

Minutes of the Dersingham Annual Parish Council meeting held on 19th May 2025 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, John Houston, Mike Shepherd, Jordan Stokes, 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 (left 7.16pm)

Borough Councillor Judy Collingham (left 7.27pm)

Members of the public - 1

- 1 To elect the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office.**
Cllr D Wright nominated Cllr C Shepherd; Cllr Brian Anderson seconded the nomination.
Councillors voted; and it was resolved that Cllr C Shepherd be duly elected as Chair
- 2 To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office**
Cllr D Wright nominated Cllr B Anderson; Cllr J Stokes seconded the nomination.
Councillors voted; and it was resolved that Cllr B Anderson be duly elected as Vice Chair.
- 3 Apologies for absence –** Cllrs Valerie Brundle, Robert Frost, Martin Noble, Brett Thomas and Sarah Whitehead
- 4 Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
Cllr C Shepherd declared an interest in Dersingham Village Centre Association (DVCA) and Dersingham Sports Ground association (DSGA)
- 5 Co-option of New Councillor**
The Chairman said the parishioner present had attended the Annual Parish Meeting and the last Full Council meeting and has now applied to become a Parish Councillor and therefore wished to be Co-opted at tonight's meeting. The Chairman asked the parishioner to introduce herself to the councillors.
Mrs Foxley gave a brief resumé about herself.
The Chairman proposed Mrs Foxley be Co-opted to become a Parish Councillor. **It was resolved to approve the proposal.**
Mrs Foxley duly signed the relevant paperwork and joined the meeting at 7.05pm
- 6 Appointment of Parish Council members to serve on the following Committees**
Councillor C Shepherd reviewed the current Committee representatives.
It was resolved to approve the following Committee representatives.
 - (a) Communications Committee**
Cllr Tony Bubb
Cllr Su Foxley
Cllr Coral Shepherd

Cllr M Shepherd
Cllr Jordan Stokes

(b) Environment Committee

Cllr Brian Anderson
Cllr Tony Bubb
Cllr Robert Frost
Cllr Coral Shepherd
Cllr Jordan Stokes
Cllr Mark Ward
Cllr Ann Watkins

(c) Finance and Administration Committee

Cllr Nigel Barker
Cllr Coral Shepherd
Cllr Mike Shepherd
Cllr Brett Thomas
Cllr Sarah Whitehead

(d) Planning Committee

Cllr Nigel Barker
Cllr Valerie Brundle
Cllr Su Foxley
Cllr John Houston
Cllr Martin Noble
Cllr Coral Shepherd
Cllr Brett Thomas

7 Appointment of Parish Council representatives to serve on the following organisations

(a) Dersingham Social Club

Cllr Dennis Wright
Cllr C Shepherd said she would approach Cllr Brett Thomas to become a representative.

(b) Norfolk Playing Fields Association

Cllr Dennis Wright

(c) Tree Warden

Cllr Brian Anderson
Cllr Ann Watkins

(d) Heacham & District Community Transport Scheme

Cllr Robert Frost

(e) Dersingham United Charities

Cllr Tony Bubb
Cllr Dennis Wright

(f) DVCA Trustee

Cllr C Shepherd

(g) Internal Audit Controller

Cllr Mike Shepherd

8 To receive attached Chairmans reports

(a) Full Council

Dersingham Parish Council Chairman's Annual Report 2025

For those of you who are not familiar with the Parish Council, we provide a variety of services to the village, producing and circulating Village Voice, providing dog waste bins, streetlights away from the main roads, grass cutting of land within our control, maintaining over 100 trees, 4 public noticeboards, litter bins, and seats and benches. We own and maintain the recreation ground, several informal open areas on the Mountbatten Estate, the war memorial gardens and The Warren. We meet together on the last Monday of every month, apart from a recess in August with the meat of our work being done through 5 committees, environment, finance and administration, communications and staffing. All apart from Staffing are open to the public. Our full complement of councillors is 18 but we currently have 15, so, if you would like to join us or know of anyone interested, please speak to me or our Business Manager, Karen Orgill.

