

**Minutes of the Dersingham Parish Council meeting held on 27th January 2025 at 7.00pm
in the Dersingham Village Centre**

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Valerie Brundle, Tony Bubb, John Houston, Martin Noble, Mike Shepherd, Jordan Stokes, Brett Thomas, Ann Watkins, Sarah Whitehead, and Dennis Wright.

Also present: Karen Orgill (Business Manager - BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Jo MacCallum (Responsible Financial Officer – RFO)
Borough Councillor Judy Collingham (Arrived 7.02pm – left 7.25pm)
County Councillor Stuart Dark (Arrived 7.05pm – left 7.25pm)

The Chairman asked Councillors and Staff to observe a 1 minute silence for the International Day of Commemoration of victims of the Holocaust.

- 1 **Apologies for absence** – Councillors Robert Frost and Mark Ward.
- 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
Cllr C Shepherd declared an interest in agenda item 9, planning application 25/00064/F as she is a trustee of the Dersingham Sports Ground Association and said she would present the application to Councillors however she would not be part of the discussion or decision making.
Cllr D Wright declared an interest in agenda item 9, planning application 25/00064/F as he is a trustee of the Dersingham Sports Ground Association.
- 3 **Public participation**
None present
- 4 **To receive verbal report from the Norfolk County Councillor**
Cllr S Dark reported the following:
There is no update regarding the White Paper released 16th December 2024 detailing the Governments suggestion to replace the current twotier county and district councils with unitary authorities.
Norfolk County Council are currently budget setting, with pressure being placed on both adult and child services. The Rural Support Grant is no longer available which again will impact the Counties budgets,
It has been announced that the Counties limit for 2025-26 precept will be 5% increase. It is thought county will increase the Precept by 4.98% - 4.99%
Dates will be circulated for hazardous waste days at the recycling centres.
Cllr Houston asked if the Governments unitary authorities' proposal would impact on either the Parish or Town councils? Cllr Dark confirmed there would not be a impact on either Parish or Town councils. Cllr Collingham said she felt the Parish Council will have more responsibility should the process go ahead.
Cllr C Shepherd asked Cllr Dark if anything could be done to correct the appalling road diversion signage for roadworks in the area. Cllr Dark asked for the issue to be minuted as an action point for him to take forward with highways.

Cllr Houston asked when Hunstanton Road would be resurfaced, as previously agreed. Cllr Dark to speak with highways to get an update.

5 To receive a verbal report from the Borough Councillors

Cllr Collingham wished to thank local businesses and groups for their letters of support for the sports ground application for a CIL grant to assist with the refurbishment of the pavilion.

Cllr Collingham also reiterated she is fully committed to installing signage at the sports ground informing dog walkers that dogs must be kept on leads.

Cllr Bubb reported that a meeting is to take place the 13th February 2025, with both the Borough Council Chief Executive and Leader, Cllr Collingham and himself to review the ward of Dersingham and asked Councillors to email any comments to him prior to the meeting.

Cllr Bubb said a meeting had taken place with representatives from Norfolk County Council, Borough Council, local Parish Councils, and the royal estate to discuss this year's events to be held at Sandringham. Comments have been discussed and suggestions made to enable smooth running of the forthcoming events.

6 Finance

(a) Current Financial Position Financial Budget Comparison (FBC) and Reserves.

Cllr C Shepherd advised the accounts and reserves report to 31st December 2024 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 14th January 2025. There were no comments or question from Councillors regarding the reports.

(b) To approve Payments for January 2025

Cllr C Shepherd said the lists for informational purposes were those for SO & DD and Staffing payments. There are two BACS lists for authorisation which have been circulated on SharePoint.

She pointed out that a Payment is to be authorised to Brown & Co of £540.00 for the professional commercial valuations of the DVC to ascertain the rebuild cost for insurance purposes. The valuation of the centre was 1.9 million, the BM has contacted our insurers and the policy has been increased accordingly.

It was resolved to approve the payments.

(c) IAC Quarterly Report October 2024 to December 2024

Cllr M Shepherd said his quarterly report had been placed on SharePoint. The bank reconciliations for 1st April 2024 to 31st December 2024 are all in order. The reports used by Councillors were arithmetically consistent. The quarter 3 VAT return was submitted on 6th January 2025 and the sum of £1,604.93 has been reclaimed from HMRC.

