

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

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

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

- 1 **Apologies for absence** – Councillors Valerie Brundle, Robert Frost, Brett Thomas, and Dennis Wright
- 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
Cllr B Anderson declared an interest in agenda item 6(b)
Cllr C Shepherd declared an interest in agenda item 9 relating to the DVCA and Sports Ground Association.
- 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 was not present.
Cllr Bubb gave a brief outline of proposals concerning the devolution. Further details will be confirmed as the results from consultations are released.
A planning officer had recommended refusal on a planning application for a large farm in Thetford. It is unlikely the recommendation will be overturned at appeal.
Cllr Bubb had attended a climate control working group meeting of which he is the Chairman. Heat pumps on council buildings had been discussed and the system appears to be more problematic than initially thought.
More trees are to be planted at Lynnsport as of those previously planted several had failed. Grey water will be used to water the trees once planted.
- 6 **Finance**
 - (a) Current Financial Position Financial Budget Comparison (FBC) and Reserves.
Cllr C Shepherd advised the accounts and reserves report to 28th February 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 10th March 2025. There were no comments or question from Councillors regarding the reports.
 - (b) To approve Payments for March 2025
Cllr C Shepherd said the lists for information were those for SO & DD and Staffing payments. There are two BACS lists for authorisation which have been circulated on SharePoint.
Cllr C Shepherd said 6 invoices had been received from the energy supplier Drax, which brings invoices from them to up to date, and asked the BM to contact Drax to ask why the invoices are illegible once printed.

Cllr M Shepherd proposed that if the Direct Debits for the outstanding Drax invoices had not been taken by the end of March he recommended to carryover the outstanding funds for the Environment Committee Street light energy budget from 2024-25 to 2025-26 so that the budget would not be overspent. **It was resolved to approve the proposal.**

It was resolved to approve the payments.

7 Minutes

- (a) Minutes of the Full Council meeting 24th February 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 Communication Committee meeting 27th February 2025
Cllr C Shepherd said she had approached the social club to enquire if they intended to hold an event for the 80th Anniversary of VE Day. As they are not holding an event the Parish Council will host a beacon lighting at the recreation ground, details of which are yet to be confirmed.
- (c) Minutes of the Environment Committee meeting 4th March 2025.
Cllr Ward asked if the invoices from Drax had been sorted and a new supplier found. The BM advised she had contacted many energy companies and of the companies contacted none were currently taking on new contracts. We are waiting to be converted to half hourly from non-half hourly rates. This will enable UKPower Network to issue a certificate which will enable the BM to look for quotes from other suppliers. Cllr Barker asked if the BM had tried using a broker to obtain quotes. The BM advised she had contacted various companies direct.
Cllr C Shepherd advised a new Maple Tree had been planted on the recreation ground.
- (d) Minutes of the Planning Committee meeting 10th March 2025
Cllr J Houston said there were no items to bring to Full Council.
 - (i) Revised Terms of Reference.
Cllr C Shepherd said the Planning Committee had reviewed their terms of reference and added paragraph 6, the revised version had been shared via SharePoint. Cllr C Shepherd proposed the revised Terms of Reference be re-adopted. **It was resolved to approve the proposal.**
Cllr C Shepherd said quotes were being sought for the preparation of a neighbourhood plan.
- (e) Minutes of the Finance & Admin Committee meeting 10th March 2025.
Cllr M Shepherd the minutes had been placed on SharePoint prior to the meeting and advised there were no items to bring to Full Council.
- (f) Notes of the Staffing Committee meeting 17th March 2025.
Cllr C Shepherd said the staff salaries had been authorised.
 - (i) Sexual Harassment Policy
Cllr C Shepherd said she had placed a copy of the policy on SharePoint. The policy had been discussed with both the BM and the ABM who had no objections to it's

content. Cllr C Shepherd proposed the policy be adopted. **It was resolved to approve the policy.**

8 Planning applications:

Applications: None Received

Determinations:

23/01189/F 38 manor Road, Dersingham. Demolition of existing ground floor commercial unit with first floor residential accommodation replaced with proposed new residential apartments and associated works. Application permitted 4th March 2025 – Committee decision.

9 Chairmans Report

The Chairman reported the following:

DVCA – the installation of the CCTV has taken place and the cameras are now live. The camera positioned in the east corridor is not set sufficiently to completely cover the east door and office door. This has been reported to the DVCA and the contractor.

DSGA – A decision is yet to be made on the planning application for the refurbishment and extension of the pavilion. The problem is for the potential of bats to use the pavilion roof space, this could delay the planning decision until June. Borough Councillor Collingham is to chase the Borough Council regarding the application.

The BM had circulated the latest hospital newsletter. The completion date for the new hospital is now 2032 with a start date of early 2026 for the multi storey car park.

