

Minutes of the Dersingham Parish Council meeting held on 15th December 2025 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, Robert Frost, Su Foxley, Mike Shepherd, Jordan Stokes, Brett Thomas, Mark Ward, Sarah Whitehead, and Dennis Wright

Also present: Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Borough Councillor Judy Collingham (Left 7.17pm)
2 Parishioners (Left 7.17pm)

- 1 Apologies for absence** – Councillors Valerie Brundle, Martin Noble and Ann Watkins.
Karen Orgill (Business Manager – BM)
Norfolk County Councillor Stuart Dark
- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed** – None
- 3 Public Participation**
- 4 To receive a verbal report from Norfolk County Councillor**
Norfolk County Councillor S Dark had given his apologies.
- 5 To receive a verbal report from the Borough Councillors**
Cllr J Collingham said that an update regarding the plans for a new swimming pool in King’s Lynn is imminent.
Cllr T Bubb advised he is going to attend the opening of a new show home at the recently built housing estate near Lynnsport.

The meeting was placed in open session at 7.09pm

The Chairman proposed that agenda item 13 - Correspondence be brought forward. This was agreed. One of the parishioners present had written to Cllr C Shepherd expressing concerns with regards to the parking outside the newsagents/post office. Cllr C Shepherd reported there are double yellow lines outside the post office however some have faded and worn away in places. The lines are classed as “conservation” yellow lines which are not as wide as a standard yellow line. The issue was discussed, and it was agreed that Cllr C Shepherd would write to Norfolk County Council to ask for standard yellow lines to be repainted and for “No Waiting” signs to be installed and also to write to the Borough Council to ask if a parking officer could attend to make those parking there aware it is being monitored.

The meeting was placed in closed session at 7.17pm

6 Finance

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

Cllr C Shepherd advised that the Financial Budget Comparison (FBC) and reserves reports up to 30th November 2025 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 8th December 2025.

The Aged Debtor list was reviewed

Transaction Number 327 is to be written off as previously agreed.

Transaction Number 419 this invoice has been cancelled.

Transaction Number 421 is currently not an aged debtor.

Cllr C Shepherd said that the unrecovered sum for invoice 2400, had been processed through the small claims court. Payment has now been received, which included interest and court costs.

(b) To approve Payments for December 2025.

Cllr C Shepherd reported that there are three payment lists for December 2025. The DD/SO list for information only and the confidential list and one BACs list for authorisation which had been circulated via SharePoint.

It was resolved to approve the payments.

7 Minutes

(a) Minutes of the Full Council meeting Monday 24th November 2025 and to agree action points.

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.

To amend Cllr Sarah Whitehouse to Cllr Sarah Whitehead

Action points were discussed and those completed were removed.

Cllr C Shepherd advised the BM had been allowed a late submission to the Parish Partnership Scheme for funding towards the village gates.

(b) Minutes of the Environment Committee meeting Tuesday 2nd December 2025.

Cllr R Frost said there were no items to bring to Full Council.

Cllr C Shepherd advised that the Environment Committee has finalised their budget setting for 2026/27. Also, the Christmas lights have been installed at the recreation ground.

(c) Minutes of the Planning Committee meeting Monday 8th December 2025.

Cllr B Thomas said there were no items to bring to Full Council as the Neighbourhood Plan is on the agenda.

(d) Minutes of the Finance & Admin Committee meeting Monday 8th December 2025.

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

8 Planning applications:

Applications:

25/01701/LDP – Formation of Fertiliser Storage Lagoon – Sandringham Farms.

Cllr C Shepherd gave a brief verbal report on the application. After discussion it was agreed, as the application was not relevant to Dersingham, the Parish Council are unable to make comment.

Determinations: None

9 Update on Village Gates

This item was covered by agenda item 7(a) – Action points.

10 Village Map of Dersingham

Cllr B Thomas said, whilst visiting surrounding villages, he had noticed they have a village map and suggested the Parish Council considered one for Dersingham, After discussion Cllr C Shepherd considered it a matter for the Communications Committee and said it would be placed on the agenda for the first committee meeting in 2026. Cllr Thomas would be invited.