The Parish Council has over 2.4 million pounds worth of assets, the main two are firstly the village centre which, under a lease, is ably looked after for us by the Dersingham Village Centre Association, a registered charity. And secondly the Queen Elizabeth 2nd Jubilee Hall, rented by the Dersingham Social Club, they have been under new management over the last couple of years and it is now a vibrant and popular facility in the village. I have already mentioned our other assets, but we also lease the Sports Ground in Manor Road from the Sandringham Estate. In turn, we are preparing a lease for the ground for the newly formed charity, the Dersingham Sports Ground Association. They maintain the land for football, cricket, and tennis, all of which have active clubs and they are working towards extending and refurbishing the pavilion which is in a poor condition and is no longer fit for purpose. A planning application was submitted in January and a favourable decision is expected in June, following the necessary bat surveys. This decision will enable the charity to complete the funding to carry out the work.

As councillors our work is varied throughout the year, from regularly scrutinising our accounts to ensure that parishioner's money is well managed to commenting on planning applications within the village and producing Village Voice. Despite rising prices, we were able to keep the precept at last year's level, mainly due to the council tax increasing for second homeowners. Importantly we have not had to reduce the level of services.

We have three members of staff - our Business Manager, Karen Orgill who has overall responsibility to keep us on the straight and narrow, our Responsible Finance Officer

Joanne MacCallum who looks after finances and our Assistant Business Manager, Geraldine Scanlon who supports the BMs work and has a specific role to work with the editor of Village Voice, to look after and obtain new advertisers and coordinate our team of volunteers who deliver the magazine to everyone in the village. I would like to give my sincere thanks to our editor, Jo Jones and all those who give up their time to deliver the magazine, whatever the weather.

Over the last 12 months we have quietly achieved the following – commented to the Borough Council on 36 planning applications and given small donations to the following – the Dersingham Village Choir to assist them in their rehearsals, NARS, Baby Basics, Dersingham United Charities, East Anglian Air Ambulance and Tapping House. We also provide grants to St Nicholas Church and the Sports Ground Association to assist with the costs of grass cutting and also to the Heacham Car Scheme. We have refurbished and repositioned the goal mouths in the Recreation Ground, renewed the grass cutting and street light electricity supply contracts, repaired some equipment at the childrens play area at the Recreation Ground, repainted 3 benches, refurbished the village sign at Lynn Road at the entrance to the village and replaced the noticeboards at the library and Spar. In June we will be renewing the contract for the maintenance of the streetlights. Our main project his year will be to repair the paving at the war memorial gardens.

We continue to use our electronic system of data storage and sharing for councillors and staff. This makes it easier for councillors to prepare for meetings and reduced some of the workload for staff. We now have a new website, which includes a record of all our meetings back to 2015, has all of our adopted policies, as well as annual financial information. There is also some general information about the village, including about a number of active clubs and societies.

Last year I reported that the post for the school crossing patrol officer for Manor Road/Doddshill Road had been advertised not only on the county council website but also around the village on our noticeboards. Unfortunately, over 12 months later the post is still vacant.

I would like to take this opportunity to thank all of my fellow councillors for their help and support, both practical and moral over the last year. Most importantly I would like, on behalf of us all, to give a give a huge thanks to our 3 hard-working members of staff who quietly, efficiently and calmly beaver away in the background and without them we certainly would not be able to function.

Coral Shepherd, Chairman

(b) Communications Committee

COMMUNICATIONS COMMITTEE ANNUAL REPORT 19th May 2025

The communications committee is responsible for Village Voice, the parish council website, social media, and village noticeboards. Not much you may think, but these are our main ways of communicating with our parishioners, both letting them know what we are doing and for them to let us know what they think of the work that we do. Unlike other committees we only meet every other month, but this is sufficient to cover our work.

The first most important area of our work is the production of Village Voice every other month. We continue with Jo Jones as our editor and I would like to thank her for all her amazing work which she approaches in a calm, professional manner. Geri does a sterling job of compiling the magazine, coordinating the distributors, and being responsible for financial dealings with the advertisers. Village Voice continues to be delivered to every residential property in the village, come rain, shine, wind or snow by a dedicated team of volunteers and I would like to take this opportunity to thank them. I know from personal experience it can be a challenge to find letter boxes and avoid losing fingers because of fierce springs and excited pets! One memorable moment which left me speechless was when I was delivering the magazine and was asked if I was from God! No, just the parish council, I eventually replied.

