Minutes of the Dersingham Parish Council meeting held on 27th July 2026 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Nigel Barker, Valerie Brundle, Tony Bubb, Su Foxley, John Houston, Martin Noble, Mike Shepherd, Jordan Stokes, Brett Thomas, Mark Ward, Ann Watkins, Sarah Whitehead and Dennis Wright.

Also present: Karen Orgill (Business Manager - BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)
County Councillor Lee Jarvis (Left 7.55pm)

Absent:

1 Apologies for absence – Cllrs Brian Anderson, Robert Frost
Borough Councillor Judy Collingham.

2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed
Cllrs S Foxley, C Shepherd and D Wright declared an interest in Dersingham Sports Ground Association (DSGA) agenda item 18.
Cllr C Shepherd declared an interest in agenda item 7 (e) (ii) Installation of Air Conditioning.

3 Open meeting to allow public participation
None present

4 To receive a verbal report from Norfolk County Councillor
The Chairman welcomed Cllr Lee Jarvis.
Cllr Jarvis introduced himself and gave a brief résumé about himself.
He said he had some matters that have been brought to his attention relating to Dersingham.
One is the resurfacing of the footpath between the Village Centre and the Coach and Horses. The work had been scheduled to start imminently; however, he had requested that the start date was postponed until September to avoid disruption to the area during the busy summer holidays.
Another was the undulation of the road surface along Hunstanton Road near Thaxters. This has been inspected by Highways and the feedback is that the area does not require immediate work and is not deemed a priority. Cllr C Shepherd explained a trench had been dug in 2022, backfilled and tarmacked however due to the heatwave the tarmac melted. Cllr Jarvis said the area will remain monitored by Highways.
There have been concerns raised around vehicles parked on the bend, close to the pedestrian crossing on Lynn Road. Cllr Jarvis said Highways have been asked to confirm residential parking rights and to suggest options to refrain individuals from parking there. He will update the Parish Council as soon as possible. Cllr C Shepherd also highlighted there are other areas of concern around the village i.e., the parked cars as you approach the traffic lights along Chapel Road and along Manor Road near the Coach and Horses. Cllr C Shepherd asked if the crazing of the road surface on Post Office Road could be inspected. Cllr Jarvis said he would raise the matter with Highways.

Cllr Bubb asked if the Out of Office scanning screen located at the library could be replaced as the screen is south facing and has burnt out. He suggested the replacement screen either be relocated, or something be installed to protect the screen. Cllr Jarvis said he would raise the matter.
Cllr C Shepherd asked if there was any funding the Parish Council could apply for to assist with the refurbishment of the Pavilion. Cllr Jarvis said he would email through the relevant grants and links that may be appropriate.
Cllr Noble said the 30MPH painted speed restrictions on the road surface on Shernborne Road had been covered up when the road was surface dressed and asked if they could be reinstated. Cllr Jarvis advised he would take the matter forward and said the Local Members Fund (LMF) has now been withdrawn. He said the LMF given to County Councillors used to spend on local transport, highways safety, and environmental improvements within their ward. Cllr C Shepherd asked if the Parish Partnership Scheme (PPS) had also been withdrawn. Cllr Jarvis said he thought the PPS was in place but would confirm that after the meeting.
Cllr Stokes asked if the multiple water leaks around the village could be addressed with Anglian Water particularly as they have imposed a hose pipe ban.

5 To receive a verbal report from the Borough Councillors

Cllr Bubb reported the following:
The planning application for 30 plus new builds at the junction of Beach Road and A149 Snettisham has been refused.
He had forwarded an email to the BM relating to the Community Project Fund which is now open for applications. This new Fund is designed to support our borough councillors in delivering community-led projects that improve local facilities.
Cllr N Barker said he had seen that a new transport hub has been approved by the Borough Council. Cllr Bubb said it was a £4.1 million travel hub project on Nar Ouse Way which will provide around 230 parking spaces, bike storage spots, and local bus connections to reduce town centre congestion.

6 Finance

(a) IAC Quarterly Report

Cllr M Shepherd reported that his IAC quarterly report for 1st April 2026 to 30th June 2026 had been placed on SharePoint prior to the meeting. He confirmed the bank reconciliations for the period 1st April 2026 to 30th June 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 1 VAT return was submitted on the 3rd July 2026 and the sum due to HMRC is £58.22p

(b) Current Financial Position (FBC and Reserves reports)

Cllr C Shepherd advised the accounts and reserves reports to 30th June 2026 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 13th July 2026. There were no comments or question from Councillors regarding the reports.

