

Minutes of the Dersingham Parish Council meeting held on 23rd June 2025 at 7.00pm in the Dersingham Village Centre

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

Also present: Karen Orgill (Business Manager - BM)
Jo MacCallum Responsible Finance Officer (RFO)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Borough Councillor Judy Collingham (left 7.15pm)
Members of the public - None

- 1 Apologies for absence – Cllr Mark Ward**
- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed –**
There were no declarations of interest.
- 3 Public Participation – None present**
- 4 To receive a verbal report from Norfolk County Councillor**
Cllr Dark was not present
- 5 To receive a verbal report from the Borough Councillors**
Cllr Bubb said there was nothing to report concerning Dersingham He reported on the removal of a local occupancy condition for a block of flats at Hunstanton. He also reported that the Guildhall project is progressing well, the Borough Council are yet to decide on the extent of repair/restoration work.
Cllr Collingham said she had noticed the grass verges had been cut and in some areas a strip of wildflowers has been left uncut, but had also noticed the quality of the grass cutting had been poor with the cuttings not cleared. Cllr Thomas agreed.
Cllr C Shepherd said there had been several complaints regarding the weeds growing in gutters. These have now been sprayed with weed killer. Cllr Wright asked the Borough Councillors if notification could be given as to when the weed killing would take place to enable residents to move cars to allow the entire road to be treated. Cllr C Shepherd asked if the Borough Council could co-ordinate with Norfolk County Council to enable the roads to be swept after weed killing.
Cllr Collingham said she had been involved with the removal of an abandoned car in Post Office Road however there appears to be another abandoned. A picture has been taken and the police advised.
- 6 To approve the Annual Governance and Accountability (AGAR) 2024/25**
 - (a) Internal audit Report 2024/25**
Cllr C Shepherd advised the Internal Audit had been completed by our internal auditors, Price Bailey and a finalised report received which has been placed on SharePoint. There were no recommendations from the auditor and the Parish

Council obtained a green status. Cllr C Shepherd thanked Cllr M Shepherd and the RFO for all their efforts in assisting the Internal Auditor.

(b) End of Year Accounts 2024/25

Cllr C Shepherd explained that the AGAR needed to be approved by Full Council and thanked the RFO for completing the form. The AGAR form had been placed on SharePoint prior to the meeting.

The AGAR form consists of:

Pages 1 & 2 that gives an explanation and checklist for the information required to complete the form

Page 3 is completed by the Internal Auditor

Page 4 – Section 1. Regularity section

Page 5 – Section 2 Accounting summary

Page 6 – Section 3 External Auditors Report and Certificate 2024/25

(c) Section 1 Annual Governance Statement 2024/25

Cllr C Shepherd asked councillors if they had read the statement and proposed the form be signed as a true record. **It was resolved to approve the proposal.**

(d) Section 2 Accounting Statements 2024/25

Cllr C Shepherd explained that the figures shown were the year-end figures for 2024/25 and proposed the form be signed as a true record. **It was resolved to approve the proposal.**

Cllr M Shepherd said the completed AGAR form had to publicly displayed and said he would upload the details to the Parish Council website and asked the ABM to display them on the noticeboards tomorrow.

7 Finance

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

Cllr C Shepherd advised the accounts and reserves report to 31st May 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 9th June 2025. There were no comments or questions from Councillors regarding the reports. There were four aged debtors one of which has paid. Of the three remaining debtors, two are outstanding from 2024/25 financial year. Finance & Admin discussed the issue and decided a policy would be needed to assist in recouping the outstanding monies. This policy is reported later on this agenda.

(b) To approve Payments for June 2025

Cllr C Shepherd advised there were five payment lists. The DD/SO list, confidential list and debit card purchase list were for information only and two BACs lists for authorisation which had been circulated via SharePoint.

There were problems with the DRAX invoices received last month which have now been resolved and a new direct debit has been set up.

It was resolved to approve the payments.

Cllr M Shepherd queried why the grant for Age UK authorised at the last Finance & Admin meeting had not been on the payments approval list. The RFO advised she had not received the completed paperwork. Cllr M Shepherd proposed the payment be approved and made once the paperwork has been received. **It was resolved to approve the proposal.**

