



## **Parish Council Meeting minutes**

For 24<sup>th</sup> July 2023,

7.00pm, Dickleburgh & Rushall Village Centre

**PRESENT:** Cllrs. Andrew Goodman (Chair), Sam Johnson, Jim Kerr, David Leyserman, Pam Reekie, Robert Theobald, Tony Perkins

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

**MEMBERS OF THE PUBLIC:** Co. Cllr. Dr. C. Rowett, residents 22

**33. ACCEPTANCE OF APOLOGIES** - Dist. Cllrs. C. Hudson, D. Thompson, Cllr. S. Adlam. Cllr. L. Bragg

**34. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED – ACTION** - the Clerk requested an electronic copy of the Word document to be completed and returned as soon as possible.

**35. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION , COUNTY AND DISTRICT COUNCILLORS** - Reports attached from Dist. Cllrs. Hudson & Thompson

**36. RURAL SOLUTIONS PRESENTATION** - Nicole Wright (from Rural Solutions – previously La Ronde Wright) outlined the reason for the presentation. Rural Solutions are requesting a change in land allocation for the South Norfolk agreed mixed development of 22 homes. This allocation predates the Neighbourhood Planning process but is affected by the NP policies. Nicole Wright explained the role of the GNLP, SNC Village Clusters plan, villages bringing forward their own site allocations appropriate to the area, the evolution of a Neighbourhood Plan and the impact of Housing Policy 9 cordon sanitaire on the agreed development site.

The Settlement Boundaries map was shown - including the newly proposed outline in red, the green line outlining the area for 22 homes; An explanation of the Cordon Sanitaire area and the reasons for adjusting the past planned site; in November new legislation relating to biodiversity net gain will be included and need to be stipulated within new developments;

A resident queried the effects of additional sewage drainage and disposal of – Nicole Wright explained that the engineers will factor this into the detailed planning; school numbers, capacity on the road – what contingencies will be made - again relevant bodies will be consulted and appropriate mitigation taken - creating reserves, play areas, an orchard etc.

A question was asked about disruption - Nicole Wright replied a Construction Management Plan would be raised outlining parking, delivery of materials without damage to the Conservation area and Dickleburgh Moor.

Use of the Ipswich Road/Chenery site - a brief outline of the site, use of it as a commercial site were covered.

The Chair, Cllr. A. Goodman summed up the session – the Neighbourhood Plan is being revised currently, in light of the Reg. 14 responses, once the final version is completed it will be made available, he thanked residents for their attendance.

**Co. Cllr. Dr. C. Rowett** – introduced herself - she had attended her first full County Council Meeting on Tues. 18<sup>th</sup> July; Dr. Rowett raised a few issues – provision of local services in the County Deal – this currently does not have funding for these services; the Norfolk/Tilbury pylons consultation – the option of an offshore grid system or underground system was raised - Co. Cllr. C. Rowett pointed out that the cables run very hot and there is therefore an issue of overheating cables underground etc. – it was suggested the use of greenhouses could off-set this waste. Other possibilities were raised, Dr. Rowett is working with Cambridge and Essex County Councils to produce a more acceptable outcome. Mention was made of the free health check available to all; there is a proposal to create a ‘Good Journey County’ – encouraging people to use public transport to sites and activities with reduced price entries and £2 bus fares; also the Libraries Summer Reading Scheme – available in main libraries and on mobile libraries. Co. Cllr. Dr. C. Rowett will forward to the Clerk her new NCC email details.

Speeding traffic Tumbil Road - residents have requested support for a reduction in speed. A response has been received from Highways - a meeting has been scheduled for the 14<sup>th</sup> August, 1.30pm at the Village Centre – there will be two items on agenda – a safe crossing on Ipswich Road and the speeding around Furze Green area. Highways will investigate if it would be possible to put up 40mph signs, partly funded the Parish Partnership and a County road funding scheme.

**Resident** - the parents and young person have received threatening phone calls, face to face threats for other young persons in Dickleburgh, who do not attend the High School. The Parish Council advised contacting both the Police and the Schools involved. **ACTION** - Clerk to send contact details to the resident for the local officer. A request from the Chair to copy him in to the Schools emails as he will follow this up.

