

Draft Minutes of the Dersingham Parish Council meeting held on 26th June 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman) (left 8.10pm) Valerie Brundle, Tony Bubb, Robert Frost, Dane Hipkin, John Houston, Mike Shepherd, Jordan Stokes, and Dennis Wright.

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

1 Member of the Public

14302 Apologies for absence – Cllrs Martin Noble and Ann Watkins

14303 Declarations of interest and request dispensations by Councillors in any of the agenda items listed – None Received.

The Meeting was placed in open session

14304 Public participation

The Parishioner present had two issues to raise.

Will the broken gate that leads to the pastures along Manor Road near the Coach and Horses be replaced.

Cllr C Shepherd advised the gate was not the Parish Council's responsibility however the landowner had been contacted regarding the matter. It was agreed the landowner would be contacted again to obtain an update regarding a replacement gate.

Speeding throughout the village, and the number of heavy goods vehicles that come down Sandringham Hill and through the village, the Parishioner's concerns were an accident would take place. Cllr C Shepherd advised this had been raised previously with County Cllr Stuart Dark, who had suggested Sat Navs bought vehicles through the village. Various options to reduce speeding were discussed. It was agreed the BM would contact the police to obtain details of the Community Speed Watch Scheme, which would then be publicised in the Village Voice and FB to ascertain if volunteers could be found to implement the scheme.

The meeting was returned to closed session

14305 To receive a verbal report from Norfolk County Council

Cllr S Dark was not present

14306 To receive a verbal report from the Borough Councillors.

Cllr J Collingham was not present.

Cllr Bubb advised there was no update from the Borough Council.

Borough Councillors to outside bodies and also to the five major panels at the Borough Council are yet to be appointed, this is hoped to be achieved at the Full Council meeting on the 13th July 2023

14307 Finance

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

Cllr C Shepherd advised the FBC and Reserve reports had been placed on SharePoint prior to the meeting and had been reviewed by the F&A Committee on 12th June 2023.

Cllr M Shepherd reported he had completed the IAC reports for April and May 2023 and all bank reconciliations were in order. The start of year checks had also been completed confirming the current year accounts are consistent with the old, the budget figures shown on the Comparisons Report are correct and the precept has been received and allocated to the correct budgets.

b) To approve Payments for June 2023

Cllr C Shepherd said that 3 payments lists had been placed on SharePoint. Both the Confidential list and SO & DD list for information only. The BACS list is for approval by Councillors.

Cllr C Shepherd reported the following:

An invoice had been received from E-On Next, she explained that our standard practice is to contact E-On and have the standing charge removed, however, as there has been usage on the Recreation Ground, we have exceeded 10 units of electricity and therefore the standing charge is now payable.

An additional payment for an outstanding invoice for Viking Office UK dated 4th May 2023 is to be approved.

The payment listed as Amazon – office equipment for the Epson projector has been removed from the payment list as the order has been cancelled.

It was resolved to approve the payments

c) IAC Quarterly Reports

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

14308 Minutes

a) Minutes of the Full Council Meetings 22nd May 2023.

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

Cllr M Shepherd asked if the Nil return had been submitted to the Charity Commission for the Recreation Ground Charity as per minute 14293(b). The BM advised she had been unable to do so as no link had been supplied to submit the return but would contact them for an update.

Action points were discussed.

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.

Cllr C Shepherd said the issue regarding the Post Office is being taken forward by James Wild MP, and she had written a letter to the Chief Executive of the Royal Mail, a response had been received today however several of the questions asked had remained unanswered, therefore she will contact him again to pursue the unresolved items. Cllr C Shepherd advised there is a petition in the post office and online which she urged people to sign.

b) Minutes of the Environment Committee 5th June 2023.

Cllr Frost advise there were no recommendations to bring to Full Council. He advised the second log seat is now in place on the Warren.

c) Minutes of the Planning Committee 12th June 2023

Cllr Hipkin reported one application had been discussed, the outcome was no objections with the comment of concerns that the tree survey does not clearly show if the category B trees will be retained.

(i) Recommendation to approve Planning Committee Terms of Reference.