Consultation on proposed devolution for Norfolk and Suffolk has started, with a public consultation taking place for the proposal to have a strategic authority and Mayor for Norfolk and Suffolk. Initial proposals have been submitted to Central Government. Six of the seven districts favour 3 unitary authorities in Norfolk, West, East and Norwich. One favours two and the County Council favour one covering the whole county. With lots of information being circulated Cllr C Shepherd proposed a folder be set up on SharePoint so information could be held centrally for Councillors to read. **It was resolved to approve the proposal.**

10 Business Managers Report

The BM reported the following:

The contracts register has been completed.

Zoll, the company that supplied the new defibrillator located at the Social Club, have issued a global recall of that specific make and model as they have had many reports of the defib failing.

Norfolk County Council have reported they have scheduled a further round of weed spraying for road for 2025-26 taking it to two for the year.

The footpath from the Coach & Horses to the village centre has been scheduled to be replaced. This will involve road closures while the work is carried out.

Historic England will send an Inspector of Ancient Monuments to look at the recent damage around the Moat, the visit is due 31st March 2025.

11 Correspondence

None received

12 Open the meeting to allow Public Participation

None present

13 Items for inclusion on the next agenda

Cllr C Shepherd asked Councillors to let the BM know of any items for the next Full Council agenda.

Cllr C Shepherd asked Councillors if they had any suggestions for a guest speaker at the Annual Parish meeting in April. Cllr Barker suggested someone from Ken Hill to inform people of the work they carry out. Cllr Noble said he would contact the manager of Ken Hill.

14 Date of next meeting –

Full Council Monday 28th April 2025 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

Sports Ground and Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said the Football Federation had submitted comments regarding the underlease which the Parish Council solicitor has reviewed and has suggested workarounds to some of the issues.

Cllr C Shepherd reported she had spoken with the Social Club, and they are waiting to hear from their solicitor

With no further business the meeting was closed at 7.50pm

Action Points

Business Manager

- Contact Drax regarding the illegibility of invoices once printed.

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.
- To create a SharePoint folder for Councillors where information regarding Devolution can be stored.

Cllr M Noble

- To contact Wild Ken Hill regarding a guest speaker for the Annual Parish Council meeting 22nd April 2025.

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 24.03.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
585	BACS.DVC. 31.03.25	£1,128.30	£0.00	£1,128.30	£1,128.30	24/03/25	INV 707	Dersingham Village Centre Association - April 24 - Sept 24 Parish Council Contribution to DVC maintenance & running costs.	£1,128.30
Total		£1,128.30	£0.00	£1,128.30	£1,128.30				

Signature

Date

Signature

Dersingham Parish Council

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

BACS APPROVALS LIST 21.03.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
554	BACS.K&M. 30.03.25	£102.00	£17.00	£85.00	£102.00	18/02/25	Inv 9195	K & M Lighting Services - For removing ivy/material to allow the contractor to access the lighting system/sensor at L9114 Manor Road, Dersingham At a cost of £85.00 plus vat.	£102.00
568	Bacs.Bar.3 1.03.25	£280.80	£46.80	£234.00	£280.80	21/02/25	Inv 167588	Barcham Trees PLC - Re: Order acknowledgement 146943. Our Customer Account: DERSPC01 1 x Acer Campestre (Field Maple) 3m to 3.15 metre tall – Medium – 45L at £134.00 plus vat 2 x 6ft stakes and 1m tie with 3 spacers at £5.00 each = £10.00 plus vat 1 x delivery charge by David Johnson at £90.00 plus vat (reduced rate) on either 12th or 13th March Confirmation of delivery day and estimate time to be confirmed Total cost: £234.00 net plus £46.80 vat = £280.80 total amount	£280.80
563	BACS,DOM .31.03.25	£30.00	£0.00	£30.00	£30.00	03/03/25	Feb 2025	David Doman - War Memorial maintenance 2 visits at £15.00	£30.00

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVALS LIST 21.03.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
565	BACS.ARK. 31.03.25	£10.45	£1.74	£8.71	£10.45	04/03/25	63124	Ark ICT Solutions Ltd - Phone call costs £2.71 Seat 200 cost £6.00	£10.45
579	BACS.DCS. 31.03.25	£35.00	£0.00	£35.00	£35.00	15/03/25	March Inv	Domestic Cleaning Services, Simon Kidd - For the removal of the arisings at the front of 12 Manor Road and safe disposal at a local recycling centre. At a cost of £35.00 Work to be undertaken on Thursday 27th March 2025.	£35.00
576	BACS.AND. 31.03.25	£89.09	£0.00	£89.09	£89.09	17/03/25	expenses	Brian Anderson (Councillor) - Tools & parts required for Christmas lights	£89.09
578	BACS.CP.3 1.03.25	£2,416.00	£0.00	£2,416.00	£2,416.00	17/03/25	Invoice 49889	Clanpress - 3100 x Village Voice - Issue 153 76pp	£2,416.00
580	BACS.THH. 31.03.25	£250.00	£0.00	£250.00	£250.00	19/03/25	Tapping House	Tapping House Hospice - Grant payment for March 2025	£250.00
581	BACS.EAA A.31.03.25	£250.00	£0.00	£250.00	£250.00	19/03/25	2025 Grant	East Anglia Air Ambulance - Grant payment for March 2025	£250.00
582	BACS.NAR S.31.03.25	£250.00	£0.00	£250.00	£250.00	19/03/25	2025 Grant	Norfolk Accident Rescue Service - Grant payment for March 2025	£250.00
583	BACS.DUC. 31.03.25	£250.00	£0.00	£250.00	£250.00	19/03/25	2025 Grant	Dersingham United Charities - Grant payment for March 2025	£250.00

