

Minutes of the Dersingham Parish Council meeting held on 23rd February 2026 at 7.00pm in the Dersingham Village Centre

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

Also present: Karen Orgill (Business Manager – BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
Borough Councillor Judy Collingham (Left 7.14pm)

- 1 Apologies for absence** – Councillors Valerie Brundle, Su Foxley, Robert Frost, Mark Ward, Jordan Stokes and Sarah Whitehead.
Norfolk County Councillor Stuart Dark

- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
Cllr C Shepherd read out the paragraph relevant to declaring both Pecuniary (Direct or indirect financial gain) and Non-Pecuniary (Non-financial gain) interest.
Both Cllrs C Shepherd and D Wright declared an interest in agenda item 19

- 3 Public Participation** – None present

- 4 To receive a verbal report from Norfolk County Councillor**
Cllr C Shepherd explained that Cllr S Dark had given his apologies for the meeting however, he had submitted a written report:
Government have revoked the decision to postpone 30 council elections across England and Wales which had been due to take place in May, this was to aid Councillors in preparing for the legal and contractual arrangements for the Governments proposed Devolution and Local Government Reform, the elections will now take place in May 2026. Cllr Dark reiterated he will not be standing for re-election but will continue to support Dersingham PC and its residents for the interim period before the elections.

- 5 To receive a verbal report from the Borough Councillors**
Cllr J Collingham thanked the Parish Council for their support with the “Dogs on Leads” signage recently installed at the Sports Ground.
There will be an election for Norfolk County Council this year, but it will not affect Cllrs Bubb and Collingham as they represent Dersingham at the Borough Council.
Cllr Bubb had attended a BC climate change meeting where the waste removed from dog bins was discussed. There are 1000 dog bins emptied by the BC each week and it had been suggested the waste could be put into an anaerobic digester, this discussion is ongoing.

- 6 Finance**
(a) Current Financial Position (Financial Budget Comparison and Reserves reports).
Cllr C Shepherd advised that the Financial Budget Comparison (FBC) and Reserves reports up to 31st January 2026 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 9th February 2026.

(b) To approve Payments for February 2026.

Cllr C Shepherd reported that there are five payment lists for this month. The DD/SO and two Confidential lists for information only and two BACs list for authorisation which had been circulated via SharePoint.

Cllr M Shepherd asked if the installation of the seats had been completed. The BM said she had spoken to the contractor, and they will be installed tomorrow. Cllr M Shepherd said the invoice for the contractor should not be paid until the work had been completed. and he that suggested the payment be agreed in principle.

It was resolved to approve the payments.

7 Minutes

(a) Minutes of the Full Council and Precept Setting Meeting 26th January 2026.

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.

Minute number 19 to read as:

He summarised the various costs associated with a flagpole and suggested that an estimated figure of £1,500.00 would cover the hardware, installation, listed building consent and planning permission.

Also, Minute number 19 to remove the sentence:

Cllr M Shepherd advised that there would be additional costs of installation.

Action points were discussed and those completed were removed.

(b) Minutes of the Environment Committee Meeting held 3rd February 2026.

Cllr C Shepherd advised that both the Chairman and Vice Chairman of the committee had given their apologies for tonight's meeting. Cllr Anderson advised there were no items to bring to Full Council.

(c) Minutes of the Planning Committee Meeting 9th February 2026.

Cllr Thomas advised there were no items to bring to Full Council.

(d) Minutes of the Finance & Admin Committee Meeting 9th February 2026.

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

(e) Notes of the Staffing Committee meeting 19th January 2026.

Cllr C Shepherd advised the staffing committee had approved staff salaries and had discussed staff appraisals with dates to be arranged.

8 Planning applications:

Applications:

25/01963/A Advertisement Consent for: A large sign on the side of the building facing the road. Sign on the roadside of the building projecting off the building. Sign above premises on the wall at 5 Hunstanton Road, Dersingham - It was resolved to object to all three signs

because they are not in keeping with the form and character of this part of Dersingham. Also, the number and size of the signs would be a distraction to drivers of vehicles passing the property.

Determinations:

25/02123/F Demolition of extension. Construction of single storey side extension and loft conversion at 14 Glebe Road, Dersingham – Application Permitted – 12th February 2026 – Delegated Decision.

25/02156/F Infill extensions of rear of bungalow at 5 Edinburgh Way, Dersingham. – Application Permitted – 12th February 2026- Delegated Decision.

