

Minutes of the Dersingham Parish Council meeting held on 23rd September 2024 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Tony Bubb, Martin Noble, Mike Shepherd, Jordan Stokes, Brett Thomas, Sarah Whitehead, and Dennis Wright

Also present: Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
2 Members of the public (7.00pm – 7.53pm)

The Chairman read the Recording and Filming of Parish Council Meetings policy.

- 1 **Apologies for absence** – Councillors Brian Anderson, Valerie Brundle, Robert Frost, John Houston, Mark Ward, and Ann Watkins.
- 2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed** – None Received.

The meeting was placed into open session at 7.05pm

3 Public participation

Both Parishioners present introduced themselves and stated they were attending the council meeting as they were interested in becoming a Parish Councillor.

The meeting was placed in closed session at 7.08pm

4 To receive verbal report from the Norfolk County Councillor

Cllr S Dark was not present.

5 To receive a verbal report from the Borough Councillors

Cllr Bubb reported he had spoken with Cllr Dark regarding the condition of the gullies around the village, Cllr Dark said he would look into having them cleaned.

The new Chief Executive Officer, Kate Blakemore, is to visit all the borough wards and is due to be in Dersingham on the 15th February at 3.15pm. Cllr Bubb said he would contact the 2 local Parish Councils and invite them to attend the meeting.

Cllr M Shepherd told Councillors of the Borough Councils decision to introduce a booking system for the recycling centre at Heacham. A 15-minute slot would need to be booked to enable parishioners to take waste. Cllr C Shepherd added you could go to the recycling centre to visit the reuse shop without an appointment but would be unable to take waste unless an appointment had been made.

6 Finance

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

Cllr C Shepherd advised the accounts to 31st July 2024 and 31st August 2024 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 9th September 2024. There were no comments or question from Councillors regarding the reports.

Cllr M Shepherd reported the overall bank reconciliations for the 1st April 2024 to 31st August 2024 were in order and there had been no issues identified with the consistency of the financial reports. All payments made had been authorised in accordance with the financial regulations.

Cllr M Shepherd advised the only spend, to date, on the reserves was for the Warren.

Cllr C Shepherd reminded Councillors the budget setting process for 2025/2026 would commence soon.

(b) To approve Payments for August 2024

Cllr C Shepherd said there were 3 payment lists for August, SO&DD, Staffing and BACS which had been circulated on SharePoint. All 3 lists are for information only as they were authorised at the full council meeting held on the 22nd July 2024.

(c) To approve Payment for September 2024

Cllr C Shepherd advised there were three lists presented for authorisation. SO & DD list, and the staffing list, which are for information only and one BACS list for approval.

It was resolved to approve the September payments.

7 Chairmans' Report

The Chairman reported the following:

She had been invited and had been honoured to attend the 100th birthday celebration for Doreen Linford.

At the last Full Council meeting Councillors voted to object to a revised planning application for 59a Manor Road, this had now been called in by Borough Councillor Collingham. The Chairman asked if anyone wished to attend the BC planning committee meeting to represent the PC. It was agreed the Chairman would attend.

The planning application for the sports ground car park has been submitted however there had been an amendment to the Biodiversity Net Gain. There is no update regarding the application as Cllr C Shepherd had been unable to speak to the caseworker at the Borough Council.

There is no update regarding the Coach & Horses extraction unit planning application, she understood that the conservation officer, planning officer and the applicant had met and discussed the issues raised, with possible outcomes agreed however there was no further progress with the planning application. There have been several problems with the sewage treatment unit at the village centre which the contractor has now rectified.

The disabled bays at the centre have been re-laid.

She advised that Cllr M Shepherd had reported that an order for an upgrade to the PC broadband has been placed with LightSpeed. When the survey was completed, the engineers found the BT duct was either blocked or damaged. LightSpeed will send contractors Wednesday to resolve the issue with no extra cost to the PC.

8 Business Manager's Report

The BM was not present

9 Minutes

(a) Minutes of the Full Council meeting 22 July 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.

(b) Minutes of the Communications Committee 19th August 2024

Cllr C Shepherd said the PC will host an event for the 80th anniversary for VE Day on Thursday 8th May 2024 and asked Councillors for suggestions for the event. There will be meetings held with other groups within the village to discuss their events.