(c) To approve Payment for July 2026

Cllr C Shepherd reported that there are five payment lists for this month. There are two DD/SO along with the Confidential and the Purchase Card lists which are for information only and one BACs lists for approval. All the payment lists had been circulated via SharePoint prior to the meeting.

It was resolved to approve the payments.

Cllr C Shepherd said the RFO will generate payment lists throughout August such as invoices, BACs payments, SO & DD which Councillors will be able to view via SharePoint. She proposed the payments be authorised tonight so that any invoices due in August can be paid and these will be reported at Septembers Full Council meeting. **It was resolved to approve the proposal.**

7 Minutes

(a) Minutes of the Full Council Meeting 22nd June 2026

It was resolved to approve the Minutes as a true and accurate record and for the Chairman to sign the minutes.

(b) Minutes of the Communication Committee meeting 23rd June 2026.

Cllr C Shepherd said that the ABM had agreed to continue with the role of the Village Voice editor. The final honorarium payment to the previous editor will be made in the July payments.

The Committee have agreed to a working group to progress the Village Map. The working group consist of Cllrs T Bubb, S Foxley, R Frost, C Shepherd, M Shepherd and B Thomas.

(i) Recommendation to approve Terms of Reference (TOR)

Cllr C Shepherd said the Committee had reviewed their TOR and had made 1 amendment which had been circulated via SharePoint. Cllr C Shepherd proposed the TOR be adopted by Full Council. **It was resolved to approve the proposal**.

(c) Minutes of the Environment Committee meeting 6th July 2026

Cllr M Ward said there were no items to bring to full council.

(i) Recommendation to approve Terms of Reference

Cllr C Shepherd explained the committee had reviewed their TOR and no amendments were made. Cllr C Shepherd proposed the TOR be readopted, **It was resolved to approve the proposal.**

(d) Minutes of the Planning Committee meeting 13th July 2026

(i) Recommendation to approve Terms of Reference

Cllr B Thomas said the Committee had reviewed their TOR with only a minor grammar change made. Cllr B Thomas proposed the TOR be adopted by full council. **It was resolved to approve the proposal.**

(ii) Readoption of Probity and Planning Protocol policy

Cllr B Thomas advised the policy had been reviewed by the Committee and had made 1 amendment which had been circulated via SharePoint. Cllr B Thomas proposed the policy be adopted by full council. **It was resolved to agree the proposal**

(e) Minutes of the Finance & Admin Committee meeting 13th July 2026

(i) Readoption of Asset Valuation Policy

Cllr M Shepherd said the Asset Valuation Policy was last adopted in 2024 and that the F&A Committee had reviewed it with no amendments needed. Cllr M Shepherd proposed the policy be readopted by full council. **It was resolved to approve the proposal.**

(II) Installation of Air Conditioning

Cllr M Shepherd advised the DVCA had obtained a quote to have air conditioning installed in the Loft, Comms Room and the PC office. This had been discussed at the last F&A meeting and the committee had agreed they would progress the project alongside the DVCA with the view of the expenditure being shared. Cllr M Shepherd said the PC contribution could be funded from the Property Reserve however two further quotes will need to be obtained before a decision could be made. And quotes for additional electrical work will also be needed. Cllr M Shepherd proposed that the PC proceed, in principle, with the project. **It was resolved to approve the proposal.**

(f) Notes of the Staffing Committee meeting 20th July 2026

Cllr C Shepherd explained, that as the ABM has agreed to continue in the role as Village Voice editor, it would result in more work and responsibility, it had been agreed by the Staffing Committee to award the ABM additional hours and a pay upgrade with immediate effect.

Request to vire remaining honorarium monies code 6020 – Village Voice production to code 3000 – Staffing costs.