7 Council to agree and set the Precept for 2025/26

Cllr M Shepherd advised the Precept had been discussed at the Full Council Budget setting meeting 20th January 2025 where the calculations were agreed in principle.

Cllr M Shepherd proposed the Council set the precept for 2025/26 at £179,000.00 and to use £7,250.00 from the general fund to balance the 2025/26 budget. **It was resolved to approve the proposal.**

8 Minutes

(a) Minutes of the Full Council meeting 16th December 2024.

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

To add: Also, present Karen Orgill (Business Manager – BM)
The action points were discussed and those completed removed.

- (b) Minutes of the Communication Committee meeting 2nd January 2025
Cllr C Shepherd said the Committee had discussed ideas to celebrate the 80th Anniversary of both VE and VJ day marking the end of the second world war. Since the Committee met it has been confirmed there will be no additional bank holiday. It had been suggested that the beacon be lit either at the centre or the recreation ground for VE day and an event be organised for VJ day. Communications Committee will decide at their next meeting.
- (c) Minutes of the Environment Committee meeting 6th January 2025
Cllr C Shepherd said there were no items to bring to Full Council.
Cllr Bubb advised he will collect the “Please clean up after your Dog” sign from the centre and reinstall it at the sports ground once he has had confirmation of its location.
- (d) Minutes of the Finance & Admin Committee meeting 14th January 2025
Cllr M Shepherd said there were no items to bring to Full Council that have not been discussed at the Full Council Budget setting meeting of the 20th January 2025.
- (e) Notes of the Staffing Committee meeting 20th January 2025
Cllr C Shepherd said the Staffing Committee had met to authorise staff related payments.
- (f) Minutes of the Full Council Budget Setting meeting 20th January 2025
It was resolved to approve the Minutes as a true and accurate record and the Chairman to sign the minutes once the following amendments have been made.
To add: Also, present Karen Orgill (Business Manager – BM)
To add: Apologies for absence – Cllr Robert Frost

9 Planning applications:

Applications:

24/02265/F - Proposed extensions and alterations at 32 Hunstanton Road, Dersingham -
No objections but request that a condition be imposed to ensure that the roots of the beech tree are not damaged by any demolition or drainage works.

25/00064/F - Extensions and Refurbishment of existing sports Pavilion – Dersingham Sports Council, Manor Road, Dersingham – No Objections

Determinations:

24/00803/F - Coach and Horses, 77 Manor Road, Dersingham – Application Withdrawn 13th December 2024.

24/01796/F - 49 Chapel Road, Dersingham – RETROSPECTIVE – Change of use of ancillary building to holiday let C3 – Application Permitted 23rd December 2024

24/01913/F - 10 Senters Road, Dersingham – Variation of Condition 2 of Planning Consent 20/00973/F: First floor extension and alterations to dwelling and proposed cart shed – Application Permitted 19th December 2024 Delegated Decision.

24/00236/TREECA – Flowers by Yvonne 25 Manor Road, Dersingham – Cut down Eucalyptus tree to ground level – Tree Application – No Objection 24th December 2024 Delegated Decision

10 Bus Survey – Cllr Bubb

Cllr Bubb advised he had received a bus survey from the West Norfolk Infrastructure Group. Councillors discussed the survey, and the questions were answered accordingly.

11 Chairmans Report

The Chairman reported the following:

Work continues with the refurbishment project for the pavilion at the sports ground. This includes speaking with the solicitors regarding the sports ground leases, writing policies, working with the designer prior to the submission of the planning application for the sports pavilion which included the necessary biodiversity information and assisting another trustee in the application of a grant.

12 Business Managers Report

The BM reported the following:

Electrical suppliers had been contacted regarding unmetered supply for 175 streetlights as OPUS have passed on their customers to DRAX. She advised that DRAX had incorrectly invoiced the Parish Council and credit of £900.00 had been received.

The repaired defib is back at the QE II Jubilee Hall and the loan defib has been returned. Three more benches have been selected to be repainted. Quotations will be agreed at Tuesdays Environment meeting.

Work is currently being done on the specification for the paving on the War Memorial Gardens.

Cllr Bubb asked if the flashing streetlight along Manor Road had been fixed. The BM said it had been reported and no longer flashes however it is on continually due to Ivy that needs to be removed from around the photocell.

13 Correspondence

13.1 Cllr C Shepherd advised the Government have announced a COVID-19 day of reflection 2025 to take place in March and asked if Councillors wished to arrange anything to mark the day. She said she had hoped there would be a church service that people could attend. It was agreed for Cllr C Shepherd to contact the church.

