



PARISH COUNCIL MEETING MINUTES FOR
12th September 2022,
7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. Andrew Goodman (Chair), John Adlam, David Leyserman, Sam Johnson, Jim Kerr, Robert Theobald

In Attendance: Ann Baker (Clerk), Matthew Hill (Responsible Finance Officer)

MEMBERS OF THE PUBLIC: Co. Cllr. B. Duffin, Ms. L. Riddock (Director of Tenancy for Saffron Housing Assoc.)

A minute's silence was observed as a sign of respect for the death of Her Majesty Queen Elizabeth II and to acknowledge the reign of King Charles III.

58. ACCEPTANCE OF APOLOGIES - Dist. Cllr. C. Hudson, Dist. Cllr. M. Wilby, Cllr. L. Bragg, Cllr. P. Reekie and Cllr. T. Perkins - accepted.

59. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED – none

60. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY & DISTRICT - COUNCILLORS REPORTS:

Co. Cllr. B. Duffin – reminded all that although the total number of Covid cases in country are down, the infection is still very prevalent - help and support is still available on Norfolk County Council's website; the Norwich Western Link has been sent out to planning; Norwich Airport has been sold and finally the Coroners Office have launched a new service to help trace relatives, a copy of the most recent release will be circulated by the Clerk.

Lin Riddock – Director of Tenancy for Saffron Housing made a short presentation about contracts, duty of care to tenants and the responsibilities within the wider community: details of how to become a Tenant were outlined – a copy which will be left for circulation to all Councillors – all must register for housing with the Local Authority – South Norfolk District Council, a prospective tenant can then to bid for a property when it becomes available in their locality. Another team consider – suitability, the number in the household, those working etc. there can be additional questions - domestic abuse, violence, medical conditions, adaptations etc. along with some more sensitive enquiries - historic rent arrears, unsocial behaviour etc.; A Tenancy Agreement is generally for twelve months during which time there will be a couple of visits from the Neighbourhood Officers. Once a client has been allocated a property - the first week's rent is paid prior to starting, if Tenant is in receipt of benefits, the difference will be paid by tenant; Duty of Care – Saffron and the Tenant need to keep the property in good state repair, responding to the request for repairs, re-decoration of internal decor is the Tenant's responsibility. If there are issues – such as nuisance, Saffron will work alongside the relevant agencies to resolve the issue. Wider community - Saffron support Neighbourhood Community Triangles – these consist of Councillors, M.P's, the community and members of Saffron - all work to improve an area, resolve issues and support each other – Poringland and Hethersett are trialling this approach; Saffron would look favourably at creating or supporting a Dickleburgh community triangle.

Questions – insulation of old properties? - these are inspected regularly by surveyors who make recommendations; inbuilt storage heaters? – the Asset Manager is looking at ways to improve the efficiency of such heating; An exchange scheme? – there is a national exchange site, a resident can pay an annual subscription to register, the process will then be similar to bid in their home locality; Independent Living schemes? – if a Tenant is looking to move they will be linked with social services to ensure the correct provision is provided; Saffron endeavour to assist if rent costs become difficult - with various packages available to help; A Pet Policy has been in place in recent years – this has proven to support wellbeing and mental health; Saffron try not to sell their properties on, only where it is really necessary.

The Chair, Cllr. Andrew Goodman thanked both Co. Cllr. B. Duffin and Lin Ruddock for their attendance

The meeting resumed at 7. 30pm

61. 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 had been circulated to all Councillors. The figures are broadly in line with the budget; the first HMRC VAT Return of this financial year has been paid into the account; an invoice from Metrorod for additional repairs has been received. It was resolved to approve the payments and receipts, proposed Cllr. J. Kerr, seconded Cllr. S. Johnson, all approved;

Maintenance of the PROW is NCC's responsibility – this matter will be discussed with Frances Salway later in the month. At a recent meeting Matt Hill informed Adam Mayo (Highways Officer) that the Parish Council would forward the PROW invoices. It was resolved to propose that an invoice is prepared and sent, proposed Cllr. S. Johnson, seconded Cllr. J. Kerr, all agreed .

b. RECEIPT OF THE ASSET LIST – It was noted that this had been updated.

c. APPROVAL OF QUOTE FOR THE REPLACEMENT OF SEVEN STREETLIGHT COLUMNS - TT Jones had sent a quote for the replacement of six lamp posts on Merlewood, one on Rectory Road that required to be replaced. The information had been circulated to all Councillors. It was noted that the precept hadn't been raised for a number of years and that money from the reserves would finance the replacement of these assets and that money from the reserves would finance the replacement of these assets. It was resolved to approve the replacement of these lanterns, proposed Cllr. R. Theobald, seconded Cllr. S. Johnson, all in agreement.

62. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 11TH JULY 2022 - the minutes were adopted as a true and accurate record, proposed by Cllr. J. Adlam, seconded by Cllr. R. Theobald, all approved

63. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING – FOR INFORMATION PURPOSES ONLY INCL.:

- a. **Hedging on the ginnal to Smith's Close** - the Clerk had contacted the complainant; the hedge has been trimmed by the owners
- b. **Email to John Fuller (Leader of SNC & Broadland DC) regarding the proposed move of the offices to Norwich** – no response to date
- c. **Email to Richard Bacon MP regarding the 'Levelling-up Funding' offered to all District Councils** - copy attached, Richard Bacon MP's PA responded explaining it would be discussed with the MP and his comments forwarded
- d. **Petanque** - the trial game was postponed due to the hot weather, Cllr. D. Leyserman will arrange another date at the Withersdale Street venue – where a group can turn up rather than booking in advance - **ACTION** - Cllr. D. Leyserman will be in touch with a series of dates.

64. A short report on the streetlights replacement lantern project - following the decision - item 61c, the short list of replacement lanterns will be held over until the next financial year.

65. **PROJECT TO REFURBISH THE VILLAGE CENTRE** - Cllr. J. Kerr reported that an architect has offered to draw up some plans for a fee of £500.00. A short discussion followed to consider the principal that the Parish Council would pay the fee and reclaim the VAT, this was agreed.
66. **THE NEIGHBOURHOOD PLAN** - October agenda item
67. **THE NORFOLK BAT SURVEY** - October agenda item
68. **THE COMMONS COMMITTEE** - October agenda item
69. **PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:**
- a. **Planning Application 2022/0918 4 Council Houses, Harleston Rd., Rushall** - a two storey side extension & single storey front porch – **Approved, see below**
 - b. **Planning Application 2021/1414 Rushall Lodge, Harleston Rd. Rushall** – raising of the roof height for additional accommodation in roof space with a two-side storey extension, 4 bay storey cart lodge with guest annexe – following discussion about the trade benefits, employment opportunities, tourism, the property is not visible from the road, the site is well protected by mature trees - it was agreed there were no objections
 - c. **Planning Application 2022/1493 Common Farm, Common Rd., Dickleburgh** – replacement of 9 windows, as approved in application 2020/1928 – no objections
 - d. **Planning Application 2022/1612 – Works to TPO tree at Woodleigh, 5 Merlewood, D’burgh** – under an exception of the TPO 203 removal of a dangerous tree, - it was requested that replacement tree of the same species to be purchased
 - e. **Planning Application 2022/1514 The School House, The Street, Rushall** – single storey side extension – no objections
70. **RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC:**
- a. **Planning Application 2022/0814 & 2022/0497 Dickleburgh Manor, Ipswich Road, Dickleburgh** - retrospective replacement of iron gates to solid wood - **Approved 2nd August 2022**
 - b. **Planning Application 2022/0918 4 Council Houses, Harleston Road, Rushall** - two storey side extension & single storey porch – **Approved with conditions 5th August 2022**
 - c. **Planning Application 2022/1056 Outline pp for Thatchers Meadow, Harleston Road, Rushall** – three new detached buildings, incl. access with demolition of outbuildings, incl. 5 lawful dwellings – **Approved with conditions 4th August 2022**
 - d. **Planning Application 2022/1210 78 Rectory Road, Dickleburgh** – removal of hedgerow – current conifer hedgerow, **no objections 4th August 2022**
 - e. **Planning Application 2022/1044 78 Rectory Road, Dickleburgh** - replace existing conservatory with new bay window, reconfigure garage, create usable first floor space – **Approved with conditions 27th July 2022**
71. **HIGHWAYS & PROW:**
- a. **A short report on the proposed Smurfit Kappa meeting on the 16th September** - the Chair, Cllr. A. Goodman outlined the purpose of the meeting – Adam Mayo (NCC Highways Engineer), Bomford’s lorries and Smurfit Kappa were present – the issue was the overweight lorries driving through Dickleburgh and Rushall. A brief history was considered – NCC had put forward a proposal to avoid going through the two villages but this had never been actioned. The general agreement was that it was hoped this will now happen, with both Smurfit Kappa and Bomfords looking at alternative routes. The Street, Rectory Road, in Dickleburgh, Harleston Road, The Street in Rushall would then be free of large lorries
 - b. **Japanese Knotweed** - NCC have not responded with any actions to date - the matter was raised with Adam Mayo at the last meeting. At the request of the land owner, the field and the verge on the junction of Semere Green Lane and Norwich Road has been treated, there are signs of the plants

dying. Cllr. J. Adlam will look into DEFRA information that deals with the Noxious Weeds Act and circulate the information.

