

**Draft Minutes of the Dersingham Parish Council meeting held on 27<sup>th</sup> March 2023 at 7pm in the Dersingham Village Centre**

**Councillors present:** Coral Shepherd (Chairman), Brian Anderson (Vice Chairman) (Left 8.12pm) Robert Frost, Dane Hipkin, John Houston, Martin Noble, Mike Shepherd, Jordan Stokes (arrived 7.40pm), and Ann Watkins

**Also present:** Karen Orgill (Business Manager). Geraldine Scanlon (Assistant Business Manager – Minute taker) Borough Councillor Judy Collingham (Left at 7.25pm)  
1 Member of the public (Left at 7.10pm)

**14238 Apologies for absence**

Apologies were received from Cllrs Robert Anderson, Tony Bubb, Valerie Brundle and Dennis Wright

**14239 Declarations of interest and request dispensations by Councillors in any of the agenda items listed – None Received.**

**14240 Open forum for public participation – .**

A Parishioner raised his concerns regarding the notice served on Dersingham Post Office, this states the postmen will no longer work and sort at Dersingham and will be transferred to King's Lynn sorting office. This would mean a considerable cut in wages to those that run the post office. The Parishioner advised he had written to the Local MP James Wild but had received no response to date. After discussion it was agreed for the Parishioner to supply the Parish Council with various statistics to enable them to write to the local MP expressing concerns. Individuals are also urged to write expressing their concerns.

**14241 To receive a verbal report from the Norfolk County Councillor**

Cllr Stuart Dark was not present.

The Chairman stated at the previous Full Council meeting Cllr Dark had agreed to make enquiries regarding the litter along the A149, a litter pick has since been carried out

**14242 To receive a verbal report from the Borough Councillor**

Cllr J Collingham reported the following:

Cllr Bubb was unable to attend this evening's meeting as he was at a Borough Council meeting.

She had cleared litter from around the Sports Ground and had to pay at the recycling centre to dispose of the rubbish and asked if the litter collected after the litter pick on the 8<sup>th</sup> May would be collected by the Borough Council. Cllr C Shepherd confirmed the rubbish would be collected. Cllr M Noble advised he would speak to Mr Hornigold from the Internal Drainage Board to enquire who would be able to assist with the removal of a washing machine from the dyke running along the sports field

Work is continuing with the regeneration projects for the Borough Council particularly the waterfront regeneration.

## 14243 Finance

### (a) To approve Payments for March 23

Cllr C Shepherd advised the payments lists were circulated and available on Sharepoint.

She reminded councillors that payment to UK PowerNetwork has to be made prior to the works starting.

An additional payment to Clanpress, for the Village Voice, for £2302.00 needs approval.

Cllr M Shepherd queried the insurance amount shown on the Vikings Invoices.

The Business Manager said she will investigate the charges.

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

### (b) Current Financial Position (Financial Budget Comparison (FBC) and Reserves Report)

The Financial Budget Comparison and Reserves Report had been circulated

Cllr M Shepherd said a revised Reserves list had been circulated that day which shows the Covid Reserves closed and the funds transferred to the Project Reserves.

### (c) Internal Audit Controllers Quarterly (IAC) Report – January 23 to March 23

Cllr C Shepherd advised there was no IAC Report as the checks cannot be completed until the end of March 23. The item was deferred until April's Full Council meeting

## 14244 Minutes

### (a) Full Council and Precept Setting meeting 30<sup>th</sup> January 2023.

#### (i) To approve the minutes

Cllr B Anderson felt the Wash Barrage should be a more prominent subject for discussion. Cllr C Shepherd agreed and said it will be added to the next Full Council agenda.

### **It was resolved to approve the Chairman signs the Minutes as a true and accurate record**

#### (ii) Action points

Action points were discussed and those completed removed.

### (b) Minutes of the Communications Committee Meeting 2<sup>nd</sup> March 2023

Cllr C Shepherd advised there were no recommendations for Full Council.

### (c) Minutes of the Environment Committee Meeting 6<sup>th</sup> March 2023

Cllr R Frost advised the recently purchased oak tree has now been planted by the Village Sign.

New "No Dogs" signage has been ordered to be placed outside the playground, along Bank Road.

### (d) Minutes of Finance & Administration Committee Meeting 13<sup>th</sup> March 2023

Cllr M Shepherd advised there were no recommendations to bring to Full Council. He advised that most Councillors are now able to access Sharepoint,

Cllr Hipkin asked if there was an update regarding the safety anchorage points on the roof of the Village Centre. Cllr C Shepherd advised the contractor had cancelled the arranged meeting, and another date has not been set at present.

### (e) Staffing Committee 20<sup>th</sup> March 2023

Staffing Committee had agreed to make the Business Manager a permanent member of staff after completing her probationary period.

