



## Parish Council Meeting minutes

For 11<sup>th</sup> November 2024,  
7.00pm, Dickleburgh & Rushall Village Centre

**PRESENT:** Cllrs. Andrew Goodman (Chair), Steve Adlam, David Leyserman, Jim Kerr, Robert Theobald

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

**MEMBERS OF THE PUBLIC:** resident Lisa Buck

**82. ACCEPTANCE OF APOLOGIES** - Cllr. P. Reekie, Co. Cllr. Dr. C. Rowett - accepted

**83. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED –**  
RT 87d  
The Chair welcomed Lisa Buck, as a prospective co-option candidate, inviting her to speak during the meeting.

**84. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY AND DISTRICT COUNCILLORS -**  
**Co. Cllr. C. Rowett** - had sent apologies and a copy of her report had been circulated to all Cllrs.  
**ACTION** – Clerk to find a copy of the bus timetable and advertise on the website and in the Parish News.  
**Dist. Cllr. C. Hudson** - local matters – Issues around the Waveney Valley Caravan Park have progressed. Dist. Cllr. C. Hudson had been in discussion with the planning department regarding any form of residency on the site. Currently there are no year round residents nor postal addresses. The Enforcement team visited and are monitoring, the owners have been requested to apply for planning permissions for the hard standing areas already in situ. A local person has suggested the whole site is now up for sale. Dist. Cllr. C. Hudson would encourage people to report (to the Enforcement team) any activity or intimidation; Dist. Cllr. C. Hudson is unclear as to the value of any Neighbourhood Plan in light of proposed changes in the planning process that the Government is considering. The Chenery site – Dist. Cllr. Hudson indicated that as the heritage hedge was on private land that there would be no actions taken.  
**Dist. Cllr. D. Thompson** - Within his report he thanked all who partook in the Remembrance Service and assisted with the organizations, the road closure was effective and appreciated by all. The Town & Council Forum at the SN Offices, Norwich happened later in the week, slides of the presentations will be circulated to all councils when they become available. There was a reminder that the Business Awards nominations are open until the 18<sup>th</sup> December. There is a Business Breakfast arranged at the SNC Offices, Norwich. He noted the Asset of Community Value for The Half Moon had been submitted recently – there is an eight week appeal period before it can be considered for the Register which is 'live' for five years.

*The meeting resumed at 7. 12pm*

**85. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 14<sup>TH</sup> OCTOBER 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. J. Kerr, unanimous approval.

**86. MATTERS ARISING FROM THE MINUTES OF 14<sup>TH</sup> OCTOBER 2024, FOR INFORMATION PURPOSES ONLY:**  
**a. Community Assets update** (min. 65a) - the Clerk has received confirmation from SNC that The Half Moon Inn will be listed as a Community Asset for the next five years, pending any appeals during the next eight weeks.

- b. **Remembrance Service** (min. 65e) - Confirmation of the road closure was received and displayed on the Village Shop noticeboard. Two marshals from Discreet Security attended the service, there were no issues. Clerk thanked them for attending.
- c. **Winter Pressures Grant** - Cllr. P. Reekie submitted a grant form, however the grant application was unsuccessful as the monies had already been allocated. Cllr. P. Reekie has applied for a Community Awards grant.
- d. **Highways Rangers** - Clerk notified them of the issues – unclear as to whether works has occurred as yet, information has also been sent to Kim Styles regarding the street signs.
- e. **Website and domain changes** - the domain name is in the process of being registered – a change was indicated which hyphenates the word pc after the council name. This will be amended once the domain has been confirmed. The website is currently being worked on.

**87. 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. A query raised over the invoice from A.J. Crisp has been rectified and a new invoice received
  - (i) 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. D. Leyserman, all approved
- b. **Replacement lighting quotes** - a new quote has been received from Aaron’s Electricals, Marc Drury will respond following receipt of a phone call and repeated emails requesting detailed information.
- c. **Approval of a donation to the RBL** - it was proposed that a donation of £70.00 should be sent to the RBL - unanimous approval.  
**Dickleburgh & Rushall PC have the power to approve this using the General Power of Competence and Local Government Act 1972, s137 allowance.**
- d. **Approval of a grant to Dickleburgh Parachiol Church Council** - the grant form had been circulated to the Grants Working party and all Councillors. Following a short discussion it was agreed to approve the application. Proposed Cllrs. J. Kerr, seconded Cllr. S. Adlam, all agreed  
**Dickleburgh & Rushall PC have the power to maintain churchyards under the Local Government Act 1972, s.215**
- e. **Dog Bins** - the bin for Harleston Road, Rushall has been purchased and needs to be installed. However an order for an additional bin on Burston Road, Dickleburgh is required - cost £115.68, proposed Cllr. D. Leyserman, seconded Cllrs. Cllr. S. Adlam, all approved. **ACTION** - Clerk to order bin from Glasdons and purchase posts, Postcrete for installation
- f. **Renewal of the insurance for Financial Year 2024-2025** - the documentation and invoicing from A J Gallaghers (the PC insurers) and PremierLine Insurers (the Little Chippy) have been received and settled. Following the reinstatement value of the Village Centre and Bowls Club an additional premium of £647.35 has been received from the insurance broker A J Gallagher and paid on the recommendation of the RFO, proposed Cllr. J. Kerr, seconded Cllrs S. Adlam, all approved
- g. **Suggestions, projects, date for the Finance Working Party** - suggestions are welcome prior to the meeting – additional play equipment, a basketball net, with hard standing. **ACTION** - the RFO will circulate dates for the working party to meet