26/00007/TPO 2/TPO/00040/A1: Rowan Tree to front of the property to be removed as near drains and mains etc. Carlin, 51 Old Hall Drive, Dersingham- Consent Not Required- 11th February 2026- Delegated Decision.

9 Neighbourhood Plan (NP) Update.

Cllr N Barker said the work on the NP is progressing well. The working group had been tasked with identifying green spaces in the village and their importance to the local community at a meeting held 3rd February. The NP survey was delivered to each household in the village and 208 responses have been received, which is less than a ten percent return. Cllr N Barker asked Councillors to encourage friends, family and local businesses to complete the survey before the deadline of 28th February 2026. The BM said 5 paper copies had been requested and completed by residents. Cllr M Shepherd asked if a follow up email, requesting parishioners to complete the survey, should be sent to those who had registered online for the NP updates. It was agreed for a reminder email to be sent and for Cllr Stokes to place a reminder on the village Facebook page.

10 Dogs on Sports Ground.

Cllr D Wright said he had asked for this to be an agenda item to try and prevent dogs being permitted to go onto the sports ground however, since making that request, he had noticed new signage in place requesting dogs remain on their leads. Whilst the signs are not enforceable, he hoped it would ease the problem of the amount of faeces left on the playing fields. He suggested the matter be reviewed in the future to be able to ascertain if the signage has been effective.

11 Chairman’s Report

The Chairman reported the following:

The DVCA now have two new trustees which brings the total to 9. Full compliment would be 12 trustees.

The DVCA have a new website which can be accessed using the original web address.

12 Business Managers Report

The BM reported the following:

She had attended the NP working group meeting on the 3rd February.

A meeting had taken place with two Borough Council technicians to discuss the new requirements regarding the purchase and installing of dog bins.
Two replacement bus shelters have been installed. One outside the recreation ground and the other opposite the Spar on Hunstanton Road.
14 companies have been contacted to try to obtain quotes for the non-metered supply for the streetlights however, the only company to quote has been DRAX. Cllr C Shepherd asked for this to be placed on the next Environment agenda.

13 Correspondence

A Tree Preservation Order (TPO) has been received from the Borough Council for several located at the Dersingham Infant and Nursery School, Saxon Way, Dersingham. Cllr M Shepherd asked if the TPO was a confirmed order and if it would restrict development on the site. Cllr C Shepherd advised that the order is yet to be confirmed and that the trees are located at the far northern corner of the site and around the perimeter. The building remains for sale.

An email had been received from a business on Manor Road expressing concerns that the entrance to their business is often blocked by parked vehicles and asked if the PC could help with this matter. The BM has contacted NCC who have advised the owner can apply to have a white H applied to the road at the entrance of the property however, the cost of this would have to be met by the business owner.

14 Open the meeting to allow Public Participation

None Present

15 Items for inclusion on the next agenda

Cllr C Shepherd asked Councillors to notify the BM of any agenda items required for the next meeting.

16 Date of next meetings:

Monday 23rd March 2026, 7.00pm Garden Room

The meeting was placed in closed session at 8.07pm

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 transacted"

18 Lease Update – Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised the social club's solicitor is waiting receive a list of trustees for the club.

19 Sport Pavilion Update

Cllr C Shepherd gave a brief verbal report to update Councillors of the current financial position regarding the refurbishments of the pavilion.

With no further business the meeting was closed at 8.27pm

Action Points

Business Manager

RFO

Cllr C Shepherd

Cllr M Shepherd

- To arrange for the agreed Barclay Bank signatories to be removed
- To issue a reminder email to the residents that had registered for the Neighbourhood Plan updates to encourage them to complete the survey.

Cllr J Stokes

- To place a reminder for residents to complete the Neighbourhood Plan on the Village Facebook page

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 23.02.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
899	BACS.ACE. 28.02.26	£5,400.00	£900.00	£4,500.00	£5,400.00	18/02/26	2228	<p>Ace Shelters Ltd - f.a.o. Matt Euers – matt@aceshelters.co.uk</p> <p>All as per your quotation 9091 dated 17th December 2025. Both bus shelters are on Hunstanton Road – one outside the recreation ground and one opposite the Spar.</p> <p>1. Two 3 Bay Cantilever bus shelters at £7,200 for both 2. Removal and disposal of two existing bus shelters at £350 each = £700 for both 3. Two x 2 metres timber bench seat at £240 per 1 metre = £960 for both (This will allow 2 metres per bus shelter and 1 metre space for a pushchair/wheelchair user) 4. Four half-moons (two per bus shelter) with Dersingham Parish Council printed on (as existing bus shelters, see attached photos at £35.00 per end = £140 for four ends)</p> <p>Both bus shelters to be painted GREEN exactly as the bus shelter fitted at St. Cecilia's Church.</p> <p>Prices above include manufacture, delivery and</p>	£5,400.00

