

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

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, Su Foxley, Robert Frost, Martin Noble, Mike Shepherd, Brett Thomas, Ann Watkins, and Dennis Wright.

Also present: Karen Orgill (Business Manager - BM)

Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)

- 1 Apologies for absence –** Councillors Valerie Brundle, John Houston, Jordan Stokes, Mark Ward, and Sarah Whitehead.
- 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 J Collingham sent her apologies.
Cllr Bubb advised he had called in the planning application for 8 Park Hill. Cllr Collingham will attend the Borough Council planning committee meeting to speak on behalf of the residents. Cllr Bubb will be present as a member of the committee panel and will be able to participate in the debate about the application.
Two important briefing sessions regarding Local Government Reform in Norfolk are to be held by the Borough Council. The BM said she had circulated an email she had received to all councillors with the details of the sessions.
A planning application for 122 houses in Heacham has been agreed. These are to be built behind Lidl.
- 6 Finance**
 - (a) Current Financial Position (FBC and Reserves reports)**
Cllr C Shepherd advised the accounts, aged debtors and reserves reports to 30th June 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 14th July 2025.
The aged debtors report shown on SharePoint has several entries which mostly relate to Village Voice advertisers. The ABM has been in contact with those that had outstanding invoices and there are only 2 aged debtors now remaining.

Cllr M Shepherd reported that his IAC quarterly report for June had been shared via SharePoint prior to the meeting. He confirmed that the bank reconciliations from 1st April to 30th June 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 quarter 1 VAT return had been submitted on the 3rd July and the sum being reclaimed from HMRC is £529.92.

Cllr N Barker queried why the aged debtors list presented at the meeting was older than the one reviewed by the F&A Committee in July. Cllr M Shepherd explained that the Income and Expenditure is only reconciled at the end of each month therefore the reports circulated for this meeting were to the 30th June 2025. The RFO was asked if she could do more regular reconciliations throughout the month however she felt unable to within her current working hours.

(b) To approve Payments for July 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.

It was resolved to approve the payments.

Cllr C Shepherd advised that an E-on invoice had been erroneously included on one of the BACs lists, however this is not an outstanding invoice as the standing charge was removed following a call from the ABM.. The account now shows as £0.00

Cllr M Shepherd advised there had been an additional BACs list circulated on SharePoint, to balance the E-on payment request.

Cllr C Shepherd said the RFO will generate payment lists throughout August such as invoices, BACs payments, SO & DD which Councillors will be able to view via SharePoint. She proposed the payments be authorised tonight so that any invoices due in August can be paid and these will be reported at Septembers Full Council meeting. **It was resolved to approve the proposal.**

7 Minutes

(a) Minutes of the Full Council meeting 23rd June 2025.

It was resolved to approve the Minutes as a true and accurate record once the following amendments have been made, and for the Chairman to sign the minutes.

To show Cllr R Frost as being in attendance.

Minute 2 to read "There were no declarations of interest"

Minute 8(b) to read "Cllr C Shepherd said that Cllr R Frost had been re-elected as the Environment Committee Chairman"

The action points were discussed and those completed removed

(b) Minutes of the Communications Committee meeting 26th June 2025

Cllr C Shepherd said the Communications Committee had agreed an event to take place on the 15th August to commemorate VJ Day. This will be reported on in her chairman's report.

(c) Minutes of the Environment Committee meeting 7th July 2025.

Cllr R Frost said there were no items to bring to the attention of Full Council and reported he had started the survey on the dog bins as per environment action point list for Cllr R Frost 8(a).

(d) Minutes of the Planning Committee meeting 14th July 2025.

Cllr B Thomas said there were no items to bring to the attention of full council.