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVALS LIST 21.03.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
584	BACS.BAB Y.31.03.25	£250.00	£0.00	£250.00	£250.00	19/03/25	2025 Grant	Baby Basics - Grant payment for March 2025	£250.00
Total		£4,213.34	£65.54	£4,147.80	£4,213.34				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

CONFIDENTIAL APPROVALS 17.03.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£7,660.78	£0.00	£7,660.78	£7,660.78		Confidential		
Total		£7,660.78	£0.00	£7,660.78	£7,660.78				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

DD & SO APPROVALS LIST 21.03.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
564	DD.BARC.0 7.03.25	£8.50	£0.00	£8.50	£8.50	19/02/25	Jan - Feb 25	Barclays Bank - E-Payment Plan Charges for 13 Jan - 12 Feb 2025	£8.50
556	DD.DRAX.3 1.03.25	£26.08	£4.35	£21.73	£26.08	25/02/25	1108498676	Drax Energy Solutions Ltd - Electricity charges 1st December 2024 to 31st Dec 24	£1,603.18
557	DD.DRAX.3 1.03.25	£534.25	£89.04	£445.21	£534.25	25/02/25	1108498678	Drax Energy Solutions Ltd - Street Light charges 1st December 2024 to 31st Dec 24	£1,603.18
558	DD.DRAX.3 1.03.25	£26.08	£4.35	£21.73	£26.08	25/02/25	1108498677	Drax Energy Solutions Ltd - Electricity charges 1st January 2025 to 31st January 2025	£1,603.18
559	DD.DRAX.3 1.03.25	£534.25	£89.04	£445.21	£534.25	25/02/25	1108498679	Drax Energy Solutions Ltd - Street Light charges 1st January 2025 to 31st January 2025	£1,603.18
555	DD.K&M.31 .03.25	£147.35	£24.56	£122.79	£147.35	01/03/25	9202	K & M Lighting Services - Street lighting Maintenance Charge 1st March 2025 to 31st March 2025	£147.35
561	DD.KIDD.3 1.03.25	£320.00	£0.00	£320.00	£320.00	03/03/25		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract February 2025	£320.00
562	DD.JJONE S.31.03.25	£100.00	£0.00	£100.00	£100.00	03/03/25		Jo Halpin Jones - Village Voice Honorarium	£100.00

Signature

Signature

Date

Dersingham Parish Council

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

DD & SO APPROVALS LIST 21.03.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
566	DD.DRAX.1 8.03.25	£23.58	£3.93	£19.65	£23.58	04/03/25	1108502330	Drax Energy Solutions Ltd - Electricity charges 1st Feb 2025 to 28th January 2025	£23.58
567	DD.DRAX.3 1.03.25	£482.52	£80.41	£402.11	£482.52	04/03/25	1108502331	Drax Energy Solutions Ltd - Street Light charges 1st February 2025 to 28th February 2025	£1,603.18
575	DD.PWLB.0 4.04.25	£4,974.82	£0.00	£4,974.82	£4,974.82	07/03/25	March 2025	Public Works Loan Board - Loan Repayment Due - Repayment date 04.04.25	£4,974.82
	1	£2,528.39	£0.00	£2,528.39		CNCL	Loan Repayment - Capi		
	2	£2,446.43	£0.00	£2,446.43		CNCL	Loan Repayment - Inter		
574	DD.SYS.31. 03.25	£125.28	£20.88	£104.40	£125.28	08/03/25	25076	System:3 Business Solutions - Microsoft 365 Business Basic x 15 & Business Standard x 3 Monthly Subscription	£125.28
577	DD.LS.16.0 3.25	£54.00	£9.00	£45.00	£54.00	16/03/25	00218889	LightSpeed Broadband Ltd - Broadband Service Cost 1. Business Light FTTP service – 600mbs symmetrical s	£54.00
Total		£7,356.71	£325.56	£7,031.15	£7,356.71				

Signature

Signature

Date