

Minutes of the Dersingham Parish Council meeting held on 25th November 2024 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, John Houston, Martin Noble, Jordan Stokes, Brett Thomas, Mark Ward, and Sarah Whitehead.

Also present: Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Borough Councillor Judy Collingham (Arrived 7.05pm – left 7.20pm)

- 1 **Apologies for absence** – Councillors Valerie Brundle, Robert Frost, Mike Shepherd, Ann Watkins, and Dennis Wright.
- 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
None Received
- 3 **Public participation**
None present
- 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 Bubb said there was nothing to report regarding the Dersingham Ward.
The idea of replacing or refurbishing both the Oasis swimming pool in Hunstanton and St James swimming pool in Kings's Lynn has been discussed but, to date, there has been no formal consultation.
Cllr Collingham asked the Parish Council to take some action regarding the amount of dog faeces on the Sports Ground. She said she was incredibly concerned that someone using the sports ground would become ill as a result, which could lead to legal action being taken against the Parish Council. After discussion it was agreed for the issue of dogs fouling on the sports ground to be placed on the next environment committee
- 6 **Finance**
 - (a) Current Financial Position Financial Budget Comparison (FBC) and Reserves.
Cllr C Shepherd advised the accounts to 31st October 2024 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 11th November 2024. There were no comments or question from Councillors regarding the reports.
 - (b) To approve Payments for September 2024
Cllr C Shepherd said the lists for informational purposes were those for SO&DD, Staffing and 2 Debit Card transactions. There are two BACS lists for authorisation which have been circulated on SharePoint.

It was resolved to approve the payments.

7 Minutes

- (a) Minutes of the Full Council meeting 28th October 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 meeting 4th November 2024
Cllr M Ward said there were no items to bring to Full Council.
Cllr C Shepherd advised the Christmas lights will be installed Sunday 1st December.
Cllr Anderson will meet the volunteer parishioner to be shown how to install the lights.
The lights will then be switched on on Monday 2nd December. Cllr C Shepherd asked if any other councillors wished to be shown how to install the lights.
Cllr C Shepherd said the goalposts have been reinstalled on the recreation ground.
Cllr Bubb advised, weather permitting, he will be applying linseed oil to the bench at Earls Close.
- (c) Minutes of the Environment Budget Setting Committee meeting 5th November 2024
Cllr C Shepherd said the minutes detailing the suggested budget changes discussed by the environment committee had been placed on SharePoint.
- (d) Minutes of the Planning Committee meeting 11th November 2024
Cllr C Shepherd reported that the Planning Committee had discussed and agreed to reintroduce a neighbourhood plan for Dersingham. There is currently no budget for the plan however grants can be applied for to the value of £10,000.00. After discussion Councillors agreed to take the neighbourhood plan forward.
- (e) Minutes of the Finance & Admin Committee meeting 11th November 2024
Cllr C Shepherd said that the F&A committee had discussed and agreed for a property valuation to be carried out on both the DVCA building and the QE II Jubilee Hall, this is to ensure that the insurance cover is adequate. F&A had discussed the quotes received and approved the valuation to be carried out by Brown & Co at a cost of £900.00. Cllr C Shepherd proposed the cost of the valuation be taken from the Dersingham Centre Reserve. **It was resolved to approve the proposal.**
- (f) Notes of the Staffing Committee meeting 18th November 2024
Cllr C Shepherd advised the staff salaries and staff related payments had been authorised by the Staffing Committee and the payments processed.
The local authority pay award has been agreed and staff will receive the pay rise backdated to April 2024 in November's salary.
Staffing Committee had discussed and approved increases to staffs working hours
The BM will receive 3 additional hours per week increasing her working week to 23 hours.
The ABM will receive 1 additional hour per week increasing her working week to 21 hours.
The RFO will receive 1 additional hour per week increasing her working week to 11 hours.

