



Parish Council Meeting minutes

For 9th December 2024,

7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. Andrew Goodman (Chair), Steve Adlam, Lisa Buck, David Leyserman, Pam Reekie, Robert Theobald

IN ATTENDANCE: Ann Baker (Clerk), Matt Hill (RFO)

MEMBERS OF THE PUBLIC: residents x2

99. ACCEPTANCE OF APOLOGIES - Cllr. J. Kerr, Dist. Cllr. D. Thompson - accepted

100. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED –
Cllr. R. Theobald, the Clerk - item 104e Rushall Parochial Church Council (RPCC) grant application
Declaration of Acceptance of Office - Lisa Buck - signed the form, acknowledged receipt of: SNC
Pecuniary Interest form, three sets of recent minutes, Standing Orders, Financial Regulations, Code of
Conduct policies and training opportunities etc.

The Chair welcomed Lisa Buck as a Parish Councillor

101. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY AND DISTRICT COUNCILLORS -
Co. Cllr. C. Rowett - a report was also received, which included a reference to the Furze Green signage , both Co. Cllr. M. Wilby and she have approved the funding. The details should have been received by the contractors; Bus route 82 - this is scheduled every hour until late evening via Tivetshall or Diss (new details on the local noticeboards and website). Bus route 84 and Bressingham changes not been approved; Energy infrastructure – there are speculative applications for solar farms around the county; Budget - NCC are anticipating a large short fall in funding, some areas have benefitted from Government. At present there are consultations re setting the Council Tax levels – up to 5% increase; Norwich Western link road update – the County Council have ignored the advice re the various protective habitats, large amounts of money have been lost, delivery of the project has reached an impasse; Devolution – here is much speculation about changes to local government structures - a unified status between Norfolk and Suffolk, reduction of democratic rights with respect to planning, powers, excess, mayor figure – extra funds for transport, college skills etc., rural needs need to be considered. There are many years of consultation ahead, thus County Council elections will go ahead as planned; Greater Anglia railway will be transferred to public hands – autumn 2025, encouraging people to use a the service as part of the economic growth; There are new powers for Police to tackle anti-social behaviour involving e-bikes, e-scooters etc. A full report can be found on the Minute File.
Dist. Cllr. C. Hudson - local matters – the issues around the planning application from Waveney Valley Caravan Park. Dist. Cllr. C. Hudson will request that the application is sent to a Management Committee meeting; Budget consultation season – this is open until mid-December. It is likely the maximum will be charged without going to referendum; Diss Leisure – reopens 13th January. The build Leisure Centre/Gym is to be built on the vacant car site, overlooking the Mere; the Business Awards are open until 13 Dec.;
Dist. Cllr. D. Thompson - had sent a report, which can be found in full in the Minute File. Included in the report were references to the Waveney Valley Holiday Park application, the Business Awards, 'Go for It' grants, Budget consultation, Christmas events around South Norfolk and free parking in the Market Towns for two hours rather than one hour.

Resident 1 had noted the Waveney Valley application had been re-submitted with a change to numbers. Correspondence with C. Rickman (Planning Officer) and A. Baines (Enforcement Officer) indicated that

there was no need for a planning application for the concrete pads and road as it is the Certificate of Lawfulness that has to be considered. A submission by the owners supports that 71 static caravans does not constitute a change of use to Cert. of L'fulness. SNC are to look into this via their Legal team. It appears that some of the caravans are being lived in all the time – if the number increases to 71 there will be infrastructure issues - flooding on the road, amount of road movements on a narrow lane, social implications to resident's etc.

Resident 2 – expressed concerns about the impact on the locality - the use of the land within holiday park, the proximity to current properties, noise and light levels etc. This is already impacting the residents - the numbers of cars, people, infrastructure - electricity, water pressure down, pedestrians, internet, noise disturbance. This is will significantly affect Air Station Road, a 'Quiet Lane'/a narrow rural lane used as part of the farm, by livestock, riders, that is impacting the street view, not just for six or seven months but all year round. Residents have tolerated the busy holiday period and disruption, however this unsustainable over twelve months of the year.

