

**Minutes of the Dersingham Parish Council meeting held on 27<sup>th</sup> April 2026 at 7.00pm in the Dersingham Village Centre**

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

**Also present:** Karen Orgill (Business Manager – BM)  
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)  
Borough Councillor Judy Collingham (Left 7.36pm)  
4 Parishioners (Left 7.37pm)

**Councillors absent:**

- 1 Apologies for absence –** Councillors Valerie Brundle, John Houston and Martin Noble.
- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed**  
Cllr C Shepherd advised that herself, Cllr S Foxley and Cllr Dennis Wright were declaring an interest in agenda item 19.  
Cllr Su Foxley also declared an interest in agenda item 8 planning application 26/00613/F.
- 3 Public Participation**  
A Parishioner handed the chairman a report to read to all those present. The report detailed the diversion of traffic down Woodside Avenue, onto the unadopted part of Glebe Road and through the adopted part of Glebe Road, this was due to a medical incident on Hunstanton Road which required the road to be closed.  
The Parishioner explained there had been a heavy volume of traffic in both directions on the unadopted stretch of Glebe Road which is a narrow road with no footpaths, cars were speeding, and the drivers were, on occasion, abusive. He asked what could be done to prevent the police diverting traffic down an unadopted road that is not suitable for larger vehicles and a large volume of traffic. After discussion it was agreed the BM would forward the police SNAP meeting details to the Parishioner.  
A Parishioner said he had seen dogs in the children’s play area and asked if anything could be done to prevent this happening. Cllr C Shepherd advised there had been new signage installed to say no dogs allowed however, they are not enforceable. Enforcement should be carried out by the Borough Council. After discussion Cllr Collingham advised that she would take the matter forward with the Borough Council and would update the BM of their response.
- 4 To receive a verbal report from Norfolk County Councillor**  
Cllr Stuart Dark was not present.
- 5 To receive a verbal report from the Borough Councillors**  
Cllr Collingham reiterated that the local election would take place on the 7<sup>th</sup> May 2026 and photo ID would be required to make your vote.  
Cllr Bubb had had a meeting with the Waste Management Manager and said that Norfolk County Council are currently not accepting the disposal of fridges or freezers at their recycling sites due to a fire that was thought to have started from electrical waste at a

recycling site. The Borough Council (BC) have also stopped the collection of small electrical good from bin tops.

The BC collect thousands of bags of dog excrement from dog bins which is then incinerated and not placed in landfill.

The BC have considered replacing existing bin lorries with all electric lorries however, after discussion it was agreed that this would not be feasible as the batteries would not last for the duration of collections.

Soft Plastic bags such as bread bags, crisp packets etc cannot be recycled through kerb side collections however, many supermarkets offer drop off points for residents, ready for specialised collection by waste management.

## **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 31<sup>st</sup> March 2026 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 13<sup>th</sup> April 2026. There were no questions on the finances. Cllr M Shepherd advised Councillors that the Reserves report that had been placed on SharePoint prior to the meeting has now been updated. The circulated report showed £1,200.00 in Project Reserves however the grants claim of £8,160.00 has been received from Norfolk County Council therefore the total is now £10,540.00

### **(b) To approve Payments for April 2026.**

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

Cllr M Shepherd said payment 946 of £4,595.29 to Norfolk County Council re the Village Gates should not be agreed until discussed under agenda item 10.

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

### **(c) IAC Quarterly Report**

Cllr M Shepherd reported that his IAC quarterly report for January 2026 to March 2026 had been placed on SharePoint prior to the meeting. He confirmed the bank reconciliations for the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 were in order and the financial reports presented to councillors were numerically consistent. The payments made for this period were authorised and processed in accordance with the financial regulations.

The Quarter 4 VAT return was submitted on the 1<sup>st</sup> April 2026 and the sum of £3,576.74 was reclaimed.

## **7 Minutes**

### **(a) Minutes of the Full Council Meeting 23<sup>rd</sup> March 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.

**(b) Minutes of the Environment Committee Meeting held 7<sup>th</sup> April 2026.**

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

**(c) Minutes of the Finance & Admin Committee Meeting 13<sup>th</sup> April 2026.**

Cllr M Shepherd advised that the work to clear the ditch and install a culvert has been completed. The culvert will allow the water to flow through the ditch but provide a safe crossing for residents.

