

Draft Minutes of the Dersingham Parish Council meeting held on 24th July 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman), Tony Bubb, Dane Hipkin, Mike Shepherd, Ann Watkins, and Dennis Wright.

Also present: Karen Orgill (Business Manager- BM). Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker) and Borough Councillor Judy Collingham (left 7.10pm)

14318 Apologies for absence – Cllrs Valerie Brundle, Robert Frost, John Houston and Jordan Stokes.

14319 Declarations of interest and request dispensations by Councillors in any of the agenda items listed – None Received.

14320 Public participation – None present

14321 To receive a verbal report from Norfolk County Council
Cllr S Dark was not present

14322 To receive a verbal report from the Borough Councillors.
Cllr Collingham reported, after recent elections, the new administration is now in place however few meetings have taken place to date.
The Regeneration and Development panel are due to meet 25th July 2023 to discuss the improvement project at Baxters Plain, King's Lynn.
Cllr Collingham also reiterated her request for a letter of support from the Parish Council for her CIL grant application to assist with the resurfacing of one of the tennis courts on the sports ground.
Cllr Bubb advised he had nothing to report concerning Dersingham.

14323 Finance

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

Cllr M Shepherd advised the FBC and Reserves reports had been placed on SharePoint prior to the meeting.

b) To approve Payments for July and August 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.

An additional payment from HMRC for VAT of £451.21 (net) also needs approval, however the supporting paperwork has only just been received and has yet to be put on Sharepoint.

It was resolved to approve the payments and the additional VAT payment of £451.21 to be added to the payments list.

c) IAC Quarterly Reports

Cllr M Shepherd said he had carried out the IAC Quarterly checks for April 2023 to June 2023. A few minor issues had been identified which have now been rectified.

The consistency of accounts between the previous and current financial years had also been checked and were in order.

The Precept payment had been received and allocated to the specified committees as per the agreed budget.

All bank reconciliations from April 2023 to June 2023 were all in order and all reports are arithmetically correct.

14324 Minutes

a) Minutes of the Full Council Meeting 26th June 2023.

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

b) Minutes of the Communications Committee Meeting 29th June 2023.

Cllr C Shepherd reported the agreed grant for the school of £1000.00 to assist with the purchase of books for the new library had been paid, she had attended the school and presented a cheque to some students, a picture of the presentation is in the current edition of the Village Voice.

(i) Recommendation to approve Communication Committee Terms of Reference

Cllr C Shepherd advised the Committee had reviewed and amended the Terms of Reference which had been circulated prior to the meeting and proposed they be re-adopted by Full Council.

It was resolved to re-adopt the updated Terms of Reference.

c) Minutes of the Environment Committee Meeting 3rd July 2023

Cllr Bubb advised there were no recommendations to bring to Full Council.

He reported there are concerns regarding the surface at the War Memorial as it is starting to lift, this could be due to tree roots or sand being washed away. This item is to be deferred to the next Environment Committee meeting.

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

Cllr C Shepherd advised the Committee had reviewed and amended the Terms of Reference which had been circulated prior to the meeting and proposed they be re-adopted by Full Council.

It was resolved to re-adopt the updated Terms of Reference.

d) Minutes of the Planning Committee Meeting 10th July 2023

Cllr C Shepherd advised the Committee had discussed four applications. Three were resolved as no objections and one as an objection, with comments being submitted to the Borough Council as per the Planning Committee minutes.

(e) Minutes of the Finance & Admin Committee Meeting 10th July 2023.

Cllr M Shepherd advised there were no recommendations to bring to Full Council. The Committee had agreed to the insurance renewal proposal from BHIB, with the addition of Data Breach Response being added to the policy, to

cover Cyber and Hacking Risks resulting in a nominal increase to the cost of the policy.

(f) Notes of the Staffing Committee 17th July 2023

Cllr C Shepherd reported the Committee had authorised staff related payments. The RFO job has been advertised and two applications have been received, Staffing Committee will carry out interviews on the 14th August 2023.

