

Minutes of the Dersingham Parish Council meeting held on 24th November 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, and Dennis Wright

Also present: Karen Orgill (Business Manager - BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Norfolk County Councillor Stuart Dark (Arrived 7.05 and Left 7.18)
1 Parishioner

- 1 Apologies for absence –** Councillors Valerie Brundle, Robert Frost, Jordan Stokes, and Sarah Whitehead
Borough Councillor Judy Collingham

- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed –**
Cllr C Shepherd wished it to be noted that both herself and Cllr M Shepherd would declare an interest in agenda item 9, planning application 25/01820/CU.

- 3 To welcome PC Mark Savage to outline the law regarding the riding of e-bike and e-scooters.**
PC Savage handed round an information sheet which detailed the specification, requirements and laws surrounding the use of e-bikes. In summary, an e-bike must meet the criteria of an electrically assisted pedal bike. The maximum power is 250 watts, and they are not permitted to travel over 15.5 MPH. An e-bike without pedals, if not registered, insured, and taxed is illegal and can be seized by the police.
It is illegal to ride any e-scooter in a public place, however they can be used on private property.

- 4 Public Participation –** The parishioner present had no questions for Councillors.

- 5 To receive a verbal report from Norfolk County Councillor**
Cllr S Dark reported the following:
Norfolk County Council (NCC) are in the process of setting budgets for 2026/27. There is expected to be a 4.99% council tax increase and there is a shortfall of £41 million Areas to be looked at include adult social care and children’s services.
There will be no closure of facilities such as fire stations or the recycling centres.
The budget consultation deadline is 15th December. Cllr Dark asked for as many people as possible to take part in the consultation.
The Local Government Reorganisation consultation closes on the 11th January 2026, about the 3 options for Norfolk ut forward by Borough and District Councils as well as by Norfolk County Council. The final decision will be made by Central Government.
The work being carried out to install traffic lights at Lamsey Lane, Heacham is set to be completed on schedule.
There is no update regarding the old school on Saxon way. Cllr C Shepherd advised the site was now for sale for £750,000

An issue has been raised regarding the vehicles parked at Brickley Lane, Ingoldisthorpe. NCC have instigated action regarding the matter.

6 To receive a verbal report from the Borough Councillors

Cllr Bubb said he had chaired the BC climate change working group meeting. Additional charging points were discussed with the preferred sites being Baker Lane carpark and the Enterprise Centre, King's Lynn. Before the project is progressed a survey of the usage of current charging points located at Chapel Street and the swimming pool car parks, King's Lynn will be carried out. A parishioner living on Edinburgh Way had contacted him regarding the ditch that runs behind their property as it was full of rubbish and flooding was a concern. Cllr Bubb had taken pictures and sent them to the landowner. Cllr C Shepherd advised the housing association had been trimming trees on their side of the ditch and work to clear the ditch is being arranged.

The Chairman proposed that agenda item 9, planning applications be brought forward. This was agreed. All of the planning applications on the agenda were discussed at this point.

7 Finance

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

Cllr C Shepherd advised that the Financial Budget Comparison (FBC) and reserves reports to the 31st October 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 10th November 2025.

Cllr C Shepherd said that the RFO has initiated proceedings with the smalls claims court for the outstanding invoice 2400, however no payment has been received to date.

(b) To approve Payments for November 2025.

Cllr C Shepherd reported that there are five payment lists for November 2025. The DD/SO, confidential and the purchase card lists for information only and two BACs lists for authorisation which had been circulated via SharePoint.

Cllr M Shepherd reported that two payments had been made in October, which had been authorised at the Environment Committee meeting in October but had been omitted from the October payment lists presented to Full Council.

It was resolved to approve the payments.

8 Minutes

(a) Minutes of the Full Council meeting Monday 27th October 2025 and to agree action points.

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

To amend the departure time of Cllr Dennis Wright to 8.47pm

To amend the time of the end of the meeting to 8.49pm

Action points were discussed and those completed were removed.

The BM apologised for not placing the issue of village gates on the agenda. Cllr Noble said he submitted information regarding the village gates which had been circulated via SharePoint. Cllr Noble highlighted the benefits of having the gates and the impact they have on reducing speeding through villages. Cllr C Shepherd advised that NCC prefer to supply and install village gates to assure they meet safety standards therefore there would be no need to obtain quotes from other companies. Ringstead recently had gates installed at a cost of £4500.00, so the Parish Council would need to set a budget of £5000.00 to cover costs. Cllr S Dark may be willing to contribute towards the costs from his member's fund. Unfortunately, the deadline date to apply for funding from Parish Partnership Scheme is the 1st December 2025. The BM advised she had a meeting arranged with an NCC officer on 1st December at 2.30 to look at the proposed sites in Shernborne Road and Sandringham Hill. The BM was asked to ascertain if funding could be still be applied for from the Parish Partnership Scheme after the deadline.

