

Draft Minutes of the Dersingham Parish Council meeting held on 25th September 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman), John Houston, Martin Noble, Mike Shepherd, Jordan Stokes, and Dennis Wright.

Also present: Karen Orgill (Business Manager- BM). Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker), Joanne MacCallum (Responsible Financial Officer-RFO), and 2 Parishioners

The Chairman introduced the newly appointed RFO Joanne MacCallum

14335 Apologies for absence – Councillors Valerie Brundle, Tony Bubb, Dane Hipkin, Robert Frost and Ann Watkins

14336 Declarations of interest and request dispensations by Councillors in any of the agenda items listed – None Received.

The meeting was placed in open session at 7.01pm

14337 Public participation – Parishioners present had no issues to bring to Full Council

The meeting was placed in closed session at 7.03pm

14338 To receive a verbal report from Norfolk County Council
Cllr S Dark was not present

14339 To receive a verbal report from the Borough Councillors.
Apologies had been received from Borough Councillors Tony Bubb and Judy Collingham.

14340 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. He reported, though not part of his usual routine check he had found some significant mis-coding of some expenditure transactions which have now been corrected and recommended a revision to the process to ensure that no orders are placed without authorising committee or chairmen agreeing the expenditure code(s) to be used and staff ensure the information is communicated in writing to the RFO before she raises the order.

Cllr C Shepherd proposed discussing item 6(d) renewal of the EDGE IT contract before approval of the September 2023 payments. It was resolved to approve the proposal.

6d) Cllr M Shepherd advised that the current EDGE IT 5-year contract is due to expire on 10th October 2023 and therefore consideration needs to be given to a contract renewal. Options were discussed by Councillors. **It was resolved to approve a 5 year contract with EDGE IT and an additional concurrent user licence at a cost of £910.80 (inc VAT)**

b) To approve Payments for September 2023

Cllr C Shepherd said three payment lists had been placed on SharePoint. The confidential and SO & DD lists for information only, although there was one adjustment to the Editors Honorarium SO. An increase in payment had been agreed for 2023/24 but had not been processed. The SO has been updated and a one-off payment of £70.02 is to be approved on tonight's BACS list. The third list for approval by Councillors is the BACS list.

Cllr C Shepherd advised of the following payments:

£1584.15 to HP Inc UK LTD for the newly purchased HP Laptop, HP 5 Year Active Care plan, HP Laptop Bag.

£295.00 for EDGE IT training for the RFO.

£187.00 SLCC Membership for the BM.

£150.00 Grant to west Norfolk Befriending, approved by the Finance Committee.

£2138.00 Clanpress.

Cllr M Shepherd advised payment for £910.80 to EDGE IT Systems for the 5 Year contract renewal needed approval but payment would not be made until the official invoice had been received.

£16.70 HP Inc UK Ltd – Bluetooth Mouse needed approval, but payment would be made upon receipt of goods.

£295.00 for EDGE IT Training needed approval but payment would be made once training had been completed.

It was resolved to approve the payments

c) Authority to give access to RFO to DPC bank account

Cllr C Shepherd proposed the newly appointed RFO be given full access to the Parish Councils bank account as an authorised signatory. **It was resolved to approve the proposal.**

d) Renewal of contract with EDGE IT for finance software

This item was discussed under minute 14340 (b)

14341 Minutes

a) Minutes of the Full Council Meeting 24th July 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 August 2023.

Cllr C Shepherd reported the Communications Committee had discussed the impact of the recent concerts held over the August bank holiday weekend. She had put a post onto Facebook asking for feedback from parishioners regarding the four-day events, over 100 comments had been received, with the majority being positive. The landowners have been made aware of the comments and have said they would like to attend a DPC meeting, once they have spoken with Heritage Live the organisers of the events.

Cllr C Shepherd said she had added a paragraph to her Chairman's piece in the Village Voice in an attempt to recruit new Parish Councillors, we currently have 6 vacancies.

c) Minutes of the Environment Committee Meeting 4th September 2023
Cllr C Shepherd advised there were no recommendations to bring to Full Council.

(i) Approval of CIL funding for painting of light column

Cllr C Shepherd reported Norfolk County Council had highlighted the need for a street light column on Woodside Avenue to be painted white for safety reasons. Since the column was erected the owner of the property had removed a hedge and replaced it with a fence, resulting in the column obstructing the pathway. The Environment Committee had agreed to seek approval from Full Council the costs to come from the CIL budget. However, upon reviewing the budget there are insufficient funds to cover the costs.

