

## **Draft Minutes of the Dersingham Parish Council meeting held on 26<sup>th</sup> February at 7pm in the Dersingham Village Centre**

**Councillors present:** Coral Shepherd (Chairman), Brian Anderson (Vice Chairman), Tony Bubb, Robert Frost, John Houston, Martin Noble, Mike Shepherd, Jordan Stokes, Brett Thomas, Mark Ward, Ann Watkins, and Sarah Whitehead

**Also present:** Karen Orgill (Business Manager – BM)  
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker),  
Judy Collingham Borough Councillor (Left 7.20pm)

- 1 Apologies for absence** – Councillors Valerie Brundle, Dane Hipkin, and Dennis Wright.
- 2 Declarations of interest and request dispensations by Councillors in any of the agenda items listed** – None Received.

The meeting was placed in open session 7.02pm

- 3 Public participation**  
None present

- 4 To receive verbal report from the Norfolk County Councillor**  
Cllr Stuart Dark was not present

- 5 To receive a verbal report from the Borough Councillors**

Cllr J Collingham told the meeting she had nothing specific to report.

The Regeneration Project are currently working on a Clean Green Mode of Transport scheme to encourage people to walk, cycle etc.

Cllr Collingham said she had been approached by ward members regarding the amount of flooding around the village due to the excessive rainfall and felt action should be taken to contact the relevant departments and councils. After discussion it was agreed to place it on the next Environment Agenda for discussion.

Cllr Bubb reported there are no matters outstanding regarding the ward.

He said he had attended a Budget Setting meeting at the BC in which it was agreed a blanket 10% increase to all Fees and Charges.

Cllr Bubb said he was concerned with the volume of litter and encouraged people to report litter, fly tipping, deceased animals via the BC website.

- 6 Finance**

(a) Current Financial Position (Financial Budget Comparison (FBC) and Reserves)

Cllr C Shepherd advised the FBC to 31<sup>st</sup> January 2024 had been reviewed by the F&A Committee on 12<sup>th</sup> February 2024.

Cllr M Shepherd said the Street Light replacement project grant of £6264.00 from the BC has been paid into the Project Reserves.

Cllr M Shepherd reported he had completed his IAC report and the bank reconciliations to the 31<sup>st</sup> January 2024 were in order and all reports were arithmetically correct.

(b) To approve Payments for February 2024

Cllr C Shepherd said the payment lists had been placed on SharePoint.

A DD & SO and Staff Approval lists for information only and two BACS Approval lists for authorisation.

An invoice has been received from the DVCA for the Parish Councils (PC) contribution towards the running costs of the centre for April 23 to September 23 for £1866.30.

Cllr M Shepherd advised an invoice from Parish Online had been received for the set up and hosting of the new PC website, however this should not have been issued until the website is complete. Therefore, Cllr M Shepherd proposed payment of the invoice be approved but no payment be made until the process is complete. **It was resolved to approve the proposal.**

**It was resolved to approve the payments.**

## 7 Minutes

(a) Minutes of the Full Council Budget Setting Meeting 22<sup>nd</sup> January 2024

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

(b) Minutes of the Full Council and Precept Setting Meeting 29<sup>th</sup> January 2024.

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

**Action points were discussed and those completed removed.**

(c) Minutes of the Environment Committee 5<sup>th</sup> February 2024

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

(d) Minutes of the Planning Committee 12<sup>th</sup> February 2024

Cllr C Shepherd advised that Planning Committee had met and discussed three applications.

Application 23/02311/F – Proposed erection of two traditional cottages and associated works at land adjacent to 20 Gelham Manor. An application had been received previously for 1 house which the PC had no objections to, however the amended application is for two cottages. The Committee agreed to object due to over development of the site. Access arrangements are potentially dangerous because of the proximity to the junction of Lynn Road and Post Office Road and the lack of visibility in both directions. Cllr C Shepherd reported since the committee met Norfolk County Council highways have also submitted their objections.