**Electric Scooter** - the Police are aware of an individual using a motorised scooter at speed in the locality on public walkways – concern was raised about safety aspects for both the user of the scooter and others walking

**Brandreth Close** - residents and walkers are reporting a lingering odour of ‘weed’/cannabis in the air in this part of the village. **ACTION** - Clerk to report to the Police.

The Chair thanked everyone for their attendance, indicating that they were welcome to remain for the remainder of the meeting.

*The meeting resumed at 8.40pm*

**37. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 5<sup>TH</sup> JUNE 2023** - The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve them, proposed Cllr. T. Perkins, seconded Cllr. J. Kerr, all approved unanimously.

**38. MATTERS ARISING FROM THE MINUTES OF 17<sup>TH</sup> APRIL 2023, FOR INFORMATION PURPOSES ONLY:**

- a. Community Asset update - Cllr. A. Goodman spoke with the Tenants of The Half Moon Inn, Rushall, via an email exchange with them – the Tenants preference was to pursue the application for Community Asset Status – as they are in the process of negotiating to buy the pub. It was felt by all that having Community Asset status would not affect the purchase of the pub and would probably help the tenant. All Cllrs. agreed that the building should be registered as a Community Asset.  
**ACTION** - Clerk to send form to SNC

**39. 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 as expected including bank interest. Expenditure was the usual monthly commitments including the amount agreed under the Settlement Agreement with the caretaker and the associated costs in drawing up the agreement.

It was resolved to accept the 'Payments and Receipts sheet, proposed by Cllr. R. Theobald, seconded Cllr. P. Reekie, all approved

b. **APPROVAL OF THE FIRST QUARTERLY BANK RECONCILIATION** - proposed by Cllr. J. Kerr, seconded Cllr. P. Reekie, all approved

c. **ASSET REGISTER UPDATE** - The Asset Register has been amended to reflect the additions to the assets of the Parish Council during the last year. **ACTION** - It was agreed that the RFO and Chair would walk the two villages and update the existing register and report back at the September meeting.

**40. A SHORT REPORT ON THE REG. 14 CONSULTATION** - Cllr. A. Goodman reported that the responses are being sorted, consultants have been contacted and quotes requested. A Locality Grant will be applied for once the quotes have been received, for approximately £3,500 - £5,000.

**41. Planning Applications as received from South Norfolk Council:**

a. **PLANNING APPLICATION 2023/1722 MANOR FARM HOUSE, IPSWICH ROAD, DICKLEBURGH** – details of Condition 3 – roof finish – Tuscan clay pantile - response sent to SNC

b. **PLANNING APPLICATION 2023/1621 SEMERE GREEN FARM, SEMERE GREEN LANE, DICKLEBURGH** – replace front, side windows, replace conservatory perimeter frames – response sent

c. **PLANNING APPLICATION 2023/1638 WAVENEY VALLEY HOLIDAY PARK, AIR STATION RD., RUSHALL** - Cert. of lawful use – to continue using site as a holiday park - it was resolved to agree the application

d. **Planning Application 2023/1819 Vincent's Garage, Dickleburgh Rd., Rushall** – extensions & alterations to vehicle workshop - it was resolved to approve the application

e. **PLANNING APPLICATION 2023/0815 WEGGS FARMHOUSE, COMMON RD., DICKLEBURGH** – replace existing windows, doors, fascia boards, rendering; redecoration of all & new breathable paint for rendered walls - it was resolved to approve the proposal

f. **Receipt of Consultee reports of planning Decisions made by SNC:**

(i) **Planning Application 2023/1432 4 Council Houses, Rushall** – non-material amendment – change of the rear single storey roof pitch to flat & insertion of a roof light - approved 21<sup>st</sup> June'23

(ii) **Planning Application 2023/0961 4 Thatched Cottages, Norwich Rd., Dickleburgh** – proposed car port with solar panels, approved with conditions 30<sup>th</sup> June'23

(iii) **Planning Application 2023/1502 37 Merlewood, Dickleburgh** – works to TPO horse chestnut & mature lime crowns reduced – approved 27<sup>th</sup> June'23

**42. DATA PROTECTION POLICY** - concerns were raised about the website acting as an email site, the current laptops provided for Councillors are not suited to the amount of data sent and stored, the costs of Microsoft access - further investigation required to ensure all is secure – Cllr. T. Perkins offered to lead and present information at the September meeting - **ACTION** - agenda item September/October.