- (i) Agree speaker for the Borough Council's Planning Committee in September. Cllr C Shepherd advised a member of the parish council had to be given authorisation to speak on behalf of the Parish Council about the planning application at 8 Park Hill at the Borough Council Planning Committee meeting in September. It was resolved to authorise Cllr C Shepherd to attend the meeting.
- (e) Minutes of the Finance & Admin Committee meeting 14th July 2025.
Cllr M Shepherd said there were two items that the F&A Committee wished to bring to the attention of full council.
Defibrillator training was discussed at the F&A committee meeting and the decision was made to ask all councillors if they would be interested in attending a training course. After discussion it was agreed that the BM would contact NARS for more information i.e how many would be needed to make the course viable to run, the cost of the course etc.
Cllr M Shepherd advised the Parish Councils insurance is due for renewal on the 1st August 2025 and ordinarily the insurance would be discussed and agreed by the F&A committee. Due to time restraints and outstanding queries on the insurance policy quotations received the F&A committee were unable to achieve this. Therefore, as an extraordinary meeting was unable to be held, the quotations and policies have been discussed by F&A committee members who have now agreed a recommendation on which proposal to accept. Cllr M Shepherd therefore proposed that the parish council have a three-year policy with Zurich, the cost of the first year will be £6613.11. **It was resolved to approve the proposal.** It was agreed that the RFO arranges payment to Zurich.
Cllr C Shepherd thanked the BM for all her hard work obtaining quotes, additional information and requotes.
- (f) Notes of the Staffing Committee meeting 21st July 2025.
Cllr C Shepherd advised the committee had approved staff salaries.

8 Planning applications:

Applications:

25/01181/F Extension to the rear of dwelling, renovation of existing garage including extension to garage and extension of existing dormer at 7 Silver Drive, Dersingham – **No Objection**

25/00039/TPO -2/TPO/00050: Pine ht 16.3m s11m to insert cable brace to support structure and to remove stubs left by previous contract etc. The Rectory 11A Shernbourne Road, Dersingham- **No Objection**

Determinations: Noted at the meeting.

25/00874/F Single storey side extension, cladding of part existing dwelling and fencing to front garden. 49 Valley Rise, Dersingham – Application Permitted – 14 July 2025 – Delegated Decision.

25/00124/TPOB- 2/TPO/00050 T1 Copper beech raise t around 5m to allow more light through to the property. 12 Shernborne Road, Dersingham – TPO Decision Consent – 15th July 2025 – Delegated Decision.

9 Chairmans Report

Cllr C Shepherd reported the following:

The Sports Ground Association is due to hold their AGM on the 21st August 2025 at 6.30pm.

Communications Committee have arranged for a short service to be held at 8.30pm at the war memorial followed by a beacon lighting at 9.00pm at the recreation ground.

The parish council will take a recess from meetings throughout August and reconvene on the 2nd September for the Environment Committee meeting.

10 Business Managers Report

The BM reported the following:

A grant has been secured of £4345 for a bus shelter outside St Cecilia's church. Work is now being carried out to obtain grants for benches inside the two repainted bus shelters on Manor Road and Chapel Road.

A hydraulic closer has been installed on the gate into the play area off Bank Road.

An insurance claim for £3390.00 has been successful for the connection of a streetlight on Orchard Close that had been replaced after an accident.

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 notify the BM of any items to be added.

14 Date of next meetings: (No meetings throughout August 2025)

Full Council Meeting Monday 7.30pm 22nd September 2025 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 sports ground underlease has now been signed and is with Land Registry.

Cllr C Shepherd advised that there is no update regarding the QE II Jubilee Hall lease. As the lease has been an ongoing issue for more than two years, Cllr C Shepherd proposed that, if no action has been taken throughout August, an agenda item for the next F&A committee meeting to discuss a rent increase for the social club.

With no further business the meeting was closed at 7.55pm

Action Points

Business Manager

- To contact NARS for further information regarding the parish council running a defibrillator training course.
- To contact Zurich to commence the parish council's new insurance policy.

Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.
- To attend the September Borough Council Planning Committee meeting

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 payment to Zurich.

Dersingham Parish Council

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

Additional BACS APPROVAL List 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
722	BACS.EON. 28.07.25	-£16.89	-£0.80	-£16.09	-£16.89	28/07/25	245834918	E.on Energy - Electricity Charges for recreation ground	-£16.89
Total		-£16.89	-£0.80	-£16.09	-£16.89				

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Date _____

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Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
721	BACS.28.0 7.25	£77.46	£12.91	£64.55	£77.46	28/07/25	IV194684	Aurora Managed Services Ltd - Printing Charges	£77.46
Total		£77.46	£12.91	£64.55	£77.46				