(e) Notes of Finance & Administration (F&A) Committee 12<sup>th</sup> February 2024

Cllr M Shepherd reported F&A Committee had approved a grant of £300.00 which had been applied for by the Dersingham Choral Society to purchase two sets of stage lights. A representative of the Choral Society attended the committee meeting to answer any questions regarding the application.

## 8 Planning applications:

### Applications

**23/00932/F** Construction of three detached 1.05 storey dwellings, including new turning area for emergency and refuse vehicles at The Orchard, 17 Senters Road, Dersingham. – No objections, if permission is to be recommended could a condition be imposed to ensure that the design and construction of the road allows for no damage to the tree roots.

**Decisions: None had been made since the last planning committee meeting.**

None

## 9 Chairmans Report

The Chairman reported the following.

There have been two acts of vandalism recently in the village:

Weed killer had been poured over the football pitches at the Sports Ground, this has been reported to the police.

Political/Racist graffiti had been sprayed in two separate locations, this was reported to the police and removed within 24 hours.

The current contractor that is employed to do the PC cleaning contract has submitted a letter of resignation. Cllr C Shepherd proposed she writes a letter of thanks to the contractor. **It was resolved to approve the proposal.**

Cllr B Thomas had requested to join the Planning Committee, Cllr C Shepherd proposed Cllr Thomas join the Planning Committee. **It was resolved to approve the proposal.**

## 10 Business Managers Report

The BM advised she had booked Cllr Thomas on the induction training course for Councillors on Wednesday 22<sup>nd</sup> May and Cllr R Frost on the Essential Update Seminar on Thursday 21<sup>st</sup> March.

The Risk Register is near completion and will be forwarded to both Cllr M and C Shepherd as soon as possible.

## 11 Correspondence

11.1 Norwich Western Link.

Cllr C Shepherd advised a letter had been received from the Stop the Wensum Link Campaign Group requesting the PC discuss at a meeting the proposed Norwich Western Link Road. After discussion it was agreed to take no action.

11.2 Street Light Consultation.

Cllr C Shepherd informed the meeting a consultation had been received from Norfolk County Council (NCC) regarding a proposal to reduce some street lighting in areas across Norfolk, this is to assist in reducing budgets within NCC. The lights that would be switched off in Dersingham if the scheme should go ahead, are on Lynn Road, on the southern approach into the village. Councillors discussed the scheme at length. **It was resolved to object to the lights being switched off until further information could be obtained.**

12 **Public Participation** – No public present.

## 13 Items for inclusion on be next agenda

The Chairman asked for any requests to be submitted to the BM.

## 14 Date of next meeting –

Full Council Monday 25<sup>th</sup> March 2024, 7pm Garden Room

## 15 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.

**16 Leases Update**

(a) Sports Ground – variation of plan

Cllr C Shepherd reported the western boundary at the Sports Ground has now been moved, as previously agreed by Full Council and new plans have been received. The leases are currently being amended to reflect the changes.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised there is no update regarding the QEII Jubilee Hall.

With no further business the meeting was closed at 8.00pm

**Action Points**

**Chairman**

- **To write a letter of thanks to the cleaning contractor**

**BM**

- **Add Cllr Thomas to the membership of the planning committee.**
- **To send comments to BC about planning application 23/00932**
- **To write to NCC about the street light consultation**
- **To place drainage on the environment committee agenda**

# Dersingham Parish Council

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

### ADDITIONAL BACS APPROVAL LIST 26.02.24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
256	BACS.DVC A.26.02.24	£500.00	£0.00	£500.00	£500.00	25/02/24	556	Dersingham Village Centre Association - Annual Office Rent	£1,866.30
257	BACS.DVC A.26.02.24	£1,366.30	£0.00	£1,366.30	£1,366.30	25/02/24	INV 554	Dersingham Village Centre Association - Contribution for running costs April 23 to Sept 2023 inclusive	£1,866.30
258	BACS.SM WD.26.02.24	£500.00	£0.00	£500.00	£500.00	25/02/24	FEB 2024	Stephen Martyn Website Design - Annual maintenance, support & hosting of the Parish Council Website.	£500.00
<b>Total</b>		£2,366.30	£0.00	£2,366.30	£2,366.30				