Cllr C Shepherd proposed to vire the £1580 remaining in code 2060 – Village Voice Production to code 3000 – Staffing Costs. **It was resolved to approve the proposal.**

Readoption of the following policies:

(i) Disciplinary Policy
(ii) Employee Working Hours Policy
(iii) Equal Opportunities Policy
(iv) Grievance Policy
(v) Lone Working Policy
(vi) Member – Officer Policy
(vii) Sickness Absence Policy

Cllr C Shepherd advised the above policies were now due to be readopted. Cllr C Shepherd proposed, that as none of the policies had been amended, all policies be readopted by full council. **It was resolved to approve the proposal.**

8 Planning applications:

Applications:

26/01128/F – Demolish existing porch, garage, conservatory, and ground floor bathroom. Remove staircase and certain internal walls at ground and first floor level. Erect new two storey extension, conservatory and wet room, erect new detached garage, form new dormer window with cat slide roof at 20 Glebe Road, Dersingham. It was agreed - No objections to the proposed extension of the house but object to the location of the garage in the front garden, which would make the site cramped and overdeveloped, that is out of character and not in keeping with the local street scene. Ensure that obscure glass in used in all the ensuite bathrooms.

Determinations:

26/00049/TPO – 2/TPO/00050 and Conservation Area: T1 Copper Beech Tree on the front boundary next on the driveway and T2 Black Pine Tree on the west boundary (located at the Vicarage) at 12 Shernborne Road, Dersingham- TPO decision - Consent – 14th July 2026 – Delegated Decision.

9 Neighbourhood Plan (NP) Update

Cllr N Barker said he had written an update which had been circulated via SharePoint prior to the meeting, he asked if there were any questions regarding the report. There was no question. Cllr N Barker said the consultant leading the NP had said the workload would fluctuate throughout the process. Those involved have been busy since Christmas however the plan has remained on schedule. Cllr N Barker thanked all those involved with the NP for all their hard work.

10 Chairmans Report

The Chairman advised she had been busy with the Neighbourhood Plan, Dersingham Village Centre, and the Sports Ground Association.

11 Business Managers Report

The BM reported:

Quotes are being obtained for the Project Priority list; it is hoped the quotes will be ready for September's meeting.

12 Correspondence

12.1 Email regarding parked cars on Lynn Road and Manor Road

An email had been received expressing concerns about two specific areas where cars are parked causing visual obstruction for cars attempting to pass. The bend outside two to six Lynn Road and the other is Manor Road just past the Coach and Horses. After discussion it was agreed to wait for an update from Cllr Jarvis regarding the issue.

12.2 Email regarding usage of the Recreation Ground

Cllr C Shepherd advised that a request had been received to allow a baby and toddler group, based in Hunstanton, to use the recreation ground to hold an outdoor session whilst they are closed for the summer on the 13th August from 9.30 to 12.30. Access will be required on the day to allow chairs, tables and a gazebo to be set up. A risk assessment has been submitted for the event by the organiser. Councillors discussed the request. **It was resolved to approve the request.**

13 Open the meeting to allow Public Participation -None present

14 Items for inclusion on the next agenda

Cllr C Shepherd asked councillors to inform the BM of any request for the next agenda.

15 Date of next meeting –

Full Council Meeting 7.00pm Monday 28th September 2026 in the Garden Room.

The meeting was placed in closed session at 8.17pm

16 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.

17 Lease Update – QE II Jubilee Hall

Cllr C Shepherd said the Chairman of the Social Club had contacted her and advised that their solicitor required to see some additional paperwork regarding the named trustees, there has been no further update.

18 Sports Ground Update

Cllr C Shepherd advised the Sports Ground Association had met and discussed the changing facilities during the football season whilst the refurbishment is carried out. Hiring temporary cabins would incur further high costs therefore the refurb start date has been postponed until April next year.

With no further business the meeting was closed at 8.20pm

Action Points

Business Manager

- To confirm with the organiser that the event for the toddler group at the recreation ground has been agreed.

Cllr C Shepherd

- To ask the RFO to vire the £1580 remaining in code 2060 – Village Voice Production to code 3000 – Staffing Costs

Dersingham Parish Council

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

BACS APPROVALS LIST 24.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1025	BACS.ZUR. 30.07.26	£7,050.71	£0.00	£7,050.71	£7,050.71	06/06/26	557089907	Zurich - Insurance Renewal for 26/27	£7,050.71
1012	BACS.HMR C.30.07.26	£58.22	£0.00	£58.22	£58.22	30/06/26	VAT	HMRC-VAT - VAT payment 01/04/26 - 30/06/26	£58.22
1013	BACS.DOM .30.07.26	£120.00	£0.00	£120.00	£120.00	02/07/26	June 26	David Doman - War Memorial Maintenance 5 visits @ £20.00 plus 54 bedding begonias.	£120.00
	1	£100.00	£0.00	£100.00	ENV		5 Visits to war memoria		
	2	£20.00	£0.00	£20.00	ENV		plants for the planters		
1016	BACS.WAV .30.07.26	£39.14	£0.00	£39.14	£39.14	02/07/26	16745934	WAVE - Water charges Jan to July 26	£39.14
1034	BACS.ARK. 30.07.26	£8.18	£1.36	£6.82	£8.18	03/07/26	809707	Ark ICT Solutions Ltd - Monthly Phone Charges	£8.18