Cllr C Shepherd proposed this item be deferred to the Environment Committee. **It was resolved to approve the proposal.**

d) Minutes of the Planning Committee Meeting 11th September 2023

Cllr C Shepherd advised the committee had discussed one application. The demolition of the existing building at 38 Manor Road and replacement with a small block of flats. The committee had resolved to make no objections to the application.

(e) Minutes of the Finance & Admin Committee Meeting 11th September 2023.

Cllr M Shepherd advised there were no recommendations to bring to Full Council.

The new laptop is now with the RFO who has attended a one-to-one training session with EDGE IT and has two further sessions booked.

(f) Notes of the Staffing Committee 21st September 2023

Cllr C Shepherd advised the Staffing Committee had authorised staff related payments.

14342 Planning applications and determinations
Applications

23/00932 Construction of three detached 1.5 storey dwellings, including new turning area for emergency and refuse vehicles at The Orchard, 17 Senters Road, Dersingham - No objections in principle but concerns were repeated that the Tree Survey does not clearly identify whether the Category B trees are to be retained supporting the the Arboricultural Officer's comments of 9th August but to note that the Arboricultural Officer's comments made 13th September are for a different planning application

23/00962/F A revised retrospective application for the construction of a timber garage to be erected on the site of a previous carport and dilapidated shed, to allow for vehicle storage at 22 Gelham Manor, Dersingham - No

objections to the revised proposal but Dersingham Parish Council ask that a condition be placed stating "Private Use Only".

14343 6th June 2024 80th Anniversary of D-Day possible purchase of Tommy Statue.

Cllr C Shepherd said the 6th June 2024 marks 80 years since the D-Day landing and asked Councillors if they had suggestions on how, as a Parish Council, we could commemorate the occasion and advised villages and towns are being asked to light a Beacon at 9.15pm on the 6th June 2024. After discussion she proposed the agenda item be deferred to the Communications Committee to discuss further.

14344 Chairmans Report

Cllr C Shepherd reported the following:

Dersingham Sorting Office has now closed, despite the petition of over 3500 signatures, however the Post Office remains open.

With regards to the implementation of the Speed Watch scheme to deter people speeding in the Village, unfortunately only four people had volunteered to take part, this is insufficient as 6 people are required. Therefore, the scheme cannot go ahead. If anyone else is interested please let the BM know. The Dersingham Sportsground Community Interest Company (CIC) have agreed to convert to a Charitable Incorporated Organisation (CIO) and will be registered as Dersingham Sportsground Association.

14345 Business Managers Report

The BM reported five emergencies that had been dealt with:

The removal of the dead Cherry tree on the recreation ground

Sourcing replacement keys for the electricity box located at the War Memorial
Dealing with the broken rope on the Children's swing – which has now been repaired.

NCC reported tree branches obscuring the traffic lights – these have now been removed by Cllrs C and M Shepherd.

Parishioner had reported over hanging branches obscuring the Belisha beacon on the pedestrian crossing near the co-op – this has now been trimmed back.

She also reported a number of visitors to the office on non- Parish Council business and asked if it would be beneficial to keep a visitors' book to record visitor numbers. It was agreed that staff maintain a record of people attending the office, how long they were there and the reason they visited.

14346 Closure of Recreation Ground Charity

Cllr C Shepherd confirmed the Recreation Ground Charity has been formally closed and removed from the Charity Commission Website.

14347 Correspondence

(a) NCC's Consultation on disposal of School and School Playing Fields at the former Dersingham Infant and Nursery School, Saxon Way

Cllr C Shepherd advised correspondence had been received from Norfolk County Council asking for the Parish Councils response to the proposal that NCC dispose of the Infants School site. The Diocese of Norwich partly own

the site and are also going through a separate process in respect of the disposal of their part of the site. It is anticipated that the whole site will be disposed of for some form of residential development. Cllr Wright suggested, as the church is looking for additional burial space, they be approached to ask if the land would be of interest to them. Councillors discussed the options and agreed that the BM and Cllr C Shepherd would contact Rev M Capron and Neal Adams regarding the matter.

The meeting was placed in open session at 8.10pm

14348 Public participation –

A parishioner asked if volunteers were still needed for the Speed Watch as her husband had expressed an interest in volunteering. The BM gave her contact details to the Parishioner.

Cllr Stokes advised a local conservationist, Charlie Gardner, is doing a walk from Cambridge to the Norfolk coast and is due to pass through Dersingham this Thursday and said if anyone wished to join him, he is expecting to be at Heath Road around 3.30pm.

14349 Items for inclusion on the next agenda

Cllr C Shepherd asked Councillors to let the BM know of any agenda items for the next meeting.

