

**Minutes of the Dersingham Parish Council meeting held on 27th October 2025 at 7.00pm
in the Dersingham Village Centre**

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, Su Foxley, John Houston, Martin Noble, Mike Shepherd, Brett Thomas, Mark Ward, Ann Watkins, Sarah Whitehead, and Dennis Wright (Left 8.47pm)

Also present: Karen Orgill (Business Manager - BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Borough Councillor Judy Collingham (Left 7.13pm)

- 1 Apologies for absence –** Councillors Valerie Brundle, and Robert Frost.
Norfolk County Councillor Stuart Dark
- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed –**
There were no declarations of interest.
Cllr C Shepherd wished it to be noted that Cllrs C Shepherd, S Foxley and D Wright were trustees for the Sports Ground Management Association – Agenda item 19.
- 3 Public Participation –** None present
- 4 To receive a verbal report from Norfolk County Councillor**
Cllr Dark had emailed a report to the Chairman.
The consultation for the 2026/2027 Council Tax has been launched. Closing date for submissions is 15th December 2025.
Both the Borough Council and Norfolk County Council have submitted their preferred options for the Local Government Reform and Devolution to Central Government who have driven this agenda and government ministers will be the ultimate decision makers.
There is still money available from his local members fund to help support local causes.
- 5 To receive a verbal report from the Borough Councillors**
Cllr Collingham explained she and Cllr Bubb were part of a panel that are reviewing a variety of issues which includes the following
Anglian Water are promoting business growth in the area however there is a limit to fundings in relation to the volume of water used.
Cllr Collingham is to attend a briefing later this month with regards to the new CIL infrastructure and spending restraints.
The Sports Ground Trustees unanimously agreed to place signage around the sports ground requesting dogs be kept on leads.
Cllr Bubb advised all panel meetings have been suspended until January 2026.
The Borough Council will be installing additional electric car charging points.
There are to be extra mooring pontoons installed at the South Quay.

6 Finance

(a) Current Financial Position (FBC and Reserves reports) July and August 2025.

Cllr C Shepherd advised the accounts, aged debtors and reserves reports for September 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 13th October 2025.

Cllr C Shepherd said that invoice 2400 remains unpaid. There have been numerous attempts made to chase the payment, including demand letters being issued. The RFO had proposed the debt is taken to the small claims court. **It was resolved to approve the proposal.**

(b) To approve Payments for October 2025.

Cllr C Shepherd reported that there are three payment lists for October 2025. The DD/SO list and confidential list for information only and one BACs list for authorisation which had been circulated via SharePoint.

It was resolved to approve the payments.

(c) IAC Quarterly Report.

Cllr M Shepherd reported that his IAC quarterly report for July 2025 to September 2025 had been placed on SharePoint prior to the meeting. He confirmed the bank reconciliations for the period 1st April 2025 to 30th September 2025 were in order and the financial reports presented to councillors were numerically consistent. The payments made for this period were authorised and processed in accordance with the financial regulations.

The Quarter 2 VAT return was submitted on the 6th October and £3674.75 was reclaimed and payment was received on the 10th October 2025.

7 Minutes

(a) Minutes of the Full Council meeting 22nd September 2025 and to agree ction points.

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

Action points were discussed and those completed were removed.

(b) Minutes of the Environment Committee meeting 6th October 2025.

Cllr M Ward reported there was nothing to bring to Full Council other than the the proposal agenda item 7 (b) (i)

(i) Recommendation to seek approval from Full Council for spending £1504 from Project Reserve for the installation of 3 new recycled benches inside the bus shelters on Chapel Road and Manor Road and at the bus stop on Hunstanton Road. To note an 80% grant of £1203.20 has been agreed by Norfolk County Council, which will be credited to the Project Reserve.

Cllr C Shepherd made the above proposal and reported that Cllr S Dark had been approached to ask if he would meet the shortfall of £300.80 from his member funds. If the request is rejected the remaining costs will come from the Project Reserve. Cllr M Shepherd asked if the quotation included the installation costs. The BM confirmed installation was included. **It was resolved to approve the proposal.**

- c) **Minutes of the Finance & Admin Committee meeting 13th October 2025.**
Cllr M Shepherd reported that there were two items that F&A required Full Councils approval.

(i) **Recommendation to seek approval from Full Council to open a New Savings Account.**

Cllr M Shepherd advised that the F&A Committee had reviewed suggested savings accounts supplied by the RFO and said there are very few Building Society savings accounts available for Parish Councils. After discussion the committee had agreed to open an account with Unity Bank. A Current Account would initially be opened followed by an Instant Savings Account. Councillors discussed the proposal. **It was resolved to approve the proposal.**

Cllr M Shepherd advised that the F&A Committee had reviewed the Parish Councils Reserves and wished to make the following recommendation to Full Council.
F&A Committee propose that the Dersingham Village Centre, the Skatepark Reserve, and budget line 1155 QE II Jubilee Hall contingency be amalgamated to create a new Reserve "Property Maintenance" **It was resolved to approve the proposal**

(d) **Notes of the Staffing Committee meeting 20th October 2025.**

Cllr C Shepherd advised the committee had approved staff salaries.

