

Draft Minutes of the Dersingham Parish Council meeting held on 27th November 2023 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman), Tony Bubb, John Houston, Mike Shepherd, Jordan Stokes, Ann Watkins, and Dennis Wright.

Also present: Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker), Borough Councillor Judy Collingham (Left 7.20pm)
Norfolk County Councillor Stuart Dark (arrived 7.35pm)
4 Parishioners.

The meeting started at 7.05pm

14379 Apologies for absence – Councillors Valerie Brundle, Robert Frost, Dane Hipkin and Martin Noble.

14380 Declarations of interest and request dispensations by Councillors in any of the agenda items listed –
Cllr C Shepherd declared an interest in item concerning the Dersingham Village Centre Association (DVCA) as she is a trustee. Also, the Dersingham Sports Ground Association (DSGA).
Cllr D Wright declared an interest in the DSGA.

The meeting was placed in open session 7.08pm

14381 Public participation – Parishioners present had no issues to bring to Full Council

The meeting was placed in closed session 7.09pm

14382 Co-Option of New Councillor

The Chairman introduced Mr Mark Ward who then gave a summary about himself.

The Chairman proposed Mr Ward be Co-Opted onto the Parish Council (PC). This was seconded by Cllr Anderson

It was resolved to approve the proposal.

Mr Ward duly completed the Declaration of Acceptance of Office and joined the meeting.

The Chairman said another member of the public was also present who had expressed an interest in becoming a Councillor and co-option can take place on 18th December 2023 Full Council Meeting.

14383 To receive verbal report from the Norfolk County Councillor

Cllr Dark reported the following regarding County Council matters:

The County Deal is an opportunity to gain new powers and funding from the Government, the key benefit is a £20 million per year investment fund, with match funding this could generate £60 million per year to spend on local priorities. The County Deal however will have no impact on the way Parish Councils and Borough Councils operate. The deal on offer will not require a Mayor but will involve the appointment of an elected Leader, this will take place

in May 2024. Cllr Dark stated should the County Deal be rejected it could impact on future funding opportunities through central government. It is thought the County Council will make a decision regarding the deal in December 2023. Cllr Dark thanked the Council for its support in writing to the Borough Council concerning the future funding by the Environment Agency (EA) regarding the shingle bank flood defences from Heacham to Snettisham, funding is only secured until 2025. The Leader of the BC had also written to the EA expressing concerns as the EA have implied deeper dredging and recharges of the area may cease after 2025.

The signage previously discussed for the A149 bypass near the Drift has been purchased and will be in place soon.

Hunstanton Road, near the Woodside Avenue junction, is to be resurfaced in March. It was previously done in the extreme heat which meant the surface never set sufficiently. It will cost £4500.00 to resurface and Cllr Dark will pay half the costs from his Local Members Fund. Cllr Dark reminded Councillors that there is still money available in his Local Members Fund if there were any projects in Dersingham.

Cllr Bubb said he had contacted the Rangers to ask if they could clean the road signs, he had been advised that specific signs would need to be nominated for cleaning. Cllr Dark said he was not aware signs had to be nominated but would investigate it.

Cllr C Shepherd asked about signage along the A149 from the Knights Hill roundabout to the Dersingham roundabout to make drivers aware of deer in the area. Cllr Dark advised he would raise the matter with highways.

14384 To receive verbal report from the Borough Councillors

Cllr J Collingham said there was little to report, and work is continuing with projects from the previous administration committees.

West Norfolk Housing is working with the Borough Council (BC) regarding rented accommodation in the borough.

Cllr Collingham said recent comments regarding the new Queen Elizabeth Hospital being at risk due to financial restraints are just hearsay and the team who are working hard, remain focused on the project.

Cllr C Shepherd asked what the BC views are regarding the proposed Wash Barrier. Cllr Collingham said there will be a feasibility study on the barrier that should take five years to complete, the BC will remain open to the results of the study. Cllr C Shepherd stated she had tried to attend a public meeting in Hunstanton regarding the barrier, however had been turned away as the venue was at full capacity and was told the meeting would be filmed and available to watch on YouTube. Cllr M Shepherd stated he had watched the video and had been disappointed that it had only shown the developers opinion and not the opinion of other groups there.

Cllr Bubb advised he had no updates regarding BC matters, however he reported that at the last BC planning meeting concerns had been raised about the Windborough Homes development in Ingoldisthorpe from both the NCC and BC, particularly the unfinished surfacing of the roads.

14385 Finance

(a) Current Financial Position (Financial Budget Comparison and reserves Reports)

Cllr C Shepherd stated the FBC and Reserves reports had been placed on SharePoint for 01/04/23 to 31/10/23 and had been seen by the Finance & Admin Committee

Cllr M Shepherd reported he had completed his monthly checks to 31st October 2023. The accounts were consistent, and the bank reconciliation were all in order.