(b) Minutes of the Communications Committee meeting 30th October 2025.

Cllr C Shepherd said the Communications Committee were the first to commence budget setting.

Boxes of chocolates have been purchased to thank the volunteers, both the distributors for the Village Voice and the Task Force gardeners.

(c) Minutes of the Environment Committee meeting 4th November 2025.

Cllr M Ward said there were no items to bring to Full Council.

Cllr C Shepherd advised the timing of the reconnection of the Christmas lights had been discussed, it was agreed this would take place 30th November.

Environment committee had received a request to install an interpretation board at Elizabeth Way but after consideration had agreed not to pursue this but had agreed to produce two leaflets one with wildlife information and one about the former railway line. These will be placed at the entrance of Elizabeth Way.

(d) Minutes of the Finance & Admin Committee meeting 10th November 2025.

Proposal to formally adopt:

(i) Information Technology (IT) Policy

Cllr M Shepherd said an IT Policy was required to comply with the proposed requirements for next year's external Audit. F&A have agreed the draft version which has been placed on SharePoint. He proposed the policy be formally adopted. **It was resolved to approve the proposal.**

(ii) Records Management and Retention Policy.

Cllr M Shepherd said a Records Management and Retention Policy was also required to comply with the external audit requirements. F&A have agreed the draft version which has been placed on SharePoint. He proposed the policy be formally adopted. **It was resolved to approve the proposal**

Cllr M Shepherd urged Councillors to read the policy as it gives retention dates for council emails.

Cllr M Shepherd advised that the Committee had agreed to award the Internal Auditor contract to Price Bailey, as per F&A minute 17.

(e) Notes of the Staffing Committee meeting Monday 17th November 2025

Cllr C Shepherd said the committee had approved staff salaries.

(f) Minutes of the Environment Committee Budget Setting meeting 17th November 2025

Cllr C Shepherd reported the minutes had been placed on SharePoint.

The Committee had agreed to purchase and install two A3 metal “No Dog” signs on 2-metre metal post from Mr Signs Limited. The costings include installation and will be placed at the entrances to the children’s play area at the Recreation ground.

9 Planning applications:

Applications:

25/01689/F – Proposed single storey extensions and alterations incorporating outdoor kitchen, covered porch and detached garage at The Jannochs, 9 Jannoch’s Court, Dersingham. It was agreed to object to the proposal as it is considered that the proposed extensions would be an overdevelopment of the site and the garage in particular would have a detrimental impact on the adjoining listed building, Jannochs Court.

25/01777/F – Proposed two-bay open carport at 7 Woodside Avenue, Dersingham. It was agreed to object as it is considered that the proposed two-bay open carport would be over dominant in the street scene.

25/01820/CU – Proposed change of use of Annex to Short Term Holiday Let operating 25-30 weeks annually at Tit Willow, 16 Park Hill, Dersingham. The parishioner present gave a brief explanation of the proposal. Councillors discussed the proposal and agreed to raise no objections.

Determinations: Noted at the meeting.

25/0215/TREECA T1 Silver Birch – Tree on front drive, lift crown to approx. 4 meters clearance. Reduce any overextended lateral growth in; line with the rest of the crown and crown thin up to 20% - 30 Manor Road – Tree Application – No objection – 21st October 2025- Delegated Decision.

25/00225/TREECA 1 Pine tree at front of property overhanging house and public pavement. (To be removed) 2 Conifer – halfway along drive – to be reduced in height. Raise the crown to a height of 3.5 metres from ground level and reduce overall height from 9 metres to 6.5 metres. 3 Conifer at rear of property overhanging drive and neighbouring property (to be removed) – this is very close to a similar tree – 49 Chapel Road – Tree Application – No objection -29th October 2025 – Delegated Decision.

10 Chairman’s Report

The Chairman reported the following:

The budget setting process has begun for all committees.

A progress update will be given on the pavilion at agenda item 21.