#### **14245 Planning applications and determinations**

##### **Applications:**

**22/02307/F** Two storey rear extension to dwelling at 6 Pansey Drive, Dersingham – **No objections**

##### **Determinations:**

**22/00277/SU** Mast Telecom – - 71 Station Road Dersingham Norfolk -  
Notification: Proposed Upgrade to existing radio base station  
Consent not required – 9<sup>th</sup> March 2023

#### **14246 Chairman's Report**

The Chairman reported that the Borough Council had awarded us a grant of £5800.00 for the replacement of the street light columns on Glebe Road. The order for this work has now been placed. She also reported that for the first grant for the replacement of 5 concrete columns, work has been completed for 3 columns. Part payment of the grant was made within 40 minutes of the claim being made. Compliments to the Borough Council staff for their efficiency. The money will be placed in the Project Reserve next week.

The CIL grant applied for by Dersingham VA Primary & Nursery school for a new library has been agreed.

#### **14247 Business Managers Report**

A parishioner had emailed and supplied pictures of a den in bypass woods and the landowner had been made aware of the situation.

#### **14248 HM The King's Coronation Saturday 6<sup>th</sup> May 2023 – Village events**

Cllr C Shepherd reported the following:

The Parish Councils "seeKINGS" event previously suggested has now been cancelled and replaced with a "SeeKINGS" quiz, that takes place throughout the coronation weekend. It involves 75 questions and has a cash prize of £75.00. Forms will be available from the Post Office and the Parish Council Website. On the morning of Monday 8<sup>th</sup> we will be arranging a litter pick around the village as part of the Big Help Out day.

In the afternoon we will be hosting a Fancy Dress Competition for children aged between 5 and 10, with book tokens as a proposed prize for winners.

The church service is to be held Sunday 7<sup>th</sup> May at 6.00pm

#### **14249 Formal adoption of the revised hiring policy of the recreation ground.**

The Chairman reminded Councillors that in the past she had advised everyone about the Dersingham Recreation Ground Charity. It had been transferred to the Parish Council in 1920 and the PC is the sole trustee. and this means that an annual meeting of trustees is required. The Chairman proposed a separate meeting be held at 6.15pm, prior to the Full Council meeting on 24<sup>th</sup> April 2023, charity trustee meetings are not held in public so this meeting would be held excluding press and public. It was resolved to approve the proposal.

Cllr Bubb had previously raised the issue of banning the use of sky lanterns etc on Parish Council land, and it had been agreed to update the hiring policy for the

recreation ground. The Business Manager has now amended the policy and circulated it to Councillors. Cllr C Shepherd proposed the amended policy be adopted. It was resolved to approve the proposal.

**14250 Correspondence**

**13.1 Speeding Traffic on Sandringham Road.**

Cllr C Shepherd advised Cllr Dark had agreed to look into the issue of speeding along Sandringham Road at the previous Full Council meeting, however no update has been received to date.

Councillors discussed possibilities of dealing with speeding throughout the village. It was agreed the item be deferred to the next Environment Committee meeting.

**14251 Open meeting to allow Public Participation.** – No public were present

**14252 Items for inclusion on the next agenda.**

The Wash Barrage

**14253 Date of next meeting** – Monday 24<sup>th</sup> April 2023, 6.15pm Dersingham Recreation Ground Trustee meeting.

7.00pm Full Council meeting Garden Room.

The meeting was placed in closed session at 8.07pm

**EXCLUSION OF THE 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.

**14254 Leases Update**

**(a) Update on Sports Ground Lease**

Cllr C Shepherd advised she is to attend a meeting with the Solicitor to discuss the redrafted underlease.

A complaint had been made by a member of the public to the Borough Council regarding the gazebo erected outside the pavilion on the sports ground. that Planning permission was required. The relevant parties had been informed and it is understood that the gazebo will be removed.

**(b) Update on Queen Elizabeth II Jubilee Hall Lease**

The Social Club had requested copies of correspondence from the Parish Council concerning the lease and the rent, these have now been supplied. The newly formed committee are due to meet Tuesday 28<sup>th</sup> March.

With no further business the meeting closed at 8.25pm

**Action points from the Parish Council meeting held 26<sup>th</sup> September 2022:**

**Business Manager**

- To arrange to become a signatory on the main bank account.