Cllr C Shepherd advised the Committee had agreed to amalgamate 1 and 3 of the Terms of Reference and proposed they be adopted by Full Council.

It was resolved to adopt the updated Terms of Reference.

d) Minutes of the Finance & Admin Committee 12th June 2023

(i) Recommendation to approve F and A Committee Terms of Reference.

Cllr M Shepherd advised the Committee proposed the following changes to the Terms of Reference

Paragraph 2 – change - three-year financial plan to financial planning.

Paragraph 7 - change - Clerk to Business Manager.

Paragraph 9 - add – and Standing Orders after Financial Regulations

It was resolved to adopt the updated Terms of Reference.

(ii) To approve a grant to Dersingham Social Club

Cllr M Shepherd stated as per Finance Minute number 870 the Social Club Committee had submitted quotes for electrical work that needed to be carried out. F&A Committee discussed the quotes and propose a grant of £3000.00 be given to the Social Club to pay for electrical works, the grant will be funded by the accrued savings in the General Fund. Councillors discussed the proposal.

It was resolved to approve the proposal.

(iii) Recommendation on Minute Number System

Cllr M Shepherd advised as per Finance Minute 872, a change had been made to the Environment and Planning committee minutes in January 2023, however these changes do not comply with the legal requirements. Therefore, he proposed the BM change the minutes for the Planning and Environment Committee to add a footer to show Committee name, page number and the appropriate chairman sign the changed copy. **It was resolved to approve the proposal.** Cllr M Shepherd reiterated there will be no change to the content of the minutes.

(e) Notes of the Staffing Committee 19th June 2023

Cllr C Shepherd advised staff salaries and associated payments had been authorised. TOIL and Annual Leave were also discussed.

The Locum RFO has advised she wished to stand down, therefore the post has been advertised. The closing date for applicants is 14th July 2023. Staffing Committee had reviewed their Terms of reference, an additional line is to be added to paragraph 1 to read – Payment of salaries, pensions and HMRC.

**14309 Planning applications and determinations
Applications**

23/000877/F Proposed extension and alterations at 15 Stratford Close, Dersingham - No objection as the proposal will not affect the character or appearance of this part of Dersingham.”

Determinations: Noted

23/00661/F – 10 Woodside Avenue, Dersingham – Proposed single storey rear extension, new roof and rooflights to existing side infill extension and new window – Application Permitted – 13 June 2023 – Delegated Decision

23/00664/F – 31 Saxon Way, Dersingham – Proposed single storey extension to form additional living space – Application Permitted – 13 June 2023 – Delegated Decision

14310 To review and adopted policies

(a) Probity and Planning Protocol

Cllr C Shepherd advised this policy had been reviewed at the Planning Committee meeting and no changes had been made. **It was resolved to readopt the policy**

(b) Disciplinary Policy

Cllr C Shepherd advised the Disciplinary Policy had been amended in July 2020 by ACAS to reflect the Covid rules but otherwise there have been no other significant changes. An amendment is needed to the second paragraph of point 1. **It was resolved to readopt the policy**

(c) Grievance Policy

Cllr C Shepherd advised the Grievance Policy had been amended in July 2020 by ACAS to reflect the Covid rules but otherwise there have been no other significant changes. An amendment is needed to the second paragraph of point 1. **It was resolved to readopt the policy**

(d) Working Hours Policy

Cllr C Shepherd proposed the Employee Working Hour Policy be readopted with the following amendment:

Office Public Hours:

10.30am-1.00pm Monday, Tuesday, and Thursday.

It was resolved to readopt the policy

(e) Staff Appraisal Policy

Cllr C Shepherd proposed the policy be readopted with no amendments made.

It was resolved to readopt the policy

14311 Update on Closure of Dersingham Sorting Office

This item is covered by minute number 14308.

14312 Double Yellow Lines on Lynn Road near Co-op Zebra Crossing.

Cllr Bubb reported he had been approached by parishioners regarding vehicles parked on Lynn Road near the pedestrian crossing, this had been discussed at the Environment Committee where it was suggested it be deferred to Full Council, a suggestion of yellow lines extending from the zig zag lines after the pedestrian crossing had been made. Councillors discussed the issue, concerns were raised that, as there are several areas throughout the village with parking issues, to approach County Council requesting yellow lines would set a precedence. It was agreed to defer the matter back to the Environment Committee.

