

Minutes of the Dersingham Parish Council meeting held on 24th February 2025 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, Robert Frost, John Houston, Mike Shepherd, Brett Thomas, Mark Ward, Ann Watkins, Sarah Whitehead, and Dennis Wright.

Also present: Karen Orgill (Business Manager - BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Borough Councillor Judy Collingham (Arrived 7.02pm – left 7.25pm)

- 1 **Apologies for absence** – Councillors Valerie Brundle, Martin Noble and Jordan Stokes.
- 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
- 3 **Public participation**
None present
- 4 **To receive verbal report from the Norfolk County Councillor**
Cllr Dark was not present.
- 5 **To receive a verbal report from the Borough Councillors**
Cllr J Collingham advised she had no updates from the Borough Council relating to Dersingham.
She thanked the Parish Council for all their support on the CIL grant application for the renovation of the current pavilion, however the application had been unsuccessful.
Ward members have complained to Cllr Collingham in relation to the condition of the old community centre along Manor Road.
Cllr Collingham reiterated she would like to see signage at the sports ground instructing dog owners to keep their dogs on leads if a complete ban on dogs being in the area is not achievable.
Cllr Bubb advised the Borough Council will be setting their budgets at the next full council meeting to be held on Thursday 27th February. He said it is expected that the fees and charges implemented by the Borough Council will increase. Cllr J Collingham said she felt the increases would have an impact as people will stop using facilities such as the Corn Exchange if parking charges etc are increased.
Cllr C Shepherd asked if a meeting had been organised to discuss devolution. Cllr Bubb advised that nothing had been proposed to date.

Cllr C Shepherd stated she would bring agenda item 14 forward to allow Cllr Collingham to take part in the discussion.
Cllr C Shepherd gave a brief verbal report on the history of the sale and planning applications relating to the community centre.
The condition of the site was discussed at length, , it was noted that it was covered in overgrown vegetation, some overhanging the footpath in Dodds Hill Road and the building being structurally unsound and dangerous. Cllr C Shepherd suggested the issue be raised with the Borough Council or a compulsory purchase order be considered with the possibility of it being sold to another buyer. Cllr Collingham said both herself and Cllr Bubb would

contact Stuart Ashworth, the chief planner to discuss what action the Borough Council can take. It was agreed that Cllr C Shepherd would contact the developer to request the removal of the overhanging herbage and tidy the site up and to also contact the Borough Council Planning officer.

6 Finance

- (a) Current Financial Position Financial Budget Comparison (FBC) and Reserves.
Cllr C Shepherd advised the accounts and reserves report to 31st January 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 10th February 2025. There were no comments or question from Councillors regarding the reports.
- (b) To approve Payments for February 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.

It was resolved to approve the payments.

7 Minutes

- (a) Minutes of the Full Council and Precept Setting 27th January 2025.
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 February 2025
Cllr C Shepherd thanked Cllr Brian Anderson for chairing the environment committee meeting.
- (i) To approve payment for repainting of the Village Sign
Cllr C Shepherd said three quotes had been received to refurbish the village sign. This is to include dismantling and removal from site, drying out, stripping, and repainting of the sign. The process should take 4 weeks. The environment committee had agreed the quote received from Flights of Fancy. Cllr C Shepherd proposed that full council authorise payment from the project reserves. **It was resolved to approve the proposal.**
- (c) Minutes of the Finance & Admin Committee meeting 10th February 2025
Cllr M Shepherd said there were no items to bring to Full Council.
- (d) Notes of the Staffing Committee meeting 20th January 2025
Cllr C Shepherd said the Staffing Committee had met to authorise staff related payments and staffing appraisals were due to take place on Monday 3rd March 2025.

8 Planning applications:

Applications:

25/00175/F Proposed single storey porch to front elevation at 31 Phillip Nurse Road, Dersingham. – **No Objection**

Determinations:

24/0198/F Thaxters Coffee Shop, 51a Hunstanton Road – Construction of garden shelter -Application Permitted – 12th February 2025 – Delegated Decision

24/02090/F Talltrees, Centre Vale – Front extension – Application Permitted – 3rd February 2025 – Committee Decision

24/02161/F 9 Valley Rise – 1.50 storey side extension, porch extension, singlestorey extension and alterations to existing dormers – Application Permitted – 21st January 2025 – Delegated decision.