- (c) Minutes of the Environment Committee 2nd September 2024
Cllr C Shepherd advised the minutes had been placed on SharePoint.
Cllr Bubb said there were no items to bring to Full Council.
Cllr C Shepherd advised the soil has been put in place around the skatepark with the remaining soil used to fill additional holes, however there was insufficient soil to fill all the holes, so more will be ordered.
- (d) Minutes of the Planning Committee 9th September 2024
Cllr C Shepherd said the planning committee had discussed the amendments to the Local Plan on which we had been formally consulted. . In Dersingham the housing requirement is 38 houses on two different locations which are G29.1 Land north of Doddshill Road for 30 houses and G29.2 Land at Manor Road for 10 houses, however the revised Local Plan shows G29.2 has been removed. It had been agreed to request G29.2 be put back into the Local Plan.
- (e) Minutes of the Finance & Admin Committee 9th September 2024
Cllr M Shepherd advised the F&A committee had spent most of the meeting discussing and agreeing the Financial Regulations (FR) and the Standing Orders (SO) ready for presentation to Full Council this evening.
- (f) Minutes of Staffing Committee 16th September 2024
Cllr C Shepherd said Staffing had agreed staff salary payments and also agreed the office closing dates for the Christmas period, “4th December to 2nd January.

10 Planning applications:

Applications:

None received.

Determinations:

24/01646/TDD Greengates, 11 Manor Road, Dersingham, PE31 6LD. 5 DAY notice - Dead Chinese Weeping Willow which is cause for concern as may fall into neighbour's garden, therefore would like it felled 2/TPO//00084 – 5 Day notice decision 11th September 2024.

11 Policies for adoption

(a) Financial Regulations (FR)

Cllr C Shepherd reported both the FR and SO had been discussed at length by the F&A committee with several amendments being proposed and agreed by committee members. Cllr M Shepherd said the amendments made to the document reflected the Internal Auditors comments and changes in legislation since the last FR review. The Internal Auditor wished to have Supplier Due Diligence incorporated into the new FR, which has been done. The BM had created two forms: New Supplier Form and Amended Supplier Form. The RFO and Cllr Whitehead will liaise to write a Supplier Due Diligence process policy.

A copy of the proposed new FR had been placed on SharePoint prior to the meeting for Councillors to read and review.

Cllr M Shepherd said the F&A committee proposed the new FR be adopted by Full Council. **It was resolved to approve the proposal.**

(b) Standing Orders (SO)

Cllr M Shepherd said there are procedural overlaps throughout the FR and SO, therefore minor changes have been made to the SO to bring them in line with the FR.

A copy of the proposed new SO has been placed on SharePoint prior to the meeting for Councillors to read and review.

Cllr M Shepherd said the F&A committee had discussed the changes to the SO and proposed they be re-adopted by Full Council. **It was resolved to approve the proposal.**

(c) Complaints Policy

Cllr C Shepherd said a complaints policy had been placed on SharePoint, as the Parish Council do not have a complaints policy in place, she proposed the adoption of the new complaints policy. **It was resolved to approve the proposal.**

12 Correspondence

Cllr C Shepherd said the BM had circulated a consultation received from the Borough Council regarding the Economic Vision and Strategy for King's Lynn and West Norfolk. The consultation period runs from 16th September to 13th October 2024, anyone wishing to wishing to take part should click on the link and complete the questionnaire.

13 Public Participation

Parishioners present had nothing to discuss.

14 Items for inclusion on be next agenda

Land between the Warren and the A149

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

15 Date of next meeting –

Monday 28th October 2024 at 7pm in the Garden Room.

16 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.

17 Leases Update

(a) Sports Ground

Cllr C Shepherd reported the sports ground association had appointed a paralegal to progress completion of the underlease.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said our solicitor has contacted the Social Clubs solicitor but there is no update.

With no further business the meeting was closed at 8.45pm

Action Points

Business Manager

- To add land between the Warren and the A149 to the environment agenda

Cllr C Shepherd

- To arrange for the new signatories on the NS&I to complete the mandate.
- To attend the Borough Council Planning meeting regarding planning application at 59a Manor Road.

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

BACS APPROVAL LIST 27.08.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
387	BACS.ACN. 31.07.24	£40.00	£0.00	£40.00	£40.00	16/07/24	DPC001	AC Norfolk Ltd - For carrying out emergency work to the two uprights on the bus shelter on Chapel Road – providing 'L' brackets and drilling them into the wooden uprights and the concrete floor. Total cost £40.00	£40.00
386	BACS.AUR. 29.07.24	£96.03	£16.01	£80.02	£96.03	29/07/24	Invoice144326	Aurora Managed Services Ltd - Printing Charges to July 2024	£96.03
389	BACS.PO.0 1.08.24	£240.00	£40.00	£200.00	£240.00	01/08/24	33UE020-0009	Parish Online - Parish Online Mapping Software per Year	£240.00
390	BACS.DD.0 1.08.24	£60.00	£0.00	£60.00	£60.00	01/08/24	July 24	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00

