



Parish Council Meeting minutes

For 8th April 2024,

7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. Andrew Goodman (Chair), David Leyersman, Stephen Adlam, Sam Johnson, Jim Kerr, Pam Reekie and Robert Theobald.

IN ATTENDANCE: Ann Baker (Clerk)
Matthew Hill (Responsible Finance Officer)

MEMBERS OF THE PUBLIC: Co. Cllr. C. Rowett, Dist. Cllr. C. Hudson, Dist. Cllr. D. Thompson

158. ACCEPTANCE OF APOLOGIES - Cllr. L. Bragg - accepted

159. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED – Matt Hill – 163 d The Village Society grant application

160. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION , COUNTY AND DISTRICT COUNCILLORS - Dist. Cllr. C. Hudson - reported that SN&BDC had voted unanimously to approve the GNLP report; the Conservatives have a new SN Council Chair, Daniel Elmer (replacing John Fuller); the Public Spaces Protection Order – antisocial, vehicular nuisance protection was approved by the full council . This will enable issues to be resolved quickly – more specific to larger carparks, shopping malls etc; the SN Communities Awards nominations are open, including a new category – a ‘Lifetime Achievement Award,’ for service over 20 years; Dist. Cllr. C. Hudson gave his apologies – he will be unable to attend Management Development Meeting, including 2023/2939 Kings House, Norwich Road, Dickleburgh, the Parish Council will make representation - he indicated that no weight is given to emerging Neighbourhood Plans, the applicant is claiming that there is not a five year land supply, and therefore the application will go through, the heritage concerns have been improved and the Case Officer was recommending approval.

Co. Cllr. C. Rowett - report is attached to the Minute file – a short update on issues in local villages was given including the possible project on Furze Green hamlet. At present she is working with Co. Cllr. M. Wilby, to find solutions to the speeding problems; Co. Cllr. C. Rowett will liaise with Daniel Yellands to arrange a meeting regarding the Bus Service, including Pulham Market Surgery; She spoke of NCC Climate change strategy – designed to reduce actions at Council sites and further details regarding wider issues in the County were outlined in the report.

Dist. Cllr. D. Thompson - thanked those who hosted Easter activities; the nominations are open for South Norfolk ‘Communities Awards 2024,’ there are some new categories, the closing date is the 19th May; the adoption of the GNLP, has started a six week consultation period on technical issues, closing on the 7th May; the next Town & Parish Councils forum is scheduled for the 8th May, further details to be circulated to all Clerks; Dist. Cllr. D. Thompson enquired about an update re the Neighbourhood Plan - he suggested a few questions had been raised with him regarding the sharing of minutes and timelines.

A Cllr. raised the issue of vandalism on the Chenery site – glass and doors have been broken - both SNC and the Police are aware; a resident had been bitten by dog in the Churchyard, there was no apology forthcoming from the owner at the time – it was advised that the matter should be reported to the Police on 101. The resident did not know the owner of the dog, but felt it should be reported, which was difficult with minimal information;

The Pill Box on Harvey Lane is being used by youngsters - climbing on top and also drinking - Clerk to notify the owners of the Pill Box.

The Chair thanked the Councillors for their reports and attendance.

The meeting resumed at 7.20pm

161. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 12TH FEBRUARY 2024

The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve them, proposed Cllr. R. Theobald, seconded Cllr. J. Kerr, approved unanimously.

162. MATTERS ARISING FROM THE MINUTES OF 12TH FEBRUARY 2024, FOR INFORMATION PURPOSES ONLY:

- a. **Bus service to Pulham Market surgery** - as indicated in item 145 the Clerk will liaise to arrange a date for the meeting.
- b. **Norton updates** - Microsoft Defender antivirus protection included in the package. No Councillors had successfully accessed the update from Norton with the present password - Clerk to resend both passwords
- c. **Projector's 'cash back' deal** - as yet this has not appeared in the bank account
- d. **Dog bin permission on Burston Road** - Clerk to organise a meeting with resident as to preferred location, then contact Highways for their permission, before ordering a bin
- e. **Chenery Garage site** - some vandalism has been noted on the site – broken glass and doors damaged - with the residue oil, and the rubbish on site, there is concern it could be a fire risk.
- f. **'Quiet Lane' post** - Clerk has removed this from the site, until it can be attended too - the Waveney Volunteers will be approached to see if they will undertake the re siting of the post.
- g. **The Little Chippy 'pothole'** - this work has been completed

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

a. **Payments & receipts** – a list of payments and receipts, along with comments had been circulated to all Councillors. Income was as expected. Expenditure was in line with payments approved at the last PC Meeting. The main expense was the return of unused grant funding for Neighbourhood Plan (NP). The Neighbourhood Plan requires some further funding to complete the work. A previous grant from SNC has not been fully utilised and this will be used with any shortfall covered by the Parish Council which was agreed. A close control has been kept on payments as a whole - equipment and training went over budget slightly, but overall the day to day payments for the year were in line with the budget. Matt Hill will break the Playing Field expenditure down in more detail next year; Matt Hill has secured a fixed rate with British Gas for street light contract until the 30th September 2024. The Caretaker commenced work on the 21st March, he will be generally working five hours per week.

