

**Minutes of the Dersingham Parish Council meeting held on 23<sup>rd</sup> March 2026 at 7.00pm in the Dersingham Village Centre**

**Councillors present:** Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Valerie Brundle, Robert Frost, Su Foxley, John Houston, Brett Thomas, Mark Ward, Ann Watkins, and Sarah Whitehead

**Also present:** Karen Orgill (Business Manager – BM)  
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)  
Norfolk County Councillor Stuart Dark (Arrived 7.07pm and Left 7.29pm)

**Councillors absent:** Jordan Stokes

- 1 Apologies for absence** – Councillors Tony Bubb, Martin Noble, Mike Shepherd, and Dennis Wright.
- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed**  
Cllr C Shepherd advised that both herself and Cllr S Foxley were declaring an interest in Sportsground related items, agenda numbers 7(e) and 19.
- 3 Public Participation** – None present
- 4 To receive a verbal report from Norfolk County Councillor**  
Cllr S Dark updated Councillors on the current position of the Devolution and Local Government Reform process and confirmed the future of Local Government will be determined by Central Government.  
Elections are due to take place 7<sup>th</sup> May 2026. This makes a tight timeframe for those Councillors running for election. Purdah will commence no later than Monday 30<sup>th</sup> March 2026.  
Cllr S Dark reiterated he would not be standing for re-election in May.  
Cllr C Shepherd asked if there was an update on when the scheduled work will be carried out at Lamsey Lane. Cllr Dark advised that Anglian Water have confirmed they are able to carry out the necessary work without affecting the highways.  
Cllr C Shepherd asked if there was anything Norfolk County Council (NCC) could do with regards to people parking on the pavement around the village. After discussion it was agreed that a list of the worst areas would be sent to Cllr Dark who would raise the matter with NCC.  
Cllr Thomas asked if it was possible to get funding from NCC towards the refurbishment of the pavilion. There was some discussion about suitable funding.  
Cllr Dark advised that the Borough Council had received an additional £4million from the government for town centre related projects.
- 5 To receive a verbal report from the Borough Councillors**  
There were no Borough Councillors present.  
Apologies had been received from Cllr Bubb.

## 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 28<sup>th</sup> February 2026 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 9<sup>th</sup> March 2026. There were no questions on the finances.

### (b) To approve Payments for March 2026.

Cllr C Shepherd reported that there are three payment lists for this month. The DD/SO and the Confidential list for information only and one BACs list for authorisation which had been circulated via SharePoint prior to the meeting.

**It was resolved to approve the payments.**

## 7 Minutes

### (a) Minutes of the Full Council and Precept Setting Meeting 23<sup>rd</sup> February 2026. **It was resolved to approve the Minutes as a true and accurate record and for the Chairman to sign the minutes.**

Action points were discussed and those completed were removed.

Cllr C Shepherd said the yellow lines outside the newsagents have been repainted.

### (b) Minutes of the Communication Committee Meeting held 26<sup>th</sup> February 2026.

Cllr C Shepherd advised Councillors that Cllr B Thomas had attended the Communications meeting where it was agreed, in principle, to progress with a village map however, this will be a project for the latter part of the year due to other commitments.

### (c) Minutes of the Environment Committee Meeting 2<sup>nd</sup> March 2026.

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

### (d) Minutes of the Planning Committee Meeting 9<sup>th</sup> March 2026.

Cllr B Thomas said the committee had reviewed 2 planning applications. No objections were raised on either application.

The National Planning Policy Framework had also been discussed.

### (e) Minutes of the Finance & Admin Committee Meeting 9<sup>th</sup> March 2026

#### (i) Recommendation to seek approval from Full Council to write off a debt.

Cllr C Shepherd said, as per F&A minutes number 5(c) the RFO had formally requested Full Council approval to write off the debt of £140.00 for invoice number 2350. The RFO had written a report which had been circulated via SharePoint prior to the meeting. Cllr C Shepherd proposed the debt be written off. **It was resolved to approve the proposal.**

#### (ii) Recommendation to seek approval from Full Council for the sports field ditch clearance – culvert replacement.

Cllr C Shepherd explained the BM had sourced a quote to clear the ditch at the sports ground and to have a safe culvert installed to allow residents to cross safely from the

Holyrood Estate to the Sports Ground, as per F&A minute 13. Cllr C Shepherd requested Full Council's approval to spend £2295.00 from the Property Reserve to carry out the necessary work. **It was resolved to approve the request.** The BM asked if the Chairman should she verbally confirm the decision with the contractor and to establish a date for the work to commence. A formal order can then be raised. The Chairman agreed.