# Dersingham Parish Council

## Expenditure transactions - approval list

Start of year 01/04/22

DD and SO Approval List 27.03.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
289	DD.BB.27.0 3.23	£8.50	£0.00	£8.50	06/03/23	Barclays Bank - E-Payment Plan Charges	
		£8.50	£0.00	£8.50		Barclays Bank - Total	
287	DD.BT.01.0 3.23	£61.14	£10.19	£50.95	17/03/23	British Telecommunications - Account GP 0042 4560 Telephone/Broadband	
260	DD.BT.29.0 3.23	£61.14	£10.19	£50.95	16/02/23	British Telecommunications - Account GP 0042 4560 Telephone/Broadband	
		£122.28	£20.38	£101.90		British Telecommunications - Total	
275	SO.C&E.29 03.23	£270.00	£0.00	£270.00	02/03/23	C & E Handyman Services - Cleaning Contract	
		£270.00	£0.00	£270.00		C & E Handyman Services - Total	
276	SO.JHJ.27. 03.23	£88.33	£0.00	£88.33	02/03/23	Jo Halpin Jones - Village Voice Honorarium	
		£88.33	£0.00	£88.33		Jo Halpin Jones - Total	
279	SO.K&M.27. 03.23	£147.35	£24.56	£122.79	06/03/23	K & M Lighting Services - Streetlight Maintenance from 01.03.23 to 31.03.23	
		£147.35	£24.56	£122.79		K & M Lighting Services - Total	
288	DD.OPUS. 30.03.23	£557.05	£92.84	£464.21	17/03/23	OPUSEnergy - Account No.1177312	
		£557.05	£92.84	£464.21		OPUSEnergy - Total	
277	DD.SYS.27 03.23	£50.04	£8.34	£41.70	02/03/23	System:3 Business Solutions - 365 Subs	
1		£33.84	£5.64	£28.20		CNCL Microsoft 365 Business Standard	
2		£16.20	£2.70	£13.50		CNCL Microsoft 365 Business	
		£50.04	£8.34	£41.70		System:3 Business Solutions - Total	
290	DD.UW.27. 03.23	£13.40	£2.23	£11.17	20/03/23	Utility Warehouse - Mobile Phone Account No: 7728326	
		£13.40	£2.23	£11.17		Utility Warehouse - Total	
<b>Total</b>		£1,256.95	£148.35	£1,108.60			

Signature

Signature

Date

# Dersingham Parish Council

## Expenditure transactions - approval list

Start of year 01/04/22

BACS and DD Approval List 27.03.23

Approval no 1

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
278	BACS.KLW N.27.03.23	£3,432.00	£572.00	£2,860.00	02/03/23	Borough Council Of King's Lynn & West Norfolk - Dog Bin emptying 33 dog bins 2022/2023
		<b>£3,432.00</b>	<b>£572.00</b>	<b>£2,860.00</b>		Borough Council Of King's Lynn & West Norfolk - Total
281	BACS.DD.2 7.03.23	£60.00	£0.00	£60.00	06/03/23	David Doman - War Memorial Maintenance 4 visits
		<b>£60.00</b>	<b>£0.00</b>	<b>£60.00</b>		David Doman - Total
291	BACS.DG.2 7.03.23	£168.00	£28.00	£140.00	06/03/23	Dolphin Graphics - Print as an A4 self-adhesive vinyl sheet for:
1		£90.00	£15.00	£75.00		ENV Coastal Vets
2		£12.00	£2.00	£10.00		ENV R B Turf
3		£66.00	£11.00	£55.00		ENV Dersingham Vets
		<b>£168.00</b>	<b>£28.00</b>	<b>£140.00</b>		Dolphin Graphics - Total
280	BACS.GLA S.27.03.23	£1,034.41	£172.40	£862.01	14/02/23	Glasdon Uk Limited - Clifton Picnic Table With Wheelchair Access
1		£1,005.49	£167.58	£837.91		CIL Clifton Picnic Table with Wheelchair Access
2		£28.92	£4.82	£24.10		CIL Ground Fixing with tam resistance fixing
		<b>£1,034.41</b>	<b>£172.40</b>	<b>£862.01</b>		Glasdon Uk Limited - Total
293	BACS.GOA L.23.03.23	£150.00	£0.00	£150.00	21/03/23	Go Awesome Limited - Deposit for Entertainer 08 May 2023 3.00pm-5.00pm
		<b>£150.00</b>	<b>£0.00</b>	<b>£150.00</b>		Go Awesome Limited - Total
292	BACS.UKP N.27.03.23	£7,737.60	£1,289.60	£6,448.00	15/03/23	UK Power Networks - Same day disconnection and reconnection of an existing unmetered electricity supply to four no. street lights (9018, 9019, 9020, 9021) at Glebe Road Dersingham PE31 6QA.
		<b>£7,737.60</b>	<b>£1,289.60</b>	<b>£6,448.00</b>		UK Power Networks - Total
<b>Total</b>		<b>£12,582.01</b>	<b>£2,062.00</b>	<b>£10,520.01</b>		

Signature

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Date

# Dersingham Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/22

Additional BACS Approval List 27.03.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
294	BACS.1VD. 27.03.23	£234.36	£39.06	£195.30	22/03/23	Viking Direct Ltd - Order 000433130	£234.36
1		£107.99	£18.00	£89.99		CNCL Operator Chair	
2		£3.55	£0.59	£2.96		CNCL Insurance	
3		£71.88	£11.98	£59.90		CNCL RM Paper Off WE A4	
4		£50.94	£8.49	£42.45		CNCL RM PRNT DTCOPY A4 8	
295	BACS.2VD. 27.03.23	£278.35	£46.39	£231.96	22/03/23	Viking Direct Ltd - Filing Cabinet and insurance charge	£278.35
<b>Total</b>		£512.71	£85.45	£427.26			

Signature

Date

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