It was resolved to accept the 'Payments and Receipts' and 'the year to date' spreadsheet - proposed by Cllr. S. Johnson, seconded Cllr. S. Adlam, all approved

- b. **Bank Reconciliation for the final quarter of the financial year** - Matt Hill presented the final quarterly return for this financial year. It was resolved to approve it, proposed Cllr. P. Reekie, seconded Cllr. R. Theobald, all in agreement
- c. **Approval of the Internal Auditor** - the Clerk had approached Mr. R. Goreham, who carried out last year's audit – he was prepared to carry out this year's audit. It was agreed to appoint him, proposed Cllr. P. Reekie, seconded Cllr. R. Theobald, all agreed
- d. **Approval of AGAR, page 4 Section 1 the 'Annual Governance Statements for 2023 – 24'** - the Governance statements had been read and completed by the Chair, it was resolved to approve them, proposed Cllr. J. Kerr, seconded Cllr. R. Theobald, all in agreement. The Chair and Clerk signed the paper.
- e. **Grant applications:** (i) **The Village Society** – the application was discussed - the Society pays a peppercorn rent to Church, they are responsible for the building, which sits within the Conservation Area and is a listed building in it's own right; The Village Society has developed into a Local History group and as a result the Village Society now own many items relating to the history of the village; Ray Hubbard and two or three residents have contributed information

related to the village and members of the Village Society have assisted in the archiving and piecing together much of the information. The Reading Rooms were opened up as part of the Museums Trail recently. The Year 6's from Dickleburgh School have visited as a class to look at the exhibits as part of their school project work. Open Days are held during the year. The group is now applying to the Charity Commission to become a Community Interest Company. The condition of the building means at present they are unable to store documents safely. The grant will be used to help with repairing, replacing and making the building secure, and they will be seeking grants from other sources too. It was resolved to approve the full grant, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all unanimous

DRPC have the power to provide and equip community buildings under the Local Government Act 1972, s. 133

164. Neighbourhood Planning (NP) - a summary of the Reg. 14 analysis was included in the April edition of the Parish News; the grant from SNC (of £6000), was used to pay for the initial questionnaire, resources and hire of the Village Hall over the lifetime of the NP process, when not being funded via a Locality grant. Next steps – Reg. 14 has happened, the response has been written, all policies amended, the only area not addressed as yet the Transport policies. A further meeting has been arranged with Rachel Leggett, the Consultant who will guide the process through to Inspection by the Examiner. If it is deemed acceptable in all aspects of law it will go to a public vote. There is a deadline from SNC when the Village Clusters will be confirmed. The NP team are confident this will be met.

It was resolved to approve that the remainder of the Locality grant be returned, propose Cllr. J. Kerr seconded Cllr. R. Theobald, unanimous approval.

165. ARRANGEMENTS FOR THE ANNUAL PARISH MEETING & THE ANNUAL PARISH COUNCIL MEETING - following discussion it was agreed to combine the two meetings - the date proposed was Monday, 13th May at 7.00 and followed by the APCM at 7.45/8.00pm respectively. **ACTION** - Clerk to liaise with those organizations to be invited, including a display of any materials and a short report for presentation at the meeting. There will be notices in the Parish News, on the noticeboards, and listed on the website. It was suggested as an incentive, those groups that attend with presentation will be entered into a draw for £100. It was agreed to approve this – proposed Cllr. P. Reekie, seconded Cllr. R. Theobald - there was a majority of 5 with 2 abstentions – the motion was carried.

166. THE ANNUAL SPRING LITTER PICK - with the warmer weather improving grass conditions, it was proposed that the weekend of Sat. 4th/ Sun.5th May would be suitable. Details for the Dickleburgh session would be on the Saturday, from 9.30am/for 10.00am until 12 noon.

ACTION - Clerk to circulate information to the School, Smufit Kappa, Cllr. S. Johnson to the Beavers, advertise in the Parish News, noticeboards and website.

167. Planning Applications as received from South Norfolk Council: none

a. **Receipt of Consultee reports of Planning Decision made by SNC:** none

To note: Planning Application 2023/2939 Land North of King's House, The street, Dickleburgh – notice of the Development Management Committee meeting was received, this will be held on the 10th April at the SNCouncil Offices in Norwich. The Chair, Cllr. Andrew Goodman will attend, he will circulate a copy of Parish Council's response to this application.

168. HIGHWAYS AND PRow REPORTS:

a. **Re-surfacing of the footpaths in Limmer Avenue, Dickleburgh** - this is progressing - with time the slippery surface will weather in.

b. **Poppy Grove, Dickleburgh** - no progress to date
PRow

- c. **Lonely Road bridleway** - no acknowledgement from the landowners to a recent email sent by the Clerk; it was reported that one large oak is falling/leaning towards the PROW, another is leaning outwards from the PROW making it impossible for horse riders to use the bridleway.

ACTION – Clerk to notify NCC and the landowners.

