

Minutes of the Dersingham Parish Council and Precept meeting held on 26th January 2026 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, Robert Frost, Su Foxley, Martin Noble, Mike Shepherd, Jordan Stokes, Brett Thomas, Mark Ward, Sarah Whitehead, 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 and Ann Watkins.
Norfolk County Councillor Stuart Dark
Borough Councillor Judy Collingham
- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed –** None
- 3 Public Participation –** None present
- 4 To receive a verbal report from Norfolk County Councillor**
Cllr C Shepherd advised Cllr S Dark had given his apologies but had submitted a written report which had been placed on SharePoint and contained the following.
An update regarding Local Government Reform and Devolution which included the suggestion that the Mayoral and County elections scheduled for May 2026 may now take place May 2027.
Norfolk County Council (NCC) are in the process of setting their 2026/27 budgets. The budget will be confirmed in February with the council tax increase proposed at 4.99%.
The NCC gritters were out during the recent bad weather and a link to the routes can be found on the NCC webpage.
There is to be a further 10 weeks road closure at Lamsey Lane, Heacham for Anglian Water to carry out further drainage works.
- 5 To receive a verbal report from the Borough Councillors**
Borough Councillor J Collingham had given her apologies.
Cllr Bubb said there was nothing to report from Borough Council meetings.
He had attended a meeting to discuss the £25 million town fund being spent by NCC highways for pedestrian improvements. One suggestion is to reduce Railway Road, King's Lynn from four lanes to three lanes to create a cycle path.
Cllr C Shepherd asked if the BC had decided on their Council Tax for the next financial year. Cllr Bubb said it would be decided Thursday and thought it would be set at 4.99%.
The BC are to install new showers and toilets on the quayside to encourage more boaters into King's Lynn, it is also hoped the facilities will also attract motorhome owners.

6 Finance

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

Cllr C Shepherd advised that the Financial Budget Comparison (FBC) and Reserves reports up to 31st December 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 12th January 2026.

(b) To approve Payments for January 2026.

Cllr C Shepherd reported that there are four payment lists for this month. The DD/SO, Confidential and BM purchase card lists 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 October 2025 to December 2025.

Cllr M Shepherd reported his quarterly report had been placed on SharePoint. The bank reconciliations for 1st April 2025 to 31st December 2025 were in order. The reports used by Councillors were arithmetically consistent and all payments made throughout this period have been correctly authorised accordance with the financial regulations. The quarter 3 VAT return was submitted on 6th January 2026 and the sum of £3,794.28 was reclaimed from HMRC.

7 Council to agree and set the Precept for 2026/27.

Cllr C Shepherd advised Cllr M Shepherd had shared his Precept report on SharePoint prior to the meeting. After discussion Cllr C Shepherd proposed the Precept for 2026/27 would be set at £179,000.00. **It was resolved to approve the proposal.**

Cllr M Shepherd asked who would submit the relevant paperwork to notify the BC. The BM confirmed the RFO would inform the BC.

8 Minutes

(a) Minutes of the Full Council meeting Monday 15th December 2025.

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

Minute number 19:

Change fof to for.

To put capitals letters on Sports Ground Association.

Action points were discussed and those completed were removed.

Cllr C Shepherd advised she had contacted NCC regarding the double yellow lines outside the newsagents/post office and said she would contact them again for an update.

(b) Minutes of the Communication Committee meeting held 18th December 2025.

Cllr C Shepherd advised the Editor of the Village Voice has said she wishes to step down from the role effective from the last edition of the year. An advert has been placed in the next magazine for a new editor which details what the role involves.