14313 Correspondence

(a) Dersingham VA Primary School student – a request for a donation towards the cost of purchasing books for the new library. The Chairman reported that she had visited the school and had been show the new library. After discussion it was proposed that a donation of £1000 be made towards the purchase of books. £500 to be taken from the minor grants budget and £500 from accrued savings in the general fund. **It was resolved to approve the proposal.**

(b) Outlaw Triathlon Holkham – Sunday 9th July 2023

Cllr C Shepherd stated an advisory letter had been received notifying the Parish Council of the intended route of the Outlaw Triathlon as it passes through the village.

14314 Open the meeting to allow Public Participation

14315 Items for inclusion on the next agenda

Environment Terms of Reference
IAC Quarterly Report
Chairmans Report
Business Managers Report
Councillor Code of Conduct
Staff/Members Relations

14316 Date of next meetings:

Full Council Meeting - Monday 24th July 2023 at 7pm in the Garden Room

14317 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.

14318 Leases Update and quotations

(a) Sports Ground

Cllr C Shepherd advised that the Underlease had been sent to the Treasurer of the
CIC a month ago (b) Queen Elizabeth II Jubilee Hall

A Commercial EPC has been carried out on the QE II Jubilee Hall. The report received shows energy rating C, our solicitor has been advised.

(c) **Painting of War Memorial Railings**

Cllr C Shepherd advised quotations received had been discussed and agreed by the Environment Committee and a contractor had been agreed, she proposed £700.00 from the CIL Reserves to assist in funding the project. **It was resolved to approve the proposal.**

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 26th June 2023:

Business Manager

- To contact the landowner for an update regarding the broken gate leading to the pastures along Manor Road
- To Contact the Police to obtain details of the Community Speed watch Scheme
- To contact the Charity Commission regarding the submission of the Recreation Ground Charity return.
- To correct the minutes as agreed in minute 14307 (d) (iii)
- To place on the next Environment Committee agenda, Double Yellow Lines on Lynn Road.
- To place the items below on the next Full Council agenda
 - Environment Terms of Reference
 - IAC Quarterly Report
 - Chairmans & Business Managers Report
 - Councillor Code of Conduct
 - Staff/Members relations policy

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 PAYMENTS 23.06.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
70	BACS.AMA 20N.26.06. 23	£669.70	£0.00	£669.70	19/06/23	Amazon - Office equipment
1		£669.70	£0.00	£669.70		CNCL Epson EB-FH52 3LCD Projector White
		£669.70	£0.00	£669.70		Amazon - Total
47	BACS.26.0 6.23	£2,302.00	£0.00	£2,302.00	24/05/23	Clanpress - 3100 x Village Voice Issue 142 72pp Price includes £126 reduction for text printed on 80gsm offset
		£2,302.00	£0.00	£2,302.00		Clanpress - Total
49	BACS.DD.2 6.03.23	£90.00	£0.00	£90.00	01/06/23	David Doman - War Memorial maintenance
1		£75.00	£0.00	£75.00		ENV 5 Visits in May
2		£15.00	£0.00	£15.00		ENV Qty.1 Shrub
		£90.00	£0.00	£90.00		David Doman - Total
65	BACS.DVC 26.06.23	£935.12	£0.00	£935.12	19/06/23	Dersingham Village Centre Association - Contribution for running costs October 2022 to May 2023 inclusive
		£935.12	£0.00	£935.12		Dersingham Village Centre Association - Total
60	BACS.EA.2 6.06.23	£272.34	£45.39	£226.95	01/06/23	Earth Anchors Ltd - Please Note: The office is closed for deliveries on a Wednesday and Friday. Deliveries are only acceptable on a Monday, Tuesday or Thursday between 9.30pm - 1.30pm
1		£249.60	£41.60	£208.00		ENV Qty. 1 HGN45 bin and 1 assembly to fit onto an Anchor Post
2		£22.74	£3.79	£18.95		ENV Delivery
		£272.34	£45.39	£226.95		Earth Anchors Ltd - Total
43	BACS.NAVI TAS.26.06. 2	£312.00	£52.00	£260.00	23/05/23	Navitas EAS - To carry our a CEPC at Queen Elizabeth 11 Jubilee Hall 23a Lynn Road Dersingham Kings Lynn PE31 6JY
		£312.00	£52.00	£260.00		Navitas EAS - Total
69	BACS.NPT. 23.06.23	£96.00	£0.00	£96.00	23/06/23	Norfolk Parish Training & Support - Understanding the Planning system 20.07.23 to be held online.
		£96.00	£0.00	£96.00		Norfolk Parish Training & Support - Total

