

Draft Minutes of the Dersingham Parish Council meeting held on 22nd May 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman) Valerie Brundle, Tony Bubb, Robert Frost, John Houston, Martin Noble, Mike Shepherd, Jordan Stokes, and Ann Watkins.

Also present: Karen Orgill (Business Manager- BM). Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)

14288 Apologies for absence – Cllrs Dane Hipkin and Dennis Wright

14289 Declarations of interest and request dispensations by Councillors in any of the agenda items listed – None Received.

14290 Public participation – None present

14291 To receive a verbal report from Norfolk County Council
Cllr S Dark was not present

14292 To receive a verbal report from the Borough Councillors.
Cllr J Collingham was not present.
Cllr Bubb advised there was nothing to report from the Borough Council, and advised Margaret Wilkinson has taken position as the new Mayor of King's Lynn. The following items Cllr Bubb is going to take forward with the Borough Council. Parking issues at Duck Decoy Close.
The contractors van that is permanently parked on Lynn Road near the pedestrian crossing that causes an obstruction, and the possibility of extending the zigzag road markings from the pedestrian crossing to Post Office Road to prevent parking.
Cllr Bubb is to follow up on the request from residents at Wallace Twite Way to adopt the green areas outside their properties to enable them to maintain them, this request was made after the Borough Council had previously cleared the site.

14293 To approve Annual Governance and Accountability Report (AGAR) 2022/23
a) End of year accounts 2022/23

Cllr C Shepherd advised the bank reconciliations, VAT report, Financial Budget Comparison for 2022/23 along with the IAC quarterly report had been circulated via SharePoint prior to the meeting for Councillors information.

b) Section 1 Annual Governance Statement 2022/23

The Chairman said the AGAR form had been put on SharePoint.

Page 3 of the AGAR had been completed by the Internal Auditor.

The Chairman read through the statements shown on Section 1, page 4 Annual Governance Statement 2022/23 of the AGAR form. Each response was agreed by Full Council, the form was completed and signed by the Chairman.

Cllr M Shepherd asked if the BM had submitted zero returns to the Charity Commission for the Recreation Ground Charity. She said she had submitted 2021/22 return but had been unable to complete 2022/23 due to a system error.

c) Section 2 Accounting Statements 2022/23

Cllr C Shepherd said the figures shown on Section 2, Page 5 Accounting Statement had been completed by the RFO.

Cllr M Shepherd advised he had performed basic checks on the figures and all appeared to be in order.

Question 11a, page 5 was discussed. Councillors agreed to submit a "No" response.

Question 11b, page 5 was discussed. Councillors agreed to submit a "N/A" response.

14294 Finance

a) Current Financial Position (Financial Budget Comparison (FBC) & Reserves Report)

Cllr C Shepherd said the FBC and Reserves reports had not been received as the RFO had been unable to complete the bank reconciliation.

Cllr M Shepherd suggested once the FBC and Reserve figures are received from the RFO the F&A Committee discuss them at their next meeting, this was agreed.

b) To approve Payments for May 2023

The Chairman stated that the staff salaries would ordinarily be authorised by the Staffing Committee, however due to the elections there had been no Staffing Committee meeting, therefore proposed the staff salaries be authorised, on this occasion, by Full Council. **It was resolved to approve the proposal.**

The Chairman advised the following payment lists had been made available on SharePoint.

The BACS Approval List - an additional payment is to be added to the list. A payment of £75.00 is to be made to the winner of The SeeKINGS Quiz held over the weekend of King Charles III Coronation. The winner had requested the payment be made by cheque.

The DD and SO Approval List – For Information

The Grants Payments Approval List – Cllr M Shepherd advised one of the recipients of the Grants had approached Cllr C Shepherd to ascertain when they would receive the funds and he proposed to release the Grant funds as previously agreed by the F&A Committee. **It was resolved to approve the proposal.**

It was resolved to approve the payments

14295 Minutes

a) Minutes of the Communications Committee Meetings 27th April 2023

Cllr C Shepherd advised there were no recommendations to bring to Full Council and reported the Committee had commenced work on the Menai Bridge protocol.

b) Minutes of the Annual Parish Council Meeting 15th May 2023

It was resolved to approve that the Chairman sign the Minutes as a true and accurate record

14296 Planning applications and determinations

Applications:

23/000510/F Replace existing wall with a heavy-duty close board wooden panelled fence set between smooth faced (wet cast) slotted concrete posts and concrete gravel boards – 2 Chestnut Close, Dersingham

Object – The fence is out of character with the surrounding area. If approval is given by the Borough Council the Parish Council request the fair side be public facing, with no concrete posts on show.

