

Minutes of the Dersingham Parish Council meeting held on 16th December 2024 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, John Houston, Brett Thomas, Ann Watkins, and Dennis Wright.

Also present: Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Borough Councillor Judy Collingham (Arrived 7.05pm – left 7.45pm)
County Councillor Stuart Dark

- 1 **Apologies for absence** – Councillors Valerie Brundle, Robert Frost, Martin Noble, Mike Shepherd, Jordan Stokes, and Sarah Whitehead.
- 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
Cllr Bubb declared an interest in agenda item 8 Planning Application 24/02090/F
- 3 **Public participation**
None present
- 4 **To receive verbal report from the Norfolk County Councillor**
Cllr S Dark reported the following:
The 2024 White Paper that proposes devolution to transfer powers and funding from national to local government had been released today. The Government wants to replace the current two tier county and district councils with unitary authorities, which would run all services. There will be discussions between the County Council and all districts and boroughs within Norfolk so that agreement can be reached, and proposals put to central government
Two pieces of correspondence have been circulated to Clerks, Bookings open for festive Big Norfolk Holiday Fun scheme and Supporting Norfolk and Waveney residents to stay Warm and Well this winter.
Norfolk County Council have invested over £30,000.00 on road gritting routes for this winter. Cllr C Shepherd said the BM had asked for Station Road to be added to the gritting route however Norfolk County Council had advised they were unable to do so without removing a different route in the village. Cllr Dark said he will speak to the new highways engineer regarding the matter.
A booking system has been introduced at the recycling centres in Norfolk. A 15-minute slot can be booked via the website or by phone, for people to take their waste to the recycling centres. The scheme has been introduced to help reduce the running costs and to assist in the management of staff. Councillors discussed the impact of the scheme.
The school crossing vacancy remains.
The barriers outside the primary school on Admiral’s Drive have now been installed and the Zig Zag lines are now in place.
A meeting has been arranged for 9th January 2025 with the Royal Estate, Norfolk County Council, King’s Lynn Borough Council, and local Parish Councils to discuss the upcoming events due to be held at Sandringham.
Cllr C Shepherd asked if the resurfacing of Hunstanton Road had been programmed in. Cllr S Dark said he would take the matter forward with the new highways engineer.
Cllr B Thomas raised concerns regarding the roadside parking in Manor Road outside the Coach and Horses and suggested considering applying for yellow lines. Cllr Dark said the

process to apply for a traffic regulation order would incur costs and local residents would need to be consulted. Another option would be to apply for a white H to be painted outside the Coach and Horses, whilst it is not enforceable it acts as a very good deterrent. There was a discussion, and the matter would be looked at again after the New Year.

The BM reported a Parishioner had contacted her regarding an interpretation board to be placed on the new Queen Elizabeth Walk. Greenways Infrastructure Team had been contacted regarding the matter who then forwarded the email to Norfolk Trails Team however there has been no update. Cllr Dark suggested that he could use his funds to assist with costs.

5 **To receive a verbal report from the Borough Councillors**

Cllr Bubb said there was nothing to report regarding the Dersingham Ward.

Cllr Bubb, having been to the crematorium recently, said the facilities there were poor. He has started to put together a portfolio of free and/or inexpensive improvements that could be made.

Cllr Collingham said discussions are still ongoing regarding the Oasis and St James swimming pools.

6 **Finance**

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

Cllr C Shepherd advised the accounts and reserves report to 30th November 2024 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 9th December 2024. There were no comments or question from Councillors regarding the reports.

Cllr C Shepherd advised that all committees have reviewed their budgets for 2025-2026. These will be discussed by the F&A Committee at their next committee meeting in early January and a proposed budget for 2025-2026 will be presented to Full Council for approval on January 20th.

(b) To approve Payments for September 2024

Cllr C Shepherd said the lists for informational purposes were those for SO & DD, Staffing and 1 Debit Card transaction. There are three BACS lists for authorisation which have been circulated on SharePoint.

It was resolved to approve the payments.

7 **Minutes**

(a) Minutes of the Communications Budget Setting meeting 18th November 2024

Cllr C Shepherd said the committee had met to discuss and agree budgets for 2025-2026.

(b) Minutes of the Full Council meeting 25th November 2024

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

The action points were discussed and those completed removed.

