

Minutes of the Dersingham Parish Council meeting held on 28th April 2025 at 7.00pm in the Dersingham Village Centre

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

Also present: Karen Orgill (Business Manager - BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Norfolk County Councillor Stuart Dark
Borough Councillor Judy Collingham (left 7.28pm)
Members of the public - 2

The Chairman said a few words regarding the recent passing of former Councillor Barry Hopkins. Councillors observed a minute's silence.

- 1 **Apologies for absence** – Councillors Valerie Brundle, and Sarah Whitehead
- 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
None received
- 3 **Public participation**
The parishioners present had no questions for Councillors.
- 4 **To receive verbal report from the Norfolk County Councillor**
Cllr Dark reported the following:
There are no confirmed updates regarding the devolution of local government reform. The reform will impact on the County, District and City Councils, the local level government that will remain unaffected will be the Parish Councils.
The County Council have agreed to funding any road closures put in place for the VE & VJ Day celebrations
The road that runs alongside the visitor centre at Sandringham has had the speed limit reduced from 60MPH to 30MPH
Cllr Dark is to have a meeting at Ingoldisthorpe school to discuss the safety issues around parents dropping off and collecting children.
Cllr Dark said his local members fund has been renewed for 2025-26 and he reiterated that should there be any projects that the parish council were considering that he may be able to assist with the cost.
Cllr C Shepherd asked if there was an update regarding the school patrol vacancy.
Cllr Dark said there had been no applications, however, there has been additional signage at Dodds Hill and a 20MPH limit put in place to reduce the risk of accidents. The timing of the school flashing amber lights which indicate children maybe crossing is now controlled remotely by the school so there is no requirement for someone to manually turn them on. Cllr Dark said he would enquire what the current situation is regarding the vacancy.
Cllr C Shepherd asked if there was an update regarding the future of the old infant school.
Cllr Dark advised he had no update but would make enquiries as to the future of the school.
Cllr C Shepherd asked if there was an update as to when Hunstanton Road will be resurfaced near Woodside Avenue, heading towards Ingoldisthorpe. Cllr Dark advised he had a meeting

scheduled with the county highway engineer and would raise the problem with them. Cllr Barker asked what criteria was needed for intervention for work on potholes. Cllr Dark said NCC had won awards for the quick response to fixing potholes. The best way to report potholes is to complete the "Report a Fault" form on the NCC website. Cllr M Shepherd asked if NCC had had any engagement with Hunstanton Town Council regarding the meeting due to take place about the Wash barrier. Cllr Dark said he would make enquiries and update the Parish Council.

5 To receive a verbal report from the Borough Councillors

Cllr Collingham said she had nothing to report to Councillors.

Cllr Bubbs advised he had attended four planning meetings, two of which were site visits. The Sports Ground Association have applied for a grant from Cllr Collinghams and Cllrs Bubbs local members fund to purchase a rotary mower. Cllr Bubbs said they had agreed to each donate £500.00.

6 Finance

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

Cllr C Shepherd advised the accounts and reserves report to 31st March 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 14th April 2025. There were no comments or question from Councillors regarding the reports. Cllr C Shepherd reported the Borough Council (BC) have changed their invoicing procedure for the emptying of the Dog Bins. Previously payment would be made at the end of the financial year however the invoice for 2025-26 had been received at the beginning of the financial year. The BC have also increased the costs of emptying the dog bins by 115% taking the yearly cost from £3100.00 to £6800.00. Payment to the BC will be made over ten instalments. Cllr C Shepherd said she had contacted the leader of the BC and the chief executive with no reply from the Chief Executive. The leader had responded and had said there had been no increase to the costs for several years however this is not the case, she will remain in correspondence with the BC.

(b) To approve Payments for March 2025

Cllr C Shepherd said the lists for information were those for SO & DD, staffing payments and purchases made on the Parish Council purchase card. There are two BACS lists for authorisation which have been circulated on SharePoint.

The Finance Committee had agreed that the grant payments to Dersingham Sports Ground Management Committee and St Nicholas Church would be made in two instalments rather than one payment as done in previous years.

It was resolved to approve the payments.

(c) IAC Quarterly Report

Cllr M Shepherd advised the IAC report had been placed on SharePoint prior to the meeting and confirmed that the bank reconciliation for 1st April 2024 to 31st March 2025 were in order and all reports were arithmetically correct. All payments were authorised and made in accordance with financial regulations. The Quarter 4 VAT return was submitted on the 2nd April 2025 and the sum reclaimed from HMRC was £608.97.