- (g) Minutes of the Communications Budget Setting Committee meeting 18th November 2024
Cllr C Shepherd said the minutes are not yet on SharePoint but they will detail the suggested budget changes discussed by the Communications committee.

8 Planning applications:

Applications:

23/01189/F - Demolition of existing ground floor commercial unit with first- floor accommodation replaced proposed ne residential apartments and associated works 38 Manor Road, Dersingham – DPC to comment – Overdevelopment and lack of bin and cycle store.

24/01796/F - Retrospective – Change of use of ancillary building to holiday let c3 at 49 Chapel Road, Dersingham – No Objections

24/01981/F - Construction of garden shelter at Thaxters Coffee Shop, 51A Hunstanton Road, Dersingham – No Objections

Determinations:

24/01396/NMA_1 - 5 White Horse Drive – Non-material amendment to Planning Permission 24/01396/F: Extension and alterations to dwelling – Application Permitted -14th November 2024- Delegated Decision

9 Chairmans Report to include discussion about parking in Manor Road north of the Coach and Horses.

The Chairman reported the following:

Staffing Committee have factored in the increase to Employers NI contributions into 2025-2026 budget.

Work is continuing with the refurbishment of the pavilion. The design has now been approved by the landowner.

DVCA will discuss the installation of CCTV cameras at the centre to increase security for both the building and users.

Borough Councillor Collingham had contacted Cllr C Shepherd to ask if she would complete the Borough Council budget survey on behalf of the Parish Council and had said that individuals could also complete the survey. It was agreed that the BM would circulate the link to the survey.

Cllr C Shepherd expressed concerns regarding the increase in parked vehicles along Manor Road outside the Coach and Horses since the establishment had opened. With poor visibility and parked vehicles, it is becoming very difficult to pass and will cause an accident. Cllr Bubb suggested the police be contacted to ask if “No Parking” cones could be placed along Manor Road. Councillors discussed options for preventing vehicles parking outside the Coach and Horses. It was agreed that the BM contacts Norfolk County Council regarding the process of having yellow lines painted outside the Coach and Horses.

10 Business Managers Report

The BM reported the following:

The PAT testing has been booked to take place the 7th and 8th January 2025.

When carrying out the defib checks this month it was discovered that the defib located at the QE II Jubilee Hall was not working. It has been replaced with a loan defibrillator while it is away being repaired.

11 Correspondence

11.1 Update on NCC's Norfolk Winter Team on Grit Bins

The BM advised she had received an acknowledgement from Norfolk County Council regarding the information she had submitted for the grit bins in the village. The bin on Park Hill has now been added to their register.

11.2 Bookings for recycling centres

Cllr C Shepherd said she had been contacted by Heacham Parish Council asking if Dersingham Parish Council would be prepared to sign a petition regarding the need to book to take rubbish to the Heacham recycling centre. After discussion it was agreed that the BM would contact Heacham Parish Council to notify them of our support with the petition.

12 Public Participation

No public present.

13 Items for inclusion on be next agenda

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

14 Date of next meeting –

Monday 16th December 2024 at 7pm in the Garden Room.

15 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.

16 Leases Update

(a) Sports Ground

Cllr C Shepherd reported there is no update regarding the underlease. The DSGA are waiting for a response from the Football Association regarding the draft lease.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said there is no update on the QE II Jubilee Hall lease.

(c) Land between the Warren and the A149

Cllr C Shepherd said she had written to the landowner but had received no reply to date.

With no further business the meeting was closed at 8.20pm

Action Points

Business Manager

- To place dog fouling on the sports ground on the next Environment Committee agenda.

- Send all Councillors the link to the Borough Council budget survey.
- To contact Norfolk County Council regarding yellow lines outside the Coach and Horses.
- Contact Heacham Parish Council showing support for a petition against appointments to take waste to the Heacham recycling centre.

Cllr B Anderson

- To meet the volunteer parishioner on Sunday 1st December to be shown how to install the Christmas lights at the recreation ground.

