

Minutes of the Dersingham Parish Council meeting held on 28th October 2024 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (arrived 7.23pm), Valerie Brundle, Tony Bubb, Robert Frost, John Houston, Martin Noble, Mike Shepherd, Mark Ward, Ann Watkins, Sarah Whitehead, and Dennis Wright

Also present: Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)

1 Member of the public (7.00pm – 7.10pm)

1 **Apologies for absence** – Councillors Jordan Stokes and Brett Thomas.
Borough Councillor Judy Collingham.

2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed**

Cllrs C Shepherd and D Wright declared an interest in matters relating the Sports Ground Association (SGA).

The meeting was placed into open session at 7.05pm

3 **Public participation**

The parishioner present had nothing to ask Councillors

The meeting was placed in closed session at 7.05pm

4 **Co-option of New Councillor**

The Chairman said the parishioner present had attended two Full Council and one of each Committee meetings and has applied to become a Parish Councillor and therefore wished to be Co-opted at tonight's meeting. The Chairman asked the parishioner to introduce himself to the councillors.

Mr Barker gave a brief resumé about himself.

The Chairman proposed Mr Barker be Co-opted to become a Parish Councillor. **It was resolved to approve the proposal.**

Mr Barker duly signed the relevant paperwork and joined the meeting at 7.10pm

5 **To receive verbal report from the Norfolk County Councillor**

Cllr S Dark was not present.

6 **To receive a verbal report from the Borough Councillors**

Cllr Bubb said there was nothing to report regarding the Dersingham Ward but reminded Councillors that Fawkes in the Walks takes place Friday 1st November.

From now until 31st March 2025 admission to the museum is free.

The South Lynn railway station is now being considered at regional level.

Cllr Bubb advised he is keen to commence work on improving the King's Lynn ferry, the west side ramp is in good condition however the south side has a steep climb to Ferry Lane, which could easily be improved. Using the ferry into town costs for a single ticket, £1.40 but it helps to alleviate parking problems and reduces pollution.

There has been some fly-tipping on Beach Road, but unfortunately, because it is private land, the Borough Council are unable to take any action.

7 Finance

(a) Current Financial Position Financial Budget Comparison (FBC) and Reserves.
Cllr C Shepherd advised the accounts to 30th September 2024 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 14th October 2024. There were no comments or question from Councillors regarding the reports.
Cllr M Shepherd reminded Councillors the budget setting process for 2025/2026 would commence in November.

(b) To approve Payments for September 2024
Cllr C Shepherd said the lists for informational purposes were those for SO&DD, Staffing and Debit Card transactions. There are two BACS lists which have been circulated on SharePoint. The payment to Thaxters of £102.89 for the plants purchased by the Task Force group has already been authorised by the F&A Committee and payment made.

It was resolved to approve the payments.

(c) IAC Quarterly Report
Cllr M Shepherd reported the overall bank reconciliations for the 1st April 2024 to 30th September 2024 were in order and there had been no issues identified with the consistency of the financial reports. All payments made had been authorised in accordance with the financial regulations. The Quarter 2 VAT return had been submitted on the 4th October and the sum reclaimed from HMRC is £1743.19 and had been paid on the 10th October.

8 Minutes

- (a) Minutes of the Full Council meeting 23rd September 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 7th October 2024
Cllr R Frost said there were no items to bring to Full Council.
Cllr C Shepherd advised the new three-year grass cutting contract had been awarded to the existing contractor.
- (c) Minutes of the Finance & Admin Committee 14th October 2024
Cllr M Shepherd reported the new LightSpeed fibre broadband, for both the Parsh Council and the DVCA, is now live. The migration from analogue to Voice Over IP remains to be done.
The switch over of the corporate identity from Dersingham.org.uk to Dersingham-pc.gov.uk has been done apart from switching the default email addresses from org.uk to gov.uk which now needs to be done. F&A agreed Cllr M Shepherd would assist Staff and Councillors individually with the switch over.
F&A have agreed to obtain professional valuations on both the QE II Jubilee Hall and the DVCA buildings to consider their value when budget setting.
- (d) Minutes of the Staffing Committee 21st October 2024
Cllr C Shepherd said the staffing committee had authorised staff payments.

