



MINUTES OF THE PARISH COUNCIL MEETING HELD ON

9th March 2020

7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. John Adlam, Les Bragg, Andrew Goodman (Chair), Janice Hulett (Vice Chair), Sam Johnson, David Leyserman, Robert Theobald

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

Members of the Public: Dist. Cllr. Wilby, Dist. Cllr. Hudson, Martin Last (Last & Tricker Partnership), 1 resident

Public Session:

Dist. Cllr. Wilby – reported that the recent meeting at SNC had involved the Resilience Services regarding the effects of the Corona Virus epidemic – the impacts on the business continuity services, Help Hub, Community Connectors – would all be issuing advice, the information was available through the usual channels - Help Hub, Community Connectors, Facebook, Twitter;

Dist. Cllr. Hudson - reminded all that 'The Link' magazine had been delivered – information about collections during the epidemic would continue as normal for the time being, bank holiday date changes for collections were included; Call for Sites consultation would be open until 16th March – suggested number for Dickleburgh & Rushall would be between 12- 25/30 properties to submit; the IDB and Dickleburgh Moor – Matt. Gooch, from the IDB and also Suffolk Wildlife Trust had met with The Otter Trust to try to understand and resolve some of the issues, it had been a constructive meeting.

The Chair thanked Dist. Cllrs. Wilby and Hudson and residents for attending the meeting.

Martin Last, Last & Tricker Partnership - Martin Last presented an preliminary indicative layout for the site on land west of Ipswich Road, Dickleburgh (the Chenery site) - it incorporated, an enlarged development area, demolishing the bungalows and garage buildings, replacing it with a mixed development of 25 properties, including a play area, with attenuation pond in the lowest area. The details were discussed - points raised included affordable homes, the Conservation area, contamination and archaeological investigations, Highways – not involved as yet, Anglian Water, contributions to SNC – CIL/Section 106, design of the properties - garden space, parking, carbon off-setting and the inclusion of sustainable elements. Mr. Last was thanked for his attendance and would take the information back to his client for further discussions, it was agreed that the discussions had proved useful and would continue

The Chair thanked all for their contributions to the meeting

Meeting reconvened at 8.04pm

175. Acceptance of Apologies - Cllr. J. Kerr - accepted

176. Declarations of pecuniary and other interests from members on any item to be discussed – none

177. Recognised Finance Officer - Matthew Hill had expressed an interest in taking this position on from Pete Strange. Matthew contacted the Clerk sending an overview of his experience in the financial field, this was circulated at the meeting by all Councillors. The Chair thanked Matthew for volunteering to cover the position. He was formally asked if he would be prepared to accept the position, Matthew agreed. It was resolved to approve the appointment of Matthew Hill as the Recognised Financial Officer, proposed Cllr. Goodman, seconded Cllr. Hulett, all in favour.

Matthew has met and had a handover from Pete Strange. Chris Davy kindly assisted in the preparation of this month's figures.

178. 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 – It was resolved to approve the payments and receipts, proposed Cllr. Hulett, seconded Cllr. Adlam, all in agreement.
- b. **Annual membership of NPFA** - it was agreed that this would be a sensible association to subscribe to, it was resolved to renew the membership, proposed Cllr. Theobald, seconded Cllr. Johnson, all agreed

- c. **Excite solutions** - cutting of hedge on the playing field, from School entrance down to Rectory Road, this work had been carried out recently, it was resolved to approve the payment, proposed Cllr. Adlam, seconded Cllr. Theobald, all in agreement
- d. **Annual subscription to Norfolk Parishes, Training & Support** - this group provide support, advice and training to the Clerk and Councillors. Last year's fee was £199.50, this year is £219.41, it was resolved to approve renewal of the subscription, proposed Cllr. Goodman, seconded Cllr. Bragg, all in agreement
- e. **Community Heartbeat Trust** - was the invoice was paid last month? Clerk to check, proposed Cllr. Leyserman, seconded Cllr. Hulett, all agreed
- f. **Quote from Eastern Play Services quote for the 'spider's web' piece of equipment** - £249.50 +VAT, it was resolved to approve this quote and for the work to be completed as soon as possible, proposed Cllr. Theobald, seconded Cllr. Bragg, all in favour.

179. Approval of the Parish Council Meeting Minutes, held on 10th February 2020 - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. Hulett, seconded by Cllr. Theobald, all agreed.