Budget code 4035 Street Lighting Energy shows an underspend, this is due to three months of invoices received from Drax being paid in 2025-26 and not 2024-25. The carry forward of the funds had been agreed at the previous full council meeting.

7 Minutes

- (a) Minutes of the Full Council meeting 24th March 2025.
It was resolved to approve the Minutes as a true and accurate record once the following amendment had been made to minute number 6(b) and for the Chairman to sign the minutes.

Cllr M Shepherd proposed that if the delayed Direct Debits for the outstanding Drax invoices had not been taken by the end of March that Council authorises a carryover of funds to 2025/26 financial year to cover them. **It was resolved to approve the proposal.**

The action points were discussed and those completed removed.

- (b) Minutes of the Environment Committee meeting 7th April 2025
Cllr R Frost said there were no items to bring to Full Council.
Cllr C Shepherd said two tonnes of topsoil had been delivered on the recreation ground and Cllrs Barker, Frost, Bubb and herself had been to fill holes around some of the play equipment on the playground.
- (c) Minutes of the Planning Committee meeting 14th April 2025.
Cllr Houston said there were no items to bring to Full Council.
Cllr C Shepherd asked the BM if she had received a reply from the Chief Planner regarding the retrospective planning application for 2 Chapel Road which had received a determination from the BC planning committee without the Parish Council being consulted. The BM said she had been told by the BC Planning Officer that they were not able to give the Chief Planners email address to her. Cllr C Shepherd advised she had his email and would forward it to the BM.
Cllr C Shepherd said the BM is in the process of getting quotes for the Neighbourhood Plan.
- (d) Minutes of the Finance & Admin Committee meeting 14th April 2025
Cllr M Shepherd said the minutes had been placed on SharePoint.
Cllr M Shepherd reported the BC have decided to make the 2025-26 precept payment in two instalments rather than one as done previously however there had been no prior knowledge of this.
The BC also increased the charge for emptying the dog bins, this has been increased by 115% and will be paid in 10 monthly instalments. The invoice is now payable at the start of the financial year, again this was implemented without any notification from the BC.
The F&A Committee agreed to have “spending plans” as an agenda item for all committees. This is to assist in identifying additional funding needed by committees for projects, new assets, and equipment maintenance. Any proposals will then be approved by Full Council and the money will be taken from project reserves.
- (e) Notes of the Staffing Committee meeting 22nd April 2025.
Cllr C Shepherd said the Staffing Committee had met and had authorised payment of staff salaries.

8 Planning applications:

Applications: None Received

Determinations:

24/01343/F Dersingham Sports Council, Manor Road, Dersingham – Extension of existing car park to increase parking spaces from 35 to 63 (retrospective) – Application Permitted 9th April 2025 Delegated decision.

9 Chairmans Report

The Chairman reported the following:

The DVCA AGM is being held Tuesday 20th May 2025 at 7pm in the Garden Room at the village centre. There are currently trustee vacancies if anyone would like to volunteer.

The internal audit is in progress ready for the completion of the AGAR.

To commemorate the 80th anniversary of the ending of the second world war. The Parish Council will be lighting the beacon on the 8th May at 9.30pm at the recreation ground.

10 Business Managers Report

The BM reported the following:

A one-year contract with Drax has been signed and we are waiting for a new Half Hourly certificate from UK Power Networks. In 10 months' time other suppliers will be contacted for quotes.

New pads have been purchased and installed in the defib outside the Spar and with a date for replacement Adult- 28th July 2027 and Child - 28th June 2027.

Two parishioners have been into the office and wanted to join the Speedwatch team. The BM will contact those parishioners who previously showed an interest.

11 Correspondence

11.1 Parish Councillors invite to discuss the Wash Barrage/Port and Tidal Energy project 22nd May 2025.

An invite had been received from Hunstanton Town Council for Parish Councillors to attend a meeting to discuss proposals, exchange views about how it will impact on local communities and environment. The meeting is for parish councillors only . Any Parish Councillors should let the BM if they wish to attend, and she will notify Hunstanton Town Council

12 Open the meeting to allow Public Participation

A Parishioner present asked if when reporting potholes could a photo be uploaded to the report. Cllr C Shepherd advised a picture can be attached which would assist in showing the size of the pothole. Cllr M Shepherd advised the link to NCC report a fault form can also be found on the Parish Council website.