Our other main and important area of work is the Parish Council website, which can be viewed the world over. It has now been live for just over a year. It was well received and as well as general information it includes all our agendas and minutes and current policies. It includes a contact us page, so residents are able to email us directly, the questions have been many and varied and all answered. It has a .gov.uk address clearly sign posting that we are local government and will be a valuable resource for councillors as well as for residents.

For those who are not fans of the internet we keep the village up to date with our activities through our 4 noticeboards – outside the Spar shop, the Coop, opposite the Coop and at the library. Those at the Spar and Library have both been replaced.

In terms of social media, we make use of the village group Facebook page if we need to publicise anything quickly. I would like to give Councillor Stokes a special mention and thanks for his work on Facebook.

Finally, my thanks go to all members of the committee and especially to the staff who have to implement our decisions.

Coral Shepherd

(c) Environment Committee

The report for the Environment Committee 2025

Another busy year for the Environment Committee, as you can see below.

The War Memorial Gardens

The Memorial Garden looks neat and tidy thanks to our local Parishioner for all his hard work. It is a really a peaceful place to sit and remember lost ones.

The large tree situated in the War Memorial Gardens, its roots have pushed up the brick weave and we are now waiting for work to start on relaying the new surface. A new litter bin is on order.

The Warren – The Warren has had fire breaks cut around the edges near private properties.

The Recreation Ground -The five-a-side goal posts have been moved.

Skate Park –Is still being well used and enjoyed by the youngsters. The soil around the skate park and the play equipment have been topped up.

The Parish Council have a cleaning contract in place and all the benches and seats, bus shelters and the dog waste bins are now cleaned on a regular basis. All sponsorships have been updated and new signs on the bins.

The bus shelters are cleaned regularly. The benches around the village have been checked out and repainting is in progress for another three benches.

Streetlights – The council has replaced some of the worn-out street light columns.

Children's Play area – The area is cleaned, and safety checked, this is now done on a regular basis. This area is well used and nice to see families enjoying this facility. The gate closers on the Recreation Ground have caused a controversy over the years and is now in hand to be sorted.

Trees – A tree survey is ongoing, work to be carried out when required.

Flooding – The residents/environmentalists are greatly concerned about flooding in the Holyrood/sports fields areas this is due to dumped materials in the said waterways. This has been discussed at great length, this has been addressed and to be dealt by the landowner.

Village Sign/Grass Cutting- The Village sign has been removed, repaired and repainted. The grass around the Village Sign is going to be cut three times a year instead of once, it will improve the look as you approach the village from the A149. Grass cutting around the village is ongoing and is looking neat and tidy.

Robert Frost
Chair Environmental Committee

(d) Finance and administration Committee

Finance and Administration Committee Annual Report 2025

This committee advises Council on the setting of the Precept with input from other committees. This year we were able to increase the Precept slightly whilst avoiding an increase in what most households pay by taking advantage of the changes in tax base and use of accrued savings from our reserves. Allowance in our budget had to be made to take account of inflationary pressures, renewal of term contracts and the need to build in contingencies to mitigate risks from uncertainties that face us in the coming year. It is however of note that the precept this year is still less than that set in 2018. We hope this will be sufficient to maintain the services we currently provide but we anticipate that the coming year will be financially challenging and will require careful monitoring and management.

The committee also oversees general administration of the council, grants, leases, licenses and policies which are not personnel related or deemed to be the responsibility of other committees. This work has been ongoing throughout the year.

Work on the Sportsground and Queen Elizabeth 11 Jubilee Hall leases is ongoing and has proved particularly frustrating due to issues outside our control. The new lease for the Sportsground has been signed and it is expected that the sub-lease with Dersinghm Sportsground Association will be signed shortly. The lease with the Social Club is expected to be signed shortly.