8 Minutes

- (a) Minutes of the Annual Parish/Full Council meeting 19th May 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
- (b) Minutes of the Environment Committee meeting 3rd June 2025
Cllr C Shepherd said that Cllr R Frost had been re-elected as the Environment Committee Chairman.
Cllr R Frost said there were no items to bring to full council
 - (i) Recommendation to approve Terms of Reference
Cllr C Shepherd advised the amended terms of reference had been placed on SharePoint and proposed the amended version be adopted. **It was resolved to approve the proposal**
- (c) Minutes of the Planning Committee meeting 9th June 2025.
Cllr C Shepherd advised Cllr B Thomas had been elected as the new chairman for the planning committee.
Cllr B Thomas advised there was no items to bring to full council that had not been covered in the minutes.
 - (i) Recommendation to approve Terms of Reference
Cllr C Shepherd advised the amended terms of reference had been placed on SharePoint and proposed the amended version be adopted. **It was resolved to approve the proposal.**
 - (ii) Approve expenditure from reserves for preparation of neighbourhood plan
Cllr C Shepherd explained the planning committee had discussed this and had sought quotes from suitable consultants. The BM had received two quotes and requested that a decision on these quotes be considered in the closed section of the meeting.
- (d) Minutes of the Finance & Admin Committee meeting 9th June 2025
Cllr M Shepherd said the minutes had been circulated via SharePoint and there were no items to bring to Full Council.
 - (i) Recommendation to approve Terms of Reference
Cllr C Shepherd advised the amended terms of reference had been placed on SharePoint and proposed the amended version be adopted. **It was resolved to approve the proposal.**

- (e) Minutes of the Staffing Committee meeting 16th June 2025
Cllr C Shepherd said the staffing committee had met and agreed staff salaries.
- (i) Recommendation to approve Terms of Reference
Cllr C Shepherd advised the amended terms of reference had been placed on SharePoint and proposed the amended version be adopted. **It was resolved to approve the proposal.**

9 Planning applications:

Applications:

25/00923/F – Replacement Garage at 12 Heath Road, Dersingham – No objections

25/00977/F – Front porch extension at Orchids 20 Saxon Way, Dersingham – No objections.

25/00124/TPO – 2/TPO/00050 – T1 copper beech, raise to 5m reduce to about 2m overhanging branches. T2-4 beech, raise to about 6m and reduce overhang to about 2m, and T5 Copper beech, slight raise of lower canopy – 12 Shernborne Road - No objection to the cutting back of the branches of the 4 beech trees overhanging the back garden of no.12 and the lifting of the canopies to no more than 5 metres, and in respect of the copper beech tree in the front garden the lifting of the lower canopy to be no more than 4 metres. As this tree is not covered by a TPO and is only protected by virtue of its location within the Dersingham Conservation Area we request that a TPO be placed on this spectacular and significant specimen tree.

Determinations:

25/00085/TPO – 7 St Nicholas Close – 2/TPO/00040: T1 and T2 – complete removal of conifers – Application Withdrawn – 4 June 2025

25/00088/TREECA – 63 Manor Road, G1 – group of trees over footpath – raise to give 2.4m headroom. T1 Bay – remove rear stem growing over neighbouring roof. T2 and T3 Hollies – reduce height by 2 metres and shape. T4 Birches – cut back to previous pruning points – No objection – 3 June 2025 – Delegated Decision

25/00093/TREECA – Mansfield House 14 Sandringham Road – T1: Bay tree – reduce by 3 metres in height and match the sides in. T2: Holly tree – reduce over extended tips by 1 metre – No objection – 3 June 2025 – Delegated Decision

25/00115/TREECA – 72 Chapel Road Cut down T1 Eucalyptus tree and treat stump to kill root system. – No objection – 6 June 2025 – Delegated Decision

BCKLWN Licensing Act 2003 – Statement of Licensing Policy Review – No objections were raised to the proposed revised policy.

10 To Review and Adopt Debt Recovery Policy

Cllr C Shepherd thanked the RFO for writing the Debt Recovery Policy.

Cllr M Shepherd advised the policy had been prepared as we currently have a couple of long standing aged debtors. The Parish Council currently did not have a policy in place as previously there has been no problems with aged debtors. The policy had been placed on SharePoint. Cllr C Shepherd proposed the policy be adopted. **It was resolved to approve the proposal.**

11 Chairmans Report

Cllr C Shepherd reported the following:

Three trustees have resigned from the DVCA committee; however two people have volunteered to replace them.

The Sports Ground Association have also lost two trustees, Cllr S Foxley has agreed to join the committee and two others had been co-opted. The refurbishment plans for the sports pavilion is ongoing and planning permission should be granted within the next few weeks. A bat survey has recently been carried out at the pavilion.

12 Business Managers Report

The BM reported the following:

The BM and ABM had been to Lynn Road to measure for proposed bus shelters. A grant application being completed for a bus shelter outside St Cecilia's church.

Three benches and one litter bin have been repainted.

Three quotations have been obtained for the renewal of the Parish Councils insurance policy.

The gate to the entrance of the playground off Bank Road is to be removed and a hydraulic closure installed to ensure the gate remains closed.

Work is due to start on the paving at the War Memorial.

The photocopier has been serviced and the cost is included our paper copying charges.

13 Correspondence

Cllr C Shepherd said she had received a letter from a parishioner expressing concerns regarding a rat problem her neighbour is causing. After discussion it was agree that Cllr C Shepherd would write to the parishioner advising that they contact the Borough Councils environmental health department or seek advice from an independent pest control company.