The Parish Council have purchased a tree for the Christmas Tree Festival at St Nicholas Church. She asked if any Councillors would like to volunteer to help decorate the tree, decorating will take place on the 4th December between 9.30 and midday. The tree will then be dismantled on the 29th December between 9.00am and 12.00 noon

11 Business Managers Report

The BM reported the following:

A contractor has been appointed to replace the loose tiles on the base of the village sign. NCC have announced a third round of funding for bus shelters.

12 To agree the meetings dates for 2026

Cllr C Shepherd said the meeting dates had been placed on SharePoint and asked that the proposed the dates be agreed. **It was resolved to approve the proposal.**

13 Neighbourhood Plan (NP) progress report

Cllr Barker advised the NP progress report had been placed on SharePoint and said he was pleased with the progress of the project.

The Parish Council are holding a “Drop In” day at the centre, on Saturday 29th November from 10am to 3pm, so residents can come along to give their opinions and ideas regarding the village and the NP. Cllr Barker encouraged Councillors to attend bringing friends and family along too.

14 Flagpole

Cllr C Shepherd explained to councillors why the flagpole had been put as an agenda item and of the background relating to the removal of the previous flagpole. There had only been a flagpole at the war memorial for less than 10 years and in 2018 the Council had agreed not to have a flagpole. Councillors discussed the matter. No decision was made but it was agreed that Cllr Barker would research the costings involved. This item will be place on the agenda for the meeting of January 26th 2026.

15 Correspondence

15.1 Email from Hunstanton Town Council – invitation to send 2 councillors to a regional fact-finding meeting at Hunstanton Town Hall Thursday 22nd January concerning Centre Port’s proposal for a port, tidal energy scheme, and flood barrage across The Wash and coastal water quality, including Anglian Water’s treatment capacity at Heacham and wider concerns about water quality in The Wash.

Cllr C Shepherd informed Councillors that there are two places available to attend the above meeting. After discussion no Councillors wished to attend.

Email re government consultation of local government reorganisation. Councillors were requested to respond.

A temporary traffic order concerning the road works at Lamsey Lane has been issued by NCC. The A 149 will be closed from 9pm to 6am from 2nd to 17th December, but possibly extending to 28th January.

Notification of a TENS licence notification for St Cecelia's on 6th December between 6 and 9pm. This is an event organised by Dersingham choir.

The Infants School site has been advertised for sale on Right Move for offers more than £750,000. No planning application has been submitted and is offered for sale subject to pp.

16 Open the meeting to allow Public Participation

None Present

17 Items for inclusion on the next agenda

Village Map

Blood Donation

Refurbishment of the War Memorial

18 Date of next meetings:

Monday 7.00pm 15th December 2025 in the Garden Room

The meeting was placed in closed session at 8.40pm

19 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"

20 Lease Update – Queen Elizabeth II Jubilee Hall

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

21 Sport Pavilion Update

Cllr C Shepherd advised the Sports Ground Association have now agreed their preferred contractor who is currently working on a review of costings for the project.

Cllr D Wright suggested the DSGA submits a grant application to the Dersingham United Charities.

With no further business the meeting was closed at 8.42pm

Action Points

Business Manager

- To meet with NCC highways officer on 1st December to undertake a site visit regarding village gates and to contact NCC to ask if the Parish Council can apply for funding from the Parish Partnership Scheme for the forthcoming financial year.

Cllr M Shepherd

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

Cllr N Barker

- To obtain costings for a new flagpole and its installation

Dersingham Parish Council

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

ADDITIONAL APPROVALS LIST 24.11.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
830	BACS.24.1 1.25	£200.00	£0.00	£200.00	£200.00	29/10/25	1329	Medina Services - As per your quotation no. 1039 dated 6th October 2025 To cut back the hedging surrounding the Pill Box and removal of all waste. At a cost of £200	£200.00
831	BACS.CP.3 0.11.25	£2,416.00	£0.00	£2,416.00	£2,416.00	19/11/25	INV50691	Clanpress - 3100 x Village Voice Issues 157 A5 76pp	£2,416.00
Total		£2,616.00	£0.00	£2,616.00	£2,616.00				