Issues - Water - what is happening to the surface water on site - the Beck flows at the back of Smurfit Kappa factory, via Brook Cottage land, Lonely Cottage land, under the road which is unable to cope with the extra water, sewage, soil erosion resulting in flooding to properties and highway. The resident reported that advice from the Environment Agency (EA) was that it is not sensible to put static caravans on site with various issues; The planning application is vague on a number of issues – any work should be sympathetic to the environment, the creation of hard parking compacts soil, the increase of traffic, noise & light intrusion etc.; population increase if planning is agreed (it is thought a full site could double the population of Rushall) - Such a change would affect water consumption and insufficient infrastructure to preserve the well-being of current residents - medical services, increased in traffic.

It appears (from enquiries by a councillor) that the site will be open all year round, although there is no indication of length of stay from the owners, currently there are twenty one statics, five of which have been permanently sited very close to a residential home. There are clearly a number of issues that require further investigation and clarification.

The Chair thanked all those attending and the meeting resumed at 8.00 pm

102. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 11TH NOVEMBER 2024

The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve them, proposed Cllr. D. Leyserman, seconded Cllr. S. Adlam, unanimous approval.

103. MATTERS ARISING FROM THE MINUTES OF 14TH OCTOBER 2024, FOR INFORMATION PURPOSES ONLY:

- a. **Remembrance Service** (min. 86b) - A letter of thanks had been sent to those groups who had contributed to the Service. It was noted that the USAAF turn up annually, although recently the contingent has become smaller. It was suggested that perhaps the Church might agree, when reading the names of those who gave their lives a reference could be made to the American Airforce who served alongside British servicemen. With twenty seven memorial services in the area and changes in personnel, it is becoming more difficult for the USAAF to provide personnel for all events, hence the reduction in numbers attending. It was agreed that even though there is no longer an RBL group, the Parish Council would like the tradition to continue; **ACTION** - Clerk to contact the Church, suggesting an addition of the USAAF reference for service next year. Cllrs. R. Theobald and L. Buck to liaise regarding social media, and creating links with the 100th Bomb Group, Thorpe Abbotts.
- b. **Website and domain changes** (min. 86e) - to date NALC have not been in touch.
- c. **Highways Rangers** (min. 86d) - Highways Rangers have cleared the grips around the Parish, no other updates have been received
- d. **Furze Green gateway signs** (min. 93) - receipt of an updated quote has been received from Dissigns, however confirmation of cost of materials (recycled white wood) are still awaited. **ACTION** - once the Clerk receives this the details will be sent to Pulham St. Mary and Needham Parish Councils to update them on the progress of the project
- e. **Poppy Grove signage** (min. 93b) - the new speed sign – 20mph has been installed
- f. **Safe Crossing on the car park** (min. 94e) - Cllr. S. Adlam mtg. with Kevin Ward in the near future.
- g. **Play are additional equipment** (min. 94f) - Cllr. S. Adlam will prepared a consultation to share with parents; Clerk to send contacts of play equipment suppliers.

- h. **Town Lands Trust** (min. 95) - The Clerk has written to both Martin Wilby and Cllr. J. Kerr inviting them to stand for a further three years.

All other matters will be addressed during the rest of the meeting.

104. THE MONTHLY FINANCIAL REPORT FROM THE RFO, including notification of payments made over the last month:

a. **Payments & receipts** – the list of payments and receipts - The information had been circulated to all Councillors by the RFO.

It was resolved to accept the 'Payments and Receipts' and 'the year to date' spreadsheet - it was resolved to approve all, proposed by Cllr. R. Theobald, seconded Cllr. P. Reekie, all approved

b. Approval of :

- (i) The Precept for the Financial Year 2025/26 is recommended to be £40,137.00. The form from South Norfolk & Broadland Council (SNBC) was signed by the Chair, Cllr. A. Goodman and the RFO, Mr. M. Hill. There was discussion around the use of reserves for use of capital projects but not day to day expenditure as the precept should cover this. The property heading annotated Village Centre is considered superfluous and can be incorporated into the landlord and property heading. It was resolved to approve the Precept, proposed Cllr. P. Reekie, seconded Cllr. L. Buck, all councillors approved
- (ii) Council Tax Band D on which the precept is set is £72.06 (there are 557 Band D homes, in 2024/25, there were 546 £70.65), it was resolved to approve this figure, proposed Cllr. P. Reekie, seconded Cllr. L. Buck agreed by all
- (iii) A vote of thanks was extended to the Finance Committee in appreciation for all their hard work in preparing the budget and precept

c. **Approval of the Clerk's annual subscription to the SLCC** - £190.00, proposed Cllr. P. Reekie, seconded Cllr. D. Leyserman, all agreed

d. **Grant request from St. Edmundsbury Academy to support a Dickleburgh child on school trips** - If one or more of the trips have passed, and if some are imminent, the School should have a hardship fund which may be able to support the child. The RFO felt that more information was needed to make an informed recommendation. The Clerk to liaise with School sending a Young Persons grant form. Once the grant forms have been completed and returned the matter will be considered at the January meeting, if it is received in time. **ACTION** - Clerk to send a grant form to the School.