24/02265/F 32 Hunstanton Road – Application Permitted – 6th February 2025- Delegated Decision

25/00190/O Mill House, Mill Road -Sub-division of existing dwelling into two dwellings and construction of new access -Application Withdrawn – 6th February 2025

25/00016/TREECA 6 Brook Road – Felling of maiden Eucalyptus tree (T1) – No Objection – 12th February 2025 – Delegated Decision.

9 Chairmans Report

The Chairman advised there was nothing specific to report.

10 Business Managers Report

The BM reported the following:

She had approached a number of companies to give a quotes for an unmetered electricity supply for the streetlights but at the time of this meeting had not yet received any written quotations. The BM is to attend the Larger Councils Clerks networking meeting on 5th March 2025.

11 Freedom of the Parish

Cllr C Shepherd advised she had drafted a Freedom of the Parish policy along with a report/proposal concerning recognition of notable people in Dersingham. To be given the title of Freedom of the Parish would not result in rights of privilege or power, it would solely be a recognition for service and or important contribution within Dersingham. Councillors discussed the proposal at length. **It was resolved not to proceed with the idea of Freedom of the Parish and not to adopt the proposed policy.**

12 Booking System at your Local Recycling Centre.

This had been requested for discussion by Cllr Barker. Cllr C Shepherd said that Norfolk County Council had recently introduced this booking scheme tfor the disposal of waste at the recycling centres. There had been no public consultation regarding the matter. After discussion it was agreed for the BM to write to NCC, copying in Cllr Dark, expressing DPC Councillors concerns regarding the new booking system, namely it may act as a deterrent to residents from taking their waste to the recycling centres, as residents mainly use the Heacham centre heavy volumes of traffic throughout the summer, would make it difficult to arrive within the allocated time slot, that waste that would be recycled at the centre will be

placed in black bins at home and that the decline of the centres being used could result in closure.

13 DVCA Proposal for CCTV

Cllr C Shepherd advised the DVCA had requested approval from the Parish Council to have 5 CCTV cameras installed at the village centre. A meeting had taken place with DVCA representatives, Cllrs M and C Shepherd and the contractor to discuss installation. The Parish Council had also requested an internal camera to be installed in the east corridor for additional security of the Parish Council office and staff. The Parish Council will pay for the internal camera and installation at a cost of £345.00. The F&A committee had agreed to the installation but required Full Council approval of the following proposals.

It is proposed to approve the installation of the CCTV system subject to the following:

- **DVCA take responsibility for ensuring that the system is operated and managed in accordance with current and future legislation including but not limited to ICO registration and adoption of an appropriate policy.**
- **That the system is not used to capture sound.**
- **That the system is used for security purposes only.**
- **DVCA agree to persons nominated by the Parish Council to have access to the system with a security level commensurate with the purpose that access is requested.**
- **There should be no surface mounted cabling in public areas inside the building and any cabling on the outside of the building should be hidden or disguised as much as possible.**
- **DVCA to ensure that any accidental damage to walls or ceilings during the installation are made good.**

It will also be proposed that we recommend to Full Council that we fund the internal camera from the Dersingham Centre Reserve at a cost of £345 ex. VAT.

It was resolved to approve the proposal.

14 Community Centre on Manor Road/Dodds Hill

This agenda item was covered under minute number 5.

15 Correspondence

15.1 Consultation of Proposed Devolution for Norfolk and Suffolk

Central Government have released a consultation document regarding the proposed devolution scheme for Norfolk and Suffolk. The closing date for people to submit their responses is 13th April 2025.

King's Lynn Borough Council are holding a briefing regarding the reorganisation of the Borough and District Councils into a Unitary Authority on the 17th March 2025 at 6pm. Councillor wishing to attend either by teams or in person should let the BM know.

16 Public Participation

No public present.

17 Items for inclusion on be next agenda

Cllr C Shepherd asked Councillors to contact the BM with any items for the next agenda.