14350 Date of next meetings:

Full Council Meeting - Monday 23rd October 2023 at 7pm in the Garden Room

14351 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.

14352 Parishioners email re: Lime Tree

Cllr C Shepherd reported an email had been received from the adjoining neighbour about a lime tree in his garden. After discussion it was agreed that the Parish Council will take no action and it is the individuals responsibility.

14353 Leases Update

(a) Sports Ground

Cllr C Shepherd reported the Sports Ground CIC are in the process of registering as a Charitable Incorporated Organisation (CIO) called Dersingham Sports Ground Association. Our solicitor has been contacted regarding the name change requirements to the Leases

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised the Social Club have appointed a new Treasurer and they are in the process of obtaining quotes for a solicitor to work on the lease.

**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 25th September 2023:

Business Manager

- To add painting of street light column Woodside Avenue to the next Environment agenda
- To maintain a visitors' book in the Parish Council office

Assistant Business Manager

- To add 80th Anniversary of D-Day 6th June 2024 to the next Communications agenda
- To maintain a visitors' book in the Parish Council office

Cllr C Shepherd

- To contact Rev Mark Capron as per minute 14347

With no further business the meeting was closed at 8.10pm

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

BACS Approval List 25.09.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
126	BACS.C&E. 25.09.23	£25.00	£0.00	£25.00	01/09/23	C & E Handyman Services - Cleared round bus shelter and sprayed. Removed rubbish
		£25.00	£0.00	£25.00		C & E Handyman Services - Total
148	BACS.MS.2 5.09.23	£37.96	£6.33	£31.63	20/09/23	Currys - Please make payment to M SHEPHERD
1		£14.99	£2.50	£12.49		CNCL Logitec M240 Bluetooth Mouse
2		£22.97	£3.83	£19.14		CNCL Goji 15.6" laptop sleeve
		£37.96	£6.33	£31.63		Currys - Total
128	BACS.DD.2 5.09.23	£60.00	£0.00	£60.00	04/09/23	David Doman - War Memorial maintenance 4 visits at £15.00
		£60.00	£0.00	£60.00		David Doman - Total
151	BACS.EDG E.C.18.09.2 3	£910.80	£151.80	£759.00	20/09/23	Edge It Systems Ltd - 5 Year Contract Renewal
1		£603.60	£100.60	£503.00		CNCL AdvantEDGE Finance E up to £250.000 pa
2		£307.20	£51.20	£256.00		CNCL AdvantEdge additional concurrent user
153	BACS.EDG E.D.18.09.2 3	£295.20	£49.20	£246.00	18/09/23	Edge It Systems Ltd - Training for additional user up to 3 hours 25 September as per quotation 04.09.23
1		£295.20	£49.20	£246.00		Staff Online Training - Financ
		£1,206.00	£201.00	£1,005.00		Edge It Systems Ltd - Total
142	BACS.HP.2 5.09.23	£1,584.15	£264.03	£1,320.12	11/09/23	H.P Inc UK Ltd - HP Store Order No SCEO18302921
1		£1,352.39	£225.40	£1,126.99		CNCL HP EliteBook 860 G10 Business Laptop
2		£214.43	£35.74	£178.69		CNCL HP 5 Year Active Care Business Day Onsite H Support
3		£17.33	£2.89	£14.44		CNCL HP Renew Recycled Business Black
152	BACS.HPM 25.09.23	£16.70	£2.78	£13.92	20/09/23	H.P Inc UK Ltd - HP Bluetooth Travel Mouse
		£1,600.85	£266.81	£1,334.04		H.P Inc UK Ltd - Total
149	BACS.JHJ. 25.09.23	£70.02	£0.00	£70.02	20/09/23	Jo Halpin Jones - Village Voice Honorarium - shortfall
		£70.02	£0.00	£70.02		Jo Halpin Jones - Total

