

Minutes of the Dersingham Parish Council meeting held on 24th April 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman) Tony Bubb, Dane Hipkin, John Houston, Mike Shepherd, Jordan Stokes, Ann Watkins, and Dennis Wright

Also present: Karen Orgill (Business Manager). Geraldine Scanlon (Assistant Business Manager – Minute taker)

1 Member of the public (Left at 7.20pm)

14259 Apologies for absence

Apologies were received from Cllrs Robert Anderson, Valerie Brundle, Robert Frost and Martin Noble

14260 Declarations of interest and request dispensations by Councillors in any of the agenda items listed – None Received.

14261 Open forum for public participation –

3.1 Talk by the Bridge for Heroes – Military Veterans Charity King’s Lynn

A representative from the charity gave an insight into what the charity does, those who can benefit from the charity and those that have benefited. The charity aims to support those in HM Armed Forces community with mental health issues and wellbeing. The charity is funded by grants and heavily relies on donations. The purpose of attending the Parish meeting was to raise awareness of the charity, to ensure more people become aware of the services provided and how to make the initial contact. Cllr Wright suggested an article be submitted for the next edition of the Village Voice magazine. The BM was handed leaflets, and informational cards for distribution.

14262 To receive a verbal report from the Norfolk County Councillor

Cllr Stuart Dark was not present.

14263 To receive a verbal report from the Borough Councillor

Cllr J Collingham was not present

Cllr Bubb reported there is a problem with illegal vapes being sold in the area, trading standards are aware and are looking into it.

A planning application for a multi storey car park at the Queen Elizabeth Hospital has been approved by the Borough Council which will be a two-phase process.

14264 Finance

(a) To approve Payments for March 23

Cllr C Shepherd advised there had been four payment lists circulated.

A payment for Clanpress had been authorised at the March Full Council meeting and paid 20.04.23

The invoice for the Public Works Loan had been received and had been entered on a separate list.

Staffing Committee had approved staff salaries and payment had been made.

It was resolved to approve the payments.

(b) Current Financial Position (Financial Budget Comparison (FBC) and Reserves Report)

Cllr M Shepherd stated the FBC, and Reserves reports had been circulated prior to the meeting and all committees had remained within budget for the 2022/23 financial year.

(c) Internal Audit Controllers Quarterly (IAC) Report – January 23 to March 23
Cllr M Shepherd advised the IAC Quarterly report had been circulated. All bank reconciliations to the 31st March 2023 were in order with no other significant discrepancies found other than one regular payment not included on the March informational approval list.

14265 Minutes

(a) Full Council and Precept Setting meeting 30th January 2023.

(i) To approve the minutes

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

Cllr M Shepherd said he had prepared a Confidential payment list with redacted staff information that should be attached to the minutes along with the other payments lists that had been approved.

(ii) Action points

Action points were discussed and those completed removed.

(b) Minutes of the Environment Committee Meeting 3rd April 2023

Cllr C Shepherd advised the minutes had been circulated this afternoon and there were no recommendations for Full Council.

(c) Minutes of the Planning Committee Meeting 17th April 2023

Cllr C Shepherd reported the Planning Committee had considered one application 23/00261F and had resolved to object to the application with comments made regarding the concern of over-development of the site, and requested a condition be imposed to ensure that the cabins/pods are not occupied for more than 28 consecutive days by the same person or persons. After discussion regarding the application, it was agreed for Cllr Bubb to call in the planning application at the Borough Council.

Councillors discussed the for-sale sign on the front of the flats on the corner of Lynn Road and Post Office Road, it was agreed that no complaint would be made to the Borough Council.

(d) Minutes of Finance & Administration Committee Meeting 17th April 2023
Cllr M Shepherd reported that the F&A Committee had reviewed the Standing Orders and Financial Regulations, draft copies will be ready for presentation to Full Council on the 15th May 2023.

Cllr M Shepherd advised a draft report had been received from the Internal Auditor and the Parish Council has achieved a “Green” status. Two issues had been raised, the Risk Assessment Register and the Contracts Register.

(e) Staffing Committee 20th March 2023

Cllr C Shepherd said the staff salaries had been agreed and paid and advised the Locum RFO wished to withdraw from the role therefore the Staffing

Committee had agreed to readvertise the position. Cllr C Shepherd is to review the job specification, hours and pay.