(b) To approve Payments for November 2023

Cllr C Shepherd advised the payment lists had been circulated via SharePoint. The DD & SO and Confidential lists for information only. Staffing Committee had Authorised staff salaries, a pay rise had been awarded recently and backed dated from April.

The BACS lists circulated are for approval.

The F&A Committee had authorised the termination of the office mobile phone contract.

Bank interest received from June 2023-September 2023 was £798.00

It was resolved to approve the payments.

14386 Minutes

(a) Minutes of the Environment Committee 2nd October 2023.

The Chairman reported on Minute 14386 (a) (d) and (e) collectively.

UK Power Network have now confirmed the date for the disconnection and reconnection of the streetlights at 13 Edinburgh Way and 12 Queen Elizabeth Drive, 7th December 2023

The streetlights on Glebe Road are scheduled for 13th December 2023.

The Environment Committee have agreed the two grass cutting contracts will be amalgamated when next renewed.

The cleaning contract is up for renewal in March 2024.

Canvas have been contacted numerous times regarding the repairs to the skatepark, but no action has been taken. Cllr C Shepherd advised she will write to Canvas to notify them the retention money would be forfeited, and a new contractor sourced to complete the repair work.

During budget setting many of the codes/budgets have had to be increased.

Cllr Bubb stated the Environment Committee had agreed to do no work on the electricity box at the War Memorial until the spring.

Ground anchors have been ordered for the seat on the recreation ground.

(b) Minutes of the Full Council Meeting 23rd October 2023

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

(c) Minutes of the Communications Committee Meeting 30th October 2023.

Cllr C Shepherd advised the Communication Committee had discussed events to commemorate the 80th Anniversary of D-Day on 7th June 2024, it had been agreed the Parish Council would light the beacon and a Fish and Chip supper would be available.

(d) Minutes of the Environment Committee Meeting 6th November 2023
See minute number 14387 (a)

(e) Minutes of the Budget Environment Committee 7th November 2023
See minute number 14387 (a)

(f) Minutes of the Finance & Admin Committee Meeting 13th November 2023

Cllr M Shepherd stated there were no recommendations to bring to full council. He advised the budget setting notes from the meeting are available on SharePoint.

(g) Notes of the Staffing Committee Meeting 20th November 2023.

Cllr C Shepherd said the Staffing Committee had met, staff salaries and pension payments were agreed. Staffing budgets had also been discussed and agreed.

14387 Planning application Applications:

23/01271/LB Proposed replacement window at 8 Janoch's Court, Dersingham – No objections

Determinations:

23/00179/TREECA 4 Chapel Road, Dersingham – Cypress- Crown reduction by 2m with a crown lift of 4m, so that it maintains its shape but has slightly smaller spread the tree is overhanging a pathway and the rear of garden and garage. Tree Application – No objection – 26th October 2023 – Delegated Decision

23/00183/TREECA 59A Manor Road, Dersingham - removal of trees as identified in the tree survey schedule of the Plandescil Arboricultural Implications Assessment
Tree Application – No objection – 26th October 2023.

23/01324/F The feathers Hotel, 71 Manor Road, Dersingham – Retrospective planning permission for two poles that are in place and two ANPR cameras installation
Application Permitted – 7th November 2023 -Delegated Decision

23/01325/A The Feathers Hotel, 71 manor Road, Dersingham – Retrospective Advert
Application: Various parking signs, Application Permitted – 7th November 2023-Delegated Decision.

14388 Chairmans Report.

The Chairman reported the following:

She had laid a wreath on behalf of the PC on 11th November 2023 at the service at the War Memorial and a second wreath at the service held at St Nicholas Church on the 12th November 2023. Cllr M Shepherd said,

something to note for next year's war memorial service was the level of noise from vehicles during the service and suggested the police be contacted in good time to assist with traffic management.

All committees have been budget setting

The Christmas tree festival is due to start 1st December and the decorating of the trees will be Wednesday 29th and Thursday 30th November, and asked for volunteers to help decorate the PC tree. Cllr Stokes volunteered.

14389 Business managers Report

The BM reported the following:

The painting of the bus shelters and war memorial railings has been completed.

The streetlights at 13 Edinburgh Way and 12 Queen Elizabeth Drive are to be connect by UK Power network 7th December and Glebe Road will be connected.

Agreement has been established for next year's dog bin sponsorships.

Work has been ongoing on the Contracts Register.