23/00661/F Proposed single storey rear extension, new roof and rooflights to existing side infill extension and new window to front elevation at 10 Woodside Avenue, Dersingham

No Objections – The Parish Council request the sky light doesn't omit excessive amounts of light, as it is close to a wooded area inhabited by bats.

23/00664/F Proposed single storey extension to form additional living space to the rear and new porch at 31 Saxon Way, Dersingham

No Objections

Determinations:

23/00249/F – 5 Woodside Close, Dersingham – Retrospective single storey rear extension – Application Permitted – 20 April 2023 – Delegated Decision

23/00545/PAGPD – 3 Woodside Avenue, Dersingham – Single storey rear extension which extends beyond the rear wall of 5.20m with a maximum height of 3.58m and a height of 2.38m to the eaves. – GPD HH extn – Not Required – 3 May 2023 – Delegated Decision

New TPOs

2/TPO/00662 – 1 Oak Tree - 29 Pansey Drive, Dersingham – TPO made on 26 April 2023

2/TPO/00665 – Mixed Woodland - 6 Doddshill Road and Adj Lane, Dersingham – TPO made on 26 April 2023

14297 Correspondence
None received

14298 Public Participation
None present

14299 Items for inclusion on the next agenda
Cllr C Shepherd requested Councillors notify the BM of any items to be added to the next agenda

14300 Date of next meetings
Annual Parish meeting 23rd May 2023 at 7.00pm, Garden Room.
Full Council Meeting Monday 26th June 2023 7pm, Garden Room

With no further business the meeting closed to the public at 7.45pm

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.

14301 Leases Update

(a) Sports Ground

Cllr C Shepherd advised the amendments to the Sports Ground lease discussed at April's Full Council meeting had now been made and confirmation had been received from the Solicitor that the landowner has approved the draft underlease. Cllr C Shepherd proposed the draft underlease be given to the Sports Ground CIC for comments. **It was resolved to approve the proposal.** Cllr C Shepherd said she had obtained the revised plans/specification for the new pavilion. Councillors discussed the plans. It was agreed for Cllr C Shepherd to contact the CIC with Councillors comments.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised there is no update regarding the Queen Elizabeth II Jubilee Hall lease.

With no further business the meeting closed at 8.15pm

Action points from the Parish Council meeting held 26th September 2022:

Business Manager

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

Action points from the Parish Council meeting held 24th April 2023:

Cllr C Shepherd

- To contact the owner of the post office about the closure of Dersingham Sorting Office.

Action points from the Annual Parish Council meeting 15th May 2023

Cllr V Brundle

- To forward response received from Cllr Wild to Cllr C Shepherd

Action points from the Annual Parish Council meeting 22nd May 2023

Cllr C Shepherd

- To circulate the Sports Ground lease to the CIC Trustees
- To submit comments from Councillors regarding the new Pavilion plans.

With no further business the meeting was closed at 8.15pm

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

BACS Approval LIST 22.05.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
25	BACS.DD.2 2.05.23	£91.00	£0.00	£91.00	08/05/23	David Doman - War Memorial maintenance
1		£60.00	£0.00	£60.00		ENV 4 visits in April
2		£31.00	£0.00	£31.00		ENV Replace shrubs lost dur winter
		£91.00	£0.00	£91.00		David Doman - Total
37	BACS.NPT C.22.05.23	£535.00	£0.00	£535.00	19/05/23	Norfolk Parish Training & Support - Subscription 2023/2024
		£535.00	£0.00	£535.00		Norfolk Parish Training & Support - Total
23	BACS.PJ& B.22.05.23	£892.29	£148.71	£743.58	08/05/23	P J & B Jones Ltd - Grass cutting
1		£98.50	£16.42	£82.08		ENV Village Centre North So West 4th and 28 April
2		£166.56	£27.76	£138.80		REC Playing Field 4th and 28 April
3		£132.19	£22.03	£110.16		ENV Broadlands Close 4th and 28 April
4		£163.30	£27.22	£136.08		ENV Crisp Close 4th and 28 April
5		£41.47	£6.91	£34.56		ENV Earls Close 4th and 28 April
6		£69.98	£11.66	£58.32		WARR Pakenham Drive 4th and 28 April
7		£60.91	£10.15	£50.76		WARR The Warren(GCA12) 4th and 28 April
8		£60.91	£10.15	£50.76		WARR The Warren Footpaths(4th April
9		£98.47	£16.41	£82.06		ENV Philip Nurse Road 4th and 28 April
		£892.29	£148.71	£743.58		P J & B Jones Ltd - Total
38	BACS.PB.2 2.05.23	£549.00	£91.50	£457.50	19/05/23	Price Bailey - For undertaking a review of financial controls as part annual audit work, incorporating a review of the 2022-2023 AGAR (second half of fee due)
		£549.00	£91.50	£457.50		Price Bailey - Total
24	BACS.SYS. 22.05.23	£336.00	£56.00	£280.00	08/05/23	System:3 Business Solutions - Remote Technical Services
		£336.00	£56.00	£280.00		System:3 Business Solutions - Total
Total		£2,403.29	£296.21	£2,107.08		