14266 Planning applications and determinations

Applications:

23/00020/TPO (2/TPO/00179) T1 Walnut – Prune and T2 Beech – Prune
53B Chapel Road, Dersingham – **No objections**

Determinations:

22/02307/F 6 Pansey Drive, Dersingham – Two storey rear extension to dwelling Application Permitted – 13 April 2023 – Delegated Decision

14267 Chairman's Report

The Chairman reported the following:

With regards to the upcoming Local Elections, there have been 12 Councillor applications for Dersingham Parish Council, as the council can have up to 18 Councillors, all applicants will be duly elected, with no election required. Cllr C Shepherd said as Cllr Robert Anderson will not be standing for election, she wished to thank him for all his hard work over the last three years and said she will write a letter to him.

14268 Business Managers Report

The Business Manager reported that £450.00 from the Borough Council CIL fund. She also reported that she and the ABM had attended a Defibrillator training course on 18th April.

14269 HM The King's Coronation Saturday 6th May 2023 – Village events

Cllr C Shepherd gave the following update:

5th May WI will hold a coffee morning at St Cecelia's Church

6th May DVCA are holding a Dine and Dance evening

7th May 6pm Church service at St Nicholas Church

8th May Dersingham Parish Council litter pick

8th May Dersingham Parish Council Fancy Dress Competition/Party has only received one entry form, the deadline has been extended by 24 hours however if no further interest is shown the event will be cancelled.

5th-8th May the SeeKINGS quiz will take place, forms can be downloaded from the PC website and obtained from the Post Office. There are 75 questions and a prize of £75.00 will be given to the entrant with the most correct answers.

14270 Correspondence

12.1 Parishioner concerned about the closure of Dersingham Post Office

Cllr M Shepherd asked if the BM could circulate any correspondence to Councillors prior to the meeting.

Councillors discussed the correspondence, Cllr A Watkins said she had suggested to the post office owner a petition in the post office for customers to sign. Cllr C Shepherd advised she would contact the owner for an update.

Cllr Stokes stated he had received correspondence from a parishioner concerning the Warren. The Chairman deferred the matter to the Environment Committee.

14271 Open the meeting to allow Public Participation – None present

14272 Items for inclusion on the next agenda – None received

14273 Date of next meetings:

Annual Parish Council Meeting - Monday 15th May at 7pm

Full Council Meeting - Monday 22nd May 2023 at 7pm (to be confirmed)

Annual Parish Meeting – Tuesday 23rd May at 7pm

Full Council Meeting - Monday 26th June 2023 at 7pm in the Garden Room

The meeting was placed in closed session at 8.07pm

EXCLUSION OF THE 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.

14274 Leases Update

(a) Update on Sports Ground Lease

Cllrs C Shepherd advised the draft underlease had been received After discussion some minor amendments were agreed to be requested to enable the lease to be finalised.

(b) Update on Queen Elizabeth II Jubilee Hall Lease

Councillors discussed the meeting that had taken place between the Parish Council and the Social Club Committee. After discussion Cllr Wright proposed not to pursue the outstanding rent arrears due to maintenance work needed.. It was resolved to approve the proposal. A new lease will be progressed.

With no further business the meeting closed at 8.25pm

Action points from the Parish Council meeting held 26th September 2022:

Business Manager

- To arrange to become a signatory on the main bank account.

Action points from the Parish Council meeting held 24th April 2023:

Business Manager

- To add the correspondence received from a parishioner regarding the Warren to the next Environment Committee agenda.

Cllr C Shepherd

- To review the RFO job specification, hours and pay ready to advertise the position.
- To contact the owner of the post office about the closure of Dersingham Sorting Office.