(c) Minutes of the Environment Committee meeting 2nd December 2024

Cllr C Shepherd said there were no items to bring to Full Council.

- (d) Minutes of the Finance & Admin Committee meeting 9th December 2024
Cllr C Shepherd advised the insurance valuation replacement value had not yet been received for the DVCA and QE II Jubilee buildings.
The F&A Committee had approved a grant application received from Dersingham Day Centre for £300.00. It was agreed that Cllr C Shepherd would speak with the day centre with regards to their long financial arrangements.

8 Planning applications:

Applications:

Cllr Bubb left the meeting at 7.57pm

24/02090/F - Front extension at Talltrees, 7 Centre Vale, Dersingham. – No Objections

Cllr Bubb re-joined the meeting at 8.02pm

24/02161/F 1.5 storey side extension, porch extension, single store rear extension and alterations to existing dormers at 9 Valley Rise, Dersingham – No Objections

Determinations:

24/00192/TREECA 13 Shernborne Road, Dersingham – Silver Birch - dying and requires removal- Tree Application – No objection 18th November 2024 Delegated Decision.

24/0179/F 32 Hunstanton Road, Dersingham – Proposed extensions and alterations – Application Withdrawn 29th November 2024

24/0191/F 4 Pansey Drive, Dersingham – Single storey rear extension and associated works together with loft conversion and front porch – Application Permitted 2nd December 2024 Delegated Decision.

9 Agreement on Meeting Dates for 2025

The list of proposed dates for meetings in 2025 had been placed on Sharepoint. There is a dilemma for Environment Committee where the dates are the first day of the month in respect of timing for staff to present up to date accounts which is important for this committee. After discussion it was agreed that Environment Committee should make a decision about their dates at their meeting on 6th January. The Chairman also pointed out that meetings of full council are normally the last Monday of the month, but March, June and September would be the 24th , 23rd and 22nd respectively to enable payments to be made in the correct month. the Annual Parish meeting would be 22nd April.

10 Chairmans Report

The Chairman advised in respect of budget and precept setting there 63 second homes in the village and these would be paying double council tax. This could mean a benefit to the Parish Council of up to £4000. since the last meeting.

11 Business Managers Report

The BM reported the following:

An email of support had been sent to the Vice Chairman, Heacham regarding his petition against appointments at the Heacham recycling centre. No response has been received to date.

She had attended the Clerk Networking session for large councils on 4th December where the following were discussed - double yellow lines, no dogs/dogs on leads signage, and advantages and disadvantages of closed cemeteries.

Cllr Dark had sent two documents, Supporting Norfolk and Waveney residents to stay Warm and Well this winter and Bookings open for festive Big Norfolk Holiday Fun scheme. The BM will circulate the documents to all Councillors and forward to Cllr M Shepherd to place on the Website.

The BM said she had forwarded grant details she has received from the Borough Council to the day centre treasurer.

12 Correspondence

None received.

13 Public Participation

No public present.

14 Items for inclusion on be next agenda

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

15 Date of next meeting –

Full Council and Budget Setting Monday 20th January 2025 at 7pm in the Garden Room.

Full council and Precept Setting Monday 27th January 2025 at 7pm in the Garden Room

With no further business the meeting was closed at 8.20pm

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.

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

ADDITIONAL BACS APPROVALS 30.12.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
501	BACS.AST. 30.12.24	£143.71	£23.95	£119.76	£143.71	04/11/24	54541	Aston Shaw - Payroll processing charges	£143.71
500	BACS.ARK. 30.12.24	£306.78	£51.13	£255.65	£306.78	16/12/24	59973	Ark ICT Solutions Ltd - IP Phone Setup Chargeset up charge – one off configuration of phone system/number port, etc£100 Yealink W56H Twin pack with base stationYealink W56H Cordless DECT Handset w/W70B DECT Base Station (W76P)£155.65	£306.78
Total		£450.49	£75.08	£375.41	£450.49				

Signature _____

Signature _____

Date _____

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

ADDITIONAL DD & SO APPROVALS 16.12.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
502	DD.BT.29.1 2.24	£97.08	£16.18	£80.90	£97.08	15/12/24	MO79 VH	British Telecommunications - Telephone/Broadband	£97.08
Total		£97.08	£16.18	£80.90	£97.08				