The committee has responsibility for the information and communications technology used by councillors and staff. In April 2023 we had implemented a council wide email system

and SharePoint for document sharing and collaboration among councillors and staff. We have continued to develop and build on this platform to maximise the benefits that can be achieved from the new ways of working but there is much more still to be done. Since implementation, a major constraint has been the poor broadband service available locally via the Openreach network. This was resolved by the installation of a full fibre service in October 2024 when the Lightspeed Broadband network reached our part of the village. The telephone system has also been migrated to a digital system which has drastically reduced our monthly phone charges.

Our new public website implemented last year seems to be popular with our residents who seem to appreciate the mapping and information pages that we provide. Parishioners are now contacting staff and councillors using .gov.uk email addresses, reinforcing our position as a trusted part of local government.

Mike Shepherd,
Chairman of Finance and Administration Committee May 2025

(e) Planning Committee

Cllr C Shepherd asked Cllr Houston to submit a report before the next Full Council meeting that would outline what the Planning Committee achieved throughout the last year, which should be more factual regarding the volume of applications discussed etc rather than a report based on personal views regarding the planning application process by both the Borough Council and the Parish Council.

(f) Staffing Committee

STAFFING COMMITTEE ANNUAL REPORT 19th May 2025

The staffing committee oversees staff contracts, recruitment, remuneration packages and salary payments, working conditions, training, staff appraisals, TOIL, and annual leave. Due to the nature of its work, the meetings are not open to the public and membership of the Committee comprises the Parish Council Chairman, Vice Chairman and up to 3 other councillors at the invitation of the Chairman. Like other Committees we usually meet monthly.

We have three permanent members of staff – Karen Orgill, our Business Manager, Geraldine Scanlon the Assistant Business Manager who both work in the office on Mondays, Tuesdays and Thursdays and Jo MacCallum, our Responsible Finance Officer who works from home. Due to the increasing amount of work undertaken we have increased their working hours, 3 hours for Karen and 1 each for Geri and Jo.

I would like to take the opportunity to thank all 3 members of staff for their hard work and resilience to deal with whatever work we give them and to always go above and beyond. They are very supportive, and I would like to reassure them that we do appreciate their hard work and loyalty.

Coral Shepherd, Chairman of Staffing Committee

9 Open meeting to allow public participation

None present

10 To receive a verbal report from Norfolk County Councillor

Cllr Dark reported the following:

There have been no developments regarding the devolution of local government reform as the deadline for detailed proposals to Central Government is September.

Norfolk County Council are proposing to implement signalised control at the existing Lamsey Lane/A149 junction. The scheme will cost 1.7 million with funding being allocated from the bus improvement budget.

Highways have been contacted regarding the resurfacing of Hunstanton Road near Woodside Avenue. As soon as there is an update the Parish Council will be informed.

Cllr C Shepherd asked if there was an update regarding the old infant school on Saxon Way. Cllr Dark advised he will contact the owner for an update.

Cllr Barker said he had booked an appointment at the recycling centre however when he arrived, he was unable to dispose of his waste as the skips were full and he expressed concerns that it would encourage fly-tipping. Cllr Dark said that it was the Borough Councils responsibility to remove waste that had been left in public areas such as recreation grounds etc.

Cllr M Shepherd asked if there was an update regarding the school patrol vacancy. Cllr Dark said the fire service are currently not recruiting therefore the vacancy will remain unfilled. There has however been additional signage at Dodds Hill and a 20MPH limit put in place.

11 To receive a verbal report from the Borough Councillors

Cllr Collingham reported the following:

Anglian Water have been contacted regarding a leak at Fern Hill and she is waiting for an update from them.

Ward members have contacted her expressing concerns about the condition of the old Community Centre.

There are still people allowing their dogs onto the sports ground without being on leads.

Cllr Wright said a complete ban should be in place to prevent dogs' excrement being left on the field. Cllr C Shepherd advised the only place a ban can be implemented are areas that have childrens play equipment on and suggested the DSGA apply to the Parish Council for a minor grant which would assist with the cost of new signage requesting owners to keep their dogs on leads. Cllr M Shepherd said that as it is the Borough Councils (BC) decision as to the land that a ban can be enforced, the matter should be discussed with them. Cllr Collingham said she would raise the matter with the BC.

The BC have a working party that are currently looking into relocating or refurbishing the local swimming pools any ideas or comments would be welcomed by Councillors.