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Date _____

Dersingham Parish Council

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

BACS APPROVALS LIST 21.11.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
815	BACS.DVC A.30.10.25	£1,316.52	£0.00	£1,316.52	£1,316.52	22/06/25	744	Dersingham Village Centre Association - Council Contribution towards running costs	£1,316.52
818	BACS.ACN. 30.11.25	£60.00	£0.00	£60.00	£60.00	30/09/25	101125/1	AC Norfolk Ltd - As per quotation dated 19th August 2025 For the installation of the new replacement dog bin at Greenwich Close, Dersingham at a cost of £60.00 As discussed Kings Lynn Borough Council have strict rules governing the height the dog bin must be positioned in and these are attached.	£60.00
780	BACS.ARK. 30.10.25	£9.83	£1.64	£8.19	£9.83	03/10/25	73490	Ark ICT Solutions Ltd - Monthly Phone Bill	£9.83
799	BACS.AUR. 30.10.25	£79.20	£13.20	£66.00	£79.20	29/10/25	IV207042	Aurora Managed Services Ltd - Printing Charges	£79.20
803	BACS.AST. 30.11.25	£150.91	£25.15	£125.76	£150.91	31/10/25	67645	Aston Shaw - Payroll processing charges for quarter ended 05.10.25	£150.91
802	BACS.DOM .30.11.25	£60.00	£0.00	£60.00	£60.00	03/11/25	Oct 2025	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00

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Dersingham Parish Council

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BACS APPROVALS LIST 21.11.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
819	BACS.CP.3 0.11.25	£182.00	£0.00	£182.00	£182.00	03/11/25	50642	Clanpress - 2,700 double sided A5 leaflet at £182.00 zero vat and includes a pdf proof and delivery to: Dersingham Parish Council, Dersingham Village Centre, 83 Manor Road, Dersingham. Could the flyers be bundled in the same volumes as the Village Voice, as our volunteers for the Village Voice are delivering them	£182.00

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Dersingham Parish Council

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BACS APPROVALS LIST 21.11.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
808	BACS.PJB. 30.11.25	£1,707.38	£284.56	£1,422.82	£1,707.38	05/11/25	SI-1150	P J & B Jones Ltd - Grass cutting contract	£1,707.38
1		£124.80	£20.80	£104.00		ENV		Village centre north south west 9th, 28th October 13 of 14 cuts	
2		£200.33	£33.39	£166.94		REC		Playing Field 9th, 28th October @83.47 (14 of 16)	
3		£67.20	£11.20	£56.00		REC		Childrens Play area on 1st October @28.00 (12 of 12)	
4		£159.00	£26.50	£132.50		ENV		Broadlands Close 9th, 28th October @66.25 (13 of 14)	
5		£49.87	£8.31	£41.56		ENV		Earls Close 9th, 28th October @20.78 (13 of 14)	
6		£196.39	£32.73	£163.66		ENV		Crisp Close 9th, 28th October @81.83 (13 of 14)	
7		£90.00	£15.00	£75.00		WARR		Pakenham Drive 28th October @75.00 (6 of 6)	
8		£24.00	£4.00	£20.00		ENV		Mountbatten Road 28th October @20.00 (6 of 6)	
9		£118.44	£19.74	£98.70		WARR		Philip Nurse Road 9th, 28th October @49.35 (13 of 14)	
10		£102.00	£17.00	£85.00		WARR		The Warren GCA12 fire 28th Oct @85.00 (6 of 6)	
11		£73.25	£12.21	£61.04		WARR		The Warren Footpaths 1st 28th Oct @61.04 (6 of 6)	
12		£78.00	£13.00	£65.00		ENV		Grass Lynn / Heath Road 28th Oct @65.00 (6 of 6)	

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Dersingham Parish Council

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BACS APPROVALS LIST 21.11.25

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
13		£294.72	£49.12	£245.60	ENV		Strim Dyke Manor Roac Sherbourne Road GLC2 & 3 Nov @122.08 (6 c	
14		£129.38	£21.56	£107.82	ENV		Public right of way FP3 3rd Nov (cut 3 of 3)	
15		£0.00	£0.00	£0.00	WARR		The Warren GCA11 @ (1of1)	
16		£0.00	£0.00	£0.00	ENV		Sherbourne Road, Man Footpath GCA2 on 25th @121.44 (1of1)	
17		£0.00	£0.00	£0.00	WARR		The Warren GCA10 ma @585.00	
812	BACS.NPF S.30.11.25	£62.40	£10.40	£52.00	£62.40	07/11/25	30120 Norfolk Parish Training & Support - Induction training for Susan Foxley @48.00	£62.40
814	BACS.DPC C.30.11.25	£55.00	£0.00	£55.00	£55.00	11/11/25	Nov 25 Dersingham Parochial Church Council - Christmas Tree	£55.00
817	BACS.DPN S.30.11.25	£500.00	£0.00	£500.00	£500.00	11/11/25	Grant Dersingham VA Primary & Nursery School - Grant for equipment agreed at F&A meeting 10.11.25	£500.00

