	12/06/24	18269	System:3 Business Solutions - Microsoft 365 Business Basic x 14 & Business Standard x 3 Monthly Subscription	£119.40
355	DD.BT.29.0 6.24	£75.48	£12.58	£62.90	£75.48	15/06/24	MO73 7L	British Telecommunications - Telephone/Broadband	£75.48
Total		£1,276.88	£141.40	£1,135.48	£1,276.88				

Signature

Signature

Date