Cllr Bubb said Cllr Andy Bullen had been elected as the new BC Mayor.

12 Finance

Cllr C Shepherd informed Councillors that she had received confirmation from the Internal Auditor that the audit was now complete, and a full report will be received in June. There were no recommendations made from the auditor and a green status had been awarded.

The auditor had commented that “We are pleased to report that no recommendations have been raised this year. This is a testament to the excellent work done by yourself, Joanne, and the entire team. The information provided to us was clear, concise, and indicative of sound financial controls and adherence to policies.”

(a) Current Financial Position (FBC and Reserves reports)

Cllr C Shepherd advised the accounts and reserves report to 30th April 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 12th May 2025. There were no comments or question from Councillors regarding the reports.

(b) To approve salaries and Payment for May 2025

Cllr C Shepherd said a new contract with DRAX commenced on the 23rd April 2025. Four invoices had been received two up to the 23rd April for the old contract and two for the new contract from 24th to 30th April. However, we had been advised that the two MPAN certificates had been amalgamated so only one invoice had been expected. The two invoices for the new contract showed a higher tariff to that that had been agreed when the BM signed the new contract. The BM had written to DRAX for an explanation and to confirm the amalgamated MPAN certificate and to confirm the tariff as per the agreed contract.

As Staffing Committee had not met throughout May staff salaries would have to be approved by Councillors.

Cllr C Shepherd advised there were four payment lists. The DD/SO list was for information only and two BACs lists for authorisation which had been circulated via SharePoint together with the staffing payments. A payment to Kings & Barnham is listed, authorisation is required but payment will be withheld until the internal camera has been adjusted as requested.

It was resolved to approve the payments.

(c) IAC Monthly Report

Cllr M Shepherd advised his monthly IAC Report had been circulated via SharePoint. He confirmed that the bank reconciliations from 1st April to 30th April were all in order and the financial reports were numerically consistent. All payments had been processed and authorised in accordance with the financial regulations.

The change of financial year consistency checks had been completed with no issues found.

13 Minutes

(a) Minutes of the Communication Committee meeting 29th April 2025.

Cllr C Shepherd reported that the Communications Committee had discussed the purchase of a new noticeboard for the Parish Council to be located at the Village Centre. Once a noticeboard has been selected the Communication Committee will approach Full Council for approval to make payment from the project reserves.

(b) Minutes of the Full Council meeting 28th April 2025

It was resolved to approve the Minutes as a true and accurate record and for the Chairman to sign the minutes.

The action points were discussed and those completed removed

(c) Minutes of the Environment Committee meeting 14th April 2025.

(i) To approve expenditure for paving works at the War Memorial Garden from project reserves.

Cllr C Shepherd advised the BM had obtained quotes for the paving works at the War Memorial Gardens. A contractor had been agreed and the quote accepted was for £2240.00. Cllr C Shepherd proposed the expenditure come from the project reserves. **It was resolved to approve the proposal.**

(d) Minutes of the Finance & Admin Committee meeting 12th May 2025

Cllr M Shepherd said the minutes had been circulated via SharePoint and there were no items to bring to Full Council.

(e) Minutes of the Communication Committee meeting 13th May 2025

Cllr C Shepherd said to celebrate the 80th Anniversary of VJ Day on 15th August 2025 it has been agreed that the Parish Council will fund a buffet style supper and a glass of prosecco, with the beacon being lit in the evening.

Cllr C Shepherd will contact Rev Mark Capron to ask if there will be a service taking place on VJ Day.

14 Planning applications:

Applications: None Received

Determinations:

25/00486/F The Orchard 17 Senters Road, Dersingham. Variation of condition 2 of Planning Permission 23/00932/F. Application Permitted – 7th May 2025 – Delegated Decision.

15 Correspondence

15.1 NCC -Help shape the future of local government in Norfolk

Cllr C Shepherd said a letter had been received from NCC concerning the future of local government in Norfolk and how Parish and Town Councils can be involved by completing an online survey. The feedback form is available until 20th May 2025. In person and online events have been booked the dates and time can be seen on the correspondence that the BM has placed on SharePoint.