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

BACS Approval List 24.03.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
17	BACS.AUR ORA.24.04. 23	£163.06	£27.18	£135.88	20/04/23	Aurora Managed Services Ltd - Account C-105241 Printing Costs 09.01.23 to 08.04.23	
		£163.06	£27.18	£135.88		Aurora Managed Services Ltd - Total	
20	BACS.CLA N.24.03.23	£2,302.00	£0.00	£2,302.00	01/04/23	Clanpress - 3100 x Village Voice Issue 140 72pp Price includes £126 reduction for text printed on 80gsm offset	Authorised at March meeting and paid 20/04/22
		£2,302.00	£0.00	£2,302.00		Clanpress - Total	
13	BACS.DD.2 4.03.23	£60.00	£0.00	£60.00	18/04/23	David Doman - War Memorial maintenance 4 visits at £15.00	
		£60.00	£0.00	£60.00		David Doman - Total	
2	BACS.PB.2 4.03.23	£549.00	£91.50	£457.50	13/04/23	Price Bailey - For undertaking a review of financial controls as part annual audit work, incorporating a review of the 2021-2022 AGAR	
		£549.00	£91.50	£457.50		Price Bailey - Total	
3	DD.PWLB. 04.04.23	£4,974.82	£0.00	£4,974.82	13/04/23	Public Works Loan Board - Loan Repayment Due Repayment date 04.04.23	
1		£2,389.74	£0.00	£2,389.74		CNCL - Loan Repayment - Cap	
2		£2,585.08	£0.00	£2,585.08		CNCL - Loan Repayment - Inter	
		£4,974.82	£0.00	£4,974.82		Public Works Loan Board - Total	
1	BACS.SE.2 4.03.23	£600.00	£0.00	£600.00	13/04/23	Sandringham Estate - Lease Rent 06.04.2023 to 10.10.2023 Tenancy DE8049/DERS0003 Playing Field Off Manor	
		£600.00	£0.00	£600.00		Sandringham Estate - Total	
7	BACS.WAV E.24.03.23	£11.96	£0.00	£11.96	13/04/23	WAVE - Customer Reference 235942301	
		£11.96	£0.00	£11.96		WAVE - Total	
Total		£8,660.84	£118.68	£8,542.16			

Signature

Date

Signature

Dersingham Parish Council
Confidential Payment Approval List – 24th April 2023

	Payee	Description	Payment
1.	Aston Shaw	Staff Wages – April 2023	£2131.47
2.	Norfolk Pension Fund	Staff Pensions – April 2023	£779.88
3.	Denise Gascoyne	RFO Services	£330.00

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

DD and SO Approval List 24.04.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
6	DD.BB.03.0 4.23	£8.50	£0.00	£8.50	13/04/23	Barclays Bank - E-Payment Plan Charges	
		£8.50	£0.00	£8.50		Barclays Bank - Total	
12	DD.BT.28.0 4.23	£61.14	£10.19	£50.95	17/04/23	British Telecommunications - Account No GP 0042 4560 Bill reference MO59LK Telephone/Broadband	
		£61.14	£10.19	£50.95		British Telecommunications - Total	
15	SO.C&E.24. 03.23	£270.00	£0.00	£270.00	19/04/23	C & E Handyman Services - Cleaning Contract	
		£270.00	£0.00	£270.00		C & E Handyman Services - Total	
16	SO.JHJ.24. 03.23	£88.33	£0.00	£88.33	19/04/23	Jo Halpin Jones - Village Voice Honorarium	
		£88.33	£0.00	£88.33		Jo Halpin Jones - Total	
4	SO.K&M.24 .03.23	£147.35	£24.56	£122.79	13/04/23	K & M Lighting Services - Street lighting Maintenance Charge 01 April 2023 to 30 April 2023	
		£147.35	£24.56	£122.79		K & M Lighting Services - Total	
14	DD.OPUS. 30.04.23	£572.04	£95.34	£476.70	19/04/23	OPUS Energy - Account 1177312 Invoice 15 March 2023 to 16 April 2023	
		£572.04	£95.34	£476.70		OPUS Energy - Total	
5	DD.SYS.24 .03.23	£127.44	£21.24	£106.20	13/04/23	System:3 Business Solutions - CSP: Microsoft 365	
1		£37.08	£6.18	£30.90		CNCL Microsoft 365 Business	
2		£76.44	£12.74	£63.70		CNCL Microsoft 365 Business	
3		£13.92	£2.32	£11.60		CNCL Microsoft 365 Business	
		£127.44	£21.24	£106.20		System:3 Business Solutions - Total	
19	DD.UW.24. 03.23	£13.40	£2.23	£11.17	21/04/23	Utility Warehouse - Mobile Phone Account No: 7728326	
		£13.40	£2.23	£11.17		Utility Warehouse - Total	
Total		£1,288.20	£153.56	£1,134.64			

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

PWLB Approval List Due 04.04.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
3	DD.PWLB. 04.04.23	£4,974.82	£0.00	£4,974.82	13/04/23	Public Works Loan Board - Loan Repayment Due - Repayment date 04.04.23
1		£2,389.74	£0.00	£2,389.74		CNCL Loan Repayment - Cap
2		£2,585.08	£0.00	£2,585.08		CNCL Loan Repayment - Inter
		£4,974.82	£0.00	£4,974.82		Public Works Loan Board - Total
Total		£4,974.82	£0.00	£4,974.82		

Signature _____

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Date _____