Signature

Signature

Date

Dersingham Parish Council
Confidential Payment Approval List – 22nd May 2023

	Payee	Description	Payment
1.	Aston Shaw	Staff Wages – April 2023	£1956.42
2.	Norfolk Pension Fund	Staff Pensions – April 2023	£698.84
3.	Denise Gascoyne	RFO Services	£120.00

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

DIRECT DEBITS & STANDING ORDERS 22.05.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
26	DD.BB.08.0 5.23	£8.50	£0.00	£8.50	13/04/23	Barclays Bank - E-Payment Plan Charges	
		£8.50	£0.00	£8.50		Barclays Bank - Total	
31	DD.BT.30.0 5.23	£78.76	£13.13	£65.63	16/05/23	British Telecommunications - Account No GP 0042 4560 Bill reference MO59LK Telephone/Broadband	
		£78.76	£13.13	£65.63		British Telecommunications - Total	
39	SO.C&E.22 .05.23	£270.00	£0.00	£270.00	19/05/23	C & E Handyman Services - Cleaning Contract	
		£270.00	£0.00	£270.00		C & E Handyman Services - Total	
40	SO.JTJ.22. 05.23	£88.33	£0.00	£88.33	19/05/23	Jo Halpin Jones - Village Voice Honorarium	
		£88.33	£0.00	£88.33		Jo Halpin Jones - Total	
22	SO.K&M.22 .05.23	£147.35	£24.56	£122.79	08/05/23	K & M Lighting Services - Street lighting Maintenance Charge 01 May 2023 to 31 May 2023	
		£147.35	£24.56	£122.79		K & M Lighting Services - Total	
30	DD.OPUS. 30.05.23	£450.38	£75.06	£375.32	16/05/23	OPUS Energy - Account 1177312 Invoice 17 April 2023 to 14 May 2023	
		£450.38	£75.06	£375.32		OPUS Energy - Total	
32	DD.SYS.13 .05.23	£104.04	£17.34	£86.70	16/05/23	System:3 Business Solutions - CSP: Microsoft 365	
1		£33.84	£5.64	£28.20		CNCL Microsoft 365 Business	
2		£70.20	£11.70	£58.50		CNCL Microsoft 365 Business	
		£104.04	£17.34	£86.70		System:3 Business Solutions - Total	
41	DD.UW.22. 05.23	£13.40	£2.23	£11.17	19/05/23	Utility Warehouse - Mobile Phone Account No: 7728326	
		£13.40	£2.23	£11.17		Utility Warehouse - Total	
Total		£1,160.76	£132.32	£1,028.44			

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

Grant Payments 22.05.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
28	BACS.DSG .22.05.23	£6,700.00	£0.00	£6,700.00	09/05/23	Dersingham Sports Ground Management Committee - Grant for Sportsground Maintenance
		£6,700.00	£0.00	£6,700.00		Dersingham Sports Ground Management Committee - Total
29	BACS.CCS .22.05.23	£750.00	£0.00	£750.00	09/05/23	Heacham & District CCS - Grant payment as agreed for Community Car Scheme
		£750.00	£0.00	£750.00		Heacham & District CCS - Total
27	BACS.SNC .22.05.23	£5,000.00	£0.00	£5,000.00	09/05/23	St Nicholas Church - Grant payment as agreed for Churchyard Grass Cutting
		£5,000.00	£0.00	£5,000.00		St Nicholas Church - Total
Total		£12,450.00	£0.00	£12,450.00		

Signature

Date

Signature