e. **Grant request from Rushall PCC for churchyard maintenance** – the application and accounts were discussed. It was agreed to grant the request in full - £720.00

DRPC have the power to maintain churchyards under the LGA 1972 s.215

105. Receipt of advice from the Charity Commission - The Chair, Cllr. A. Goodman reported the Charity Commission's advice was: – 'of the view that VCMC are Trustees therefore should register as Trustees on the Charity Commission's website.' 'Rules of DRVC state that the charity (who is the tenant) shall be administered and managed by the Management Committee.' The Parish Council holds the land on charitable trusts on behalf the charity (the tenant) which is managed and administered by the management trustees.' This instruction is held in the paper file - VC11 Charity Commission. **ACTION** - The question to be put to the Management Committee to find their thoughts on signing as trustees.

106. Lighting, new doors and heat pump survey - (i) lighting - the work will be carried out on the 23rd December by Marc Drury (ii) new doors – front, emergency fire doors for the kitchen and Main Hall – Clerk meeting with Chapel Doors for another quote (iii) Finn Geotherm Ltd. report - reported that it was a feasible project – an air source heat pump positioned where the current oil tank is sited, new linkage pipe work to the cylinder cupboard and an upgrade for some radiators. A full survey would be appropriate for calculations etc. (cost approx. £300.00) and therefore Brendan Scott (Finn Geotherm Ltd.) recommends that the Parish Council waits for the next phase of the Public Sector Decarbonisation Scheme to assist with the project costs. **ACTION** - Clerk to acknowledge the advice

107. An update on the progress of the Strategic Environmental Assessment (SEA) – The first draft of the new October 2024 edition has been received and is being looked at. The draft will be corrected and responded too. A SEA graphic was introduced to Parish Councillors help understand the steps involved

in an SEA and its purposes. The Clerk received an email requesting clarification on 3 issues: the removal of some sites, SEA terminology, potential increased housing. This was discussed, and a response agreed. **ACTION** - Clerk to write to the resident outlining the Parish Council response.

During the amendment stage the Clerk received resignation letters from three members of the team. One of the letters suggesting that an aspect of the NP process was mishandled and asking for clarification.

The Chair proposed in answer to this query that members of the Personnel Working Group be asked to undertake an investigation into the facts and report back at the February meeting, to establish if there is a fault and if found recommend further actions. **ACTION** – Clerk to coordinate members of the Personnel Working Group, led by Cllr. D. Leyserman to investigate the complaint and report to the February meeting

- 108. Street lighting lamps** - receipt of quote based on a minimum refurbishment of six lamps – it agreed that six lamps will this be updated in this financial year. It was also agreed that every effort will be made to have all streetlamps changed over during the next Financial Year, hopefully at the price quoted.

THE RFO outlined the cost of replacing lamp as per quote from TT Jones. He advised £5000 was available in budget, but replacing all would slightly exceed this which he was happy with. Recommended Councillors replace all 21 or 22 in this financial year. There is £5000 allocated for next year, which would not then be needed. If not agreed, carry forward 6 lamps into the following financial year. The RFO asked Clerk to find out cost of replacement after February 2025. The RFO agreed to contact the company regarding codes for the lights that have already been replaced in order that he could advise Network Power and in turn British Gas, our provider.

ACTION - Cllr. R. Theobald and the Clerk to contact TT Jones, to quote for all remaining lights to be converted to LED's. The RFO will contact to TT Jones to obtain the individual light numbers that have already been changed to LED in order to contact Network Power/British Gas to amend the charges for those street lights, the remainder to be converted will follow in due course.

- 109. APPROVAL OF A NEW TREE WARDEN FOR THE PARISH - Ben** Grief has recently been appointed to work for the Forestry Commission. The Chair has approached Ben Grief to request he acts as the Tree Warden for the Parish Council. Approval of this appointment was agreed. **ACTION** - the Clerk will add his name to the Roles & Responsibilities list for 2024/25.

110. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

- a. **Planning Application 2024/3439 Waveney Holiday Park, Air Station Lane, Rushall** – proposed use of land for the siting of static caravans without restriction on the layout (up to a max. of 71) **ACTION** - (i) Clerk to contact Co. Cllr. C. Rowett and raise the Parish Council and residents' concerns: increase in population, strains as an all year round facility - the population of the village will double putting a strain on local facilities, out of line of practice and the principles of rurality – in that it is not planned growth, nor incremental growth, or strategically planned. (ii) Chair and the Clerk to prepare a response to this change.
- b. **Planning Application 2024/3465 & 2024/3554 Kings House, The Street, Dickleburgh** – works to trees in the Conservation Area – T1 Ash reduce in height from 10m to the hedge height of 1.8m; T2 Mixed species row of trees – all lower branches over-hanging the path, crown lift to approx. 4m; Hedgerow – to be side backed to the fence line. **ACTION** - Chair to circulate a response highlighting their concerns and to send the document to the planning department. Chair to invite the tree warden to inspect the plans.
- c. **Chenery site** – has changed hands - Providex Building now the owners. The site has been made safe, however there has been the removal of some ancient hedges to the back and side, fruit trees have been removed, there are piles of tree rubbish and other rubble on the site, building items, are being stored on site, skips, blocks, pipes, lorry cement mixer are being stored on site. Richard Smith (Planning Officer) has indicated that the removal of the hedge on private land is permissible – this will be queried, as it also sits on the edge of the Conservation Area. The Parish Council are concerned by the developer's actions. It was suggested that the Chair compose an email to be sent to the MP, copying in the County and

District Cllrs., the Waveney Voluntary group, Judy Kirk as a significant policy writer for the Labour Party. To check the Land Registry for land ownership and the extent of the land.
ACTION - Chair to contact MP etc. for advice

- d. **Receipt of Consultees reports of Planning Decisions made by SNC:**
 - (i) **Planning Application 2024/2931 38 Millers Drive, Dickleburgh** – single rear extension & demolition of existing conservatory - Approved Dec. 2024

111. HIGHWAYS AND PRow REPORTS:

- a. **Furze Green progress** – see the Co. Cllr. C. Rowett’s comments and item 103d

PRow

- b. **Cutting of the PRow by landowners (PROW 3)** - nothing to report
- c. **Registration of Green Lane, Rushall** - no response to date

112. PLAYING FIELD REPORT:

- a. **Receipt of play inspection weekly reports** – Matt Hill continues to carry these out. Monitor dips in Toddlers area, **ACTION** - Cllr. S. Adlam will also monitor the dips
- b. **The Playing Field hedge** - incomplete at present
- c. **Installation of a solar powered light on the post at the ‘Entrance’ to the car park** - residents would welcome a light to delineate the edge of the kerb, concerns were raised over possible vandalism or theft of the light, costs to be investigated - **ACTION** - Cllr. P. Reekie will be asked to investigate the costs and circulate. Durable, high enough to prevent vandalising for Jan/Feb

113. INFORMATION RECEIVED TO NOTE:

- a. **NCC Norwich Western Road link** - noted
- b. **SNBC – resources for recruiting new councillors** - letter and flier received, samples put on the noticeboard, website.

114. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Clerk** - resident in Rushall has suggested that the dog bin on St. Clements Common is moved to the Church site (inside the Church gate) for the use of dog walkers. Discussion - it is believed the bin is not being used (on the middle field of the Common), as it is unclear whether the PC is still paying for this ‘old’ bin to be emptied, if not then it will increase costs to the PC £100.00 per bin per year. Agreed that if the bin is to be moved then councillors along with the Caretaker would volunteer to remove and relocate the bin. The Rushall Parochial Church Council (RPCC) to confirm they are in agreement.

115. DATE FOR THE NEXT MEETING & RECEIVE ITEMS FOR THE AGENDA:

MONDAY 13TH JANUARY 2025, AT 7.00PM AT DICKLEBURGH & RUSHALL VILLAGE CENTRE

The Chair thanked all Councillors for their attendance and contributions, Festive Greetings were extended to all Councillors for Christmas and the New Year.

The meeting closed at 22. 53pm

SIGNED

DATE