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.

14 Date of next meeting –

Annual Parish Council Meeting Monday 19th May 2025 at 7pm in the Garden Room.

Full Council Meeting Monday 19th May 2025 7.30pm in the Garden Room.

Cllr C Shepherd asked the Chairman of the committees to submit their annual reports for the Annual Parish Council meeting to the BM by the 13th May 2025 so they can be circulated via SharePoint prior to the meeting.

Parishioners left the meeting at 8.04pm

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 no response has been received from the Football Federation solicitor to date.

Cllr B Thomas reported that he had spoken with the Social Club, and they are waiting to hear from their solicitor.

Cllr S Dark gave a brief update regarding the recent installation of the speed cameras on the A19, additional signage in place etc to help reduce accidents, However, during the consultations for the speed cameras it became apparent there are issues with some of the junctions along that route. Discussions are underway regarding traffic calming at the Lambsey Lane junction at Heacham.

With no further business the meeting was closed at 8.12pm

Action Points

Business Manager

- To contact Parishioners that have shown prior interest in joining a Speedwatch Volunteers Scheme

Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.
- To forward the BC Chief Planning Officers email to the BM

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.

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

ADDITIONAL APPROVALS LIST 30.04.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
644	BACS.KIDD .30.04.25	£30.00	£0.00	£30.00	£30.00	25/04/25	Apr Inv	Domestic Cleaning Services, Simon Kidd - For an extra two sessions of emptying the litter bins on the recreation ground and children's play area over the Easter period at a cost of £15.00 each and total cost of £30.00	£30.00
642	BACS.AUR. 30.04.25	£81.33	£13.55	£67.78	£81.33	28/04/25	IV182034	Aurora Managed Services Ltd - Printing Charges	£81.33
643	BACS.EON. 30.04.25	£17.48	£0.83	£16.65	£17.48	28/04/25	235289573	E.on Energy - Electricity Charges for recreation ground	£17.48
Total		£128.81	£14.38	£114.43	£128.81				

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

DC APPROVALS LIST 25.04.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
623	DC.Defib.30 .04.25	£184.80	£30.80	£154.00	£184.80	07/04/25	Inv 50758	Defib Store Limited - 1 x Cardiac Science Powerheart G5 Adult Pad at £59.00 each 1 x Cardiac Science Powerheart G5 Child Pad at £85.00 each Delivery at £10 Total net cost £154.00	£184.80
628	DC.THX.17. 04.25	£54.00	£9.00	£45.00	£54.00	22/04/25	Gas Inv	Thaxters - Propane Gas bottle for VE Day event	£54.00
Total		£238.80	£39.80	£199.00	£238.80				

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

CONFIDENTIAL APPROVALS LIST 22.04.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,557.13	£0.00	£4,557.13	£4,557.13		Confidential		
Total		£4,557.13	£0.00	£4,557.13	£4,557.13				

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

BACS APPROVALS LIST 25.04.25

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
591	BACS.NPT S.30.04.25	£555.00	£0.00	£555.00	£555.00 01/04/25	21301	Norfolk Parish Training & Support - Subscription 2025/2026	£555.00
595	BACS.DOM .30.04.25	£60.00	£0.00	£60.00	£60.00 01/04/25	April 2025	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
607	BACS.NM.3 0.04.25	£194.22	£32.37	£161.85	£194.22 01/04/25	INV 00010881	Notice Me - 2 x "Gemini" value external felt notice boards, Size A1 (8xA4) at £74.95 +VAT each plus Delivery is £11.95 to UK mainland Only. Total costs £161.85 net.	£194.22
619	BACS.ARK. 30.04.25	£10.10	£1.68	£8.42	£10.10 01/04/25	64452	Ark ICT Solutions Ltd - Monthly Phone Bill	£10.10
620	BACS.WAV .30.04.25	£16.18	£0.00	£16.18	£16.18 03/04/25	14902299	WAVE - Water charges	£16.18
617	BACS.PJB. 30.04.25	£1,309.76	£218.29	£1,091.47	£1,309.76 07/04/25	SI-1040	P J & B Jones Ltd - As your quotation of 16th December 2024 Please supply and spread a 'Weed and Feed' fertilizer to the recreation ground as previously discussed Cutting of Grass on Playing field & Play area	£1,309.76
1		£1,176.00	£196.00	£980.00	REC	Weed & Feed Recreati		
2		£100.16	£16.69	£83.47	REC	Cut Playing Field GCA1		
3		£33.60	£5.60	£28.00	REC	Cut Childrens Play area		