8 Planning applications:

Applications: There were no applications.

Determinations: Noted at the meeting.

25/00171/TREECA -Work to be carried out on T1 Aspen, T2 Larger Birch, T3 Acacia, T4 Lime, T5 Mature Scots Pine at 12a Shernborne Road, Dersingham. Tree Application- No Objection – 26th September 2025 – Delegated decision.

25/00187/TREECA – T1 – Walnut, dismantle and remove stump with a stump grinder – 2 Sandringham Road, Dersingham – Tree Application -No objection – 14th October 2025 - Delegated Decision.

25/00218/TREECA – G1 line of Leyland Cypress trees/hedges on rear boundary of 18 and 16 Brook Road, Dersingham – Tree Application – No objection – 16th October 2025- Delegated Decision.

9 Neighbourhood Plan progress report and approval of terms of reference for the Steering Group.

Cllr N Barker said he had written a progress report for the Neighbourhood Plan which had been circulated on SharePoint. Cllr Barker ran through the reports for Councillors. He then reported the following:

The Working Group intend to hold monthly Zoom meetings.

On the 29th November the Parish Council is holding a "Drop In" event at the village centre between 10am and 3pm, for parishioners to attend. Posters will be displayed for the event

in various local businesses and noticeboards and flyers will be delivered to every household. An article will be written for the Village Voice.

Cllr N Barker said the working group have written their Terms of Reference (TOR), they were on Sharepoint and he proposed that they be adopted by Full Council. Councillors discussed the TOR. **It was resolved to adopt the TOR once the suggested amendments had been made.**

10 Speeding in the village

Cllr M Noble gave a brief outline about his concerns relating to vehicles speeding through the village, particularly Shernborne Road. He suggested that village gates be installed to slow traffic down. Councillors discussed a variety of options to reduce speeding. It was agreed that the BM would contact Norfolk County Council to establish the prerequisite for the installation of Village Gates.

11 Chairmans Report

The Chairman reported the following:

She had attended a meeting/ walkaround of the village with the Borough Council Leader and Borough Councillors Tony Bubb and Judy Collingham.

There will be two remembrance services held. The 9th November at the church at St Nicholas Church 10.30am and 11th November at the War Memorial at 11.00am

12 Business Managers Report

The BM reported the following:

Data requests for the Neighbourhood Plan have been completed.

Pictures have been taken of the seat and benches owned by the Parish Council to enable the Environment Committee to discuss funding for painting.

Research into costings of an interpretation board on the Queen Elizabeth Way has started.

Cllr N Barker had trialled removing the advertising stickers from a dog bin using a hot air gun, which was successful. A Volunteer will be needed to remove the stickers from the rest of the dog bins.

Attempts are still being made to find a contractor to dig out the ditches and cut back the hedges at the sports ground.

The BM said she had obtained quotes for the printing of the A5 Neighbourhood Plan flyers. Councillors discussed the quotes. **It was agreed that Clanpress would produce the flyers.**

13 Correspondence

Cllr C Shepherd advised that the Norfolk County Council budget consultation had been received and Cllr S Dark had encouraged people to complete it.

Information has been received from Norfolk Police regarding Operation Radium which is a Norfolk constabulary initiative focused on tackling courier fraud across the county. Victims are contacted by phone and convinced by the criminals that the caller is from trusted government agencies and persuaded to share financial information. A "Trigger Plan" is being developed to alert local organisations, share key messages and to encourage vigilance. When a trigger is activated, a message detailing the relevant information will be sent out. Norfolk Police are

asking that local support is given to help distribute the message to make more people aware. After discussion it was agreed that the message would be forwarded to the administration team to be uploaded onto the Dersingham Village Group Facebook page.

14 Open the meeting to allow Public Participation

None Present

15 Items for inclusion on the next agenda

Speed awareness/village gates for the village
EBikes on the recreation ground
Village Map

16 Date of next meetings:

Monday 7.00pm 24th November 2025 in the Garden Room

The meeting was placed in closed session at 8.16pm

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 Lease Update – Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised there was no update regarding the lease.