Three items with the Borough Council: All dog bins must be 25 litres. Cllrs discussed the impact of replacing all dog bins. It was agreed for the BM to send the information received regarding the changeover to Cllrs M Shepherd and T Bubb. Cllr Dark said he would investigate the matter. Two bushes have been trimmed back on Mountbatten Road near the Substation. A suspected rough sleeper had been reported to the BC, who were going to look into it. Warning signs had been placed at the War Memorial due to tree roots lifting the paving.

14390 Pavilion Defibrillator.

Cllr C Shepherd advised the defibrillator that had been donated to the Sports Ground some time ago has now been installed. However, the pads are now out of date. The BM had obtained pricing from three suppliers of the pads which had been circulated via SharePoint. Cllr C Shepherd proposed the PC purchase a set of pads for the Sports Ground at a cost of £66.00 from the Defibwarehouse. **After discussion the proposal was approved, and the BM instructed to raise a proforma invoice.** Cllr M Shepherd suggested the BM contact the Sports Ground to establish if the defib had been registered with Circuit and if not to seek their agreement that the BM registers it with Circuit and carries out the monthly checks. It was agreed that the BM contacts the Sports Ground.

14391 Proposed Meeting Dates 2024

A list of proposed dates had been circulated via SharePoint.

Councillors discussed and agreed the dates, with an amendment to be made to Februarys Staffing Committee meeting start time to show 6.30pm.

14392 Correspondence

Cllr C Shepherd advised correspondence had been received from the Borough Council about funding they had received from Central Government which they wished to use to promote active travel. They could provide free bike racks and support for bike storage and repair stands. After discussion it was agreed the BM should return the form expressing an interest in having three "Sheffield cycle stands" to be located at the Pavilion, Social Club and Dersingham Recreation

Ground. Cllr M Shepherd advised that concrete bases for the cycle stands would need to be provided.

14393 Public participation

It was stated that the Kings Lynn Museum is currently running the "Tiger Who Came to Tea" free exhibition. With workshops of exploration, activities, and crafts and everyone is encouraged to attend with friends and family.

There were no other comments from the public present.

The meeting was placed in closed session at 8.15pm

14394 Items for inclusion on the next agenda

Cllr C Shepherd asked Councillors to notify the BM of any items for the next agenda.

14395 Date of next meetings:

Full Council Meeting - Monday 18th December 2023 at 7pm in the Garden Room

Cllr D Wright gave his apologies for the next Full Council meeting.

With no further business the meeting was closed at 8.17pm

14396 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.

14397 Leases Update

Cllr C Shepherd advised there was no update on either lease.

- (a) Sports Ground
- (b) Queen Elizabeth II Jubilee Hall

**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 27th November 2023:
Business manager**

- To raise a purchase order for defibrillator pads for the sports ground defib.
- To contact the sports ground to ascertain if the defib located at the pavilion is registered on Circuit as per minute 14390.
- To amend meeting dates as per minute 14391.
- To contact the BC to express an interest in having three "Sheffield cycle stands"

Dersingham Parish Council

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

BACS APPROVAL LIST 23.11.23

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque Total
181	BACS.AUR. 27.10.23	£74.61	£12.44	£62.17	£74.61 27/10/23		Aurora Managed Services Ltd - Account C-105241 Final Printing Costs 25.10.23	£74.61
184	BACS.DOM .03.11.23	£60.00	£0.00	£60.00	£60.00 01/11/23	Nov 2023	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00

Signature _____

Date _____

Signature _____

Dersingham Parish Council

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

ADDITIONAL BACS APPROVAL LIST 27.11.23

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque Total
201	BACS.DPC C.23.10.23	£55.00	£0.00	£55.00	27/11/23		Dersingham Parochial Church Council - Christmas Tree	£55.00
202	BACS.CSH EP.21.11.23	£191.99	£2.84	£189.15	27/11/23	Expenses	Coral Shepherd - Chairman Expenses	£191.99
1		£175.00	£0.00	£175.00	CNCL	Chocolates for Village Vc delivery volunteers		
2		£11.00	£1.84	£9.16	CNCL	Keys cut for RFO for Off		
3		£5.99	£1.00	£4.99	REC	Soil for hole in recreation		
Total		£246.99	£2.84	£244.15				£246.99