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395	BACS.PJB. 30.08.24	£1,580.53	£263.43	£1,317.10	£1,580.53	05/08/24	SI-956	P J & B Jones Ltd -	£1,580.53
1		£103.01	£17.17	£85.84		ENV		Village Centre North So West on 12th, 26th July	
2		£174.22	£29.04	£145.18		REC		Playing Field on 12th, 3 @£72.59	
3		£138.26	£23.04	£115.22		ENV		Broadlands Close on 12 July @57.61	
4		£170.78	£28.46	£142.32		ENV		Crisp Close on 12th, 31 @£71.16	
5		£43.37	£7.23	£36.14		ENV		Earls Close 12th, 31st J @£18.07	
6		£103.01	£17.17	£85.84		WARR		Phillip Nurse Road 12th July @£42.92	
7		£73.20	£12.20	£61.00		WARR		Pakenham Drive 12th J @£61.00	
8		£63.71	£10.62	£53.09		WARR		The warren GCA12 Fire on 29th July @53.09	
9		£63.71	£10.62	£53.09		WARR		The Warren Footpaths 31st July @£53.09	
10		£112.51	£18.75	£93.76		REC		Public right of way GLC 29th July @93.76	
11		£127.42	£21.24	£106.18		ENV		Strim Dyke Manor Roac Sherbourne Road (GLC July @ 106.18	

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13		£280.61	£46.77	£233.84		ENV	To Cut grass Lynn Road Road grass area around sign (GCA3) @ £233.84	
405	BACS.MS.2 7.08.24	£13.00	£2.17	£10.83	£13.00	27/08/24	Expenses Mike Shepherd - Reimburse M, Shepherd for expenses for Ethernet Cables x 3	£13.00
Total		£2,029.56	£321.61	£1,707.95	£2,029.56			

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PRIVATE & CONFIDENTIAL APPROVAL LIST 14.08.24

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		£4,004.57	£0.00	£4,004.57	£4,004.57		Confidential		
Total		£4,004.57	£0.00	£4,004.57	£4,004.57				

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394	DD.SYS.05. 08.24	£119.40	£19.90	£99.50	£119.40	05/08/24	19136	System:3 Business Solutions - Microsoft 365 Business Basic x 14 & Business Standard x 3 Monthly Subscription	£119.40
391	DD.KM.01.0 8.24	£147.35	£24.56	£122.79	£147.35	07/08/24	8825	K & M Lighting Services - Street lighting Maintenance Charge 1st August 2024 to 31st August 2024	£147.35
392	SO.JJ.27.0 8.24	£100.00	£0.00	£100.00	£100.00	13/08/24		Jo Halpin Jones - Village Voice Honorarium	£100.00
393	SO.DOM.27 .08.24	£320.00	£0.00	£320.00	£320.00	13/08/24		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract July 2024	£320.00
400	DD.19.08.2 4	£75.48	£12.58	£62.90	£75.48	15/08/24	M075 FU	British Telecommunications - Telephone/Broadband	£75.48
402	DD.BARC.0 5.09.24	£8.50	£0.00	£8.50	£8.50	19/08/24	July to Aug 202	Barclays Bank - E-Payment Plan Charges	£8.50
Total		£1,140.15	£74.63	£1,065.52	£1,140.15				

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414	BACS.30.0 9.24	£143.71	£23.95	£119.76	£143.71	09/08/24	50450	Aston Shaw - Payroll processing charges	£143.71
406	BACS.DD.3 0.09.24	£60.00	£0.00	£60.00	£60.00	29/08/24	August 24	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00

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410	BACS.PJB. 28.09.24	£805.85	£134.31	£671.54	£805.85	03/09/24	SI-972	P J & B Jones Ltd -	£805.85
1		£103.01	£17.17	£85.84		ENV		Village Centre North So West on 16th & 29th Au @£42.92	
2		£174.22	£29.04	£145.18		REC		Playing Field on 16th & August @£72.59	
3		£138.26	£23.04	£115.22		ENV		Broadlands Close on 16 & 29th August @57.61	
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8		£0.00	£0.00	£0.00		WARR		The warren GCA12 Fire @53.09	
9		£0.00	£0.00	£0.00		WARR		The Warren Footpaths @£53.09	
10		£0.00	£0.00	£0.00		REC		Public right of way GLC	
11		£0.00	£0.00	£0.00		ENV		Strim Dyke Manor Roac Sherbourne Road (GLC) 106.18	

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413	BACS.KO.1 0.09.24	£188.00	£0.00	£188.00	£188.00	08/09/24	MEM250014-1 SLCC - Membership Fee reimbursed to Karen Orgill	£188.00
420	BACS.ES.3 0.09.24	£954.00	£159.00	£795.00	£954.00	12/09/24	38098 Edge It Systems Ltd - Annual Fees 5 year contract	£954.00
1		£632.40	£105.40	£527.00	CNCL		5 Year Contract Annual Band 4 (Yr 2)	
2		£321.60	£53.60	£268.00	CNCL		Additional Concurrent u	