15.2 Norfolk Nature Recovery consultation

A letter from CPRE Norfolk had been received inviting members of the public to take part in a consultation identifying habitats and landscape worth protecting to aid a Local Nature Recovery Strategy. Cllr C Shepherd explained it was a lengthy report which could be accessed via the link sent by CPRE which the BM had placed on SharePoint prior to this meeting. Cllr M Shepherd asked if there was any action needed by the Parish Council regarding the consultation. Cllr C Shepherd said no; however, it will be discussed at the next Environment meeting. Councillors Ward and Anderson asked the BM to forward a copy of the report to them.

15.3 Letter from Rev Mark Capron re burial sites

Correspondence from Rev Capron had been received to advise that after nine years of searching for additional. Burial plots, five local sites had been considered but were not suitable. In recent months the law has changed for the re-use of burial grounds from one hundred years to seventy-five years and this option was reconsidered by the Parochial Church Council. A formal application has been made to the Diocese of Norwich for permission to re-use the northside of the old churchyard with burials around existing memorials.

15.4 Email – Introduction of traffic light controls at Lamsey Lane

Cllr C Shepherd said NCC are holding a public consultation for the installation of traffic lights at the Lamsey Lane/A149 junction. The BM had placed the correspondence on SharePoint which has the link to complete the survey. The deadline for completion is 26th May 2025. After discussion it was agreed that the BM would write to NCC supporting the current plans.

16 **Open the meeting to allow Public Participation** -None present

17 **Items for inclusion on the next agenda**

AGAR

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

18 **Date of next meeting –**

Full Council Meeting Monday 17.00pm Monday 23rd June 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**

Sports Ground and Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said the Sports Ground underlease has been agreed and she is waiting to receive a copy to sign.

Cllr C Shepherd advised there was no update as the Social Club are waiting to hear back from their solicitors.

With no further business the meeting was closed at 8.17pm

Action Points

Business Manager

- To forward the Norfolk Nature Recovery consultation report to Councillors Ward and Anderson
- To contact NCC supporting the current plans for the introduction traffic lights at Lamsey Lane/A149 junction.

Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.
- To contact Rev Capron to ask if he will hold a service for the 80th anniversary of VJ Day.

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 BACS APPROVAL LIST 19.05.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
650	BACS.KB.3 1.05.25	£414.00	£69.00	£345.00	£414.00	02/05/25	INV708456	Kings & Barnhams - Installed Internal Camera	£414.00
Total		£414.00	£69.00	£345.00	£414.00				

Signature

Date

Signature

Dersingham Parish Council

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

CONFIDENTIAL APPROVAL LIST 14.05.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,574.43	£0.00	£4,574.43	£4,574.43		Confidential		
Total		£4,574.43	£0.00	£4,574.43	£4,574.43				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

BACS APPROVAL LIST 16.05.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
649	BACS.ACN. 31.05.25	£160.00	£0.00	£160.00	£160.00	01/04/25	INV280425	AC Norfolk Ltd - Two additional tonnes of good quality sieved topsoil to be delivered and left at the side of the children's playground at £80 10 kilos of hard-wearing sports and playground grass seed at £80 At a total cost of £160.00	£160.00
647	BACS.AST. 31.05.25	£143.71	£23.95	£119.76	£143.71	30/04/25	61324	Aston Shaw - Payroll processing charges for quarter ended 05.04.25	£143.71
648	BACS.ARK. 31.05.25	£10.51	£1.75	£8.76	£10.51	01/05/25	65271	Ark ICT Solutions Ltd - Monthly Phone Bill	£10.51