Signature _____

Signature _____

Date _____

Dersingham Parish Council

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

BACS APPROVAL LIST 23.11.23

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque Total
186	BACS.PJB. 01.11.23	£1,195.73	£199.29	£996.44	£1,195.73 01/11/23	SI-849	P J & B Jones Ltd - Grass cutting	£1,195.73
1		£41.47	£6.91	£34.56	ENV	Earls Close 11th & 30th		
2		£163.30	£27.22	£136.08	ENV	Crisp Close 11th & 30th		
3		£132.19	£22.03	£110.16	ENV	Broadlands Close 11th & 30th		
4		£166.56	£27.76	£138.80	REC	Playing Field 11th & 30th		
5		£98.50	£16.42	£82.08	ENV	Village Centre North, Soi West 11th & 30th Octob		
6		£98.50	£16.42	£82.08	WARR	Philip Nurse Road 11th & 30th		
9		£60.91	£10.15	£50.76	WARR	Grass around Warren fir GCA12 30th October		
10		£60.91	£10.15	£50.76	WARR	Warren footpaths GCL3 October		
12		£121.82	£20.30	£101.52	ENV	Strimming Manor Road, Sherbourne Road grass between dyke & churchy GCA2 31st October		
13		£111.60	£18.60	£93.00	ENV	Cut grass Manor Road / Sherbourne Road grass between dyke & churchy GCA2		
14		£139.97	£23.33	£116.64	WARR	Pakenham Drive 11th & 30th October		

Signature _____

Date _____

Signature _____

Dersingham Parish Council

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

BACS APPROVAL LIST 23.11.23

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque Total
185	BACS.GOO GLE.07.11. 23	£15.99	£2.67	£13.32	£15.99 07/11/23		Googleplay - Google annual Storage subscription Make payable to Karen Orgill	£15.99
200	BACS.AST ON.09.11.2 3	£119.81	£19.97	£99.84	£119.81 09/11/23	36387	Aston Shaw - Payroll Processing and Submission quarter ended 05.10.23	£119.81
195	BACS.SPIR A.14.11.23	£73.91	£12.32	£61.59	£73.91 14/11/23	Proforma 11080	Spirafix Ground Anchors Ltd - Spirafix Ground Anchor 30-6- 440 B Type 8.5mm	£73.91
198	BACS.CLA N.23.11.23	£2,416.00	£0.00	£2,416.00	£2,416.00 23/11/23	48675	Clanpress - 3100 x Village Voice Issue 145 76pp Price includes £126 reduction for text printed on 80gsm offset	£2,416.00
Total		£3,956.05	£246.69	£3,709.36	£3,956.05			

Signature _____

Date _____

Signature _____

Dersingham Parish Council

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

PRIVATE & CONFIDENTIAL STAFF APPROVAL LIST 21.11.23

No	Payment Reference	Gross	Vat	Net	To pay date	Invoice no.	Invoice Details	Cheque Total
		£4,557.27	£0.00	£4,557.27	£4,557.27	Confidential		
Total		£4,557.27	£0.00	£4,557.27	£4,557.27			

Signature _____

Date _____

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Dersingham Parish Council

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

DD and SO APPROVAL LIST 22.11.23

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque Total
182	D.D.BAR.19 .10.23	£11.50	£0.00	£11.50	£11.50 19/10/23		Barclays Bank - E-Payment Plan Charges & 2 chq payments 13sept - 12 Oct	£11.50
183	STO.K&M.0 1.11.23	£147.35	£24.56	£122.79	£147.35 01/11/23	8340	K & M Lighting Services - Street lighting Maintenance Charge 01 November 2023 to 30 November 2023	£147.35
187	D.D..SYS3. 08.11.23	£113.52	£18.92	£94.60	£113.52 08/11/23	16550	System:3 Business Solutions - CSP: Microsoft 365	£113.52
1		£37.08	£6.18	£30.90	CNCL		Microsoft 365 Business I	
2		£76.44	£12.74	£63.70	CNCL		Microsoft 365 Business I	
188	D.D.UTILIT Y.30.11.23	£13.40	£2.23	£11.17	£13.40 08/11/23	206380962	Utility Warehouse - Mobile Phone	£13.40
193	D.D.BT. 29.11.23	£69.95	£11.66	£58.29	£69.95 15/11/23	MO66 EF	British Telecommunications - Telephone/Broadband	£69.95
194	D.D.OPUS. 30.11.23	£526.56	£87.76	£438.80	£526.56 15/11/23	74729610	OPUS Energy - Streetlight Energy	£526.56
196	STO.C&E.2 0.11.23	£270.00	£0.00	£270.00	£270.00 20/11/23		C & E Handymen Services - Cleaning Contract	£270.00
197	STO.J.JON ES.20.11.23	£100.00	£0.00	£100.00	£100.00 20/11/23		Jo Halpin Jones - Village Voice Honourarium	£100.00
Total		£1,252.28	£145.13	£1,107.15	£1,252.28			

Signature _____

Date _____

Signature _____

Dersingham Parish Council

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

URGENT PAYMENT LIST 30.11.23

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque Total
203	BACS,DEFI B.30.11.23	£79.20	£13.20	£66.00	£79.20 30/11/23	31486	Defib Store Limited - Smart pads for ipad SP1 Defibrillator PN63124	£79.20
Total		£79.20	£13.20	£66.00	£79.20			

Signature _____

Date _____

Signature _____