**(d) Minutes of the Staffing Committee Meeting 20<sup>th</sup> April 2026.**

Cllr C Shepherd advised the staffing committee had approved staff salaries.

**8 Planning applications:**

**Applications:**

**26/00600/F** Proposed loft conversion and dormer, first floor window and internal alterations at Rothesay 54 Chapel Road, Dersingham – No objections.

**26/00613/F** Demolition of existing conservatory, replacing with an extension, converting a part of the existing garage into a utility room with WC, forming a new porch and rendering the front of the dwelling at Denerfin 55a Chapel Road – No objection

**26/00617/F** Conversion of existing outbuilding to form one bedroom annex accommodation with facilities for holiday let at 21 Manor Road, Dersingham - No Objections with the condition that the one-bedroom annex be used in conjunction with the main dwelling and not sold as a separate dwelling.

**Determinations:**

**26/00031/TREECA** Crown clean to Acacia, reshape Larch, crown lift to Indian Bean tree, reduce Spruce, crown clean Purple Plum, reduce to previous cuts Birch and reduce by 30% Norway Maple at 36 Chapel Road, Dersingham – Tree Application -No Objection – 30<sup>th</sup> March 2026- Delegated Decision.

**26/00026/TREECA** Removal of 1-2m on one branch of Copper Beech, reduction of crown by 2-3m on large Holly and trim Willow back out of the road at Rose Lodge, 82 Chapel Road, Dersingham – Tree Application – No objection -30<sup>th</sup> March 2026 – Delegated Decision.

**26/00288/F** Single storey side and rear extension to bungalow at 11 West Hall Road, Dersingham – Application Permitted – 13<sup>th</sup> April 2026 – Delegated Decision.

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

Cllr N Barker said he had circulated a report via Sharepoint regarding the Neighbourhood Plan update and asked Councillors if there were any questions. There were no questions.

**10 Village Gates Update**

Cllr C Shepherd reminded Councillors that the Village Gates were first discussed at the October 2025 Full Council meeting. The BM had met with a Norfolk County Council (NCC) engineer, and it had been established where on Shernborne Road village gates could be installed. Funding for the gates would be made up as 50% from NCC and 50% from the Parish Council. Cllr C Shepherd proposed the required £5000.00 comes from the Parish Councils Project Reserves. **It was resolved to approve the proposal and authorise the payment to the County Council listed under item 6b above.**

**11 Chairman’s Report.**

Cllr C Shepherd said the Chairman’s report would be discussed under agenda item 19.

**12 Business Managers Report.**

The BM reported the following:

Replacement pads have been purchased and installed in the de-fib located at the Spar after they had been used in a medical emergency.

The ditch clearance and culvert installation has been completed at the Sports Ground.

Cllr J Stokes had reported an unsafe electrical feed near the bus shelter opposite the Spar. After investigation NCC have revoked their advice claiming it was not their responsibility and have confirmed they will arrange to have the electrical feed removed, this will be at no cost to the Parish Council.

**13 Correspondence**

Cllr C Shepherd said an email had been received from the BBC The Repair Shop programme asking if Town and Parish Council know of anything of local significance that is in need of repair. After discussion it was agreed for the BM to contact The Repair Shop to consider repairing the Lions located at the War Memorial.

**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 Council and Full Council Meeting 18th May at 7.00pm in the Garden Room

Cllr C Shepherd reminded the Chairmen of each committee they would need to submit their yearly report before the Annual Parish Council meeting,

The meeting was placed in closed session at 8.19pm

**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 there is no update regarding the lease.

**19 Sport Ground Update**  
Cllr C Shepherd advised a report to update Councillors on the current situation had been placed on SharePoint. Councillors discussed the report.  
Cllr C Shepherd proposed the following:

1. Dersingham Parish Council formally agree to set up Dersingham Sports Pavilion Reserve.
2. The payment of £154.50 for the planning application is authorised to come from the new Sports Pavilion.
3. The revised tender cost of £262,157.87 be accepted and the contractor to carry out the refurbishment is awarded to Suiter Construction, subject to the necessary consents and funding being in place.
4. Request agreement that from Full Council that Coral Shepherd, Parish Council Chairman, may apply for a grant of £100,000.00 from the Borough Council CIL fund and other suitable grant funders.