13.2 Norfolk Superhero Challenge 14th June 2025

Cllr C Shepherd said the itinerary for the Norfolk Superhero Challenge 2025 has been received. The cycle stage of the event will have a slight impact on the village.

13.3 Dog Bin Payments

Cllr C Shepherd reported a letter had been received from the Borough Council notifying the Parish Council that invoicing for the Dog Bin emptying would now be issued on the 1st April. This would mean payment will be made in advance instead of retrospectively.

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.

Cllr Bubb suggested an item relating to a gift for Frazer Lindsay who will cease to be postmaster after many years.

16 Date of next meeting –

Full Council Monday 24th February 2025 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.

16 Leases Update

(a) Sports Ground

Cllr C Shepherd said the Dersingham sports ground association (DSGA) had applied for a grant from the Football Foundation (FF) which had prompted the FF to review the lease which has resulted in the FF requesting amendments to the lease.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised she is waiting for the social club to contact their solicitor.

The valuation on the QE II Jubilee Hall and the rebuild cost has been put at £1,050,000

The social club committee have been informed of the valuation and have been asked to Confirm they have adequate insurance cover.

With no further business the meeting was closed at 8.20pm

Action Points

Business Manager

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 27.01.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
536	BACS.AUR. 30.01.25	£72.00	£12.00	£60.00	£72.00	27/01/25	Invoice 169664	Aurora Managed Services Ltd - Printing Charges to January 25	£72.00
Total		£72.00	£12.00	£60.00	£72.00				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

BACS APPROVALS LIST 24.01.25

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
524	BACS.CIM. 31.01.25	£140.41	£0.00	£140.41	£140.41 28/06/24	LC001637	Clear Insurance Management Ltd - Insurance Renewal	£140.41
511	BACS.WAV .30.01.25	£20.45	£0.00	£20.45	£20.45 05/10/24	14498738	WAVE - Recreation Ground Water charges 2nd Oct 24 to 1st Jan 25	£20.45
530	BACS.BRN. 31.01.25	£540.00	£90.00	£450.00	£540.00 26/11/24	74295	Brown & Co - To undertake a Professional Commercial Valuation. 2 x reinstatement cost appraisals for insurance purposes on the Queen Elizabeth II Jubilee Hall and Dersingham Village Centre at a cost of £900 plus vat Inspection to be carried out on Friday 29th November with Coral Shepherd	£540.00
517	BACS.GEL. 31.01.25	£160.00	£26.67	£133.33	£160.00 29/11/24	1750	Gelder Electrical - Complete an Electrical Equipment Testing x 33 items and issue certification for Dersingham Parish Council on Tuesday 7th January 2025 All as agreed attached list. At a cost of £140 for labour and total cost of £140.00 (inclusive of VAT)	£160.00

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVALS LIST 24.01.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
510	BACS.AC.N. 30.01.25	£40.00	£0.00	£40.00	£40.00	09/12/24	60125	AC Norfolk Ltd - For installation of two toddler swings on the children's play area on Tuesday 10th December 2024 At a cost of £40.00	£40.00
504	BACS.DOM 30.01.25	£30.00	£0.00	£30.00	£30.00	02/01/25	DEC 2024	David Doman - War Memorial maintenance 2 visits at £15.00	£30.00
505	BACS.ARK. 30.01.25	£8.16	£1.36	£6.80	£8.16	02/01/25	60247	Ark ICT Solutions Ltd - Phone call costs £0.80 Seat 200 cost £6.00	£8.16
532	BACS.BCK LWN.30.01. 25	£4,545.84	£757.64	£3,788.20	£4,545.84	16/01/25	BC110287708	Borough Council Of King's Lynn & West Norfolk - Dog Bin empty 52 weeks April 24 - March 25	£4,545.84
525	BACS.DVC. 31.01.25	£500.00	£0.00	£500.00	£500.00	21/01/25	679	Dersingham Village Centre Association - Office Rent 01/11/23 to 21/10/24	£500.00
529	BACS.SM WD.21.01.2 5	£500.00	£0.00	£500.00	£500.00	21/01/25	Jan 25	Stephen Martyn Website Design - Maintenance, support & Hosting PC Website.	£500.00
528	BACS.CP.3 1.01.25	£2,416.00	£0.00	£2,416.00	£2,416.00	23/01/25	Invoice49721	Clanpress - 3100 x Village Voice - Issue 152 76pp	£2,416.00
		£30.60	£0.00	£30.60	£30.60		Confidential		
Total		£8,931.46	£875.67	£8,055.79	£8,931.46				