18 Date of next meeting –

Full Council Monday 24th March 2025 at 7pm in the Garden Room.

19 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.

20 Leases Update

(a) Sports Ground

Cllr C Shepherd advised that Football Foundation solicitors suggested amendments to the underlease. These were under consideration

(b) Queen Elizabeth II Jubilee Hall

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

Cllr C Shepherd advised the BM had notified the Social Club treasurer of the rebuild valuation cost received from the valuer and the club’s insurance policy has been amended to reflect the increase in value.

With no further business the meeting was closed at 8.20pm

Action Points

Business Manager

- To contact NCC to express Councillors concerns regarding the appointment system at the recycling centre

Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.
- To contact the developer/owner of the community centre site, Manor Road to request the herbage be cut back and the site tidied
- To contact the Borough Council Planning officer regarding the community centre, 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

ADDITIONAL BACS APPROVAL LIST 24.02.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
553	BACS.HER. 28.02.25	£240.00	£40.00	£200.00	£240.00	28/02/25	INV SI-95	Heritage Tree Specialist Ltd - As per our attached specification: To dismantle the dead Cherry by the footpath by Earl Close. To remove the dead tree by Philip Nurse Road. Price includes removal of all arisings and assumes stems are cut to ground level. Cost - £240.00	£240.00
Total		£240.00	£40.00	£200.00	£240.00				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

BACS APPROVALS LIST 21.02.25

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
547	BACS.AST. 28.02.25	£143.71	£23.95	£119.76	£143.71 04/01/25	58102	Aston Shaw - Payroll processing charges	£143.71
537	BACS.BRW N.28.02.25	£540.00	£90.00	£450.00	£540.00 27/01/25	74703	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
539	BACS.DOM .28.02.25	£40.00	£0.00	£40.00	£40.00 03/02/25	Jan 2025	David Doman - War Memorial maintenance 2 visits at £15.00 plus weedkiller £10.00	£40.00
541	BACS.ARK. 28.02.25	£11.87	£1.98	£9.89	£11.87 04/02/25	61442	Ark ICT Solutions Ltd - Phone call costs £3.89 Seat 200 cost £6.00	£11.87
540	BACS.28.0 2.25	£576.00	£96.00	£480.00	£576.00 06/02/25	33UE020-0010	Parish Online - Parish Online Additional Domain charge £25.00 Website Annual Charge £455	£576.00
546	BACS.DCS. 28.02.25	£300.00	£0.00	£300.00	£300.00 11/02/25		Dersingham Choral Society - Grant for Theory Corner equipment	£300.00

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVALS LIST 21.02.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
Total		£1,611.58	£211.93	£1,399.65	£1,611.58				

Signature

Date

Signature

Dersingham Parish Council

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

CONFIDENTIAL APPROVALS LIST 14.02.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,131.40	£0.00	£4,131.40	£4,131.40		Confidential		
Total		£4,131.40	£0.00	£4,131.40	£4,131.40				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

DD & SO APPROVALS LIST 21.02.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
538	DD.KM.28.0 2.25	£147.35	£24.56	£122.79	£147.35	01/02/25	9149	K & M Lighting Services - Street lighting Maintenance Charge 1st February 2025 to 28th February 2025	£147.35
545	DD.SYS.28. 02.25	£125.28	£20.88	£104.40	£125.28	07/02/25	20882	System:3 Business Solutions - Microsoft 365 Business Basic x 15 & Business Standard x 3 Monthly Subscription	£125.28
542	SO.SK.28.0 2.25	£320.00	£0.00	£320.00	£320.00	10/02/25		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract January 2025	£320.00
543	SO.JJ.28.0 2.25	£100.00	£0.00	£100.00	£100.00	10/02/25		Jo Halpin Jones - Village Voice Honorarium	£100.00
552	DD.LS.28.0 2.25	£54.00	£9.00	£45.00	£54.00	16/02/25	00203392	LightSpeed Broadband Ltd - Broadband Service Cost 1. Business Light FTTP service – 600mbps symmetrical s	£54.00
Total		£746.63	£54.44	£692.19	£746.63				

Signature

Signature

Date