**It was resolved to approve all four proposals.**

With no further business the meeting was closed at 8.31pm

### **Action Points**

#### **Business Manager**

- To send the SNAP meeting details as requested by a Parishioner.
- To send information of the Lions at the War Memorial to “The Repair Shop” TV programme

### **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 01/04/26

ADDITIONAL BACS APPROVAL LIST 27.04.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
953	BACS.GLO. 30.04.26	£2,154.00	£359.00	£1,795.00	£2,154.00	01/04/26	1716	<p>Glover Group EA Ltd - All as your quotation dated 25th February 2026</p> <p>To clear the playing field ditch and place a new culvert all as agreed on site with Councillors Coral and Mike Shepherd and the Business Manager and as per Dersingham Parish Council's specification.</p> <p>Work to commence on Monday 13th April 2026 and to finish on Tuesday 14th April 2026.</p> <p>Dersingham Parish Council will place a notification on the footpath informing the public that the area will be blocked off for the dates above.</p> <p>At a cost of £1,795.00 with a contingency of £500 in case the vegetation in the ditch requires flailing.</p> <p>Total Amount of £2,295</p>	£2,154.00

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/26

ADDITIONAL BACS APPROVAL LIST 27.04.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
<b>Total</b>		£2,154.00	£359.00	£1,795.00	£2,154.00				

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/26

### BACS APPROVALS LIST 24.04.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
929	BACS.LEG. 30.04.26	£1,862.30	£0.00	£1,862.30	£1,862.30	31/03/26	202526-002	Rachel Leggett & Associates - Fees for 4.25 days work @£1700 + expenses mileage and office printing @ £162.30	£1,862.30
925	BACS.NPT S.30.04.26	£690.00	£115.00	£575.00	£690.00	01/04/26	30653	Norfolk Parish Training & Support - Subscription 2026/2027	£690.00
943	BACS.MRS .30.04.26	£473.76	£78.96	£394.80	£473.76	01/04/26	3078	Mr Signs - As per your quotation of 4th November 2025  2 no. 2.5m 76mm diameter aluminium post (500mm to go below ground and 2m high) sign with a 2.5mm thick solid aluminium panel , rails and clips to suit would be £197.40 each – Total cost £394.80 + VAT  Signs to be picked up.	£473.76
949	BACS.30.0 4.26	£120.00	£0.00	£120.00	£120.00	01/04/26	INV 572	AC Norfolk Ltd - As per your quotation 30th October 2025  For concreting in two metal posts and fixing two metal signs on the posts on the recreation ground. At a cost of £60.00 each – total cost £120. Final positions to be agreed on site.	£120.00

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/26

### BACS APPROVALS LIST 24.04.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
932	BACS.DOM .30.04.26	£70.00	£0.00	£70.00	£70.00	02/04/26	March 26	David Doman - War Memorial Maintenance 4 visits @ £15.00 Weedkiller for the block paving £10.00	£70.00
934	BACS.ARK. 30.04.26	£9.61	£1.60	£8.01	£9.61	04/04/26	805801	Ark ICT Solutions Ltd - Monthly Phone Charges	£9.61
937	BACS.SNC. 30.04.26	£2,750.00	£0.00	£2,750.00	£2,750.00	14/04/26	April Grant	St Nicholas Church - 1st Instalment of grant for Churchyard Grass cutting £2,750 2nd Instalment due Septemeber £2,750 Total Grant £5,500	£2,750.00
938	BACS.CCS. 30.04.26	£800.00	£0.00	£800.00	£800.00	14/04/26	April Grant	Heacham & District CCS - Grant payment for community car scheme	£800.00
946	BACS.NCC. 30.04.26	£4,595.29	£0.00	£4,595.29	£4,595.29	15/04/26	10129226	Norfolk County Council - Gateways Parish partnership scheme	£4,595.29
945	BACS.ES.3 0.04.26	£316.80	£52.80	£264.00	£316.80	16/04/26	Inv39359	Edge It Systems Ltd - Finance support for I &E transition	£316.80