Signature _____
 Date _____

Signature _____

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 23.02.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
								installation. Total Cost £9,000 Please inform Karen Orgill at bm@dersingham-pc.gov.uk of an installation date as the existing hardstanding will be removed prior to your installation and then replaced with new slabs after the installation.	
900	BACS.ACN. 28.02.26	£1,200.00	£0.00	£1,200.00	£1,200.00	19/02/26	190226/1	AC Norfolk Ltd - To remove existing slabs the day before the existing bus shelters are removed on Hunstanton Road, 1 x outside the recreation ground and 1 x opposite the Spar When the two new bus shelters are fitted to come back and level and put down new slabs and cement them in. If the existing slabs remove intact, then these can be re-used, and the invoice will be reduced. All as your quotation dated 15th January 2026. Total cost £1,350	£1,805.00

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Date _____

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 23.02.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
901	BACS.ACN. 28.02.26	£605.00	£0.00	£605.00	£605.00	19/02/26	190226-2	<p>AC Norfolk Ltd - As per quotation dated 18th September 2025 and as our specification dated 18th September 2025.</p> <p>1.To fix 2 x benches to the floor of the bus shelters on Chapel Road and Manor Road at a cost of £130 (final position to be agreed on site) 2.To put in a concrete pad for 1 x bench on Hunstanton Road to the left of the telegraph post (final position to be agreed on site) And fix 1 x bench on the concrete pad at a cost of £475</p> <p>Total cost £605.00</p> <p>To pick up 3 benches from Dersingham Village Centre when they are delivered by Broxap.</p>	£1,805.00
898	BACS.Coral .23.02.26	£196.00	£0.00	£196.00	£196.00	23/02/26	Xmas expenses	Coral Shepherd - Appreciation chocolate gifts for Volunteers	£196.00
Total		£7,401.00	£900.00	£6,501.00	£7,401.00				

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Date _____

Dersingham Parish Council

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

BACS APPROVALS LIST 20.02.26

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
876	BACS.AUR. 28.02.26	£79.20	£13.20	£66.00	£79.20 28/01/26	IV219367	Aurora Managed Services Ltd - Printing Charges	£79.20
877	BACS.KO.2 8.02.26				£45.60 28/01/26	Expenses	Karen Orgill - Travel expenses and refreshments for Neighbourhood plan workshop & Autumn NPTS Seminar	£45.60
2		£15.90	£0.74	£15.16	Neigh	Neighbourhood Plan me refreshments		
881	BACS.DOM .28.02.26	£60.00	£0.00	£60.00	£60.00 03/02/26	Jan 2026	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
883	BACS.ARK. 28.02.26	£9.46	£1.58	£7.88	£9.46 04/02/26	802670	Ark ICT Solutions Ltd - Monthly Phone Bill	£9.46
884	BACS.PO.2 8.02.26	£576.00	£96.00	£480.00	£576.00 06/02/26	33UEO20-0012	Parish Online - Website service andadditional domain	£576.00

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Dersingham Parish Council

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

BACS APPROVALS LIST 20.02.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
885	BACS.KM.2 8.02.26	£720.01	£120.00	£600.01	£720.01	10/02/26	9848	<p>K & M Lighting Services - As per your quotation dated 8th July 2025 Ref: 0725001</p> <p>To remove and dispose of existing columns, supply and install 5 metre galvanised tubular steel columns painted black, supply wire and fit 20-watt LED lanterns controlled by photo electric cell to:</p> <p>1.9004 outside Long Reach, Woodside Avenue 2.9005 outside Sandyways, Woodside Avenue 3.9007 near Skerry Vore, Woodside Close 4.9008 next to the Sycamores, Woodside Close 5.9009 outside Knighton, Woodside Close</p> <p>At a cost of £4,667.66</p>	£720.01
890	BACS.AST. 28.02.26	£150.91	£25.15	£125.76	£150.91	13/02/26	72118	<p>Aston Shaw - Payroll processing charges for quarter ended 05.01.26</p>	£150.91