**10.00p.m.** - Due to the number of agenda items remaining, it was agreed by those present that a short meeting to conclude the agenda items be arranged for the following evening. The Chair thanked all for their contributions, confirming that the meeting would resume at 7.00pm on Tues. 25<sup>th</sup> July, 2023.

The Chair thanked everyone for their contributions and attendance at the meeting.  
The Meeting closed at 10.10pm

Continuation of Parish Council Meeting, resumed at 7.00pm, Tuesday 25<sup>th</sup> July 2023

**PRESENT:** Cllrs. Andrew Goodman (Chair), Sam Johnson, David Leyserman, Pam Reekie

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

**APOLOGIES:** Cllrs. Jim Kerr, Robert Theobald, Tony Perkins, Jim Kerr and Matt Hill RFO.

#### **43. HIGHWAYS AND P<sub>RO</sub>W REPORTS**

- a. **Safe Crossing on Ipswich Road** - a meeting has been scheduled for 14<sup>th</sup> August, 1.30pm at the Village Centre with Adam Mayo/Highways, Dist. Cllr. C. Hudson, Dist. Co. Cllr. D. Thompson, there will be two items on the agenda - a safe crossing on Ipswich Road near the A140 and Furze Green, Rushall – the matter of speeding vehicles.

##### **P<sub>RO</sub>W**

- b. **Japanese Knotweed on Semere Green Lane** – NCC are not dealing with problem, it is the owner of the field, Duncan West (landowner), who is attending to the issue on the verge as well as his field
- c. **Cutting the P<sub>RO</sub>W** - FP3 around Brandreth Close – still not cut, due week beginning 31<sup>st</sup> July  
Lonely Road bridleway - Clerk to request all P<sub>RO</sub>W are attended too – **ACTION** - Clerk to remind land owners of their responsibility to maintain P<sub>RO</sub>W that cross their land. Contact Excite Solutions regarding all P<sub>RO</sub>W.  
Green Lane, Rushall - not claimed ownership of land, could cease to be P<sub>RO</sub>W in 2026, Cllr. A. Goodman to further investigate the procedure  
Hedge on Rectory Road, near the Bottle Bank - the landowner is Vic Prewer (Landowner) – **ACTION** - Clerk to contact him to cut the hedge and verge brambles

#### **44. PLAYING FIELD REPORT:**

- a. **Receipt of play inspection weekly reports** - the RFO reported that there was nothing major to report. He mentioned the annual report needs to be examined and any recommendations undertaken.
- b. **Zip-wire repair** - Zip-wire quotes received, it was agreed to ask Action Play and Leisure to carry out the work. **ACTION** - Clerk to commission Action Play and contact other companies thanking them for their quotes.
- c. **Annual Play Inspection report** - as above
- d. **Petanque court** – Cllr. D. Leyserman – gave a short report – David had composed a short questionnaire to support a grant bid; discussed format, Charity Fun day to offer a trial, along with various groups within the two villages. **ACTION** - Cllr. D. Leyserman to circulate to groups
- e. **Excite Solutions** - update - the Playing Field, village green work will be carried out the week beginning 31<sup>st</sup> July. A quote for the clearance of the weeds etc. on the BMX track has been requested.

45. **TREES ON THE VILLAGE GREEN** - Three tree quotes are to be sought for work to be carried out in the autumn. **ACTION** - Clerk to contact three tree surgeons.