**(f) Notes of the Staffing Committee meeting 19<sup>th</sup> January 2026.**

Cllr C Shepherd advised the staffing committee had approved staff salaries. The staff appraisals have been carried out and were discussed by the committee with no further action required.

**8 Planning applications:**

**Applications:**

**26/00147/NMA\_1 for 26/00147/F** Extensions, internal alterations and rendering of existing dwelling at Bears Corner, 51 Station Road, Dersingham.

Cllr B Thomas explained permission had already been granted by the Borough Council on the 3<sup>rd</sup> March 2026 as a delegated decision. An error had been made by the Borough Council in the wording of the decision notice and this application was to correct the wording. The Parish Council was formally consulted about this.

**Determinations:**

**26/00132/PAGPD** Single storey extension which extends beyond the rear wall by 5.05 metres with a maximum height of 2.80 metres and a height of 2.70 metres to the eaves – GPD HH extn – Not required – 3<sup>rd</sup> March 2026 – Delegated Decision.

**26/00147/F** Extensions, internal alterations and rendering of existing dwelling – Bears Corner, 51 Station Road, Dersingham -Application Permitted – 3<sup>rd</sup> March 2026 – Delegated Decision.

**9 Neighbourhood Plan (NP) Update.**

Cllr N Barker reported the following:

The household survey ran throughout February and was closed on the 2<sup>nd</sup> March with 247 responses being received, an 11% return. Our consultant had said this was on par with previous surveys she had been involved in. The results have now been published on the Parish Councils website and emailed to the residents who have registered for NP updates. The draft list of green spaces is at version 3.1 and has 59 lines. A meeting is scheduled for 25<sup>th</sup> March to review the list. The required criteria were given to Full Council to ascertain what qualifies as a "green space".

There are two more meetings planned:

8<sup>th</sup> April at 10.00am via Zoom to discuss Policy Development

28<sup>th</sup> April 9.30am to hold a Design Code walkabout, in person, with our consultant.

**10 Litter Pick Saturday 11<sup>th</sup> April at 10.30am in Station Road outside the Recreation Ground.**

Cllr C Shepherd advised the Environment committee had agreed to hold a litter pick on the 11<sup>th</sup> April at 10.30am, volunteers and Councillors will meet on Station Road outside the Recreation Ground.

**11 Chairman's Report.**

Cllr C Shepherd said the information in her report will be covered under agenda item 19.

**12 Business Managers Report.**

The BM reported the following:

Work is ongoing to obtain quotes for a replacement photocopier.

A goodwill, one off, payment has been agreed by Zest of £500.00 for the Wayleave they applied for to access Parish Council land to install cabling required for the car charging ports at the Co-op.

**13 Correspondence**

Cllr C Shepherd said details of this year's Norfolk Superhero Fund had been received. The annual charity Quadrathlon challenge will take place Saturday 20<sup>th</sup> June 2026.

Correspondence has been received from the Borough Council confirming the making of a Tree Preservation Order for several trees located at the Dersingham Infant and Nursery School, Saxon Way

**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:**

Annual Parish Meeting Tuesday 21<sup>st</sup> April at 7.00pm in the Garden Room

Full Council Meeting Monday 27<sup>th</sup> April 2026, 7.00pm in the Garden Room

Cllr C Shepherd said she had discussed the Annual Parish Meeting (APM) with the BM, and it had been decided the APM would be held prior to the Full Council meeting on Monday 27<sup>th</sup> April 2026 at 6.30pm in the Garden Room. Cllr Bubb will be asked if he would do a brief presentation on the work that the Dersingham United Charities carries out in the village.

The meeting was placed in closed session at 8.00pm

**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 she had been advised that the social club have signed the new lease.

**19 Sport Ground Update**  
Cllr C Shepherd gave a brief verbal report to update Councillors of the current position regarding the refurbishment of the pavilion and advised how the funding will be achieved however, an architect will be required to prepare plans. Cllr C Shepherd proposed that payment for the architects is made from the annual grant given to the Sports Ground Association by the Parish Council. The remainder of the grant being paid to the Sports Ground. **It was resolved to approve the proposal.**

**20 Quotation for Re-lettering on the War Memorial**  
Councillors discussed the quote. **After discussion it was resolved to accept the quotation.**

With no further business the meeting was closed at 8.15pm

#### **Action Points**

##### **Business Manager**

- **To verbally confirm with the contractor of the decision as per minute 7 (e) (ii) and to raise an order accordingly.**

##### **RFO**

##### **Cllr C Shepherd**

##### **Cllr M Shepherd**

- To arrange for the agreed Barclay Bank signatories to be removed. It was agreed that this would be done after the Annual Parish Council meeting.

