



## Parish Council Meeting minutes

For 9<sup>th</sup> September 2024,  
7.00pm, Dickleburgh & Rushall Village Centre

**PRESENT:** Cllrs. Andrew Goodman (Chair), David Leyersman, Jim Kerr, Pam Reekie, Robert Theobald

**IN ATTENDANCE:** Ann Baker (Clerk)

**MEMBERS OF THE PUBLIC:** Six

- 44. ACCEPTANCE OF APOLOGIES** - Cllr. Steve Adlam, Co. Cllr. C. Rowett, Dist. Cllr. D. Thompson - accepted
- 45. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED** – Cllr. R. Theobald - item 53b, Cllrs. J. Kerr, P. Reekie – item
- 46. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY AND DISTRICT COUNCILLORS** -  
**Co. Cllr. C. Rowett** - report is attached to the Minute file – the report had been circulated to all Councillors  
**Dist. Cllr. D. Thompson** - report is attached to the Minute file – the report had been circulated to all Councillors  
**Residents: Furze Green** - speed, signage issues - residents thanked both the Parish Council and District Councillor for progress to date. However their major concern is that as yet signage has not been forthcoming, nor the proposed meeting convened. Vehicles continue to drive at speed and there have been more near misses with pedestrians and vehicles leaving the road. **ACTION** - Clerk to contact the Highways Engineer, Adam Mayo and arrange an on-site meeting for positioning of the roads signs, the painted tarmac signage and the gateway signs (the costs of which will be shared by the three Parish Councils involved). Clerk to liaise with residents when details arrive.

**Waveney Valley Park 2024/1638 & 2024/2038** - it is believed that members of the Travellers community have bought the site. The residents are very concerned about the increased amount of activity that is occurring on the site - concrete pads have been put down – they are concerned about potential effects on local systems/infrastructures, flooding, life for the residents on this single track lane, the drainage system, the bridleway at end of road, children, people riding horses no longer feel safe; Needs: road signage to warn vehicle drivers, CCTV, general littering - particularly if this becomes a year round site. There is evidence of marketing the site plots on Right Move, although these have been removed following contact with SN Planning.

The District Cllr. C. Hudson indicated if this had been raised at the time when the Certificate of Lawfulness arose he would have been able to take the issue to Committee. However as there seems to be several changes to the site, these need to be monitored and the Planning Enforcement team updated – if the owners are advertising for permanent dwellings, this would generate a change of planning permission. Planning permission is also required for installing concrete pads, along with the increased amount of transport. It was noted that the application received by the Parish Council indicated the number of plots were the same - 71, however the new buyers varied the mix. As a result the Clerk needs to track an application live, to ensure changes are monitored and Cllrs. informed. **ACTION** – it would be helpful if the residents monitored the site – making notes and taking photos to support the changes occurring - in order that the Enforcement Team have the necessary evidence to act. Residents were warned not to put themselves at risk, and to keep Cllr. C. Hudson and Cllr. D. Thompson fully apprised, along with the Clerk.

**Dist. Cllr. C. Hudson** – reported on a new grant from SNC for EV chargers and solar panels, up to £10,000.00 - [norfolk@solartogether.co.uk](mailto:norfolk@solartogether.co.uk) . The Town & Parishes Forum is on line on Tues. 10<sup>th</sup> Sept. between 3- 4pm, the Clerk has details of the links which have been circulated to all Cllrs.

*The meeting resumed at 7. 54pm*

**47. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 8<sup>TH</sup> AND 22<sup>ND</sup> JULY 2024**

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

It was noted that the Clerk had received an email from Cllr. S. Johnson informing Council of her resignation. The Chair offered his grateful thanks for the contribution made by Cllr. S. Johnson over the years in a variety areas to both the Council and the community and felt her input would be very much missed. **ACTION** - Clerk to acknowledge the resignation and enquire if this also includes the Village Centre Management committee.

**48. MATTERS ARISING FROM THE MINUTES OF 8<sup>TH</sup> AND 22<sup>ND</sup> JULY 2024, FOR INFORMATION PURPOSES ONLY:**

- a. **Community Assets update** - the full application and map have been resubmitted for the Half Moon Inn, Rushall, The Dickleburgh Crown has not been completed as yet. **ACTION** – Clerk to liaise with Cllr. S. Johnson on the progress.
- b. **Progress relating to the current lease** - the Chair, RFO and Clerk have been looking at the details, clarity needs to be established as to what relationship the Parish Council feels is appropriate with the Village Centre and the running of the site.
- c. **Norwich Tilbury pylons progress** - Cllr. A. Goodman had submitted the Parish Council decision and rationale document against the pylons to the new MP, Adrian Ramsay.