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Date \_\_\_\_\_

# Dersingham Parish Council

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

BACS APPROVAL LIST 23.02.2024

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Cheque Total
238	BACS.AUR. 28.02.24	£87.56	£14.59	£72.97	£87.56 29/01/24	IV115210	Aurora Managed Services Ltd - Account C-105241 Final Printing Costs 29.01.24	£87.56
244	BACS.PAR. 09.02.24	£546.00	£91.00	£455.00	£546.00 06/02/24		Parish Online - To set up & host Dersingham PC Public website. To include a new Gov.uk domain name, site migration, support & set up. Cost per annum.	£546.00
242	BACS.D.D OMAN.09.0 2.2	£60.00	£0.00	£60.00	£60.00 08/02/24	FEB 24	David Doman - War Memorial maintenance 4 visits at £15.00	£60.00
245	BACS.NPT. 12.02.24	£88.00	£0.00	£88.00	£88.00 12/02/24	20617	Norfolk Parish Training & Support - Induction for Councillors 28th Feb & 6th March, Mark Ward & Sarah Whitehead	£88.00
250	BACS.K.O. 16.02.24	£7.35	£0.00	£7.35	£7.35 16/02/24		Karen Orgill - Reimbursement for Postage cost for Barclays next day delivery Guaranteed.	£7.35
254	BACS.DCS. 20.02.24	£300.00	£0.00	£300.00	£300.00 20/02/24		Dersingham Choral Society - Grant requested for £300 towards the purchase of stage lights for the Choir.	£300.00
<b>Total</b>		£1,088.91	£105.59	£983.32	£1,088.91			

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# Dersingham Parish Council

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

### DD & SO APPROVALS LIST 23.02.2024

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Cheque Total
236	DD.BARC.0 5.02.24	£8.50	£0.00	£8.50	£8.50	18/01/24	Dec - Jan	Barclays Bank - E-Payment Plan Charges	£8.50
233	D.D.OPUS. 23.01.24	£597.84	£99.64	£498.20	£597.84	19/01/24	74953249	OPUS Energy - Streetlight Energy	£597.84
239	STO. K&M.05.02. 24	£147.35	£24.56	£122.79	£147.35	01/02/24	8506	K & M Lighting Services - Street lighting Maintenance Charge 01 February 2024 to 29th February 2024	£147.35
240	SO.JHJ.16. 02.24	£100.00	£0.00	£100.00	£100.00	06/02/24		Jo Halpin Jones - Village Voice Honorarium	£100.00
241	SO.C&E.16. 02.24	£270.00	£0.00	£270.00	£270.00	06/02/24		C & E Handyman Services - Cleaning Contract	£270.00
243	D.D.SYS3.0 9.02.24	£113.52	£18.92	£94.60	£113.52	08/02/24	17410	System:3 Business Solutions - CSP: Microsoft 365	£113.52
	1	£37.08	£6.18	£30.90		CNCL		Microsoft 365 Business	
	2	£76.44	£12.74	£63.70		CNCL		Microsoft 365 Business	
251	D.D.BT.29. 02.24	£69.95	£11.66	£58.29	£69.95	15/02/24	MO69 QA	British Telecommunications - Telephone/Broadband	£69.95
252	D.D.ICO.01. 04.24	£40.00	£0.00	£40.00	£40.00	19/02/24		Information Commissioner - Data Protection Renewal fee GDPR	£40.00
<b>Total</b>		£1,347.16	£154.78	£1,192.38	£1,347.16				

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