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Date _____

Dersingham Parish Council

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

BACS APPROVALS LIST 20.02.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
895	BACS.ACE. 28.02.26	£5,400.00	£900.00	£4,500.00	£5,400.00	17/02/26	2229	<p>Ace Shelters Ltd - f.a.o. Matt Euers – matt@aceshelters.co.uk</p> <p>All as per your quotation 9091 dated 17th December 2025. Both bus shelters are on Hunstanton Road – one outside the recreation ground and one opposite the Spar.</p> <p>1. Two 3 Bay Cantilever bus shelters at £7,200 for both 2. Removal and disposal of two existing bus shelters at £350 each = £700 for both 3. Two x 2 metres timber bench seat at £240 per 1 metre = £960 for both (This will allow 2 metres per bus shelter and 1 metre space for a pushchair/wheelchair user) 4. Four half-moons (two per bus shelter) with Dersingham Parish Council printed on (as existing bus shelters, see attached photos at £35.00 per end = £140 for four ends)</p> <p>Both bus shelters to be painted GREEN exactly as the bus shelter fitted at St. Cecilia's Church.</p> <p>Prices above include manufacture, delivery and</p>	£5,400.00

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Dersingham Parish Council

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

BACS APPROVALS LIST 20.02.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
								installation. Total Cost £9,000 Please inform Karen Orgill at bm@dersingham-pc.gov.uk of an installation date as the existing hardstanding will be removed prior to your installation and then replaced with new slabs after the installation.	
		£29.70	£0.00	£29.70	£29.70		Confidential		
Total		£7,041.18	£1,156.67	£5,884.51	£7,041.18				

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Date _____

Dersingham Parish Council

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

CONFIDENTIAL APPROVALS LIST 13.02.26

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
		£5,221.85	£0.00	£5,221.85	£5,221.85		Confidential	
Total		£5,221.85	£0.00	£5,221.85	£5,221.85			

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Signature _____

Date _____

Expenditure transactions

Start of year 01/04/25

Confidential

Tn no	Gross	Vat	Net	CtteeInvoice date	Details	Cheque	Cheque Total
877/1	£29.70	£0.00	£29.70	Staff 28/01/26	Karen Orgill	Travel expenses for NPTS Autumn seminar 66 @ .45p per mile	BACS.KO.28.02.26 £45.60
Total	£29.70	£0.00	£29.70				

Dersingham Parish Council

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

DD & SO APPROVALS LIST 20.02.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
897	DD.BRC.28 .02.26	£8.50	£0.00	£8.50	£8.50	19/01/26	Dec - Jan	Barclays Bank - E-Payment Plan Charges for 15 Dec to 12 Jan 206	£8.50
894	DD.BCKLW N.02.02.28	£817.32	£136.22	£681.10	£817.32	23/01/26	Jan 26	Borough Council Of King's Lynn & West Norfolk - Monthly Contract for Dog Bin emptying x 9 @ 817.28 & 1 @ 817.32 per month January 26	£817.32
880	DD.K&M.28 .02.26	£169.74	£28.29	£141.45	£169.74	03/02/26	9811	K & M Lighting Services - Street lighting Maintenance Charge 1st February 2026 to 28th February 2026	£169.74
882	DD.Drax.28. 02.26	£553.50	£92.24	£461.26	£553.50	03/02/26	In1109194343	Drax Energy Solutions Ltd - Street Light charges 1st Jan to 31st January 2026	£553.50
893	DD.LS.28.0 2.26	£54.00	£9.00	£45.00	£54.00	16/02/26	442017	LightSpeed Broadband Ltd - Broadband Service List	£54.00
891	SO.JJ.28.0 2.26	£100.00	£0.00	£100.00	£100.00	17/02/26	Feb 26	Jo Halpin Jones - Village Voice Honorarium	£100.00
892	SO.SK.28.0 2.26	£320.00	£0.00	£320.00	£320.00	17/02/26	Feb 26	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	£320.00

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Date _____

Dersingham Parish Council

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

DD & SO APPROVALS LIST 20.02.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
896	DD.SYS.28.02.26	£129.03	£21.51	£107.52	£129.03	19/02/26	28500	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
879	DD.UT.28.02.26	£6.00	£0.00	£6.00	£6.00	28/02/26	Feb Charge	Unity Trust Bank - Bank Charges Feb	£6.00
Total		£2,158.09	£287.26	£1,870.83	£2,158.09				

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Date _____