- (c) **Minutes of the Planning Committee meeting 12th January 2026.**
 Cllr C Shepherd said there was one planning application considered at the committee meeting with an outcome of no objection.
 A leaflet had been inserted into the Village Voice magazine to inform parishioners of a survey to be completed regarding the Neighbourhood Plan.
- (d) **Minutes of the Finance & Admin Committee meeting 12th January 2026.**
 Cllr M Shepherd said there were no items to bring to Full Council.
- (e) **Minutes of the Environment Committee Meeting 15th January 2026.**
- (i) **Recommendation to seek approval from Full Council for spending £10,350 from the Project Reserve for the installation of two replacement bus shelters on Hunstanton Road and improve the hardstandings at both – one opposite Spar and one outside the Recreation Ground. (To note that an NCC grant of 80% has been approved, this money will go back to the reserves).**
 Councillors discussed the proposal. Cllr M Shepherd asked if the PC part of the funding would be taken from 2025/26 financial year and if the costings included installation. Cllr C Shepherd confirmed funding would come from 2025/26 financial year and installation was included. **It was resolved to approve the proposal.**
- (ii) **Recommendation to seek ratification to ban all forms of motorised vehicles except disabled, contractor, emergency and other vehicles authorised by the parish council, on the Recreation Ground, Hunstanton Road.**
 Cllrs discussed the proposal at length. Cllr N Barker stated he wished his vote to be recorded for the minutes.
 Councillors in favour of the proposal:
 Cllrs B Anderson, S Whitehead, B Thomas, M Shepherd, T Bubb, R Frost and C Shepherd.
 Councillors against the proposal:
 Cllrs M Ward, N Barker, D Wright, and S Foxley. The proposal was carried.
- (f) **Notes of the Staffing Committee meeting 19th January 2026.**
 Cllr C Shepherd advised the staffing committee had approved staff salaries and had discussed staff appraisals with dates to be arranged.
- (g) **Minutes of the Full Council Budget Setting meeting 19th January 2026.**
It was resolved to approve the Minutes as a true and accurate record and for the Chairman to sign the minutes.

9 Planning applications:

Applications:

25/02156/F - Infill extension to rear of bungalow at 5 Edinburgh Way, Dersingham.
 Councillors discussed the proposal and agreed to raise no objections.

Determinations:

25/0192/F – Loft conversion and alterations to dwelling at 13 Manorside, Dersingham.
Application permitted – 9th January 2026 – Delegated decision.

10 Flagpole Update.

Cllr N Barker gave a verbal report regarding a proposed flagpole at the War Memorial Gardens. He informed Councillors that he had carried out some research and found a fibreglass white pole that was hinged at the base to allow the pole to easily be lowered. It also had a lock on the front which accessed an internal winching system to raise and lower a flag. He summarised the various costs associated with a flagpole and suggested that an estimated figure of £1,500.00 would cover the hardware, installation, listed building consent and planning permission. Cllr N Barker projected pictures to show Councillors an example of the flagpole being discussed. If it is agreed to have a flagpole, quotes would need to be obtained and a site visit arranged to agree a position for a flagpole and agree a suitable height pole to avoid potential damage of the flag from the lime tree. Cllr B Anderson proposed, in principle, that the Parish Council would purchase a flagpole. **It was resolved to approve the proposal.**

Cllr N Barker said he would forward details of the flagpole discussed to the BM.

11 Refurbishment of Name Plaques on the War Memorial.

Cllr C Shepherd said she had been to the War Memorial with Cllr J Stokes to clear the area prior to the Remembrance Day Service and had noticed the paint hi-lighting the lettering on the names recorded is wearing away. It was agreed that the BM would contact local monumental masons to obtain quotes to refurbish the lettering.

Cllr D Wright asked if the lettering for his grandfather could be amended to W H Nurse as it currently shows as W M Nurse. Cllr C Shepherd said this would be investigated as the letters were engraved.

12 Chairman's Report

The Chairman reported the following:

There are issues with the Sports Ground Associations progress of the refurbishment of the pavilion and this will be discussed under agenda item 20.

She reported that she had attended a meeting at Sandringham with Borough Councillors Bubb and Collingham to find out the arrangements for the concerts and flower show this summer to be held on the estate grounds. Heritage Live have taken on board suggestions made and final details from the RHS were awaited.

13 Business Managers Report

The BM reported the following:

A third grant for two new replacement bus shelters, to be located on Hunstanton Road and the Recreation Ground, has been approved. The total amount received in grants from NCC for new and replacement bus shelters will be £12,960.00.

A replacement battery for the de-fib located at the Spar shop will now be delivered as the payment has now been authorised.

14 Correspondence

A Letter had been received from the Borough Council about a new residential property address: 20a Gelham Road, Lynn Road Dersingham.
NCC have sent notification of further roadworks to be carried out at Lamsey Lane.

15 Open the meeting to allow Public Participation

None Present

16 Items for inclusion on the next agenda

Neighbourhood Plan Update

Dogs on the Sports Ground.