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Date _____

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

BACS APPROVALS LIST 13.12.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
481	BACS.DOM .30.12.24	£124.80	£0.00	£124.80	£124.80	28/11/24	NOV 2024	David Doman - War Memorial maintenance 4 visits at £15.00 + Brown Bin Annual renewal cost £64.80	£124.80
490	BACS.ark.3 0.12.24	£19.05	£3.17	£15.88	£19.05	02/12/24	59355	Ark ICT Solutions Ltd - Service costs for Phone line & calls originally quoted in Quotation 4639-1	£19.05

Signature

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Date

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

BACS APPROVALS LIST 13.12.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
489	BACS.OP.3 0.12.24	£450.24	£75.04	£375.20	£450.24	03/12/24	SIN062590	Online Playgrounds - For Quotation 67780 for Swing Parts SW15-12REC - Record / Sutcliffe /Playdale Shackle / Bolt 12mm X 26mm X 50mm £4.10 x 4. = £16.40 SW11 Playdale Oilite Bush - F400 12 x 22 x 16mm I/D x O/D x Length £6.70 x 4 = £26.80 SW22 - Premium Cradle Swing Seat with J hook connections tested to EN1176. Red & blue with black seat. 435mm L x 220mm W x 258mm H. £102.00 x 2 = £204.00 SWC3-24C - Cradle Adj Swing Chains for frame heights up 2.400m (8ft) SW3-18C, SW3-21C £46.00 x 2 =£92.00 Box delivery up to 20kg to UK mainland excluding GY, HS, IM, IV JE, KW, PA, TR21+, ZE Postcodes Delivered between 9am and 5.00pm. £18.00 x 2 = £36.00	£450.24
488	BACS.AGW .30.12.24	£60.00	£10.00	£50.00	£60.00	06/12/24	Nov 24	A G Window Cleaning - Cleaning the roof on the 2 Bus stops @ £30 each	£60.00

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Date _____

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

BACS APPROVALS LIST 13.12.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
491	BACS.DDC. 30.12.24	£300.00	£0.00	£300.00	£300.00	11/12/24		Dersingham Day Centre - Grant for Dersingham Day Centre	£300.00
Total		£954.09	£88.21	£865.88	£954.09				

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Date _____

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

DD & SO APPROVALS LIST 13.12.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
486	DD.BARC.0 5.12.24	£8.50	£0.00	£8.50	£8.50	12/11/24	Oct - Nov 24	Barclays Bank - E-Payment Plan Charges	£8.50
474	DD.OPUS.0 3.12.24	£492.55	£82.09	£410.46	£492.55	18/11/24	75730288	OPUS Energy - Streetlight Energy	£492.55
482	SO.DCS.30 .12.24	£320.00	£0.00	£320.00	£320.00	02/12/24		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract November 2024	£320.00
484	DD.K&M.30 .12.24	£147.35	£24.56	£122.79	£147.35	02/12/24	8988	K & M Lighting Services - Street lighting Maintenance Charge 1st December 2024 to 31st December 2024	£147.35
493	SO.JHJ.30. 12.24	£100.00	£0.00	£100.00	£100.00	02/12/24		Jo Halpin Jones - Village Voice Honorarium	£100.00
487	DD.SYS.30. 11.24	£125.28	£20.88	£104.40	£125.28	05/12/24	20224	System:3 Business Solutions - Microsoft 365 Business Basic x 15 & Business Standard x 3 Monthly Subscription	£125.28
Total		£1,193.68	£127.53	£1,066.15	£1,193.68				

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Date _____

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

CONFIDENTIAL APPROVALS LIST 13.12.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,868.84	£0.00	£4,868.84	£4,868.84		Confidential		
Total		£4,868.84	£0.00	£4,868.84	£4,868.84				

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Date _____

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

DEBIT CARD APPROVALS LIST 13.12.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
492	DC.AMZ.11 .12.24	£8.28	£1.38	£6.90	£8.28	09/12/24	GB492BA4SAE	Amazon - Sticker remover cleaner.	£8.28
Total		£8.28	£1.38	£6.90	£8.28				

Signature _____

Signature _____

Date _____