FP1 is still under water; it was noted that the Otter Trust wish to create a permissive path for visitors to use. If the plan is to close the footpath across the Otter Trust land and offer the permissive path as an alternative route, then the footpath must be accessible first.

169. **PLAYING FIELD REPORT:**

- a. **Receipt of play inspection weekly reports** – this will continue to be carried out by Matt Hill until such times as the Caretaker can be shown the routines of the weekly inspections, the monthly and quarterly inspections will continue to be carried out by Matt Hill and Cllr. J. Kerr. In the meantime minor issues have been attended too

- b. **Grounds maintenance** - Hadleigh Drake, the new Caretaker, started working for the PC as of 21st March'24.

The Clerk has received a quote for Playing Field maintenance from Excite Solutions, other quotes to be received. It was suggested that option 2, to cut the grass on the pitch and Play Area (as close as possible to equipment) is requested until a new agreement is settled, asking Hadleigh to liaise with Excite to strim the remaining areas at the same time if possible - **Clerk to ACTION**.

- c. **Circus 19th May on the Playing Field** - at the recent Village Centre meeting concerns were raised regarding the drainage system and toilets along with the electric socket (was this from the School site or the VC), the PC agreed with the decision of the VC committee to allow the circus to run an electric cable from the VC. A query about matting for the cable, the Big Top site, where vehicles will enter the Playing Field, the amount of traffic and parking were raised – public parking will be on the Town Lands Field, has been confirmed by Friends of Dickleburgh School (FODs) - **ACTION** - Clerk to liaise with FODS regarding the queries.

170. **CAR PARK MARKINGS & SAFE PATHWAY TO THE SCHOOL** - parents expressed concerns to a Councillor about the lack of safe walking path across the car park, down to the car park entrance to access the path to School. Cllr. S. Adlam will investigate the options - hatch markings on the surface, the paint etc. An outline of the car park area to be sent by the Clerk.

171. **A SHORT REPORT ON RECENT FLOODING**

Matt Hill offered to liaise with B. Potterton providing/receiving information which would be passed onto the Clerk to add to a spreadsheet – showing when/where the floods occurred and the history to date, previous information will be added.

172. **A SHORT REPORT ON THE TOWN LANDS TRUST**

The TLT thanked the PC for the use of the Village Centre. The recently appointed PC representatives attended the meeting – roles and responsibilities were allocated. It was a very positive and open meeting. It was agreed that the PC nominated trustees would provide the PC with an annual update.

173. **GDPR – THE USE OF PERSONAL COMPUTERS**

Cllr. S. Adlam presented a guidance paper on GDPR. Councillors need to ensure, if using their personal computers for council business, that the council files are password protected. Various options are to be considered to keep information is safe and secure are being considered, for e.g. a central store for documents via Cloud or DropBox. **ACTION** - Cllr. S. Adlam will review the current document, amended and circulate prior to the June 2024 meeting. It is essential that data is protected, as a breach would involve investigation from the Information Commissioners Office (ICO) and a fine.

174. THE CURRENT WEBSITE SET-UP

Cllr. R. Theobald reported the site would benefit from a wider variety of information – upcoming events, articles - the problem is attracting this information. It was agreed that the website would be mentioned at the Annual Parish Meeting, encouraging organisations to send information.

175. INFORMATION TO NOTE:

- (i) The Greater Norwich Local Plan - both NCC and SNBDC have approved this plan
- (ii) The Great Collaboration - a pilot scheme supporting more climate action, whilst testing ways of keeping initiatives going in the longer term. **ACTION** - Clerk to set-up
- (iii) Transport East 'Travel East' - a survey from TE on how people use/access transport across the area
- (iv) Norwich Western Road link - an update from Norfolk County Council

176. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. P. Reekie** – raised the annual litter pick – suggested seeking support and a contribution to the parish from Smurfit Kappa
- **Cllr. S. Johnson** - mentioned the incident in the Churchyard with the dog; encouraged Councillors to support the Table Top sale on Sat. 20th April in aid of the Scouts expedition to S. America in the summer
- **Cllr. D. Leyserman** - Waveney Caravan site - there are still rumours circulating – he will liaise with the Manager regarding the various trees that require attention and the numbers living/renting/holidaying on the site; the Bowls Club Open weekend – he will ask the Committee if he may talk with visitors about the possibility of a Petanque Court on the Playing Field using the questionnaire that has been circulated
- **Cllr. A. Goodman** – reminded Cllrs. of the death of Cllr. T. Perkins. It was agreed that a condolence card be sent to Mrs. L. Perkins from the PC, signed on behalf of the PC by the Clerk as the funeral would be held before the next meeting. It was further suggested that flowers be sent.
ACTION - Clerk to purchase a card and sign on behalf of the Parish Council

177. DATE FOR THE ANNUAL PARISH MEETING AND THE ANNUAL PARISH COUNCIL MEETING -

MONDAY 13TH MAY 2024, AT 7.00PM AND 7.45/8.00PM RESPECTIVELY, AT DICKLEBURGH & RUSHALL VILLAGE CENTRE

The Chair thanked all Councillors for their attendance and contributions,

The meeting closed at 9. 39pm

SIGNED

DATE