Signature

Date

Signature

Dersingham Parish Council

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

BACS Approval List 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
711	BACS.30.0 7.25	£1,080.00	£180.00	£900.00	£1,080.00	21/05/25	020725	Hodgsons Forge - Repair of gate using new hydraulic closure at £900.00 plus vat. Price includes removal of gate from site, fitting of new closure and re-fit of gate on site. Price includes touching up galvanised paint where required. Price includes a site survey. Area will need to be closed off in order to complete work with appropriate warning given to the public. 12 month warrant included in the price.	£1,080.00
	1	£600.00	£100.00	£500.00		ENV	General Maintenance		
	2	£480.00	£80.00	£400.00		ENV	War Memorial Gardens Maintenance		
694	BACS.EON. 31.07.25	£16.89	£0.80	£16.09	£16.89	24/06/25	245834918	E.on Energy - Electricity Charges for recreation ground	£16.89
697	BACS.DOM .30.07.25	£70.00	£0.00	£70.00	£70.00	27/06/25	June 2025	David Doman - War Memorial maintenance 4 visits at £15.00 4 x plants for wooden planters £10.00	£70.00
704	BACS.ARK. 31.07.25	£9.88	£1.65	£8.23	£9.88	01/07/25	68653	Ark ICT Solutions Ltd - Monthly Phone Bill	£9.88
702	BACS.WAV .30.07.25	£21.74	£0.00	£21.74	£21.74	02/07/25	15260552	WAVE - Water charges	£21.74

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Date

Dersingham Parish Council

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

BACS Approval List 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
705	BACS.ROS. 11.07.25	£249.60	£41.60	£208.00	£249.60	09/07/25	90308	Rospa Playsafety Ltd - Annual Safety Inspection to be conducted during June to inspect the outdoor play areas at a special discounted rate. Children's Recreation Area on Hunstanton Road, Dersingham – Annual Inspection £80.00 Skate Park – Recreation Area on Hunstanton Road, Dersingham – Annual Inspection £80.00 Additional items x 12 at £4.00 each - £48.00 Total net cost - £ 208.00	£249.60
713	BACS.KM.3 0.07.25	£2,028.00	£338.00	£1,690.00	£2,028.00	10/07/25	9459	K & M Lighting Services - For sanding and painting 26 no. brackets all as the attached list At a cost of £65.00 each plus vat = £1,690	£2,028.00
714	BACS.UKP. 30.07.25	£4,368.00	£728.00	£3,640.00	£4,368.00	18/07/25	3700031485	UK Power Network - To reconnect the street light 9163 outside No 8 Orchard Close as per quotation number 3700031485	£4,368.00
716	BACS.CP.3 0.07.25	£2,362.00	£0.00	£2,362.00	£2,362.00	18/07/25	INV50266	Clanpress - 3100 x Village Voice Issues 155 72pp	£2,362.00

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Date

Dersingham Parish Council

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

BACS Approval List 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
719	BACS.28.07.25	£150.91	£25.15	£125.76	£150.91	25/07/25	64425	Aston Shaw - Payroll processing charges for quarter ended 05.07.25	£150.91
718	BACS.CAN.29.07.25	£60.00	£0.00	£60.00	£60.00	28/07/25	Play Area	Community Action Norfolk - Play Area Inspection course for councillor Jordan Stokes	£60.00

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Dersingham Parish Council

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

BACS Approval List 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
703	BACS.PJB. 07.07.25	£1,429.79	£238.30	£1,191.49	£1,429.79	31/07/25	SI-1086	P J & B Jones Ltd - Grass cutting contract	£1,429.79
1		£124.80	£20.80	£104.00		ENV		Village centre north sou west 5th, 17th June @5 14 cuts	
2		£200.33	£33.39	£166.94		REC		Playing Field 5th ,18th J @83.47 (7 of 16)	
3		£67.20	£11.20	£56.00		REC		Childrens Play area 5th June @28.00 (7 of 16)	
4		£159.00	£26.50	£132.50		ENV		Broadlands Close 5th, 1 @66.25 (6 of 14)	
5		£49.87	£8.31	£41.56		ENV		Earls Close 5th, 18th Ju @20.78 (6 of 14)	
6		£196.39	£32.73	£163.66		ENV		Crisp Close 5th, 18th Ju @81.83 (6 of 14)	
7		£90.00	£15.00	£75.00		WARR		Pakenham Drive 5th, 18 @75.00 (3 of 6)	
8		£24.00	£4.00	£20.00		ENV		Mountbatten Road 5th, June @20.00 3 of 6)	
9		£118.44	£19.74	£98.70		WARR		Philip Nurse Road 5th, : June @49.35 (6 of 14)	
10		£102.00	£17.00	£85.00		WARR		The Warren GCA12 fire 5th June @85.00 (3 of	
11		£73.26	£12.21	£61.05		WARR		The Warren Footpaths 5th June @61.05 (3 of	
12		£78.00	£13.00	£65.00		ENV		Grass Lynn / Heath Roa June @65.00 (3 of 6)	