Signature

Date

Signature

Dersingham Parish Council

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

BACS APPROVAL LIST 16.05.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
653	BACS.PJB. 31.05.25	£1,429.79	£238.30	£1,191.49	£1,429.79	05/05/25	SI-1054	P J & B Jones Ltd - Grass cutting contract	£1,429.79
1		£124.80	£20.80	£104.00		ENV		Village centre north sou west 3rd,19th April @52 14 cuts	
2		£200.33	£33.39	£166.94		REC		Playing Field 3rd,19th A @83.47 (3 of 16)	
3		£67.20	£11.20	£56.00		REC		Childrens Play area 3rd April @28.00 (3 of 16)	
4		£159.00	£26.50	£132.50		ENV		Broadlands Close 3rd, 1 @66.25 (2 of 14)	
5		£49.87	£8.31	£41.56		ENV		Earls Close 3rd, 10th A @20.78 (2 of 14)	
6		£196.39	£32.73	£163.66		ENV		Crisp Close 3rd, 10th A @81.83 (2 of 14)	
7		£90.00	£15.00	£75.00		WARR		Pakenham Drive 3rd A @75.00 (1 of 6)	
8		£24.00	£4.00	£20.00		ENV		Mountbatten Road 3rd / @20.00 (1 of 6)	
9		£118.44	£19.74	£98.70		WARR		Philip Nurse Road 3rd, : @49.35 (1 of 14)	
10		£102.00	£17.00	£85.00		WARR		The Warren GCA12 fire 3rd April @85.00 (1 of 1)	
11		£73.26	£12.21	£61.05		WARR		The Warren Footpaths 3rd April @61.05 (1 of 1)	
12		£78.00	£13.00	£65.00		ENV		Grass Lynn / Heath Roa April @65.00 (1 of 6)	

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 16.05.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
13		£146.50	£24.42	£122.08		ENV		Strim Dyke Manor Roac Sherbourne Road GLC2 April @122.08 (1 of 6)	
651	BACS.DOM .30.05.25	£60.00	£0.00	£60.00	£60.00	06/05/25	May 2025	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
Total		£1,804.01	£264.00	£1,540.01	£1,804.01				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

DD & SO APPROVAL LIST 16.05.25

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
645	DD.DRAX.1 2.05.25	£19.39	£3.23	£16.16	£19.39 02/04/25	1108610393	Drax Energy Solutions Ltd - Electricity charges 1st April 2025 to 23rd April 25	£19.39
646	DD.DRAX.3 0.05.25	£396.34	£66.05	£330.29	£396.34 02/04/25	1108610394	Drax Energy Solutions Ltd - Street Light charges 1st April 2025 to 23rd April 25	£396.34
641	DD.BARC.3 0.05.25	£8.50	£0.00	£8.50	£8.50 17/04/25	March - April 25	Barclays Bank - E-Payment Plan Charges for 13 March - 13 April 2025	£8.50
652	DD.K&M.31 .05.25	£147.35	£24.56	£122.79	£147.35 01/05/25	9259	K & M Lighting Services - Street lighting Maintenance Charge 1st May 2025 to 31st May 2025	£147.35
654	DD.KIDD.0 1.06.25	£320.00	£0.00	£320.00	£320.00 07/05/25	May 25	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	£320.00
656	SO.JJ.31.0 5.25	£100.00	£0.00	£100.00	£100.00 07/05/25	May 25	Jo Halpin Jones - Village Voice Honorarium	£100.00
657	DD.Drax.23. 05.25	£118.60	£19.77	£98.83	£118.60 09/05/25	1108658990	Drax Energy Solutions Ltd - Electricity charges 24th April 2025 to 30th April 25	£118.60
658	DD.DRAX.1 6.05.25	£147.58	£24.60	£122.98	£147.58 09/05/25	1108658991	Drax Energy Solutions Ltd - Street Light charges 24th April 2025 to 30th April 25	£147.58

Signature

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Date

Dersingham Parish Council

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

DD & SO APPROVAL LIST 16.05.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
663	DD.SYS.30. 05.25	£125.28	£20.88	£104.40	£125.28	15/05/25	INV25718	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
664	DD.LS.16.0 5.25	£54.00	£9.00	£45.00	£54.00	16/05/25		LightSpeed Broadband Ltd - Broadband Service List	£54.00
655	DD.BCKLW N.31.05.25	£817.28	£136.21	£681.07	£817.28	23/05/25	MAY 25	Borough Council Of King's Lynn & West Norfolk - Monthly Contract for Dog Bin emptying x 9 @ 817.28 & 1 @ 817.32 per month May 25	£817.28
Total		£2,254.32	£304.30	£1,950.02	£2,254.32				

Signature

Signature

Date