180. Matters arising from the minutes of the last meeting – for information purposes only incl.:

- a. VE celebrations - Cllr. Kerr was unable to attend the meeting, there will be a further meeting of the VE committee on Tues. 10th March, a poster has been prepared which was circulated to all Cllrs. At present the inclination is to go ahead with the event and keep the Parish Council informed
- b. Tree felling at the Norwich Rd. allotments – this will happen later in the week, the logs will be distributed to various residents identified as in need, in the parish – Cllr. Adlam will oversee – Clerk to arrange for logs to be delivered to Cllr. Adlam
- c. Annual Litter Pick – Sat. 28th/29th March – 9.30am, Annual Parish meeting 27th April & Corvid19: Litter pick - Cllr. Johnson has posted this on the website and Facebook, fliers will be given to the Beavers; Clerk to put posters on the notice boards; Cllr. Adlam will provide the trailer; Annual Parish Meeting, 7.00pm – displays from the Neighbourhood Plan, Otter Trust, Commons Committee/The Conservation Volunteers and Forest Schools were suggested along with an invitation to La Ronde Wright (land north-west of Norwich Rd), Last & Tricker Partnership (land west of Ipswich Rd).
- d. Allotment area behind Brandreth Close - Cllr. Adlam reported that The Town Land Trust despite comments made to the contrary, is independent of the Church. Mr. Grief made a presentation to The Town Land Trust asking that he could, with community volunteers, turn the unused allotments into a community nature area with heritage apple trees, pond and landscaped walks – the Trustees like the suggestions and were pleased with the concept, it was decided that Mr. Grief would be offered the opportunity over a two year period to carry out and deliver his vision. If it is delivered successfully, the agreement could be extended thereafter following further discussion; T.W. Gaze will be invited to give a valuation for the site rent (agricultural land rate) and a contract will be drawn up for two years. Expenditure to date on the site has been around £2,000 to clear the debris. Should the project be unable to go ahead, The Town Land Trust would drain and prepare the land for allotments. Cllrs expressed their support and well wishes for the project.

181. Replacement of owned Parish Council street lights - Clerk omitted to remove from the previous agenda

ACTION - Cllr. Theobald will further investigate and prepare a short report for April.

182. Parish Council Website - Cllr. Adlam expanded on the suggestion to use Paston Chase, for the hosting and the training to be overseen by Steve Jackman, from Norfolk Parishes Training & Support. **ACTION** - Clerk to take forward

183. Review of membership on the Committees and working parties - Cllr. Hulett had circulated the members list to Councillors. It was noted that regarding PROW, the registration time for old/new PROW is running out. Committees and working parties to remain as they are until the Annual Parish Council Meeting. It was agreed the PC needed additional support to address the issue and review all the potential / lost footpaths in the parish. It was therefore resolved to start a working group and invite parishioners to join - **Action** - Cllr Goodman to investigate possible contacts

184. GNLP Consultation and Boundary Commission - Cllr. Goodman reported that both responses have been circulated to all members and sent to the respective bodies. The Boundary Commission have acknowledged receipt of the comments; the GNLP acknowledged response and added it to their site, copies were also sent to South Norfolk & Broadland Councils regarding the need for carbon off-setting in the plan. Cllr. Bragg had attended the Open Session at Harleston Library, which had been well attended.

185. Neighbour Plan - Cllr. Goodman reported that the next meeting would be the following week, he would invite Martin Last (Last & Tricker Partnership – land west of Ipswich Rd., Dickleburgh) to present the preliminary plans for the site. The majority of policies for the Plan are nearing completion.

186. Highways & PROW:

- a. Parish Paths seminar at Thompson Community Hall, Thompson, near Thetford, 28th February - Abigail Watson, a member of the Neighbourhood Plan Footpaths team, had attended on behalf of the Parish Council and Neighbourhood Plan team – thanks were extended to Abigail for attending.

187. Playing Field report:

- a. Receipt of weekly inspections & any faults - due to the Caretaker being in hospital these have not been collected this last week, currently there is no contingency to cover the work. It was agreed to find out the review the situation in light of this and possibly consider the recruitment of a temporary Caretaker. **ACTION** - Clerk to send a card and report on the situation;
- b. Wild flower verge - Cllr. Johnson reported that the weather had been so inclement that the land needs to dry out. Cllr. Adlam stated that a week's notice would be enough notice to arrange the work - the seeds are easily purchased, scrape the top surface clear, followed by a seeding day, cordon off the area for several weeks. It was resolved that a budget of £200 would be set aside, proposed Cllr. Theobald, seconded Cllr. Bragg. **ACTION** - Cllr. Adlam will contact Cllr. Johnson when the time seems suitable, the Clerk will ensure there is a roll of hazard tape.
- c. Multi Use Games Area (MUGA) grant - the application was unsuccessful, Cllr. Goodman reported that the Village Centre Committee were still prepared to pursue if the Parish Council agreed. The matter was discussed, it was agreed that the project be further investigated – approximately £80,000 in grants would be required to deliver, Cllr. Theobald will continue researching the grant funding groups.
- d. 'Spider's web' quote from Eastern Play Services this had been discussed and approved in item 178f.
- e. Tree fall on the far edge of the Playing Field – this was a hefty branch that had blown over into the garden of a property on Catchpole Walk, Cllr. Goodman and Richard Hulett along with Andrew Green removed the branches and debris, thanks were extended to all for their civic duty.
- f. Litter bins and bike racks – the Clerk reported that she had been unable to source replacement liners. In view of the poor condition of the liners it was agreed that the Clerk would investigate the costs of replacements; the bike racks to be attached to the oak posts have arrived – **ACTION** - Cllrs. Theobald, Goodman and Johnson will liaise with the Caretaker regarding positioning of the bike racks.