**49. 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 was presented - The information had been circulated to all Councillors by the RFO. July income was as expected, expenditure is in line with the budget - salaries slightly higher due to the amount of work being carried out by the Caretaker; August had the usual monthly commitments, income is slightly ahead of expenditure due to two credits received. These included the returning of unused grant funds for a tree nursery led by Mr. A. Patching under the Neighbourhood Plan. **Street lights** - The RFO has negotiated a new contract with British Gas. Charges for streetlights are based on wattage used and the figures being used are from many years ago. Streetlights have been updated recently and will use less energy, thus reducing charges when the updated details are provided. **ACTION** - Cllr. R. Theobald will let the Responsible Finance Officer, Matt Hill have the relevant coding information and he will pass this on to the energy company.

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

b. **Renewal of the insurance for Financial Year 2024-2025** - the Responsible Finance Officer reported that he had examined the asset register and checked them against the level of insurance cover which is adequate. However he did raise the matter of the buildings sum insured and the reinstatement values. Costs have increased recently and whilst the figures are index linked to inflation , it may be understated. It would be prudent to have all Parish owned buildings (Village Centre, Bowls Club, Little Chippy) revalued. **ACTION** – Clerk to approach Gazes to send quote to re-value all the properties.

c. **Revaluation of the Parish Council properties** - see item above

d. **Anglia Car Charging/FUUSE** – the number of vehicles charged over the last month is still low, as has been over the past two years, it was noted that they were not cost effective. Usage may be improved with advertising on the A140, within the village. However the Village Centre had installed them to provide a facility for the community, those without parking facilities along with

visitors. The site is marked on the Zap map site, which is used by EV car owners. **ACTION** - Clerk to contact Norfolk Plug-in and request additional signage.

- 50. APPROVAL OF THE STANDING ORDERS, FINANCIAL REGULATIONS & FINANCIAL RISK ASSESSMENT** - the documents issued by NALC are prepared as a general tool. The Financial Regulations assume that the Finance Officer and Clerk are one, other anomalies were mentioned. Cllr. J. Kerr proposed that the Clerk amend the highlighted areas and circulate the final document to all Councillors, seconded Cllr. P. Reekie, all agreed. **ACTION** - Clerk to amend the documents and circulate prior to the next meeting.
- 51. NEIGHBOURHOOD PLANNING (NP)** - the Chair reported that the plan is nearing a final copy. The Consultant will circulate to the Team, once it has been finally agreed a letter of endorsement to SNC will accompany the Plan. The new SEA will if funding timings allow, be presented alongside the completed Neighbourhood Plan. If this is not possible it will be presented as soon as is possible.
- 52. EMAIL/WEBSITE POSSIBLE CHANGE** - the Clerk had circulated options being offered by the Norwich Association of Local Councils via a Government initiative - changeover to gov.uk domain, new emails for all councillors, transfer of the Wix website to Norfolk Parishes, NALC administration fee, assistance for Clerk, cost in the region of £240.00 for two years. The use of a gov.uk domain will make the emails safer, the website secure from a GDPR viewpoint. It was agreed this would amount to a significant saving and future proof the Parish Council. Following a short discussion, it was agreed to proceed with the change, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all approved. **ACTION** - Clerk to contact NALC to proceed the application.
- 53. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:**
- a. **Planning Application 2024/2080 Agricultural building east of Orchard Farm, Harleston Road, Rushall** - demolition of building and erection of self-build dwelling, replied recommending approval sent in August
  - b. **Planning Application 2024/1979 Weggs Barn, Common Road, Dickleburgh** - conversion of agricultural building into annexe to main dwelling - it was agreed not to object to this application
  - c. **Planning Application 2024/1894 All Saints Church, Dickleburgh** - erection of compost enclosure - the one previously which rotted and was removed, this is a replacement - it was agreed to recommend approval
  - d. **Planning Application 2024/2420 Listed building consent & 2024/2336 East Bank, Ipswich Road, Dickleburgh** - single and two storey side/rear external and internal alterations, demolition of outbuildings - it was agreed there was insufficient detail about this application, that it was too large for the site and imposed on the adjacent property. The Parish Council objects to this application as it stands.
  - e. **Waveney Valley Holiday Park** - update on the validation of the Certificate of Lawfulness, resident's concerns, the SNC response - see agenda item 46
  - f. **Receipt of Consultees reports of Planning Decisions made by SNC:**
    - (i) **Planning Application 2024/1561 Land South of Harvey Lane, Dickleburgh** - Refused 14<sup>th</sup> Aug.'24
    - (ii) **Planning Application 2024/2939 Land north of Kings House, The Street, Dickleburgh** - Approved 31<sup>st</sup> July -24
    - (iii) **Planning Application 2023/3038 Waveney Valley Holiday Park, Air Station Lane, Rushall** – Approved 25<sup>th</sup> July '24
    - (iv) **Planning Application 2024/1553 65 Rectory Road, Dickleburgh** - Approved 22<sup>nd</sup> July '24
- 54. HIGHWAYS AND PROW REPORTS:**
- a. **Ipswich Road crossing** - to date there has been no more progress
  - b. **Furze Green progress** - the Area Highways Officer, Adam Mayo will be contacted again to agree an onsite meeting for placement of signage.
  - c. **Hedge & verge on Rectory Road, Dickleburgh** - SNC were contacted and the both have been dealt with now.