**88. Receipt of advice from the Charity Commission** - The Chair, Cllr. A. Goodman reported the Charity Commission’s advice was: – the VC committee acts as the trustee and all members of the Committee should therefore sign as trustees. The Chair advised that the Village Centre (VC) is not in debt (Mikeys Bar has arrears for utilities, which is being addressed). Until this has been cleared, the members of the VC Committee will be advised not to sign until this debt is cleared. It was agreed that going forward the Parish Council (PC) would not want to see the VC fail in its services to the community and would therefore likely underwrite any losses. **ACTION** - The issue will be discussed at the next VC meeting.

**89. A review of the Roles and Responsibilities for 2024 - 2025** - all roles were considered and any changes to members were noted. **ACTION** - A detailed list of all those with their responsibilities will be added to the Minutes File and website.

**90. A review of current policies** - the Clerk had distributed (according to the roles and responsibilities) these to all Councillors - to be reviewed over the coming months. **ACTION** – the Clerk will distribute up to date policies from the Norfolk NALC (National Asso. of Local Councils) and NPTS (Norfolk Parish Training & Support), Councillors are advised to use them as a basis with which to amend DRPC policies.

**91. 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. It is hoped to have the Neighbourhood Plan (NP) team responses by the end of the 23<sup>rd</sup> November.

**92. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:**

- a. **Planning Application** - none
- b. **Chenery site** – It is believed that the new owners are Providex Property. The destruction of the heritage hedge on site was discussed, it is an ongoing action with SN Enforcement Team. Although Dist. Cllr. Hudson indicated that there were no actions to be taken as it was on private land. **ACTION** – Chair to investigate
- c. **Receipt of Consultees reports of Planning Decisions made by SNC:**
  - (i) **Planning Application 2024/2814 - 34 Millers Drive** - rear extension – **Approved with conditions 4<sup>th</sup> November 2024**
- d. **Chenery Site** - new site owners Providex Property – as above
- e. **Waveney Valley Caravan Park** - recent information indicates that the site is for sale

**93. HIGHWAYS AND PROW REPORTS:**

- a. **Furze Green progress** – agreement has been reached on the positioning of signage and road markings. Confirmation emails are expected regarding this and the costs for the Gateway signage - painted white wood or recycled wood. Following discussion it was agreed that the recycled wood option was preferred choice. The wording on the signage was to be as follows: – the front sign - 'Furze Green,' and underneath - 'Please reduce your speed.' On the reverse of the gateway would be – 'Thank you for driving carefully.' **ACTION** - Clerk to contact Dissigns for final costings, circulate and seek general approval, send details to Pulham St. Mary and Needham Market Parish Councils.
- b. **Poppy Grove 20mph speed signs** - Graham Worsfold (line manager to the Area Highways officer) received an email from the house builders, Denbury. The new signage will be erected in the early part of the coming week, a member of Highways will attend.
- c. **Road signs in the village** - a list of those requiring attention - Semere Green Lane, fingerpost house numbering on Beech Way, Upper Tumbri Lane in ditch, Langmere Road – further information awaited. **ACTION** - Clerk to contact Highways or Street signage team

**PRow**

- d. **Cutting of the PRow by landowners (PROW 3)** - the Caretaker has cut the permissive path 3, the Clerk has emailed Rural Solutions Ltd. The Clerk has received an email from Rural Solutions Ltd. that the owners own the land up to the bridge, the issue is on the other side of the bridge and may be Highways responsibility. **ACTION** - Clerk to contact the County PRow Officer – Frances Salway – with this information and request clarification
- e. **Registration of Green Lane, Rushall** - details to be sought from PRow Officer, whoever claims the land should have responsibility for cutting/maintaining it. It would appear that the definitive map indicates it is a bridleway, confirmation to be sought.

**94. PLAYING FIELD REPORT:**

- a. **Receipt of play inspection weekly reports** – Matt Hill is still doing these. Clerk to meet with the Caretaker to request he takes on this aspect in his duties. THE RFO – Matt. Hill will continue to carry out the monthly and quarterly inspections with the Caretaker.