Cllr T Bubb

- To apply linseed oil to the bench at Earls Close

Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.

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 25.11.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
480	BACS.VIK. 29.11.24	£286.32	£47.73	£238.59	£286.32	20/11/24	5075240	Viking Direct Ltd - Stationary & Office supplies	£286.32
	1	£9.59	£1.60	£7.99		CNCL	Office Equipment		
	2	£146.14	£24.36	£121.78		CNCL	Printing Paper		
	3	£130.59	£21.77	£108.82		CNCL	Stationary Costs		
Total		£286.32	£47.73	£238.59	£286.32				

Signature

Date

Signature

Dersingham Parish Council

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

ADDITIONAL DEBIT CARD APPROVAL LIST 25.11.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
479	DC.PK.22.1 1.24	£5.80	£0.00	£5.80	£5.80	22/11/24		Paper-Klip - A4 Medium white card for ID Cards 220gsm 30 sheets	£5.80
Total		£5.80	£0.00	£5.80	£5.80				

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Dersingham Parish Council

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

BACS APPROVALS LIST 22.11.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
475	BACS.SE.2 5.11.24	£1,200.00	£0.00	£1,200.00	£1,200.00	22/04/24	SI45544	Sandringham Estate - Lease rent 22/04/2024 to 21/04/25	£652.60
476	BACS.SE.2 5.11.24	-£547.40	£0.00	-£547.40	-£547.40	22/04/24	SC880	Sandringham Estate - Credit Note for rent due 22.04.24 to 10.10.24.	£652.60
457	BACS.B&B. 30.11.24	£2,356.80	£392.80	£1,964.00	£2,356.80	20/05/24	24197	B&B Engineering - For work for quotation: 24QGL0638, 24QGL0639 and 24QGL0640 dated 01/03/2024 1.Remove approx. 10" of soil and cut through 3" goal posts and remove 2 no. goal posts from playing ground. Holes to be refilled with soil and compacted. £620.00 2.Refurb goal posts by extending each leg with a new 3" mild steel pipe and paint both goal post white. £592.00 3.Installation of goal posts by installing 2 no. goal post to playground area (please note that the position is being marked with Yellow Spray Paint) each leg will be dug down approx. 600mm into the grass and post-created into position keeping the same height as before the goal posts were removed. £752.00	£2,356.80
461	BACS.DPC C.30.11.24	£55.00	£0.00	£55.00	£55.00	29/10/24	Nov 24	Dersingham Parochial Church Council - Christmas Tree	£55.00

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Date

Dersingham Parish Council

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BACS APPROVALS LIST 22.11.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
456	BACS.DOM .30.11.24	£60.00	£0.00	£60.00	£60.00	30/10/24	OCT 2024	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00

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Dersingham Parish Council

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BACS APPROVALS LIST 22.11.24

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
460	BACS.PJB. 30.11.24	£1,112.19	£185.37	£926.82	£1,112.19 01/11/24	SI-1005	P J & B Jones Ltd -	£1,112.19
1		£154.51	£25.75	£128.76	ENV		Village Centre North So West on the 2nd, 21st, ; October @£42.92	
2		£174.22	£29.04	£145.18	REC		Playing Field on 21st & October @£72.59	
3		£138.26	£23.04	£115.22	ENV		Broadlands Close on 21 30th October @£57.61	
4		£170.78	£28.46	£142.32	ENV		Crisp Close on 21st & 3 October @£71.16	
5		£43.37	£7.23	£36.14	ENV		Earls Close 21st & 30th October @£18.07	
6		£103.01	£17.17	£85.84	WARR		Phillip Nurse Road 21st October @£42.92	
7		£73.20	£12.20	£61.00	WARR		Pakenham Drive 21st C @£61.00	
8		£63.71	£10.62	£53.09	WARR		The warren GCA12 Fire on 21st October @£53.0	
9		£63.71	£10.62	£53.09	WARR		The Warren Footpaths 21st October @£53.09	
10		£0.00	£0.00	£0.00	REC		Public right of way GLC	
11		£127.42	£21.24	£106.18	ENV		Strim Dyke Manor Roac Sherbourne Road (GLC 106.18	