14 Open the meeting to allow Public Participation

None Present

15 Items for inclusion on the next agenda

Cllr C Shepherd asked Councillors to notify the BM of any items to be added.

Cllr D Wright asked who was responsible for an overgrown hedge along Chapel Road.

After discussion Cllr C Shepherd suggested Cllr D Wright reports it to Norfolk County Council.

16 Date of next meetings:

Full Council Meeting Monday 7.30pm 28th July 2025 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

18 Leases Update - Sports Ground and Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said the Sports Ground lease had been agreed however the Football Federation had requested more minor alterations.

In respect of the social club lease Cllr B Thomas said he had spoken to a committee member and they still have no update from their solicitor.

With reference to item 8.c.ii Cllr C Shepherd advised two quotes had been received from consultants to prepare a neighbourhood plan. Councillors discussed each quote, and it was proposed the contract was awarded to Rachel Leggett. **It was resolved to approve the proposal.**

With no further business the meeting was closed at 8.46pm

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

RFO

- To make the grant payment authorized by Finance & Admin to Age UK once the correct paperwork has been received.

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 23.06.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
689	BACS.YHI. 30.06.25	£175.00	£0.00	£175.00	£175.00	23/06/25		Youngs Home Improvements - As per your quotation o. YHI00277 To repaint the litter bin on Hunstanton Road off Woodside Avenue, Dersingham. To scrape away all loose paint, paint with one coat of Kurust and complete with 2 coats of black Hammerite. Black Hammerite paint supplied by Dersingham Parish Council. Work to be carried out in conjunction with the painting of 3 benches under a separate order. At a cost of £175.00	£655.00

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 23.06.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
690	BACS.YHI. 30.06.25	£480.00	£0.00	£480.00	£480.00	23/06/25		Youngs Home Improvements - For rubbing down and painting 3 benches with 1 x coat of anti-rust paint, 1 x coat of primer and 2 x coats of Dark Green Hammerite metal protection paint to: 1.BE01 – Station Road opposite Paiges Close – Seat style metal bench 2.BE02 – Hunstanton Road near Bank Road outside Recreation Ground – Metal backless bench by bus shelter 3.BE18 – outside 62a Hunstanton Road – Metal backless bench by bus shelter All as attached specification and work to be completed when the weather warms up. Please inform Dersingham Parish Council of your start date All benches to have sufficient warning tape and warning signs installed. All as your quotation YHI00268 Total cost = £480 labour and materials	£655.00

Signature

Date

Signature

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 23.06.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
Total		£655.00	£0.00	£655.00	£655.00				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

BACS APPROVAL LIST 20.06.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
669	BACS.EON. 30.06.25	£16.71	£0.80	£15.91	£16.71	28/04/25	240583141	E.on Energy - Electricity Charges for recreation ground	£16.71

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

BACS APPROVAL LIST 20.06.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
672	BACS.PJB. 31.06.25	£1,847.17	£307.86	£1,539.31	£1,847.17	05/05/25	SI-1070	P J & B Jones Ltd - Grass cutting contract	£1,847.17
1		£124.80	£20.80	£104.00		ENV		Village centre north sou west 7th, 22nd May @5 14 cuts	
2		£200.33	£33.39	£166.94		REC		Playing Field 7th ,22nd @83.47 (5 of 16)	
3		£67.20	£11.20	£56.00		REC		Childrens Play area 7th May @28.00 (5 of 16)	
4		£159.00	£26.50	£132.50		ENV		Broadlands Close 7th, 2 @66.25 (4 of 14)	
5		£49.87	£8.31	£41.56		ENV		Earls Close 7th, 22nd M @20.78 (4 of 14)	
6		£196.39	£32.73	£163.66		ENV		Crisp Close 7th, 22nd M @81.83 (4 of 14)	
7		£90.00	£15.00	£75.00		WARR		Pakenham Drive 7th, 22 @75.00 (2 of 6)	
8		£24.00	£4.00	£20.00		ENV		Mountbatten Road 7th, May @20.00 (2 of 6)	
9		£118.44	£19.74	£98.70		WARR		Philip Nurse Road 7th, 2 May @49.35 (4 of 14)	
10		£102.00	£17.00	£85.00		WARR		The Warren GCA12 fire 7th May @85.00 (2 of 6)	
11		£73.26	£12.21	£61.05		WARR		The Warren Footpaths 7th May @61.05 (2 of 6)	
12		£78.00	£13.00	£65.00		ENV		Grass Lynn / Heath Road May @65.00 (2 of 6)	