- d. **Hedging on Ipswich Road** – Cllr. P. Reekie and Cllr. A. Goodman to contact Highways requesting cutting; the culvert on the allotments is also overgrown with weeds.
- e. **Increasing heavy vehicles on Rectory Lane** – Police have been contacted, the residents have evidence to provide to the police. **ACTION** - Clerk to contact Norfolk Police at Harleston to arrange a meeting
- f. **Poppy Grove 20mph speed signs** - Graham Worsfold, line manager to the area highways officer has indicated that the matter is in hand and the signage will be changed in the near future

#### **PRoW**

- g. **Cutting of the PRoW by landowners** - the Caretaker has cut the permissive path, the Clerk has written to Chapel Farms – expecting them to maintain FP3. **ACTION** - As there has been no response from Chapel Farm, the Clerk will contact Rural Solutions Ltd., Nicole Wright to see if they can be of assistance

#### **55. PLAYING FIELD REPORT:**

- a. **Receipt of play inspection weekly reports** – this continues to be carried out by Matt Hill. Cllr. Adlam reported that the bottom step of the climbing frame in the Toddler Area has been broken. **ACTION** - Clerk will contact NGF who installed and request a repair.
- b. **Hedging on Millers Drive around the small play park** - the matter has been reported by the Clerk to SNC. A resident has contacted the Clerk re the hedging that faces onto the Playing Field - the contract for hedge cuttings had been renewed with a new company. **ACTION** - The Chair will contact them requesting a date for the cut. Clerk to contact resident and explain that the hedges are cut only on the playing field side not the residents side – that is their responsibility
- c. **Request for a Cricket Club in Dickleburgh** - a resident contacted the Clerk to enquire about setting up a club - the Playing Field area is too small for this sport

#### **56. PREPARATIONS FOR THE REMEMBRANCE SUNDAY PARADE** - cost for 4 marshals would be £97.50pp plus VAT. Following a short discussion it was agreed that the value of this event to the community justified increasing the budget to cover the cost of the marshals. Proposed Cllr. J. Kerr, seconded Cllr.P. Reekie, all agreed. **ACTION** - Clerk to proceed with arrangements with road closure and marshals

#### **57. A SHORT REPORT RELATING TO ST. CLEMENTS COMMON** - a performance request had been received from Rough Cast Theatre Company to perform on St. Clements Common in July 2025. The Chair reported that this would be taken to a Commons Committee meeting and the recommendation brought back back to the October meeting.

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

- a. **Smart Funding** - a growth guarantee scheme, replacing the Recovery Loan scheme - noted
- b. **Thrive Renewables Community Benefit Programme** - the Centre of Sustainable Energy, offering grant funding for upgrades to Village Halls, Community Centres for those situated within a Thrive Renewable Site, closing date 24<sup>th</sup> Sept. 2024
- c. **SNC Self & Custom Building Housing Register** - proposal to bring the register in house from October 2024 (currently outsourced to the Borough Council of Kings Lynn & West Norfolk), enabling a local connection eligibility test for people to register on the self and custom build register - the consultation closed 2<sup>nd</sup> August 2024
- d. **Norwich Western Road link** - an update from Norfolk County Council on recent progress – the consultation closed on August 19<sup>th</sup> 2024, on the natural environment - some points have been resolved with Natural England, others have not. All responses need to be considered before the next steps can be designed.
- e. **Norfolk to Tilbury pylons consultation** - a portion of pylons has been given the go-ahead by the Government, there are still major objects within the Waveney Valley section.

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

- **Cllr. R. Theobald** – information sign on Catchpole disappeared many years ago, along with the numbering of houses – request to reinstate – Clerk will contact SNC
- **RFO - Matt Hill** – A date for the cutting of the hedges around the Playing Field needs to be agreed in good time for the Clerk to advise all residents and put a notice in the Parish Magazine.
- **Clerk** – will drop a further reminder to residents regarding the trees that will be cut on the Green opposite the Church
- **Cllr. D. Leyserman** – the Council now has three vacancies – a strategy to attract residents needs to be considered - Agenda item for October, along with Sam Johnson’s assistance on the allotments – setting up the contracts, payments etc.

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

**MONDAY 14<sup>TH</sup> OCTOBER 2024, AT 7.00PM AT DICKLEBURGH & RUSHALL VILLAGE CENTRE**

The Chair thanked all Councillors for their attendance and contributions.

The meeting closed at 10.12 pm

SIGNED .....

DATE .....