Cllr C Shepherd asked Councillors to notify the BM of any agenda items required for the next meeting.

17 Date of next meetings:

Monday 23rd February 2026, 7.00pm Garden Room

The meeting was placed in closed session at 8.25pm

18 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"

19 Lease Update – Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised there was no update regarding the QE II Jubilee Hall lease.

20 Sport Pavilion Update

Cllr C Shepherd gave a brief verbal report about progress with improvements and refurbishment to the Sports Pavilion. She reported that there were issues with obtaining sufficient funding. Councillors discussed funding options and it was agreed to allocate £50,000 from the Parish Councils Reserves to assist with funding.

With no further business the meeting was closed at 8.32pm

Action Points

Business Manager

- To contact local monumental masons to obtain quotes to refurbish the lettering on the War Memorial names

RFO

- To prepare Precept documents for submission to the Borough Council.

Cllr C Shepherd

- To contact Norfolk County Council again regarding the yellow lines and parking issues outside the newsagents/post office.

Cllr M Shepherd

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

Cllr N Barker

- To pass details of a flagpole to the BM

Cllr D Wright

- To prepare a report concerning dogs at the Sports Ground

Dersingham Parish Council

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

BACS APPROVALS LIST 23.01.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
851	BACS.MIS C.30.01.26	£1,196.35	£199.39	£996.96	£1,196.35	12/12/25	10222701 1022	Misco Technologies Ltd - All as per your quotation no. QT088065 dated 11th December 2025 but please note the quotation does not show the part number but they were quoted and to confirm they are below. 1.Owl Labs Meeting Owl 3 – MTW300-2000 at £786.99 2.Owl Labs – Tripod – ACCMTW201-0004 at £142.99 3.Owl Labs – Cable – ACCMTW300-0002 at £25.99 4.Owl Labs – USB Cable – ACCMTW300-0004 at £28.99 Net total - £984.96 Plus, delivery at £11.99 Plus, vat at £199.40 Total = £1,196.35 Please ensure that delivery is made to: 12a Park Hill, Dersingham, Kings Lynn, Norfolk. PE31 6NE and please send text updates for delivery to: 07927 739939	£1,196.35
854	BACS.ARK. 30.01.26	£8.42	£1.40	£7.02	£8.42	02/01/26	800210	Ark ICT Solutions Ltd - Monthly Phone Bill	£8.42

Signature

Signature

Date

Dersingham Parish Council

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

BACS APPROVALS LIST 23.01.26

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
857	BACS.DOM .31.12.26	£60.00	£0.00	£60.00	£60.00 04/01/26	Dec 2025	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
859	BACS.KM.3 1.01.26	£4,401.18	£733.53	£3,667.65	£4,401.18 08/01/26	9789	K & M Lighting Services - As per your quotation dated 8th July 2025 Ref: 0725001 To remove and dispose of existing columns, supply and install 5 metre galvanised tubular steel columns painted black, supply wire and fit 20-watt LED lanterns controlled by photo electric cell to: 1.9004 outside Long Reach, Woodside Avenue 2.9005 outside Sandyways, Woodside Avenue 3.9007 near Skerry Vore, Woodside Close 4.9008 next to the Sycamores, Woodside Close 5.9009 outside Knighton, Woodside Close At a cost of £4,667.66 PART PAYMENT INVOICE OF £3667.65 REST TO BE COMPLETED AND FOLLOW SHORTLY.	£4,401.18

Signature

Signature

Date

Dersingham Parish Council

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No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
862	BACS.GEL. 30.01.26	£225.00	£37.50	£187.50	£225.00 13/01/26	2175	Gelder Electrical - Complete an Electrical Equipment Testing x 44 items and issue a Certificate for Dersingham Parish Council on Tuesday 13th January 2026. At a cost of £225.00	£225.00
871	BACS.MED .31.01.26	£250.00	£0.00	£250.00	£250.00 16/01/26	1337	Medina Services - Work for clearing land next to the Pill Box on Broadlands Close as per your quotation no. 1041 dated 25th November 2025 To remove all shrubs, brambles and dead trees down to the soil, leaving the one live tree in the middle for the sum of £250.00	£250.00
872	BACS.31.0 1.26	£348.00	£58.00	£290.00	£348.00 16/01/26	Proforma 55774	Defib Store Limited - lotte@defibsotre.co.uk 1 x Cardiac Science Powerheart G5 Defibrillator Battery at £280.00 ex vat plus £10 delivery	£348.00
870	BACS.DVC A.31.01.26	£500.00	£0.00	£500.00	£500.00 19/01/26	812	Dersingham Village Centre Association - Office Rent for October 24 to October 25	£500.00
874	BACS.CLA N.30.01.26	£2,138.00	£0.00	£2,138.00	£2,138.00 21/01/26	INV50855	Clanpress - 3100 x Village Voice Issues 158 A5 68pp	£2,449.20