**14325 Planning applications and determinations
Applications**

23/01200/F Proposed two storey garage at 1 Manorside, Dersingham – **No Objections** The materials should match those of the main dwelling, especially on the Manor Road frontage with a condition that the building or part of it should not be converted to a residential/holiday use.

14326 To review and adopted policies

(a) Councillor Code of Conduct

Cllr C Shepherd advised she had reviewed the current Councillor Code of Conduct, the only amendments made were to the formatting and the correction of typing errors, she proposed to readopt the policy. **It was resolved to readopt the policy.**

(b) Officer/Members Relations Policy

Cllr C Shepherd advised she had reviewed the current Officer/Members Relations Policy and proposed the policy be readopted with no changes required.

It was resolved to readopt the policy

14327 Chairmans Report

Cllr C Shepherd reported the following:

Dersingham Sorting Office is due to close at the end of August, petitions have been available to sign both paper and online versions and to date there is an estimated 2,500 signatures. The petitions will be available until the 7th August, they will then be sent to James Wild MP to present to the Royal Mail.

An article has been written for the Village Voice asking for volunteers to create a Community Speed Watch group.

The local Library holds the minute books for Dersingham Parish Council dating back to 1895. Cllr C Shepherd proposed she investigates transfer of the minutes to the Norfolk County records office may be a better environment to help preserve them. **It was resolved to approve the proposal.**

14328 Business Managers Report

The Business Manager reported the following:

Borough Council had contacted DPC regarding a corroded dog bin, upon investigation the bin concerned was not owned by DPC but has been emptied as part of the DPC schedule. Cllr C Shepherd said there was no record of either the landowner or DPC installing the dog bin. The bin has now been removed and a refund given to the DPC by the Borough Council for the charge applied for emptying the bin.

There have been several reports from parishioners regarding potholes, drain covers and hedges requiring trimming, which have all been reported to the relevant departments.

An order has been made for the purchase of the office photocopier.

The War Memorial railings are due to be painted in September
Cllr C Shepherd and the BM had met with a representative from the Woodlands Trust at the Warren to carry out a review of the 400 saplings planted.

The "No Dogs Allowed" signs have been put in place on the gates to the play area.

The new projector and NAS storage have been purchased.

The BM had attended a risk assessment course.

The defibrillator located at the Spar shop had been removed for use and was therefore suspended on the Circuit system. It had been checked, Circuit informed and was now available for use.

14329 Correspondence

(a) Dersingham VA Primary & Nursery School

An email of thanks had been received for the grant given by the PC

(b) NCC's Parish Partnership 2024/25

A letter had been received advising of the next round to bid for a CIL grant is available until 8th December 2023. It was suggested an application be made to assist in purchasing a Speed Awareness Monitor (SAM2) sign to help with the issue of speeding in the village. It was agreed to defer this item to the Environment Committee.

(c) Vandalism on the Sports Ground

An email had been received from concerned parishioners regarding vandalism at the sports ground and the police had been notified.

(d) CIL Application for Dersingham Tennis Club

Cllr Collingham has applied for a CIL grant to aid the resurfacing of the tennis courts on the sports ground and requested a letter of support from DPC. It was agreed that Cllr C Shepherd would write a letter of support.

(e) Heacham & District Community Cars

A letter of thanks had been received from the Heacham & District Community Car scheme for the grant received from DPC.

14330 Open the meeting to allow Public Participation – None present

14331 Items for inclusion on the next agenda

Cllr C Shepherd asked Councillors to contact the BM with any items they wish to have included on the next agenda

14332 Date of next meetings:

Full Council Meeting - Monday 25th September 2023 at 7pm in the Garden Room

14333 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.

14334 Leases Update

(a) Sports Ground

Cllr C Shepherd stated the underlease had been sent to the CIC but was on hold as the CIC are considering converting to a charity.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd updated Councillors about the new committee and officers.

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 correct the minutes as agreed in minute 14307 (d) (iii)
- To add SAM 2 sign to the next Environment agenda.