Signature

Signature

Date

Unpaid expenditure transactions

Start of year 01/04/24

Confidential

Tn no	Gross	Vat	Net	CtteeInvoice date	Details		Cheque	Cheque Total
503	£30.60	£0.00	£30.60	Staff 17/12/24	Karen Orgill	Karen mileage to the Costessey Centre for Clerk networking	BACS.KO.30.01.25	£30.60
Total	£30.60	£0.00	£30.60					

Dersingham Parish Council

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

CONFIDENTIAL APPROVALS 17.01.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,046.15	£0.00	£4,046.15	£4,046.15		Confidential		
Total		£4,046.15	£0.00	£4,046.15	£4,046.15				

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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 LIST 24.01.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
513	DD.K&M.31 .01.25	£147.35	£24.56	£122.79	£147.35	01/01/25	9098	K & M Lighting Services - Street lighting Maintenance Charge 1st January 2025 to 31st January 2025	£147.35
512	DD.SYS.30. 01.25	£125.28	£20.88	£104.40	£125.28	05/01/25	20461	System:3 Business Solutions - Microsoft 365 Business Basic x 15 & Business Standard x 3 Monthly Subscription	£125.28
514	DD.DRAX.3 0.01.25	£311.16	£51.86	£259.30	£311.16	05/01/25	1108384410	Drax Energy Solutions Ltd - Street Light charges 1st December 2024 to 31st Dec 24	£311.16
515	DD.DRAX.3 1.01.25	£612.68	£102.11	£510.57	£612.68	05/01/25	1108384413	Drax Energy Solutions Ltd - Street Light charges 1st December 2024 to 31st Dec 24	£612.68
506	SO.JONES. 30.01.25	£100.00	£0.00	£100.00	£100.00	06/01/25		Jo Halpin Jones - Village Voice Honorarium	£100.00
507	SO.KID.30. 01.24	£320.00	£0.00	£320.00	£320.00	06/01/25		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract December 2024	£320.00
516	DD.PWLB.0 7.02.25	£3,769.95	£0.00	£3,769.95	£3,769.95	10/01/25	Jan 2024	Public Works Loan Board - Loan Repayment Due - Repayment date 07.02.25	£3,769.95
	1	£1,907.55	£0.00	£1,907.55		CNCL	Loan Repayment - Capi		
	2	£1,862.40	£0.00	£1,862.40		CNCL	Loan Repayment - Inter		

Signature

Signature

Date

Dersingham Parish Council

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

DD & SO APPROVALS LIST 24.01.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
522	DD.DRAX.2 8.01.25	-£311.16	-£51.86	-£259.30	-£311.16	15/01/25	CN1001887353	Drax Energy Solutions Ltd - Street Light charges 1st December 2024 to 31st Dec 24	-£923.84
523	DD.DRAX.2 8.01.25	-£612.68	-£102.11	-£510.57	-£612.68	15/01/25	CN1001887354	Drax Energy Solutions Ltd - Street Light charges 1st December 2024 to 31st Dec 24	-£923.84
531	DD.BARCL AYS.31.01. 25	£8.50	£0.00	£8.50	£8.50	16/01/25	Dec - Jan 25	Barclays Bank - E-Payment Plan Charges	£8.50
533	DD.LS.31.0 1.25	£54.00	£9.00	£45.00	£54.00	16/01/25	00186671	LightSpeed Broadband Ltd - Broadband Service Cost 1. Business Light FTTP service – 600mbps symmetrical s	£162.00
526	DD.LS.31.0 1.25	£54.00	£9.00	£45.00	£54.00	21/01/25	00188620	LightSpeed Broadband Ltd - Broadband Service Cost October 2024 1. Business Light FTTP service – 600mbps symmetrical s	£162.00
527	DD.LS.31.0 1.25	£54.00	£9.00	£45.00	£54.00	21/01/25	00188621	LightSpeed Broadband Ltd - Broadband Service Cost November 2024 1. Business Light FTTP service – 600mbps symmetrical s	£162.00

Signature

Signature

Date

Dersingham Parish Council

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

DD & SO APPROVALS LIST 24.01.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
Total		£4,633.08	£72.44	£4,560.64	£4,633.08				

Signature _____
Date _____

Signature _____