**b. The Playing Field hedge** - this is being addressed in the near future, letters will be delivered to all neighbours bordering the site, once the PC is aware of Alexander & Son's schedule. The scaffolding posts are to be cut on the Rectory Road side (north) on the School side, the netting saved for future use. **ACTION** - Chair will contact the contractor for confirmation of schedule, once done the Clerk will inform residents

**c. Damaged step on the toddler climbing frame and spiders web** - the damaged step has been repaired and the spiders web netting replaced.

**d. Agreement of a sum of money for repairs to play equipment** - an emergency fund for minor repairs of an immediate nature was agreed, Cllr. S. Adlam proposed, Cllr. J. Kerr seconded, all approved that up to a £1,000 for a repair is acceptable. **ACTION** - The Clerk will liaise with the Chair and RFO once a figure has been quoted for the repair. All members will be contacted by email for information purposes.

**e. Car Park markings** - Cllr. S. Adlam met with the School on site. The preference was for the pathway to cut straight across car park for pedestrians, quotes were required for the cost of paint. It was suggested that 'zebra crossing' type markings be used on the 'pathway' and tarmac or paving stones used across the piece of grass, Stephen agreed to organise a team of volunteers. **ACTION** - Cllr. S. Adlam to investigate costs and report to the Parish Council

**f. Preparation for a consultation re possible additions to the play area** - a budget item, a figure is to be set aside. **ACTION** - Cllr. S. Adlam to lead

**g. 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.

**95. APPOINTMENT OF TOWN LANDS TRUSTEE (TLT) REPRESENTATIVES** - it was noted that since the appointment of new PC Trustee the relationship between the PC and TLT has much improved and the work of the TLT is having a positive effect on the village of Dickleburgh. The PC has four representations on the TLT board - one of the Trustees is representing the PC for one year, and the other for two years their time will therefore end in January 2025 and 2026 respectively. The Chair has spoken to both representatives and both have assured him they would like to remain as representatives for a further three years if invited. It was unanimously agreed to invite them to remain on the TLT as representatives of the PC and copy the TLT Secretary into all correspondence. This will need to be reviewed in November 2027. **ACTION** - the Clerk will correspond with the Secretary of the TLT and the two representatives inviting them to remain on the TLC as PC representatives for a further three years.

#### **96. INFORMATION RECEIVED TO NOTE:**

**a. NCC Waste & Mineral Local Plan consultation** - noted

**b. Finn-Geotherm Ltd.** - the Clerk met with an engineer from Finn Geotherm Ltd. The Village Centre site was walked, the boiler area viewed, along with the oil cage area. The Engineer confirmed that the site would lend itself to renewable heating and hot water using air-source heat pumps. On a 'no win/no fee' basis he agreed that the company would complete the Government application, hopefully before the closure date on the 25<sup>th</sup> November - Phase 4 of the Public Sector Decarbonisation Scheme. However if not successful, there would be a further phase or alternative energy measures that could be undertaken. **ACTION** - Clerk to add to the VC agenda and recommend an action to the PC once a report has been received.

#### **97. MATTERS OF INFORMATION FROM COUNCILLORS:**

• **Resident** - has reported there is a wasp nest on the BMX track - **ACTION** - Clerk to ask the Caretaker to see if he can locate and if any actions are required

• **Website information re allotments** - information where to find the allotments, vacancies, costs, sizes etc. - Cllr. P. Reekie and Sam Johnson will be asked to send details to Cllr. R. Theobald for the website. The Clerk has received a further complaint from SNC (from a resident on Burston Road) concerning fires being left unattended again. It was noted that this item has been added to the contract which has just been issued. **ACTION** - Clerk to contact Julie Munnings, Sam Johnson who

deal with the issuing of the contracts and have contact details of all holders – to remind them that if it is essential to light a bonfire that they must check the wind direction and it must be put out before they leave the site.

Lisa Buck, a resident from Rushall attended this meeting, had submitted her application for co-option onto the Parish Council at the beginning of the meeting.

The Chair asked Lisa if she was still prepared to stand, she answered in the affirmative, Councillors were asked if there were any questions for Lisa – there were none. It was agreed that at the next meeting Lisa Buck would be asked to sign the Declaration of Office acceptance form. **ACTION** - The Clerk will prepare the necessary forms (Declaration of Acceptance, SNC Pecuniary Interest form), send copies of minutes, Standing Orders, Financial Regulations, Code of Conduct policies, training opportunities, induction process to her prior to the next meeting.

**98. DATE FOR THE NEXT MEETING & RECEIVE ITEMS FOR THE AGENDA:**

**MONDAY 9<sup>TH</sup> DECEMBER 2024, AT 7.00PM AT DICKLEBURGH & RUSHALL VILLAGE CENTRE**

The Chair thanked all Councillors for their attendance and contributions to this extended meeting.

The meeting closed at 21.37pm

SIGNED .....

DATE .....