With no further business the meeting was closed at 8.10pm

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

DD and SO Approval List 24.07.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details	Invoice
76	DD.BB.24.0 7.23	£10.00	£0.00	£10.00	05/07/23	Barclays Bank - E-Payment Plan Charges	
		£10.00	£0.00	£10.00		Barclays Bank - Total	
98	DD.BT.24.0 7.23	£69.95	£11.66	£58.29	19/07/23	British Telecommunications - Account No GP 0042 4560 Bill reference MO62 ZY Telephone/Broadband	
		£69.95	£11.66	£58.29		British Telecommunications - Total	
77	SO.C&E.24 .07.23	£270.00	£0.00	£270.00	01/07/23	C & E Handyman Services - Cleaning Contract	
		£270.00	£0.00	£270.00		C & E Handyman Services - Total	
78	SO.JHJ.24. 07.23	£88.33	£0.00	£88.33	01/07/23	Jo Halpin Jones - Village Voice Honorarium	
		£88.33	£0.00	£88.33		Jo Halpin Jones - Total	
83	SO.K&M.24 .07.23	£147.35	£24.56	£122.79	09/07/23	K & M Lighting Services - Street lighting Maintenance Charge 01 July 2023 to 31 July 2023	
		£147.35	£24.56	£122.79		K & M Lighting Services - Total	
96	DD.OPUS. 24.07.23	£392.76	£18.70	£374.06	19/07/23	OPUS Energy - Account 1177312 Invoice 15 June 2023 to 16 July 2023	
		£392.76	£18.70	£374.06		OPUS Energy - Total	
95	DD.SYS.24 .07.23	£104.04	£17.34	£86.70	19/07/23	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	
100	DD.UW.24. 07.23	£13.40	£2.23	£11.17	21/07/23	Utility Warehouse - Mobile Phone Account No: 7728326	
		£13.40	£2.23	£11.17		Utility Warehouse - Total	
Total		£1,095.83	£74.49	£1,021.34			

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

BACS Approval List 24.07.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
94	BACS.AMS 24.07.23	£150.02	£25.00	£125.02	19/07/23	Aurora Managed Services Ltd - Account C-105241 Printing Costs 09.04.23 to 08.07.23
		£150.02	£25.00	£125.02		Aurora Managed Services Ltd - Total
93	BACS.BHIB 24.07.23	£3,977.50	£0.00	£3,977.50	11/07/23	BHIB LTD - Policy Number: LCO01637 Policy Insurance effective as from 01 August 2023
		£3,977.50	£0.00	£3,977.50		BHIB LTD - Total
80	BACS.C&E. 24.07.23	£22.50	£0.00	£22.50	29/06/23	C & E Handyman Services - Replace dog bin recreation ground
		£22.50	£0.00	£22.50		C & E Handyman Services - Total
99	BACS.CLAN N.24.07.23	£2,138.00	£0.00	£2,138.00	21/07/23	Clanpress - 3100 x Village Voice Issue 143 68pp Price includes £126 reduction for text printed on 80gsm offset
		£2,138.00	£0.00	£2,138.00		Clanpress - Total
85	BACS.DD.2 4.07.23	£60.00	£0.00	£60.00	09/07/23	David Doman - War Memorial maintenance 4 visits at £15.00
		£60.00	£0.00	£60.00		David Doman - Total
74	BACS.K&M 1.24.07.23	£1,920.00	£320.00	£1,600.00	29/06/23	K & M Lighting Services - Interim Invoice 8015 Original order 278 Replacement concrete columns 9141 Outside 12 Queen Elizabeth Drive 9135 13 Edinburgh Way
75	BACS.K&M 2.24.07.23	£3,840.00	£640.00	£3,200.00	29/06/23	K & M Lighting Services - Interim Invoice No.8015 Original order 362 To remove and dispose of existing columns, supply and install 5 metre galvanised tubular steel columns, supply wire and fit 20-watt LED lanterns controlled by photo electric cell Replacement column 9018, 9019, 9020, 9021 Glebe Road Quotation ref 042201 dated 11.04.22
		£5,760.00	£960.00	£4,800.00		K & M Lighting Services - Total