11 Chairman’s Report

The Chairman reported the following:

The Christmas tree purchased by the Parish Council for the tree festival at St Nicholas Church had been decorated by Cllrs J Stokes, S Foxley, the ABM and herself. The decorations will be removed on the 29th December between 9.00am and 12.00 noon.

12 Neighbourhood Plan (NP) progress report

Cllr Barker advised the NP progress report had been placed on SharePoint and said the “Drop In” event held at the centre on the 29th November was well attended by parishioners and exceeded expectations. Cllr Barker thanked everyone involved with advertising the event. He advised there will be a household survey carried out regarding the NP in January 2026.

13 Correspondence

13.1 Parking on Double Yellow Lines

This item was covered under agenda item 3 – Public Participation.

14 Open the meeting to allow Public Participation

None Present

15 Items for inclusion on the next agenda

Flagpole update

Refurbishment of the plaques of names on the War Memorial

16 Date of next meetings:

Monday 19th January 2026 at 6.00pm, Garden Room – Budget Setting

Monday 26th January 2026 at 7.00pm, Garden Room – Full Council and Precept Setting

The meeting was placed in closed session at 7.47pm

17 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 transacted8

18 Lease Update – Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised she had spoken with the Parish Council's solicitor; it is hoped the lease will be finalised and signed by March 2026.

19 Sport Pavilion Update

Cllr C Shepherd advised the Sports Ground Association have now agreed their preferred contractor who has submitted possible reductions in costs. The chairman for the Sports Ground Association is waiting to speak with the designer.

With no further business the meeting was closed at 7.51pm

Action Points

Business Manager

Cllr C Shepherd

- To contact both Norfolk County Council and the Borough Council 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 obtain costings for a new flagpole and its installation

Dersingham Parish Council

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

BACS APPROVALS LIST 30.12.25

| No | Payment Reference | Gross | Vat | Net | To pay | Invoice date | Invoice no. | Details | Payment Reference Total |
|-----|-----------------------|-----------|---------|---------|-----------|--------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 843 | BACS.BRX. 31.12.25 | £1,078.80 | £179.80 | £899.00 | £1,078.80 | 29/10/25 | 341923 | <p>Broxap Ltd - As per your quotation 103087 dated 22nd September 2025</p> <p>3 x BX74 3950 Broxap's Caterham Senior Recycled Plastic bench at £241.00 each = £723.00 1 x Carriage Charge at £176.00</p> <p>Total cost £899.00 plus vat</p> <p>Please note that delivery is to 83 Manor Road, Dersingham, Kings Lynn, Norfolk between the days of Monday, Tuesday and Thursday and between the hours of 9am to 5pm. Please inform Karen Orgill of the delivery date and time.</p> | £1,078.80 |
| 833 | BACS.DOM .28.11.25 | £158.00 | £0.00 | £158.00 | £158.00 | 27/11/25 | Nov 2025 | David Doman - War Memorial maintenance 4 visits at £15.00 plants £20.00 & annual bin charge of £78.00 | £158.00 |
| | 1 | £138.00 | £0.00 | £138.00 | | ENV | War memorial maintenanc 4 visits plus brown bin c | | |
| | 2 | £20.00 | £0.00 | £20.00 | | ENV | Plants | | |
| 839 | BACS.31.1 2.25 | £10.10 | £1.68 | £8.42 | £10.10 | 08/12/25 | 76820 | Ark ICT Solutions Ltd - Monthly Phone Bill | £10.10 |