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

DD and SO Approval List 26.06.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
54	DD.BB.06.0 6.23	£8.73	£0.00	£8.73	18/05/23	Barclays Bank - E-Payment Plan Charges
		£8.73	£0.00	£8.73		Barclays Bank - Total
63	DD.BT.28.0 6.23	£69.95	£11.66	£58.29	15/06/23	British Telecommunications - Account No GP 0042 4560 Bill reference MO61VB Telephone/Broadband
		£69.95	£11.66	£58.29		British Telecommunications - Total
52	SO.C&E.26 .06.23	£270.00	£0.00	£270.00	05/06/23	C & E Handyman Services - Cleaning Contract
		£270.00	£0.00	£270.00		C & E Handyman Services - Total
53	SO.JHJ.26. 06.23	£88.33	£0.00	£88.33	05/06/23	Jo Halpin Jones - Village Voice Honorarium
		£88.33	£0.00	£88.33		Jo Halpin Jones - Total
50	SO.K&M.26 .06.23	£147.35	£24.56	£122.79	01/06/23	K & M Lighting Services - Street lighting Maintenance Charge 01 June 2023 to 30 June 2023
		£147.35	£24.56	£122.79		K & M Lighting Services - Total
64	DD.OPUS. 30.06.23	£455.69	£75.95	£379.74	19/06/23	OPUS Energy - Account 1177312 Invoice 15 May 2023 to 14 June 2023
		£455.69	£75.95	£379.74		OPUS Energy - Total
61	DD.SYS.13 .06.23	£104.04	£17.34	£86.70	13/06/23	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
62	DD.UW.26. 06.23	£13.40	£2.23	£11.17	15/06/23	Utility Warehouse - Mobile Phone Account No: 7728326
		£13.40	£2.23	£11.17		Utility Warehouse - Total
Total		£1,157.49	£131.74	£1,025.75		

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/23

Additional BACS Payment due immediately 25.03.23

No	Payment Reference	Gross	Vat	Net	Invoice date	Invoice no.	Details
46	BACS.26.0 5.23	£19.75	£0.94	£18.81	26/05/23		E-On Energy - Account A- 811E5ACF Bill reference 115919366
Total		£19.75	£0.94	£18.81			

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/23

ADDITIONAL BACS PAYMENT 26.06.23

No	Payment Reference	Gross	Vat	Net Invoice date	Invoice no.	Details
71	BACS.E-ON.26.06.23	£7.40	£0.73	£6.67 26/06/23		E-On Energy - Account A-811E5ACF Bill reference 119179173
Total		£7.40	£0.73	£6.67		

Signature

Signature

Date

Dersingham Parish Council
Confidential Payment Approval List – 26nd June 2023

	Payee	Description	Payment
1.	Aston Shaw	Staff Wages – April 2023	£1956.22
2.	Norfolk Pension Fund	Staff Pensions – April 2023	£686.99
3.	Denise Gascoyne	RFO Services	£170.00
4.	HMRC	PAYE & NI	£1322.16

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

BACS Approval List 12.06.23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
59	BACS.VDL. 12.06.23	£133.36	£22.23	£111.13	04/05/23 Viking Direct Ltd - As per attached invoice	
		£133.36	£22.23	£111.13	Viking Direct Ltd - Total	
Total		£133.36	£22.23	£111.13		

Signature

Signature

Date