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Dersingham Parish Council

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Start of year 01/04/23

BACS Approval List 24.07.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
92	BACS.MIS CO1.24.07. 23	£825.59	£137.60	£687.99	27/06/23	Misco Technologies Ltd - As per your quotation QT018518 15.06.23 Synology Disk Station DS220+NAS Server - 2 bays - STAT 6Gb/s - RAID RAID 0,1, JBOD - RAM 2 GB - gigabit Ethernet - iSCSI support at £295.00 Seagate IronWolf ST8000VN004 - Hard drive - 8TB - internal 3.5" - SATA 6gb/s - 7200 rpm - buffer 256 MB at £190.50 Shipping £11.99 Delivery: 12A Park Hill, Dersingham, Kings Lynn, Norfolk PE31 6NE
91	BACS.MIS CO2.24.07. 23	£726.00	£121.00	£605.00	27/06/23	Misco Technologies Ltd - 1 x Epson EB-FH52 -3LCD project -4000 lumens(white) 40000(colour) Full HD (1920 x 1080) - 16:9 - 1080p - 802.11n wireless/Miracast white Delivery: 12A Park Hill, Dersingham, Kings Lynn, Norfolk PE31 6NE
82	BACS.NPT. 24.07.23	£1,551.59 £48.00	£258.60 £0.00	£1,292.99 £48.00	Misco Technologies Ltd - Total 09/07/23	Norfolk Parish Training & Support - All About Risk 04 July 2023
84	BACS.PJ& B.24.07.23	£48.00 £892.32	£0.00 £148.72	£48.00 £743.60	Norfolk Parish Training & Support - Total 09/07/23	P J & B Jones Ltd - Grass cutting
1		£98.50	£16.42	£82.08	ENV	Philip Nurse Road 08 at June
2		£60.91	£10.15	£50.76	WARR	The Warren Footpaths 08 June
3		£60.91	£10.15	£50.76	WARR	The Warren (GCA12) 0
4		£69.98	£11.66	£58.32	ENV	Pakenham Drive 08 Jur
5		£41.47	£6.91	£34.56	ENV	Earls Close 08 and 22
6		£163.30	£27.22	£136.08	ENV	Crisp Close 08 and 22
7		£132.19	£22.03	£110.16	ENV	Broadlands Close 08 ar June
8		£166.56	£27.76	£138.80	ENV	Playing Field 08 and 22
9		£98.50	£16.42	£82.08	ENV	Village Centre North, St West 08 and 22 June
		£892.32	£148.72	£743.60	P J & B Jones Ltd - Total	

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

BACS Approval List 24.07.23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
48	BACS.RoS PA.24.07.23	£230.40	£38.40	£192.00	23/05/23	Rospa Playsafety Ltd - Annual Inspections
1		£90.00	£15.00	£75.00	REC	Childrens Recreation Area Hunstanton Road
2		£90.00	£15.00	£75.00	REC	Skate Park Recreation, Hunstanton Road
3		£50.40	£8.40	£42.00	REC	Additional items
		£230.40	£38.40	£192.00	Rospa Playsafety Ltd - Total	
81	BACS.WAV E.24.07.23	£19.10	£0.00	£19.10	09/07/23	WAVE - Customer Reference 235942301
		£19.10	£0.00	£19.10	WAVE - Total	
Total		£14,849.43	£1,430.72	£13,418.71		

Signature

Date

Signature

Dersingham Parish Council
Confidential Payment Approval List – 24nd July 2023

	Payee	Description	Payment
1.	Aston Shaw	Staff Wages – July 2023	£1,956.42
2.	Norfolk Pension Fund	Staff Pensions – July 2023	£686.99
3.	Denise Gascoyne	RFO Services – June 2023	<u>£190.00</u>
			£2,833.41