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Dersingham Parish Council

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BACS APPROVALS LIST 22.11.24

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		£0.00	£0.00	£0.00	WARR		To cut grass at The Wa GCA10 @554.04	
15		£0.00	£0.00	£0.00	WARR		To Cut Grass at The W GCA11 @256.60	
472	BACS.NPT S.29.11.24	£96.00	£0.00	£96.00	£96.00 15/11/24	21113	Norfolk Parish Training & Support - Induction for Councillors Nigel Barker @44.00 Understanding the planning system Nigel Barker @52.00	£96.00
478	BACS.CLA N.29.11.24	£2,416.00	£0.00	£2,416.00	£2,416.00 20/11/24	Invoice49564	Clanpress - 3100 x Village Voice - Issue 150 72pp	£2,416.00
Total		£6,748.59	£578.17	£6,170.42	£6,748.59			

Signature

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Dersingham Parish Council

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

DEBIT CARD APPROVALS 22.11.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
464	DC.GP.07.1 1.24	£15.99	£2.67	£13.32	£15.99	07/11/24	Nov 24	Googleplay - Annual Subscription	£15.99
465	DC.SF.10.1 1.24	£10.38	£1.73	£8.65	£10.38	10/11/24	A19715565293	ScrewFix - Barrier tape for benches to be painted	£10.38
466	DC.BQ.10.1 1.24	£49.00	£8.16	£40.84	£49.00	10/11/24	4943	B&Q -	£49.00
	1	£20.00	£3.33	£16.67		ENV		Linseed oil for Benches	
	2	£29.00	£4.83	£24.17		ENV		Black Hammerite paint for Bins	
473	DC.AMZ.18 .11.24	£12.59	£2.10	£10.49	£12.59	18/11/24	204098098	Amazon - 36 Black Lanyards for card holders for ID Badges,	£12.59
Total		£87.96	£14.66	£73.30	£87.96				

Signature

Date

Signature

Dersingham Parish Council

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

CONFIDENTIAL APPROVALS 18.11.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,986.78	£0.00	£4,986.78	£4,986.78		Confidential		
Total		£4,986.78	£0.00	£4,986.78	£4,986.78				

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Date _____

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Dersingham Parish Council

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

DD & SO APPROVALS 22.11.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
453	DD.BARC.2 8.10.24	£10.00	£0.00	£10.00	£10.00	17/10/24	Sept - Oct 2024	Barclays Bank - E-Payment Plan Charges	£10.00
450	DD.OPS.30 .10.24	£527.46	£87.91	£439.55	£527.46	21/10/24	75718200	OPUS Energy - Streetlight Energy	£527.46
458	DD.DOM.30 .11.24	£320.00	£0.00	£320.00	£320.00	01/11/24		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract October 2024	£320.00
459	DD.JJ.30.1 1.24	£100.00	£0.00	£100.00	£100.00	01/11/24		Jo Halpin Jones - Village Voice Honorarium	£100.00
462	DD.K&M.30 .11.24	£147.35	£24.56	£122.79	£147.35	01/11/24	8988	K & M Lighting Services - Street lighting Maintenance Charge 1st November 2024 to 30th November 2024	£147.35
463	DD.SYS.30. 11.24	£125.28	£20.88	£104.40	£125.28	06/11/24	20064	System:3 Business Solutions - Microsoft 365 Business Basic x 15 & Business Standard x 3 Monthly Subscription	£125.28
471	DD.BT.29.1 1.24	£75.48	£12.58	£62.90	£75.48	15/11/24	MO78 RP	British Telecommunications - Telephone/Broadband	£75.48
Total		£1,305.57	£145.93	£1,159.64	£1,305.57				

Signature

Signature

Date