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Dersingham Parish Council

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

BACS APPROVALS LIST 21.11.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
828	BACS.TT.1 4.11.25	£600.00	£100.00	£500.00	£600.00	14/11/25	2967	Target Trees Limited - As per your quotation 3711 dated 22nd September 2025 To carry out a tree condition report on the trees listed as attached and previously sent to you. You will collect data on the trees and produce a work schedule. Each item will be individually assessed from a health and safety point of view by your qualified consultant and expert witness. You will produce a full report to ensure we are compliant under the occupiers liability act. At a cost of £500 plus vat of £100, Total cost of £600.00	£600.00
825	BACS.30.1 1.25	£8.96	£1.49	£7.47	£8.96	17/11/25	75088	Ark ICT Solutions Ltd - Monthly Phone Bill	£8.96
Total		£91.80	£0.00	£91.80	£91.80		Confidential		
		£4,884.00	£436.44	£4,447.56	£4,884.00				

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Date _____

Dersingham Parish Council

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

DC APPROVALS LIST 21.11.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
807	DC.SLCC.3 0.11.25	£149.40	£0.90	£148.50	£149.40	07/11/25	ORD510248-1	Society Local Council Clerks - 14th Edition Local Council Admin Book	£149.40
809	DC.GOOG. 10.11.25	£15.99	£2.66	£13.33	£15.99	10/11/25	Google Nov	Googleplay - Google commerce on google play. For email archives	£15.99
813	DC.HMCTS .10.11.25	£50.00	£0.00	£50.00	£50.00	11/11/25	Nov 25	HM Court & Tribunal Service - Court Summons issued for Prestige Roofing advert in Village Voice	£50.00
816	DC.BF.30.1 1.25	£240.00	£0.00	£240.00	£240.00	11/11/25	Nov 25	Brave Futures - Grant agreed at F&A meeting 10.11.25	£240.00
Total		£455.39	£3.56	£451.83	£455.39				

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Date _____

Dersingham Parish Council

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

CONFIDENTIAL APPROVALS 17.11.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,793.19	£0.00	£4,793.19	£4,793.19			Confidential	
Total		£4,793.19	£0.00	£4,793.19	£4,793.19				

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Dersingham Parish Council

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

DD & SO APPROVALS LIST 21.11.25

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
798	DD.BARC.3 0.10.25	£8.50	£0.00	£8.50	£8.50 16/10/25	Sept to Oct 25	Barclays Bank - E-Payment Plan Charges for 15th Sept to 12th Oct 2025	£8.50
801	DD.K&M.30 .11.25	£169.74	£28.29	£141.45	£169.74 01/11/25	9642	K & M Lighting Services - Street lighting Maintenance Charge 1st November 2025 to 30th November 2025	£169.74
804	SO.JHJ.30. 11.25	£100.00	£0.00	£100.00	£100.00 04/11/25	Nov 25	Jo Halpin Jones - Village Voice Honorarium	£100.00
805	DD.KIDD.3 0.11.25	£320.00	£0.00	£320.00	£320.00 04/11/25	Nov 25	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	£320.00
806	DD.DRX.30. 11.25	£474.22	£79.04	£395.18	£474.22 04/11/25	In1109002805	Drax Energy Solutions Ltd - Street Light charges 1st October - 31st October 2025	£474.22
811	DD.BCKLW N.30.11.25	£101.28	£16.88	£84.40	£101.28 10/11/25	BC110343527	Borough Council Of King's Lynn & West Norfolk - Dog Bin extra empty for Greenwich Close dog bin between Nov 11th 2025 & April 1st 2026	£101.28
826	DD.LS.30.1 1.25	£54.00	£9.00	£45.00	£54.00 16/11/25	INV00367530	LightSpeed Broadband Ltd - Broadband Service List	£54.00

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Date _____

Dersingham Parish Council

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

DD & SO APPROVALS LIST 21.11.25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
827	DD.SYS.30. 11.25	£129.03	£21.51	£107.52	£129.03	18/11/25	INV27544	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
829	DD.BCKLW N.31.11.25	£817.28	£136.21	£681.07	£817.28	23/11/25	Nov 25	Borough Council Of King's Lynn & West Norfolk - Monthly Contract for Dog Bin emptying x 9 @ 817.28 & 1 @ 817.32 per month November 25	£817.28
Total		£2,174.05	£290.93	£1,883.12	£2,174.05				

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