Signature _____

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Date _____

Dersingham Parish Council

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|--------------|------------------------|-----------|---------|-----------|-----------|--------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------|
| 841 | BACS.VIK. 30.12.25 | £267.82 | £44.64 | £223.18 | £267.82 | 08/12/25 | 4410207401 | Viking Direct Ltd - Stationary | £267.82 |
| | 1 | £149.70 | £24.95 | £124.75 | | CNCL | Paper | | |
| | 2 | £118.12 | £19.69 | £98.43 | | CNCL | Stationary | | |
| 842 | BACS.HAR R.30.12.25 | £1,450.40 | £0.00 | £1,450.40 | £1,450.40 | 09/12/25 | 2025.017 | Emma Harrison - | £1,450.40 |
| | 1 | £1,400.00 | £0.00 | £1,400.00 | | Neigh | 0.5 days site visit to Der 3 days data profile | | |
| | 2 | £50.40 | £0.00 | £50.40 | | Neigh | mileage for site visit | | |
| 840 | BACS.RICH .31.12.25 | £215.00 | £0.00 | £215.00 | £215.00 | 10/12/25 | Dec 25 | Paul Richmond - As per your quotation for replacing tiles on the Village Sign Plinth | £215.00 |
| | | | | | | | | Removal of existing tiles. Replacing 16 new tiles Supplying materials (Sand and cement) | |
| | | | | | | | | Total price of £215.00 | |
| | 1 | £200.00 | £0.00 | £200.00 | | ENV | Village Sign replacing T | | |
| | 2 | £15.00 | £0.00 | £15.00 | | ENV | Village sign replacing til | | |
| Total | | £3,180.12 | £226.12 | £2,954.00 | £3,180.12 | | | | |

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Dersingham Parish Council

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

CONFIDENTIAL APPROVALS LIST 15.12.25

| No | Payment Reference | Gross | Vat | Net | To pay Invoice date | Invoice no. | Details | Payment Reference Total |
|--------------|-------------------|-----------|-------|-----------|---------------------|-------------|--------------|-------------------------|
| | | £7,829.94 | £0.00 | £7,829.94 | £7,829.94 | | Confidential | |
| Total | | £7,829.94 | £0.00 | £7,829.94 | £7,829.94 | | | |

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Dersingham Parish Council

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

DD & SO APPROVALS LIST 30.12.25

| No | Payment Reference | Gross | Vat | Net | To pay | Invoice date | Invoice no. | Details | Payment Reference Total |
|-----|----------------------|---------|--------|---------|---------|--------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 832 | DD.BARC.3 0.11.25 | £8.50 | £0.00 | £8.50 | £8.50 | 19/11/25 | Oct - Nov | Barclays Bank - E-Payment Plan Charges for 13th Oct to 12th Nov 2025 | £8.50 |
| 834 | DD.K&M.31 .12.25 | £169.74 | £28.29 | £141.45 | £169.74 | 01/12/25 | 9702 | K & M Lighting Services - Street lighting Maintenance Charge 1st December 2025 to 31st December 2025 | £169.74 |
| 835 | DD.DRX.31. 12.25 | £519.52 | £86.58 | £432.94 | £519.52 | 02/12/25 | In1109069483 | Drax Energy Solutions Ltd - Street Light charges 1st Nov to 30 November 2025 | £519.52 |
| 836 | SO.JJ.31.1 2.25 | £100.00 | £0.00 | £100.00 | £100.00 | 08/12/25 | Dec 25 | Jo Halpin Jones - Village Voice Honorarium | £100.00 |
| 837 | SO.KIDD.3 1.12.25 | £320.00 | £0.00 | £320.00 | £320.00 | 08/12/25 | Dec 25 | Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract | £320.00 |
| 844 | DD.LS.30.1 2.25 | £54.00 | £9.00 | £45.00 | £54.00 | 12/12/25 | | LightSpeed Broadband Ltd - Broadband Service List | £54.00 |
| 845 | DD.SYS.30. 12.25 | £129.03 | £21.51 | £107.52 | £129.03 | 12/12/25 | | 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 |

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Dersingham Parish Council

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|--------------|------------------------|-----------|---------|-----------|-----------|--------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 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 |
| Total | | £2,118.07 | £281.59 | £1,836.48 | £2,118.07 | | | | |

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Date _____