Signature ______________________ Signature ______________________

Date ______________________

Dersingham Parish Council

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

BACS APPROVALS LIST 24.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1017	BACS.PJB. 30.07.26	£1,529.58	£254.92	£1,274.66	£1,529.58	06/07/26	SI-1242	P J & B Jones Ltd - Grass cutting for June 26	£1,529.58
1		£214.34	£35.72	£178.62	REC		To cut grass at Playing £89.31 (5 of 16)		
2		£71.90	£11.98	£59.92	REC		To cut childrens play ar @£29.96 (5 of 16)		
3		£169.92	£28.32	£141.60	ENV		To cut grass at Broadla close @£70.80 (5 of 14		
4		£53.35	£8.89	£44.46	ENV		To cut grass at Earls Cl £22.23 (5 of 14)		
5		£210.12	£35.02	£175.10	ENV		To cut grass at Crisp Cl @£87.55 (5 of 14)		
6		£133.54	£22.26	£111.28	ENV		To cut grass at village c north, south and west @ of 14		
7		£96.30	£16.05	£80.25	WARR		to cut grass at pakenha £80.25 (3 of 6)		
8		£25.68	£4.28	£21.40	ENV		to cut grass at Mountba @£21.40 (3 of 6)		
9		£126.72	£21.12	£105.60	WARR		to cut grass at Phillip Nu Road @£52.80 (5 of 14		
10		£109.14	£18.19	£90.95	WARR		to cut grass The Warrer fire break @£90.95 (3 c		
11		£78.37	£13.06	£65.31	WARR		to cut grass The Warrer footpaths GC1 @£65.3		
12		£83.46	£13.91	£69.55	ENV		to cut grass Lynn / Heat @£69.55 (3 of 6)		

Signature ____________ Signature ____________

Date ____________

Dersingham Parish Council

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

BACS APPROVALS LIST 24.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
13		£0.00	£0.00	£0.00		WARR	to cut FP3 right of way (@£115.36 (1 of 6)		
14		£156.74	£26.12	£130.62		ENV	to strim dyke Manor Roa Sherbourne Road (GLC		
1019	BACS.ACN. 30.07.26	£100.00	£0.00	£100.00	£100.00	08/07/26	617	AC Norfolk Ltd - All as your quotation dated 17th March 2026 Removal of old dog bin DW05 on Station Road opposite Pansey Drive and installation of new dog bin supplied by Dersingham Parish Council At a cost of £100 I will let you know as soon as the new dog bin has been delivered.	£300.00

Signature ____________________ Signature ____________________

Date ____________________

Dersingham Parish Council

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

BACS APPROVALS LIST 24.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1020	BACS.ACN. 30.07.26	£200.00	£0.00	£200.00	£200.00	08/07/26	618	AC Norfolk Ltd - All as your quotation dated 17th March 2026 To carefully remove Coastal Veterinary Group and Dersingham Veterinary Clinic stickers (plus faded dog stickers) off all dog bins as the attached photos. Except the dog 'keep clean' stickers on DW06, DW18 and DW25 Please ensure that the hot air gun doesn't bubble or burn the paint or metal dog bins or melt the plastic dog bins. Please let Dersingham Parish Council know when you are ready to undertake the work to allow for new stickers to be placed on the bins.	£300.00
1021	BACS.VIK. 30.07.26	£79.13	£13.19	£65.94	£79.13	10/07/26	4410885826	Viking Direct Ltd - Pedestal Fan	£79.13
1026	BACS.AST. 30.07.26	£150.91	£25.15	£125.76	£150.91	13/07/26	PRO-76628	Aston Shaw - Quarterly Payroll Charges to 13.07.26	£150.91
1028	BACS.CLA N.30.07.26	£2,504.00	£0.00	£2,504.00	£2,504.00	14/07/26	51441	Clanpress - 3100 village voice issue 161 72pp	£2,504.00