188. Commons report - the meeting had taken place at Shorelands, Langmere Road, Rushall - the Committee agreed that the hay would be offered to the local farmer, Martin Everett; it was noted that the gate entrance to Langmere Green had rotted; there was an activity day on Langmere Green and bird boxes had been erected on St. Clements Common; the composting toilet – the School would prefer this to be on site at St. Clements, as part of the Claylands Project this needs to be further researched by the TCV co-ordinator; the field entrance to the back field at St. Clements Common is slightly too narrow for a tractor to pass through – it was agreed that the culvert will be extended on sides to accommodate; there are various trees requiring attention – fallen trees – could be marked, by a tree warden and TCV volunteer, M. Everett will be offered the right to remove them in order to make the cutting and removal of hay more manageable, some to remain for Forest School usage; there is new legislation re the selling of logs – does the Parish Council need to protect, have a disclaimer - **ACTION** - Cllr. Goodman to investigate and report back. Open Spaces will be contacted regarding the collection/removal of wood – they are the Commoner and have the Rights of Estovers

189. GDPR report: 'Declaration of Confidentiality' - there are a number of councillors who are currently non-compliant, the new dedicated website should enable compliance as dedicated emails will be created through this process; the RFO's laptop is not at present password protected, this will be set-up, along with Bullguard Internet Security added, making it compliant with GDPR. **ACTION** – RFO & Clerk to action

190. Planning Applications as received from South Norfolk Council:

- a. **Planning Application 2020/0273 – Nortons Farm, Langmere Rd., Rushall** – listed building consent to re-render the gable end - it was resolved to recommend that SNC approve the application
- b. **Planning Application 2020/0440 – South View, Harleston Rd., D'burgh** – demolish single storey dwelling & form a two storey, four bed dwelling, carport, garden and parking – this was discussed at some length, the Housing Policy from the Neighbourhood Plan, design and access appendix specifies details on parking, the Chair will send details to the Clerk for inclusion in the response – it was resolved to recommend that SNC approve the plan with conditions
- c. **Planning Application 2020/0269 – Non Material amendment – Orchard Farm** – change to 'marely melodie' natural red interlocking clay pantiles – this was noted

d. **Chenery site proposals** - Martin Last from Last & Tricker Partnership outlined during the Public session the intentions for the site – the end of cul-de-sac is compliant with current specifications; Mr. Last stated that the actual garage sites will have to be offered for sale/rent for a period of time prior to submission of outline planning.

191. Receipt of consultees reports of planning decisions made by SNC:

- a. **Planning Application 2019/2367 - TPO - 35 Merlewood, Dickleburgh** - fell an oak tree – **Refused 10th Feb., 2020**
- b. **Planning Application 2019/0042 – Dickleburgh Primary School/Pre-School** - erection of a portable building – **Approved by NCC/NPLaw 3rd March 2020**

192. Receipt of Clerk’s report – not presented

193. Receipt of matters of information from Councillors:

- Cllr. Johnson – asked if Friends of Dickleburgh School could fix a noticeboard to the corner of the Village Centre, nearest to the School as parents can no longer view the current board situated within the School. Item for April agenda
- Andrew Goodman – enquired about the dog bin for Common Road – the Clerk indicated that the matter was in hand, SNC were aware of the site, delivery will be to the Caretaker

194. Date of the next meeting and items for the next agenda:

Next Meeting - Monday 6th April 2020, 7.00pm, at Dickleburgh and Rushall Village Centre

Apologies were received from:

Agenda items: Village map, new website, VE celebrations,

Spring Litter Pick – Dickleburgh - Sat. 28th March, 9.30am at the Village Centre, Rushall – weekend of 28/29th March

There being no further business the meeting ended at 10. 38pm, the Chair thanked all for their attendance

Signed

Date