46. **RENEWAL OF SCOLE UNITED FC'S ANNUAL CONTRACT** - Cllr. A. Goodman had spoken with Dr. C. Partridge - Scole United FC have requested use of the pitch for a further year. It was resolved to agree that the fees would remain as the previous year, 50% of the charge being transferred to the Village Centre, as a contribution towards hire costs of the changing rooms

**47. THE DISTRICT COUNCIL BOUNDARIES** - objections were sent when this was first suggested by the Boundary Commission, Dickleburgh & Rushall would prefer to remain as part of a more rural community rather than being part of a more urban district council. **ACTION** – Cllr. A. Goodman and the Clerk to compose and circulate a suggested letter

**48. TO NOTE RECEIPT OF:**

- a. East Anglia Green/Norwich – Tilbury Consultation - more District and County Councils are objecting to this project, there are no costings provided in the current consultation. It was suggested that the response sent last time is updated on the last page, sent to all Councillors including Co. Cllr. Dr. C. Rowett, prior to sending to the Consultation site
- b. Norwich Western Link Road - update - work has halted for the time being – Government have not approved the costs, nor have the ecological issues been resolved as yet.
- c. SNC Customer Feedback consultation - Clerk had sent a short response.

**49. THE HALF MOON AS A COMMUNITY ASSET** - see response item 38a

**50. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:**

- **Cllr. S. Johnson** - invoice from allotment holder; Scooter update – the police are dealing with the matter; a number of villagers brought to her attention the odour of weed on Brandreth Close – Clerk to contact Saffron Housing
- **Cllr. D. Leyserman** - it has been noted that phone box at Rushall has been repainted recently; the Commons Committee – a meeting is well overdue - Cllr. A. Goodman will circulate a date
- **Cllr. P. Reekie** - there appears to be an abandoned car outside their property - this needs to be reported to SNC, Vehicle Licensing – check if the car is taxed, insured and MOT. Details to be sent to the Clerk
- **Cllr. A. Goodman** - a resident in Rushall had emailed regarding the cutting of the Green Lane and the registering of the path as a PROW - Clerk responded that Excite Solutions will cut in due course, Cllr. A. Goodman will contact Francis Salway at NCC to request registering it on the definitive map. Locality Grants are available again, a bid will be composed for the Neighbourhood Plan.

**51. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON - MONDAY 18<sup>TH</sup> SEPTEMBER, AT 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE**  
**AGENDA ITEMS -**

The Chair thanked everyone for their contributions and attendance at the meeting.  
The Meeting closed at 8.30pm

SIGNED .....

DATE .....

## IN PRIVATE

A letter dated 7<sup>th</sup> June 2023 was sent to Mr Leeder by Matt Hill RFO on behalf of Jane Rodger from Active HR inviting him to a Without Prejudice meeting under Section 111a Employment Rights Act 1986 at the Village Centre on 13<sup>th</sup> June 2023 at 2pm. This outlined the Parish Council's concern about his conduct at work and in particular being absent without a specific reason and not advising the Parish Council when he was going to be absent. The letter was inviting a Confidential Settlement Proposal.

A Certificate of Posting was obtained and Mr Leeder acknowledged the letter and agreed to meet as invited.

The meeting was held and conducted by Jane Rodger in the presence of two Parish Council Officials, Matthew Hill (Responsible Finance Officer) and Andrew Goodman (Chairman). Mr Leeder expressed a wish to return to work, but advised that he had been signed off work for a further period and produced further Fitness to Work Certificates.

He could not see when he would be in a position to return to work. As a result he was happy to accept the Settlement Agreement outlined.

A formal agreement dated 23 June 2023 was drawn up incorporating salary due to the termination date (£162.30). In addition 4 weeks holiday pay (£432.80) and £973.80 by way of compensation for termination of employment. Finally £649.20 was paid in respect of 6 weeks' pay in lieu of contractual notice. A P45 was to be provided within 14 days of the signing of the agreement. Contribution to the caretaker's legal costs in seeking advice as to the terms and effects of the Agreement was provided.

The Agreement outlined conditions which Mr Leeder needs to comply with. He returned his keys to the Village Centre.

Mr Leeder was paid 6<sup>th</sup> July 2023 and his salary slip and P45 were sent to his home address together with a letter signed by Matt Hill RFO thanking him for the work he has undertaken as caretaker in Dickleburgh and Rushall.

Jobs that were carried out by the Caretaker:

Grass cutting – contracted out;

Maintenance – drain rods etc. VC paid;

Rest of work could also be contracted;

Waveney volunteers – benches, notice boards;

SNC – enquire about emptying bin

Small advert in Parish news - 'odd job/self-employed person' general parish maintenance including litter picking - advert on notice boards, Parish News.