Signature

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Date

Dersingham Parish Council

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

BACS Approval List 28.07.25

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 June @122.08 (3 of 6)		
14		£0.00	£0.00	£0.00	ENV	Public right of way FP3 19th May (cut 1 of 3)		
15		£0.00	£0.00	£0.00	WARR	The Warren GCA11 23r @£240.00 (1of1)		
Total		£11,846.81	£1,553.50	£10,293.31	£11,846.81			

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Dersingham Parish Council

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

DC APPROVAL LIST 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
701	DC.AMZ.30 .07.25	£63.48	£10.58	£52.90	£63.48	02/07/25	2056006905662	Amazon - Microphone headset with amplifier & batteries	£63.48
Total		£63.48	£10.58	£52.90	£63.48				

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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 APPROVAL LIST 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
695	DD.BARC.3 0.07.25	£8.50	£0.00	£8.50	£8.50	19/06/25	May - June 25	Barclays Bank - E-Payment Plan Charges for 13th May - 12th June 2025	£8.50
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
696	DD.K&M.31 .7.25	£169.74	£28.29	£141.45	£169.74	01/07/25	9425	K & M Lighting Services - Street lighting Maintenance Charge 1st July 2025 to 31st July 2025	£169.74
698	SO.JJ.30.0 7.25	£100.00	£0.00	£100.00	£100.00	01/07/25	July 25	Jo Halpin Jones - Village Voice Honorarium	£100.00
699	SO.KIDD.3 1.07.25	£320.00	£0.00	£320.00	£320.00	01/07/25	July 25	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	£320.00
700	DD.DRAX.3 0.07.25	£223.01	£10.61	£212.40	£223.01	02/07/25	IN1108744975	Drax Energy Solutions Ltd - Street Light charges 1st June - 30th June 2025	£223.01
706	DD.PWLB.0 7.08.25	£3,769.95	£0.00	£3,769.95	£3,769.95	10/07/25	AUG 2025	Public Works Loan Board - Loan Repayment Due - Repayment date 07.08.25	£3,769.95
1		£1,935.40	£0.00	£1,935.40		CNCL	Loan Repayment - Capi		
2		£1,834.55	£0.00	£1,834.55		CNCL	Loan Repayment - Inter		

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Date

Dersingham Parish Council

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

DD & SO APPROVAL LIST 28.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
715	DD.LS.30.0 7.25	£54.00	£9.00	£45.00	£54.00	18/07/25	INV00282839	LightSpeed Broadband Ltd - Broadband Service List	£54.00
717	DD.SYS.30. 07.25	£132.08	£22.02	£110.06	£132.08	19/07/25	INV26337	System:3 Business Solutions - Monthly Subscription for Microsoft 365 Business Basic x 16 @4.83 & Microsoft 365 Business Standard @10.30 x 3 Pro Rata charge for Business Basic extra 2.54 x 1	£132.08
712	DD.BCKLW N.30.07.25	£817.28	£136.21	£681.07	£817.28	23/07/25	July 25	Borough Council Of King's Lynn & West Norfolk - Monthly Contract for Dog Bin emptying x 9 @ 817.28 & 1 @ 817.32 per month July 25	£817.28
Total		£6,411.84	£342.34	£6,069.50	£6,411.84				

Signature

Date

Signature

Dersingham Parish Council

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

CONFIDENTIAL APPROVAL LIST 14.07.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,573.23	£0.00	£4,573.23	£4,573.23		Confidential		
Total		£4,573.23	£0.00	£4,573.23	£4,573.23				

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