Signature

Date

Signature

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

BACS Approval List 25.09.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
134	BACS.OP.2 5.09.23	£250.80	£41.80	£209.00	07/09/23	Online Playgrounds - All as quotation number 61991
1		£198.00	£33.00	£165.00		REC SW25B - RED replacen 2point suspension birds swing ropes incl. shackl thimbles and chain
2		£38.40	£6.40	£32.00		REC SW25A Shackle and Bt assembly
3		£14.40	£2.40	£12.00		REC UPS Delivery
		£250.80	£41.80	£209.00		Online Playgrounds - Total
129	BACS.PJB. 25.09.23	£892.32	£148.72	£743.60	04/09/23	P J & B Jones Ltd - Grass cutting
1		£60.91	£10.15	£50.76		WARR The Warren Footpaths . 09 August
2		£60.91	£10.15	£50.76		WARR The Warren (GCA12) fir 09 August
3		£69.98	£11.66	£58.32		WARR Pakenham Drive 09 Au
4		£41.47	£6.91	£34.56		ENV Earls Close 09 and 22 /
5		£163.30	£27.22	£136.08		ENV Crisp Close 09 and 22 /
6		£132.19	£22.03	£110.16		ENV Broadlands Close 09 ar August
7		£166.56	£27.76	£138.80		REC Playing Field 09 and 22
8		£98.50	£16.42	£82.08		ENV Village Centre North, Sr West 9 and 22 August
9		£98.50	£16.42	£82.08		WARR Philip Nurse Road 09 ar August
		£892.32	£148.72	£743.60		P J & B Jones Ltd - Total
125	BACS.SLC C.25.09.23	£187.00	£0.00	£187.00	25/08/23	SLCC - Membership Fee Karen Orgill
		£187.00	£0.00	£187.00		SLCC - Total
127	BACS.TC.H G.25.09.23	£200.00	£0.00	£200.00	17/08/23	The Conifers Home and Garden Services - To: Cut down and remove one dead Cherry Tree on the recreation ground at Dersingham
		£200.00	£0.00	£200.00		The Conifers Home and Garden Services - Total
150	BACS.WN B:25.09.23	£150.00	£0.00	£150.00	20/09/23	West Norfolk Befriending - Minor Grant
		£150.00	£0.00	£150.00		West Norfolk Befriending - Total
Total		£4,679.95	£664.66	£4,015.29		

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

DD and SO Approval List 25.09.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
145	DD.BARC.0 5.09.23	£8.50	£0.00	£8.50	05/07/23	Barclays Bank - E-Payment Plan Charges
		£8.50	£0.00	£8.50		Barclays Bank - Total
143	DD.BT.29.0 9.23	£69.95	£11.66	£58.29	18/09/23	British Telecommunications - Account No GP 0042 4560 Bill reference MO63 2KTelephone/Broadband
		£69.95	£11.66	£58.29		British Telecommunications - Total
147		£270.00	£0.00	£270.00	01/09/23	C & E Handyman Services - Cleaning Contract
		£270.00	£0.00	£270.00		C & E Handyman Services - Total
146	SO.JHJ.25. 09.23	£88.33	£0.00	£88.33	01/09/23	Jo Halpin Jones - Village Voice Honorarium
		£88.33	£0.00	£88.33		Jo Halpin Jones - Total
130	SO.K&M.25 .09.23	£147.35	£24.56	£122.79	01/09/23	K & M Lighting Services - Street lighting Maintenance Charge 01 September 2023 to 31 September 2023
		£147.35	£24.56	£122.79		K & M Lighting Services - Total
144	DD.OPUS. 30.09.23	£371.91	£17.71	£354.20	18/09/23	OPUS Energy - Account 1177312 Invoice 15 August 2023 to 14 September 2023
		£371.91	£17.71	£354.20		OPUS Energy - Total
133	DD.SYS.25 .09.23	£113.52	£18.92	£94.60	12/09/23	System:3 Business Solutions - CSP: Microsoft 365
1		£37.08	£6.18	£30.90		CNCL Microsoft 365 Business
2		£76.44	£12.74	£63.70		CNCL Microsoft 365 Business
		£113.52	£18.92	£94.60		System:3 Business Solutions - Total
141	DD.UW.29. 09.23	£13.40	£2.23	£11.17	14/09/23	Utility Warehouse - Mobile Phone Account No: 7728326
		£13.40	£2.23	£11.17		Utility Warehouse - Total
Total		£1,082.96	£75.08	£1,007.88		

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

Additional Approval List 25.09.23

No	Payment Reference	Gross	Vat	Net Invoice	Invoice	Details
154	BACS.CLA N.25.09.23	£2,138.00	£0.00	£2,138.00	25/09/23	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	
Total		£2,138.00	£0.00	£2,138.00		

Signature

Date

Signature

Dersingham Parish Council
Confidential Payment Approval List – September 2023

	Payee	Description	Payment
1.	Aston Shaw	Staff Wages – August 2023	£1,956.62
2.	Norfolk Pension Fund	Staff Pensions – August 2023	£686.99
3.	HMRC	PAYE/NIC	£1,199.29
4.	Denise Gascoyne	RFO Services – August 2023	<u>£260.00</u>
			£4,102.90