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

BACS APPROVALS LIST 25.04.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
618	BACS.FF.3 0.04.25	£1,800.00	£300.00	£1,500.00	£1,800.00	07/04/25	INV1340	Flights of Fantasy - To Repaint the Dersingham Village Sign at the junction of Lynn Road/Heath Road, Dersingham as per our specification and your quotation dated 29th January 2025 For the sum of £1,500 plus vat Please take down the sign, take to store for a couple of weeks to dry out sign, repaint and rehang the sign.	£1,800.00
593	BACS.SAN D.30.04.25	£600.00	£0.00	£600.00	£600.00	22/04/25	SI47973	Sandringham Estate - Lease Rent 06.04.2025 to 21.10.2025 Tenancy DE8049/DERS0003 Playing Field Off Manor	£600.00
630	BACS.DSG. 30.04.25	£3,350.00	£0.00	£3,350.00	£3,350.00	22/04/25	April Installment	Dersingham Sports Ground Management Committee - 1st Installment for Grant for Sports Ground Maintenance to be paid in 2 installments 28.04.25 & 22.09.25	£3,350.00
632	BACS.Church. 28.04.25	£2,750.00	£0.00	£2,750.00	£2,750.00	22/04/25	April Installment	St Nicholas Church - 1st Installment of 2 Grant payments for Church Yard Grass cutting.	£2,750.00
634	BACS.CCS. 28.04.25	£800.00	£0.00	£800.00	£800.00	22/04/25	Grant	Heacham & District CCS - Grant payment for community car scheme	£800.00

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

BACS APPROVALS LIST 25.04.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
Total		£11,445.26	£552.34	£10,892.92	£11,445.26				

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Date _____

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Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

DD & SO APPROVALS LIST 25.04.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
592	DD.K&M.30 .04.25	£147.35	£24.56	£122.79	£147.35	01/04/25	9259	K & M Lighting Services - Street lighting Maintenance Charge 1st April 2025 to 30th April 2025	£147.35
596	DD.BARC.2 8.03.25	£8.50	£0.00	£8.50	£8.50	01/04/25	Feb - March 25	Barclays Bank - E-Payment Plan Charges for 13 Feb - 12 March 2025	£8.50
621	DD.DRAX.1 6.04.25	£534.25	£89.04	£445.21	£534.25	02/04/25	1108562591	Drax Energy Solutions Ltd - Street Light charges 1st March 2024 to 31st March 25	£560.33
622	DD.DRAX.1 6.04.25	£26.08	£4.35	£21.73	£26.08	02/04/25	1108562590	Drax Energy Solutions Ltd - Electricity charges 1st March 2025 to 31st March 25	£560.33
636	SO.JJ.30.0 4.25	£100.00	£0.00	£100.00	£100.00	20/04/25	April	Jo Halpin Jones - Village Voice Honorarium	£100.00
629	DD.LS.30.0 4.25	£54.00	£9.00	£45.00	£54.00	22/04/25	00233432	LightSpeed Broadband Ltd - Broadband Service List	£54.00
637	SO.KIDD.3 0.04.25	£320.00	£0.00	£320.00	£320.00	23/04/25	April 25	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	£320.00
638	DD.BCKLW N.01.05.25	£817.28	£136.21	£681.07	£817.28	23/04/25	April 25	Borough Council Of King's Lynn & West Norfolk - Monthly Contract for Dog Bin emptying x 9 @ 817.28 & 1 @ 817.32 per month April 25	£817.28

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

DD & SO APPROVALS LIST 25.04.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
639	DD.SYS3.2 3.04.25	£125.28	£20.88	£104.40	£125.28	25/04/25	INV25447	System:3 Business Solutions - Monthly Subscription for Microsoft 365 Business Basic x 15 @4.90 & Microsoft 365 Business Standard @10.30 x 3	£125.28
640	DD,ICO.01. 04.25	£47.00	£0.00	£47.00	£47.00	25/04/25	April Renewal	Information Commissioner - Yearly Fee for GDPR compliance	£47.00
Total		£2,179.74	£284.04	£1,895.70	£2,179.74				

Signature

Signature

Date