The Russian Vine on the corner of Harvey Lane is extending over the verge and onto the path - Clerk to mail the house owner, it has been mentioned by NCC that it is encroaching on their land.

- c. Progress with dog bins** - the post has been put in at the Bottle Bank, the attaching of bin required special drill head – hex key, this matter is now in hand. The dog bin at St. Clements will be replaced. Permission from Highways will be sought to site a new bin Harleston Road, Rushall - **ACTION** - Clerk to complete form, send photo to Highways Engineer Adam Mayo for approval.

72. PLAYING FIELD:

- a. WEEKLY PLAY INSPECTION REPORTS** - the Clerk reported that NGF had sent separate quotes for the repair of the zip wire and replacement of the basket swings set - a date for installation and repair are awaited. The Caretaker has been experiencing difficult times with his health - ways to assist this are set out below:
- B. PERSONNEL WORKING PARTY REPORT ON THE MEETING WITH THE CARETAKER** - a review date had been set, following a number of meetings with the Caretaker - Cllrs. A. Goodman and J. Kerr along with the RFO, Matt Hill looked at details of his job description to establish the parameters of his role. The Job Description + timesheet have been re-written, to better record current jobs, thus enabling improved monitoring of the job - a new weekly route, along with once a month litter pick route in outer areas of both villages has been agreed. The form for Play Inspections has been amended – there are three weeks of basic inspection, listing each item of equip. safety etc; with a more detailed inspection once a month a Councillor. It was recommended that the Parish Council accept the forms, proposed Cllr. J. Kerr, seconded Cllr. S. Johnson, all in agreement.
- c. SCOLE UNITED FC** - the agreement has been signed and returned along with the fee. The Clerk will arrange for the changing rooms to be inspected and an agreement as to when it will be cleaned by Scole United FC - **ACTION** Clerk
- D. Replacement of the basket swing and repair to the zip-wire** - the seat and chain have been removed to prevent further incidents
- E. INFORMATION REGARDING A BOULES OR PETANQUE COURT** - **ACTION** – Cllr. D. Leyserman will contact Alan Jenkins to arrange an evening to Withersdale Street for the **October meeting**

73. PROW:

- a. A SHORT REPORT REGARDING THE PROPOSED MEETING WITH FRANCES SALWAY (NCC)** - this will consider all the PROW in the Parish at the meeting on the 29th Sept. 2.00pm at the Village Centre, including FP3, the path past Terence Blacker's, Langmere Road, Rushall along with an update on FP1. Following discussion it was agreed to forward onto F. Salway, request a quote from Excite

- 74. CIVILITY & RESPECT PLEDGE** - information has been received by the Clerk from SLCC/NALC/NPTS - inviting members of the Parish Council to review the statements and sign the pledge which demonstrates standing up to poor behaviour, harassment, bullying and intimidation of those involved – the well-being of the sector and the local community - **October agenda item**

- 75. THE PROVISION OF 'WARM ROOM' DURING THE WINTER MONTHS** - as yet there is no information from SNC/Broadland – this is on the PCC agenda , with further information to be gathered - **Agenda item for October**

- 76. NOTE RECEIPT OF: (I) NORWICH WESTERN ROAD LINK PROJECT** - Cllr. A. Goodman led the discussion - the route passes through highly valued habitats, for such a short amount of road, the money doesn't benefit the majority, it was felt there should be a way of joining the roads, as this is entirely in the wrong place. There needs to be an improved route it - Cllr. A. Goodman will compose and circulate a response.

77. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:

- Cllr. S. Johnson – public consultation on the Mobile Library Service, 21st Sept. - this is a valued resource, the mobile library serves the primary school and members of the public who do not have the means or are unable to visit the libraries at Diss, Harleston or Norwich. Councillors were urged to object to the reduction in mobile library service. Click on Libraries for the consultation: [www.Norfolk.Citizenspace/consultation/mobile libraries](http://www.Norfolk.Citizenspace/consultation/mobile%20libraries)
- Cllr. D. Leyserman - Open Reach have put new electrics in telephone box, maintenance work has been carried out; there is also a hole full of water on The Street – the mains have flooded the road previously, it had been indicated the engineers would come back in the previous week, signage of a road closure indicate this too. A request for Paul Baker to send any maps of the drain patterns in Rushall would be appreciated
- Cllr. R. Theobald - the s-bend as one enters Rushall is hidden by tree foliage – Clerk to contact Adam Mayo and the Highway Rangers, with an accompanying photo

DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON MONDAY 10TH OCTOBER 2022, 7.00PM, AT DICKLEBURGH & RUSHALL VILLAGE CENTRE

AGENDA ITEMS - Cllr. S. Johnson gave her apologies in advance.

The Chair thanked everyone for their contributions and attendance.
The Meeting closed at 9. 45pm

SIGNED

DATE