# Dersingham Parish Council

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

CONFIDENTIAL APPROVALS LIST 13.03.26

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
		£4,771.59	£0.00	£4,771.59	£4,771.59		Confidential	
<b>Total</b>		£4,771.59	£0.00	£4,771.59	£4,771.59			

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Dersingham Parish Council

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

DD & SO APPROVALS LIST 20.03.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
904	DD.K&M.30 .03.26	£169.74	£28.29	£141.45	£169.74	03/02/26	9865	K & M Lighting Services - Street lighting Maintenance Charge 1st March 2026 to 31st March 2026	£169.74
902	DD.BRC.31 .03.26	£8.50	£0.00	£8.50	£8.50	19/02/26	Jan - Feb	Barclays Bank - E-Payment Plan Charges for 13 Jan to 12 Feb 2026	£8.50
903	DD.UTY.30. 03.26	£6.00	£0.00	£6.00	£6.00	02/03/26	March 26	Unity Trust Bank - Charges March	£6.00
909	DD.DRX.09. 03.26	£450.16	£75.02	£375.14	£450.16	03/03/26	Inv1109258548	Drax Energy Solutions Ltd - Street Light charges 1st Feb to 28 Feb 2026	£450.16
906	SO.JJ.31.0 3.26	£100.00	£0.00	£100.00	£100.00	04/03/26	March 26	Jo Halpin Jones - Village Voice Honorarium	£100.00
907	SO.KIDD.3 1.03.26	£320.00	£0.00	£320.00	£320.00	04/03/26	March 26	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning contract	£320.00
918	DD.SYS.30. 03.26	£134.82	£22.47	£112.35	£134.82	11/03/26	28716	System:3 Business Solutions - Monthly Subscription for Microsoft 365 Business Basic x 17 @4.83 & Microsoft 365 Business Standard @10.30 x 3	£134.82
922	DD.LS.31.0 3.26	£54.00	£9.00	£45.00	£54.00	16/03/26	00472966	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 20.03.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
<b>Total</b>		£1,243.22	£134.78	£1,108.44	£1,243.22				

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Date \_\_\_\_\_

# Dersingham Parish Council

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

BACS APPROVAL LIST 20.03.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
924	BACS.DVC. 31.03.26	£1,206.48	£0.00	£1,206.48	£1,206.48	11/01/26	811a	Dersingham Village Centre Association - Council Contribution towards running costs Apr 25 to Sept 25	£1,206.48
905	BACS.DOM .31.03.26	£60.00	£0.00	£60.00	£60.00	03/02/26	Feb 2026	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
908	BACS.ARK. 31.03.26	£11.00	£1.83	£9.17	£11.00	03/03/26	804133	Ark ICT Solutions Ltd - Monthly Phone Bill	£11.00
910	BACS.BB.3 0.03.26	£290.00	£0.00	£290.00	£290.00	10/03/26	GRANT	Baby Basics - Grant agreed by full council 23.03.26	£290.00
911	BACS.TAP. 30.03.26	£290.00	£0.00	£290.00	£290.00	10/03/26	GRANT	Tapping House Hospice - Grant agreed by full council 23.03.26	£290.00
912	BACS.NAR. 30.03.26	£290.00	£0.00	£290.00	£290.00	10/03/26	GRANT	NARS - Grant agreed by full council 23.03.26	£290.00
913	BACS.EAA A.30.03.26	£290.00	£0.00	£290.00	£290.00	10/03/26	GRANT	East Anglia Air Ambulance - Grant agreed by full council 23.03.26	£290.00
920	BACS.MIN. 31.03.23	£69.60	£11.60	£58.00	£69.60	13/03/26	Inv47167	Minuteman Press ( Kings Lynn) Ltd - 12 x A4 Laminated stickers – advert attached, Dersingham Vets – Jo ID 67973 at £4.83 each and total cost £58.00 net - £11.60 vat and £69.60 gross amount	£69.60
921	BACS.CLA N.31.03.26	£2,740.00	£0.00	£2,740.00	£2,740.00	18/03/26	INV51068	Clanpress - 3100 x Village Voice Issues 159 A5 76pp	£2,740.00

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Date \_\_\_\_\_

# Dersingham Parish Council

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

BACS APPROVAL LIST 20.03.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
923	BACS.CVG. 31.03.26	£68.40	£0.00	£68.40	£68.40	20/03/26	Stickers	Coastal Vet Group - Payment for 15 dog stickers at £68.40  As agreed at Environment Committee meeting on Tuesday 3rd February 2026 Minute 6(h) Page 3 of 6.	£68.40
<b>Total</b>		£5,315.48	£13.43	£5,302.05	£5,315.48				

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Signature \_\_\_\_\_

Date \_\_\_\_\_