Signature ______________ Signature ______________

Date ______________

Dersingham Parish Council

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

BACS APPROVALS LIST 24.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
Total		£11,839.87	£294.62	£11,545.25	£11,839.87				

Signature ______________________ Signature ______________________

Date ______________________

Dersingham Parish Council

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

DC APPROVALS LIST 24.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1018	DC.MISC.10.07.26	£79.18	£13.20	£65.98	£79.18	09/07/26	109508	Misco Technologies Ltd - Logitech Wireless Mouse & Keyboard for Business Manager	£79.18
1027	DC.AMAZ.14.07.26	£217.51	£36.25	£181.26	£217.51	14/07/26	July 26	Amazon - Meeting Owl Case	£217.51
1029	DC.JL.30.07.26	£586.49	£97.75	£488.74	£586.49	14/07/26	561746884	John Lewis & Partners - Apple Ipad & Case	£586.49
Total		£883.18	£147.20	£735.98	£883.18				

Signature ______________________ Signature ______________________

Date ______________________

Dersingham Parish Council

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

CONFIDENTIAL APPROVALS LIST 15.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£4,278.50	£0.00	£4,278.50	£4,278.50		Confidential		
Total		£4,278.50	£0.00	£4,278.50	£4,278.50				

Signature ______________ Signature ______________

Date ______________

Dersingham Parish Council

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

ADDITIONAL DD & SO APPROVALS LIST 27.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1040	DD.ECBS.30.07.26	£42.53	£7.09	£35.44	£42.53	24/07/26	305631	East Coast Business Solutions Ltd - Service charge for printer	£42.53
Total		£42.53	£7.09	£35.44	£42.53				

Signature ______________________ Signature ______________________

Date ______________________

Dersingham Parish Council

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

Amended Approval for System 3 27.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1014	DD.K&M.30.07.26	£169.74	£28.29	£141.45	£169.74	01/07/26	10085	K & M Lighting Services - Street Lighting Monthly Maintenance charges 1st July to 31st July 2026	£169.74
1036	DD.BCKLWN.30.07.26	£819.94	£136.66	£683.28	£819.94	01/07/26	July 26	Borough Council Of King's Lynn & West Norfolk - Monthly Dog Bin Charges July 26	£819.94
1015	DD.Drax.30.07.26	£223.63	£10.65	£212.98	£223.63	02/07/26	IN11094994563	Drax Energy Solutions Ltd - Electricity 1st June - 30th June 2026	£223.63
1022	DD.PWLB.30.07.26	£3,769.95	£0.00	£3,769.95	£3,769.95	10/07/26	March 2026	Public Works Loan Board - Loan Repayment Due - Repayment date 07.08.26	£3,769.95
	1	£1,992.33	£0.00	£1,992.33		CNCL	Loan Repayment - Capi		
	2	£1,777.62	£0.00	£1,777.62		CNCL	Loan Repayment - Inter		
1024	DD.DOM.30.07.26	£320.00	£0.00	£320.00	£320.00	13/07/26	July 26	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract July 26	£320.00
1035	SO.JJ.30.07.26	£100.00	£0.00	£100.00	£100.00	17/07/26	Jul 26	Jo Halpin Jones - Village Voice Honorarium July 26	£100.00
1008	DD.SYS.30.06.26	£134.82	£22.47	£112.35	£134.82	22/07/26	July 26	System:3 Business Solutions - Monthly Microsft Business Basic subscription x 17 @£4.83 plus Business Standard subscription x 3 @£10.08	£134.82

Signature ______________ Signature ______________

Date ______________

Dersingham Parish Council

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

Amended Approval for System 3 27.07.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1037	DD.BARC.24.07.26	£9.10	£0.00	£9.10	£9.10	24/07/26	May to June	Barclays Bank - E-Payment Plan Charges for 13 May to 14 June 2026	£9.10
1038	DD.LS.30.07.26	£47.99	£8.00	£39.99	£47.99	24/07/26	July 26	LightSpeed Broadband Ltd - Monthly Broadband Charges	£47.99
1039	DD.UT.30.07.26	£7.00	£0.00	£7.00	£7.00	24/07/26	Monthly Charge	Unity Trust Bank - Bank Charges	£7.00
Total		£5,602.17	£206.07	£5,396.10	£5,602.17				

Signature ______________ Signature ______________

Date ______________