Signature

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425	BACS.MED .23.09.24	£110.00	£0.00	£110.00	£110.00	21/09/24	INVOICE 1249	<p>Medina Services - For the attention of Tommy Thompson</p> <p>As per your quotation dated 27/08/2024 and estimate no. 1038</p> <p>To clear nettles and remove waste from around the bus shelter (as provided photos)</p> <p>At a cost of £50.00 net</p> <p>As per your email of 2nd September 2024</p> <p>Cutting back brambles at the Pill Box, hedges, etc (as provided photos)</p> <p>At a cost of £60.00 net</p>	£270.00
426	BACS.MED .23.09.24	£160.00	£0.00	£160.00	£160.00	21/09/24	1249	<p>Medina Services - For the attention of Tommy Thompson</p> <p>As per your quotation dated 04/03/2024 and estimate no. 1037</p> <p>To arrange to have the tree canopies lifted to a clearance of 3 metres for those branches over the footpath off Burma Close, Dersingham</p> <p>At a cost of £160.00</p>	£270.00

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No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
423	BACS.ACN. 22.09.24	£600.00	£0.00	£600.00	£600.00	22/09/24	INVOICE DP01	AC Norfolk Ltd - As your quote ref: dpc001 1. Collect 4 tonne of Top Soil 2. Tip around the skate ramp, concentrating on the areas that have the footings exposed 3. Whacker and shape up the banks where necessary At a cost of £600 – please note: work to be undertaken in Mid-September	£600.00
424	BACS.ACN. 23.09.24	£40.00	£0.00	£40.00	£40.00	22/09/24	INVOICE DP01	AC Norfolk Ltd - One additional tonne of topsoil to be delivered in conjunction with the topsoil for the Skate Park in mid-September. Additional tonne of top soil to be placed where the goal post was nearest to the children's play area At a cost of £40 net.	£40.00
Total		£3,061.56	£317.26	£2,744.30	£3,061.56				

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Date _____

Dersingham Parish Council

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

PRIVATE & CONFIDENTIAL APPROVALS LIST 13.09.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£5,627.62	£0.00	£5,627.62	£5,627.62		Confidential		
Total		£5,627.62	£0.00	£5,627.62	£5,627.62				

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Dersingham Parish Council

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

DD & SO APPROVAL LIST 23.09.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
401	DD.OPUS.0 3.09.24	£363.58	£17.31	£346.27	£363.58	19/08/24	75598431	OPUS Energy - Streetlight Energy	£363.58
402	DD.BARC.0 5.09.24	£8.50	£0.00	£8.50	£8.50	19/08/24	July to Aug 202	Barclays Bank - E-Payment Plan Charges	£8.50
403	DD.LS.28.0 9.24	£96.00	£16.00	£80.00	£96.00	27/08/24		LightSpeed Broadband Ltd - Broadband Service Cost 1. Business Light FTTP service – 600mbs symmetrical speeds. (24 month contract) £45 per month 2. AdTran router £0 3. Broadband Activation 50% discount £35 4. Standard Installation (subject to survey)* £0 Total £45 monthly & one off cost of £35	£96.00
407	DD.K&M.02 .09.24	£147.35	£24.56	£122.79	£147.35	01/09/24	8882	K & M Lighting Services - Street lighting Maintenance Charge 1st September 2024 to 31st September 2024	£147.35
408	SO.JJ.02.0 6.24	£100.00	£0.00	£100.00	£100.00	02/09/24		Jo Halpin Jones - Village Voice Honorarium	£100.00
409	SO.DOM.27 .09.2024	£320.00	£0.00	£320.00	£320.00	02/09/24		Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract August 2024	£320.00

Signature

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Date

Dersingham Parish Council

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

DD & SO APPROVAL LIST 23.09.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
411	DD.PWLB.0 4.10.24	£4,974.82	£0.00	£4,974.82	£4,974.82	06/09/24	Sept 2024	Public Works Loan Board - Loan Repayment Due - Repayment date 04.10.24	£4,974.82
	1	£2,492.99	£0.00	£2,492.99		CNCL	Loan Repayment - Capi		
	2	£2,481.83	£0.00	£2,481.83		CNCL	Loan Repayment - Inter		
412	DD.SYS.10. 09.24	£119.40	£19.90	£99.50	£119.40	06/09/24	19396	System:3 Business Solutions - Microsoft 365 Business Basic x 14 & Business Standard x 3 Monthly Subscription	£119.40
421	DD.BT.29.0 9.24	£75.48	£12.58	£62.90	£75.48	15/09/24	M076 JG	British Telecommunications - Telephone/Broadband	£75.48
Total		£6,205.13	£90.35	£6,114.78	£6,205.13				

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Date _____