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/26

### BACS APPROVALS LIST 24.04.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
948	BACS.PJB. 30.04.26	£336.40	£56.07	£280.33	£336.40	20/04/26	SI-1199	P J & B Jones Ltd - Grass cutting for March 26	£336.40
1		£100.16	£16.69	£83.47		REC		To cut grass at Playing £83.47	
2		£33.60	£5.60	£28.00		REC		To cut childrens play ar @£28.00	
3		£79.50	£13.25	£66.25		ENV		To cut grass at Broadla close @£66.25	
4		£24.94	£4.16	£20.78		ENV		To cut grass at Earls Cl £20.78	
5		£98.20	£16.37	£81.83		ENV		To cut grass at Crisp Cl @£81.83	
931	BACS.SE.3 0.04.26	£600.00	£0.00	£600.00	£600.00	22/04/26	S152155	Sandringham Estate - Lease Rent 22.4.26 to 21.10.26	£600.00
<b>Total</b>		£12,624.16	£304.43	£12,319.73	£12,624.16				

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/26

DC APPROVALS LIST 30.04.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
944	DC.DS.30.0 4.26	£82.80	£13.80	£69.00	£82.80	15/04/26	64314	Defib Store Limited - Adult pads for defib machine	£82.80
<b>Total</b>		£82.80	£13.80	£69.00	£82.80				

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/26

CONFIDENTIAL APPROVALS LIST 14.04.26

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
		£4,814.39	£0.00	£4,814.39	£4,814.39		Confidential	
<b>Total</b>		£4,814.39	£0.00	£4,814.39	£4,814.39			

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/26

DD & SO APPROVALS LIST 30.04.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
928	DD.BARC.0 8.04.26	£8.50	£0.00	£8.50	£8.50	31/03/26	Feb - March	Barclays Bank - E-Payment Plan Charges for 13 Feb to 12 March 2026	£8.50
933	DD.DRAX.3 0.04.26	£427.36	£71.22	£356.14	£427.36	31/03/26	1109315136	Drax Energy Solutions Ltd - Electricity 1st March to 31st March	£427.36
930	DD.ICO.30. 04.26	£47.00	£0.00	£47.00	£47.00	01/04/26	April Renewal	Information Commissioner - Yearly Fee for GDPR compliance	£47.00
927	DD.K&M.30 .04.26	£169.74	£28.29	£141.45	£169.74	04/04/26	9920	K & M Lighting Services - Street lighting Maintenance Charge 1st April 2026 to 30th April 2026	£169.74
926	DD.PWLB.0 7.04.26	£4,974.82	£0.00	£4,974.82	£4,974.82	07/04/26	March 2026	Public Works Loan Board - Loan Repayment Due - Repayment date 07.04.26	£4,974.82
	1	£2,600.71	£0.00	£2,600.71		CNCL	Loan Repayment - Capi		
	2	£2,374.11	£0.00	£2,374.11		CNCL	Loan Repayment - Inter		
947	DD.LS.30.0 4.26	£54.00	£9.00	£45.00	£54.00	16/04/26	00498327	LightSpeed Broadband Ltd - Monthly Broadband Charges	£54.00
950	DD.SYS.30. 04.26	£134.82	£22.47	£112.35	£134.82	18/04/26	Inv 29133	System:3 Business Solutions - Monthly Microstf Business Basic subscription x 17 @£4.83 plus Business Standard subscription x 3 @£10.08	£134.82

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# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/26

DD & SO APPROVALS LIST 30.04.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
951	DD.KIDD.3 0.04.26	£320.00	£0.00	£320.00	£320.00	24/04/26	April 26	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract	£320.00
952	DD.JJ.30.0 4.26	£100.00	£0.00	£100.00	£100.00	24/04/26	April 26	Jo Halpin Jones - Village Voice Honorarium	£100.00
935	DD.BCKLW N.30.04.26	£819.94	£136.66	£683.28	£819.94	01/05/26	May 26	Borough Council Of King's Lynn & West Norfolk - Monthly Dog Bin Charges	£819.94
<b>Total</b>		£7,056.18	£267.64	£6,788.54	£7,056.18				

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