19 Sport Pavilion – Project Management and Funding.

Cllr C Shepherd said she had written a report which had been circulated on SharePoint regarding the future of the Dersingham Sports Ground pavilion project. It detailed the background and current situation of the project. After discussion Cllr C Shepherd proposed that Dersingham Parish Council agree to partner with Dersingham Sports Ground Association to progress and deliver the Dersingham Sports Ground Pavilion Project, agree with them the scope of the project and all work to be done within Parish Council governance and financial rules. **It was resolved to agree the proposal.**

With no further business the meeting was closed at 8.49pm

Action Points

Business Manager

- To contact Norfolk County Council to establish the prerequisite for the installation of Village Gates.
- To amend the Neighborhood Plan Terms of Reference.

Cllr C Shepherd

Cllr M Shepherd

- To arrange for the agreed Barclay Bank signatories to be removed.

Dersingham Parish Council

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

BACS APPROVAL LIST 24.10.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
771	BACS.CLA N.31.10.25	£2,362.00	£0.00	£2,362.00	£2,362.00	22/09/25	INV50458	Clanpress - 3100 x Village Voice Issues 156 72pp	£2,362.00
773	BACS.GLA S.31.10.25	£192.79	£32.14	£160.65	£192.79	22/09/25	INVS1921482	Glasdon Uk Limited - As per your quotation EQ70128016 dated 18th August 2025 Topsy 2000 Litter Bin – Spares – Spare Hood only in Dark Green with 2 no. Gold Bin-It Symbols to suit Keyed unit At a cost of £148.16 Plus, delivery at £12.50 Total cost £160.65 excluding vat. Delivery to be made on a Monday, Tuesday or Thursday between 9am and 5pm	£192.79
	1	£90.70	£15.12	£75.58		ENV	Litterbins		
	2	£102.09	£17.02	£85.07		ENV	General Maintenance		
772	BACS.PKF. 31.10.25	£756.00	£126.00	£630.00	£756.00	23/09/25	Inv20252465	PKF Littlejohn LLP - Audit Fees for AGAR ended 31st March 2025	£756.00

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 24.10.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
774	BACS.AC.N. 30.09.25	£350.00	£0.00	£350.00	£350.00	29/09/25	INV290925	AC Norfolk Ltd - As per quotation dated 2nd September 2025 Pick up 2 x recycled benches from Dersingham Village Centre and take them to the Warren. Concrete both benches into the position as shown on the attached map but the final position will be agreed on site with Cllr Coral Shepherd.	£350.00
775	BACS.UKP. 30.10.25	£4,848.00	£808.00	£4,040.00	£4,848.00	30/09/25	Woodside Aven	UK Power Network - Street lighting works Woodside Avenue	£4,848.00
776	BACS.UKP. 30.10.25	£7,122.00	£1,187.00	£5,935.00	£7,122.00	30/09/25	Woodside Clos	UK Power Network - Street lighting works Woodside Close	£7,122.00
778	BACS.DOM .03.10.25	£60.00	£0.00	£60.00	£60.00	02/10/25	Sept 2025	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
785	BACS.WAV .30.09.25	£19.44	£0.00	£19.44	£19.44	02/10/25	15641340	WAVE - Water charges	£19.44

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 24.10.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
786	BACS.PJB. 30.09.25	£2,227.41	£371.23	£1,856.18	£2,227.41	02/10/25	SI-1132	P J & B Jones Ltd - Grass cutting contract	£2,227.41
1		£124.80	£20.80	£104.00		ENV		Village centre north south west 10th, 25th September @52.00 11 of 14 cuts	
2		£200.33	£33.39	£166.94		REC		Playing Field 10th, 25th September @83.47 (12	
3		£67.20	£11.20	£56.00		REC		Childrens Play area on 12th September @28.00 (16)	
4		£159.00	£26.50	£132.50		ENV		Broadlands Close 10th, Sept @66.25 (11 of 14)	
5		£49.87	£8.31	£41.56		ENV		Earls Close 10th, 12th, Sept @20.78 (11 of 14)	
6		£196.39	£32.73	£163.66		ENV		Crisp Close 10th, 12th, Sept @81.83 (11 of 14)	
7		£90.00	£15.00	£75.00		WARR		Pakenham Drive 10th September @75.00 (5	
8		£24.00	£4.00	£20.00		ENV		Mountbatten Road 10th Sept @20.00 (5 of 6)	
9		£118.44	£19.74	£98.70		WARR		Philip Nurse Road 10th, Sept @49.35 (11 of 14	
10		£0.00	£0.00	£0.00		WARR		The Warren GCA12 fire @85.00 (5 of 6)	
11		£0.00	£0.00	£0.00		WARR		The Warren Footpaths 10th Aug @61.05 (5 of 6)	
12		£78.00	£13.00	£65.00		ENV		Grass Lynn / Heath Road 10th September @65.00 (6	