Christmas leave had been approved. The office will be closed from Monday 23rd December to 2nd January 2025.

- (e) Minutes of the Communications Committee 9th September 2024
Cllr C Shepherd reported the committee felt uneasy organising an event to celebrate both VE day and VJ day when there are wars currently taking place in the world. It was agreed to review the situation in January.

9 Planning applications:

Applications:

24/01792/F 32 Hunstanton Road, Dersingham – Proposed extensions and alterations -**No objection to the design of the proposed extensions and alterations but Dersingham Parish Council has concerns about the impact on the beech tree at the neighbouring property to the south as it is a prominent feature in this part of Hunstanton Road. The Parish Council request that a tree report in accordance with BS 5837 be obtained and would object to the proposal if no tree report was sought.**

Determinations:

24/00816/F – Land E of 21 Gelham Manor – Proposed erection of traditional cottage and associated works – Application Permitted – 3 September 2024 – Delegated Decision

24/01239/F – 28 Tudor Way – Balcony extension at first floor to front elevation, etc. – Application Permitted – 3 September 2024 – Delegated Decision

24/00141/TREECA – 14 Heath Road – Tree works (Holly, Cherry, Walnut tree) – Tree Application – No objection – 5 September 2024 – Delegated Decision

24/00052/TPO – Emsway 59A Chapel Road – Hornbeam – TPO Decision Consent – 5 September 2024 – Delegated Decision

24/00053/TPO – Tit Willow, 16 Park Hill – Copper Beech – TPO Decision Consent – 24 September 2024 – Delegated Decision

24/01391/F – Crestaville, 18 Jubilee Drive – Porch extension to front of dwelling – Application Permitted – 25 September 2024 – Delegated Decision

24/00158/TREECA – 16 Brook Road – Leylandii – crown lift – Tree Application – No objection – 24 September 2024 – Delegated Decision

24/01427/F – Bears Corner, 51 Station Road – Single storey extensions and internal alterations following removal of existing flat roof structure and conservatory – Application Permitted – 30 September 2024 – Delegated Decision

24/00504/F – 59A Manor Road – Proposed new dwelling – Application Refused – 8 October 2024 – Committee Decision

24/01396/F – 5 White Horse Drive – Extension and alterations to dwelling – Application Permitted – 8 October 2024 – Delegated Decision

10 Staff and Councillors ID Badges

Cllr C Shepherd said, after the Southport stabbings, DVCA trustees have decided to tighten security at the centre. The east door must always remain locked, the electric doors will be set to one way once the hirer and attendees have arrived, and DVCA staff and volunteers will wear ID badges. The F&A Committee had discussed ID badges for the Staff and Councillors and the BM had placed prices for lanyards, ID holders and card onto SharePoint. Cllr C Shepherd proposed the BM purchases the required items and make the ID badges before the next Full Council meeting. **It was resolved to approve the proposal.**

11 Chairmans Report

The Chairman reported the following:

The local authority pay award has been agreed and staff will receive the pay rise backdated to April 2024.

Work is continuing to deliver a refurbished and extended sports pavilion.

Cllr C Shepherd advised she had attended a meeting at the village centre to hear about an update about the new hospital in King's Lynn. The endoscopy and community diagnostic centre have already opened however work is yet to start on the multi storey car park, which needs to be completed before building work can commence on the hospital. The organising group are working towards a completed hospital by 2030. Other similar meetings are to be held in Gaywood and Sutton bridge.

The BBC came to film at the physio gym at the village centre last Thursday and is due to be broadcast tomorrow on the local news at lunchtime and in the evening.

12 Business Managers Report

The BM reported the following:

The Councillor Casual Vacancy, due to the resignation of Cllr Hipkin, has been advertised and the 14-day period ends 4th November. The Election Service will advise of any election request on the 5th November. The PC currently has 15 Councillors and 3 vacancies.