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 20.06.25

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 May @122.08 (1 of 6)	
14		£129.38	£21.56	£107.82	ENV		Public right of way FP3 19th May (cut 1 of 3)	
15		£288.00	£48.00	£240.00	WARR		The Warren GCA11 23r @£240.00 (1of1)	
665	BACS.30.0 6.25	£2,138.00	£0.00	£2,138.00	£2,138.00 20/05/25	INV50099	Clanpress - 3100 x Village Voice Issues 154 68pp	£2,138.00
667	BACS.PB.. 30.06.25	£1,260.00	£210.00	£1,050.00	£1,260.00 23/05/25	525182	Price Bailey - Internal Audit fee	£1,260.00
670	BACS.30.0 6.25	£60.00	£0.00	£60.00	£60.00 29/05/25	June 2025	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
671	BACS.ACN. 30.06.25	£40.00	£0.00	£40.00	£40.00 30/05/25	2805251	AC Norfolk Ltd - To remove the dog bin no. DW18 on Greenwich Close, Dersingham, make good and dispose of the dog bin Total Amount £40.00	£40.00
677	BACS.ARK. 30.06.25	£9.29	£1.55	£7.74	£9.29 02/06/25	67371	Ark ICT Solutions Ltd - Monthly Phone Bill	£9.29
Total		£5,371.17	£520.21	£4,850.96	£5,371.17			

Signature

Signature

Date

Dersingham Parish Council

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

CONFIDENTIAL APPROVAL LIST 16.06.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£7,507.10	£0.00	£7,507.10	£7,507.10		Confidential		
Total		£7,507.10	£0.00	£7,507.10	£7,507.10				

Signature _____
Date _____

Signature _____

Dersingham Parish Council

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

SO & DD APPROVAL LIST 20.06.25

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
666	DD.BCKLW N.01.07.25	-£232.94	-£38.82	-£194.12	-£232.94 15/05/25	CRNT11031297	Borough Council Of King's Lynn & West Norfolk - Dog Bin refund for removal of waste Bin from 7th May - 46 @4.22	-£232.94
668	DD.BARC.3 0.06.25	£8.50	£0.00	£8.50	£8.50 19/05/25	April - May 25	Barclays Bank - E-Payment Plan Charges for 14 April - 12 May 2025	£8.50
673	DD.DRAX.3 0.06.25	-£147.58	-£24.60	-£122.98	-£147.58 22/05/25	CN1001941709	Drax Energy Solutions Ltd - Street Light charges 24th April 2025 to 30th April 25	£174.97
676	DD.K&M.30 .06.25	£147.35	£24.56	£122.79	£147.35 01/06/25	9370	K & M Lighting Services - Street lighting Maintenance Charge 1st June 2025 to 30th June 2025	£147.35
674	SO.JJ.30.0 6.25	£100.00	£0.00	£100.00	£100.00 04/06/25		Jo Halpin Jones - Village Voice Honorarium	£100.00
675		£320.00	£0.00	£320.00	£320.00 04/06/25		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	
685	DD.30.06.2 5	-£118.60	-£19.77	-£98.83	-£118.60 13/06/25	CN1001949962	Drax Energy Solutions Ltd - Street Light charges 24th April 2025 to 30th April 25	-£118.60
686	DD.DRAX.3 0.06.25	£65.14	£3.10	£62.04	£65.14 13/06/25	1108734645	Drax Energy Solutions Ltd - Street Light charges 24th April 2025 to 30th April 25	£174.97
687	DD.DRAX.3 0.06.25	£257.41	£12.25	£245.16	£257.41 13/06/25	1108734646	Drax Energy Solutions Ltd - Street Light charges 1st May 2025 to 31st May 25	£174.97

Signature

Signature

Date

Dersingham Parish Council

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

SO & DD APPROVAL LIST 20.06.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
683	DD.LS.30.0 6.25	£54.00	£9.00	£45.00	£54.00	16/06/25	INV00265282	LightSpeed Broadband Ltd - Broadband Service List	£54.00
684	DD.23.06.2 5	£125.28	£20.88	£104.40	£125.28	19/06/25	INV26024	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
688	DD.BCKLW N.22.07.25	£817.28	£136.21	£681.07	£817.28	20/06/25	June 25	Borough Council Of King's Lynn & West Norfolk - Monthly Contract for Dog Bin emptying x 9 @ 817.28 & 1 @ 817.32 per month June 25	£817.28
Total		£1,395.84	£122.81	£1,273.03	£1,395.84				

Signature

Date

Signature

Dersingham Parish Council

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

DC APPROVALS LIST 23.06.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
691	DC.AMZ.17 .06.25	£18.99	£3.17	£15.82	£18.99	23/06/25	Amazon	Amazon - Bin Bags	£27.59
692	DC.AMZ.17 .06.25	£8.60	£0.00	£8.60	£8.60	23/06/25	Amazon	Amazon - Bin Bags	£27.59
Total		£27.59	£3.17	£24.42	£27.59				

Signature

Signature

Date