Signature

Signature

Date

Dersingham Parish Council

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BACS APPROVALS LIST 23.01.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
875	BACS.CLA N.30.01.26	£311.20	£25.20	£286.00	£311.20	21/01/26	Inv50855	Clanpress - 1.2,600 double sided A5 flyer/leaflet at £160.00 zero vat and includes a pdf proof 2. To be inserted into each copy of the Village Voice and delivered to Dersingham Parish Council office as normal at £126 plus vat	£2,449.20
855	BACS.WAV .30.01.26	£19.44	£0.00	£19.44	£19.44	02/02/26	16021607	WAVE - Water charges	£19.44
Total		£9,457.59	£1,055.02	£8,402.57	£9,457.59				

Signature

Date

Signature

Dersingham Parish Council

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

CONFIDENTIALS APPROVAL LIST 19.01.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,771.59	£0.00	£4,771.59	£4,771.59				
Total		£4,771.59	£0.00	£4,771.59	£4,771.59				

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Date _____

Signature _____

Dersingham Parish Council

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

DD & SO APPROVALS LIST 23.01.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
852	DD.BARC.3 0.12.25	£8.50	£0.00	£8.50	£8.50	18/12/25	Nov - Dec	Barclays Bank - E-Payment Plan Charges for 13 Nov to 14 Dec 2025	£8.50
838	DD.BCKLW N.31.12.25	£817.28	£136.21	£681.07	£817.28	23/12/25	Dec 25	Borough Council Of King's Lynn & West Norfolk - Monthly Contract for Dog Bin emptying x 9 @ 817.28 & 1 @ 817.32 per month December 25	£817.28
856	DD.KM.31.0 1.26	£169.74	£28.29	£141.45	£169.74	01/01/26	9754	K & M Lighting Services - Street lighting Maintenance Charge 1st January 2026 to 31st Janaury 2026	£169.74
858	DD.DRAX.3 1.12.25	£573.07	£95.51	£477.56	£573.07	05/01/26	In1109136173	Drax Energy Solutions Ltd - Street Light charges 1st Dec - 31st Dec 2025	£573.07
867	DD.JJ.30.0 1.26	£100.00	£0.00	£100.00	£100.00	08/01/26	Jan 26	Jo Halpin Jones - Village Voice Honorarium	£100.00
868	DD.DOM.30 .01.26	£320.00	£0.00	£320.00	£320.00	08/01/26	Jan Inv	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	£320.00
860	DD.PWLB.3 0.01.26	£3,769.95	£0.00	£3,769.95	£3,769.95	12/01/26	Jan 26	Public Works Loan Board - Loan Repayment Due - Repayment date 09.02.26	£3,769.95
1		£1,963.66	£0.00	£1,963.66		CNCL	Loan Repayment - Capi		
2		£1,806.29	£0.00	£1,806.29		CNCL	Loan Repayment - Inter		

Signature

Signature

Date

Dersingham Parish Council

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DD & SO APPROVALS LIST 23.01.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
861	DD.SYS.30. 01.26	£129.03	£21.51	£107.52	£129.03	15/01/26	28172	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
869	DD.LS.16.0 1.26	£54.00	£9.00	£45.00	£54.00	16/01/26		LightSpeed Broadband Ltd - Broadband Service List	£54.00
Total		£5,941.57	£290.52	£5,651.05	£5,941.57				

Signature

Date

Signature

Dersingham Parish Council

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

DC APPROVALS LIST 23.01.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
873	DC.AMZ.31 .01.26	£15.98	£2.66	£13.32	£15.98	16/01/26	Amazon	Amazon - Bin Bags	£15.98
Total		£15.98	£2.66	£13.32	£15.98				

Signature _____
Date _____

Signature _____