The BM is booked onto the Larger Council Clerk networking run by Norfolk PTS on 4th December 2.00pm to 4.00pm at the Costessey Centre.

13 Correspondence

The government have issued a questionnaire regarding enabling remote attendance and proxy voting. Cllr C Shepherd explained, during covid it was agreed that meetings could be held remotely, this ended once the lockdown restrictions were lifted and face to face meetings were reinstated. The Government are now suggesting councillors and staff, if unable to attend a meeting in person, could attend virtually. Cllrs discussed the idea and agreed it would be beneficial to have the option of remote attendance. Cllr M Shepherd said a new camera would have to be purchased if remote attendance was to go ahead as the current one is not suitable. He suggested, when budget setting, this is factored in.

Councillors discussed the process of proxy voting. Cllr C Shepherd advised the only question regarding proxy voting was question 10 would it be helpful to introduce proxy voting? Yes/No. Councillors agreed to submit a "no" answer. It was agreed for Cllr C Shepherd to complete the questionnaire on the PC's behalf.

14 Public Participation

No public 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 25th November 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 is no update regarding the underlease. The DSGA are in consultation with the Football Association.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised our solicitor has had no response from the social clubs solicitor and said she would contact the Social Club chairman direct.

(c) Land between the Warren and the A149

Cllr C Shepherd explained the history of the strip of land concerned and said the Environment Committee had suggested the PC attempts to buy the piece of land. After discussion it was agreed for Cllr C Shepherd to write to the current landowner to enquire about purchasing the land.

With no further business the meeting was closed at 8.20pm

Action Points

Business Manager

- To purchase necessary items for Staff and Councillor ID Badges
- To make ID Badges before Full Council meeting 25th November 2024

Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.
- To complete the government questionnaire relating to the enabling remote attendance and proxy voting at local authority level.
- To write to the current landowner of the land between the Warren and the A149 to ascertain if they are willing to sell the land to the PC

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

ADDITIONAL BACS APPROVAL LIST 28.10.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
454	BACS.AUR. 31.10.24	£75.06	£12.51	£62.55	£75.06	28/10/24	Invoice 157004	Aurora Managed Services Ltd - Printing Charges to July 2024	£75.06
455	BACS.DOM .31.10.24	£49.91	£0.00	£49.91	£49.91	28/10/24		David Doman - payment to David Doman for purchasing flowers for the War memorial Garden.	£49.91
Total		£124.97	£12.51	£112.46	£124.97				

Signature

Date

Signature

Dersingham Parish Council

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

BACS APPROVALS LIST 25.10.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
427	BACS.DOM .23.09.2024	£45.00	£0.00	£45.00	£45.00	23/09/24	SEPT 2024	David Doman - War Memorial maintenance 3 visits at £15.00	£45.00
435	BACS.30.1 0.24	£2,362.00	£0.00	£2,362.00	£2,362.00	25/09/24	Invoice 49394	Clanpress - 3100 x Village Voice - Issue 150 72pp	£2,362.00
434	BACS.PKF. 30.10.24	£504.00	£84.00	£420.00	£504.00	28/09/24	N00123	PKF Littlejohn LLP - Limited Assurance Review of AGAR	£504.00

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVALS LIST 25.10.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
438	BACS.PJB. 30.10.24	£1,854.53	£309.09	£1,545.44	£1,854.53	01/10/24	SI-989	P J & B Jones Ltd -	£1,854.53
1		£51.50	£8.58	£42.92		ENV		Village Centre North So West on the 11th Septe @£42.92	
2		£174.22	£29.04	£145.18		REC		Playing Field on 11th & September @£72.59	
3		£138.26	£23.04	£115.22		ENV		Broadlands Close on 11 30th September @57.6	
4		£170.78	£28.46	£142.32		ENV		Crisp Close on 11th & 3 September @£71.16	
5		£43.37	£7.23	£36.14		ENV		Earls Close 11th & 30th September @£18.07	
6		£103.01	£17.17	£85.84		WARR		Phillip Nurse Road 11th September @£42.92	
7		£73.20	£12.20	£61.00		WARR		Pakenham Drive 11th September @£61.00	
8		£63.71	£10.62	£53.09		WARR		The warren GCA12 Fire on 11th September @5	
9		£63.71	£10.62	£53.09		WARR		The Warren Footpaths 11th September @£53.1	
10		£0.00	£0.00	£0.00		REC		Public right of way GLC	
11		£0.00	£0.00	£0.00		ENV		Strim Dyke Manor Roac Sherbourne Road (GLC 106.18	