Signature

Signature

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Dersingham Parish Council

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BACS APPROVAL LIST 24.10.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
13		£0.00	£0.00	£0.00		ENV		Strim Dyke Manor Roac Sherbourne Road GLC2 July @122.08 (4 of 6)	
14		£129.38	£21.56	£107.82		ENV		Public right of way FP3 4th Aug (cut 2 of 3)	
15		£288.00	£48.00	£240.00		WARR		The Warren GCA11 @ (1of1)	
16		£0.00	£0.00	£0.00		ENV		Sherbourne Road, Man Footpath GCA2 on 25th @121.44 (1of1)	
17		£702.00	£117.00	£585.00		WARR		The Warren GCA10 ma @585.00	
788	BACS.RLA. 30.10.25	£1,078.90	£0.00	£1,078.90	£1,078.90	07/10/25	202526 - 001	Rachel Leggett & Associates - Fees for 2.5 days work @£1000 + expenses mileage and office printing @ £78.90	£1,078.90

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 24.10.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
787	BACS.EA.3 0.10.25	£268.80	£44.80	£224.00	£268.80	10/10/25	EA42228	Earth Anchors Ltd - As per your quotation no. Q1087 dated 14th August 2025 1.HGN35 Moulded plastic red dog bin. Supplied with concrete in post, fixings, and rigid plastic liner to reduce capacity to 25 litres at £194.00 2.Delivery charge at £30.00 Total cost £224.00 Delivery to be made w/c Monday 13th October 2025 and on a Monday, Tuesday or Thursday between 9am to 5pm	£268.80
789	BACS.CP.3 0.10.25	£680.10	£0.00	£680.10	£680.10	10/10/25	10/25/dersingha	Compass Point Planning and Rural Consultants - Assistance with Neighbourhood Plan	£680.10
783	BACS.SE.3 0.10.25	£600.00	£0.00	£600.00	£600.00	22/10/25	SI50066	Sandringham Estate - Lease Rent 22.10.2025 to 21.04.2025 Tenancy DE8049/DERS0003 Playing Field Off Manor	£600.00
796	BACS.RBL. 30.10.25	£120.00	£0.00	£120.00	£120.00	22/10/25	Nov Wreath	Royal British Legion Poppy Appeal - 2 x Poppy wreaths @20.00 and donation of £80.00	£120.00

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVAL LIST 24.10.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
Total		£20,685.44	£2,569.17	£18,116.27	£20,685.44				

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Dersingham Parish Council

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

CONFIDENTIAL APPROVALS LIST 17.10.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,701.39	£0.00	£4,701.39	£4,701.39				
Total		£4,701.39	£0.00	£4,701.39	£4,701.39				

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Date _____

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Dersingham Parish Council

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

SO & DD APPROVAL LIST 24.10.25

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
755	DD.BCKLW N.30.09.25	£817.28	£136.21	£681.07	£817.28 23/09/25		Borough Council Of King's Lynn & West Norfolk - Monthly Contract for Dog Bin emptying x 9 @ 817.28 & 1 @ 817.32 per month September 25	£817.28
779	DD.K&M.03 .10.25	£169.74	£28.29	£141.45	£169.74 01/10/25	9582	K & M Lighting Services - Street lighting Maintenance Charge 1st October 2025 to 31st October 2025	£169.74
784	DD.Drax.30. 09.25	£392.36	£65.39	£326.97	£392.36 02/10/25	In1108942087	Drax Energy Solutions Ltd - Street Light charges 1st September - 30th September 2025	£392.36
777	DD.BARC.3 0.10.25	£9.73	£0.00	£9.73	£9.73 06/10/25	Aug to Sept 25	Barclays Bank - E-Payment Plan Charges for 13th Aug to 14th Sept 2025	£9.73
781	SO.KIDD.3 0.10.25	£320.00	£0.00	£320.00	£320.00 06/10/25	Oct 25	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	£320.00
782	SO.JJ.30.1 0.25	£100.00	£0.00	£100.00	£100.00 06/10/25	Oct 25	Jo Halpin Jones - Village Voice Honorarium	£100.00
790	DD.SYS.30. 10.25	£129.03	£21.51	£107.52	£129.03 16/10/25	INV27291	System:3 Business Solutions - Monthly Subscription for Microsoft 365 Business Basic x 16 @4.83 & Microsoft 365 Business Standard @10.30 x 3	£129.03

Signature

Signature

Date

Dersingham Parish Council

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

SO & DD APPROVAL LIST 24.10.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
795	DD.LS.30.1 0.25	£54.00	£9.00	£45.00	£54.00	16/10/25	INV00344618	LightSpeed Broadband Ltd - Broadband Service List	£54.00
Total		£1,992.14	£260.40	£1,731.74	£1,992.14				

Signature

Date

Signature