Signature

Signature

Date

Dersingham Parish Council

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No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
12		£0.00	£0.00	£0.00	ENV		To cut grass Manor Road Sherbourne Road area dyke and churchyard w (GCA2) @ 105.60	
13		£0.00	£0.00	£0.00	ENV		To Cut grass Lynn Road Road grass area around sign (GCA3) @ £233.84	
14		£664.85	£110.81	£554.04	WARR		To cut grass at The Wa GCA10 @554.04	
15		£307.92	£51.32	£256.60	WARR		To Cut Grass at The W GCA11 @256.60	
441	BACS.THX. 30.10.24	£102.89	£17.16	£85.73	£102.89	01/10/24	R00101030130 Thaxters - Taskforce flowers for planting in flowerbeds in the village at post office Road & the Recreation ground.	£102.89
444	BACS.WAV .30.10.24	£16.57	£0.00	£16.57	£16.57	05/10/24	14136179 WAVE - Recreation Ground Water charges	£16.57
436	BACS.RBL. 30.10.24	£120.00	£0.00	£120.00	£120.00	07/10/24	Oct 24 Royal British Legion Poppy Appeal - 2 x poppy wreaths @ £20 and donation of £80.00	£120.00
442	BACS.NPT S.30.10.24	£112.00	£0.00	£112.00	£112.00	11/10/24	21078 Norfolk Parish Training & Support - The Essential update seminar for Mike & Coral	£112.00
Total		£5,116.99	£410.25	£4,706.74	£5,116.99			

Signature

Signature

Date

Dersingham Parish Council

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

PRIVATE & CONFIDENTIAL APPROVALS LIST 13.09.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£5,627.62	£0.00	£5,627.62	£5,627.62		Confidential		
Total		£5,627.62	£0.00	£5,627.62	£5,627.62				

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Date _____

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Dersingham Parish Council

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

DEBIT CARD APPROVALS LIST 25.10.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
445	DC.AMZ.15 .10.24	£18.33	£3.06	£15.27	£18.33	09/10/24	2064647073162	Amazon - Bin bags	£18.33
Total		£18.33	£3.06	£15.27	£18.33				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

DD & SO APPROVALS 25.10.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
422	DD.OPUS.0 3.10.24	£445.91	£74.32	£371.59	£445.91	18/09/24	75699821	OPUS Energy - Streetlight Energy	£445.91
452	DD.BARC.2 8.10.24	£8.50	£0.00	£8.50	£8.50	19/09/24	Aug - Sept 202	Barclays Bank - E-Payment Plan Charges	£8.50
437	DD.K&M.30 .10.24	£147.35	£24.56	£122.79	£147.35	01/10/24	8936	K & M Lighting Services - Street lighting Maintenance Charge 1st October 2024 to 31st October 2024	£147.35
439	SO.JJ.30.1 0.24	£100.00	£0.00	£100.00	£100.00	07/10/24		Jo Halpin Jones - Village Voice Honorarium	£100.00
440	SO.DOM.30 .10.24	£320.00	£0.00	£320.00	£320.00	07/10/24		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract September 2024	£320.00
443	DD.SYS.30. 10.24	£125.28	£20.88	£104.40	£125.28	09/10/24	19727	System:3 Business Solutions - Microsoft 365 Business Basic x 15 & Business Standard x 3 Monthly Subscription	£125.28
451	DD.BT.30.1 0.24	£75.48	£12.58	£62.90	£75.48	15/10/24	MO77 N2	British Telecommunications - Telephone/Broadband	£75.48
Total		£1,222.52	£132.34	£1,090.18	£1,222.52				

Signature

Signature

Date