



## MINUTES OF THE PARISH COUNCIL HELD ON

8<sup>th</sup> April 2019

7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. John Adlam, Terence Blacker (Chair), Jeffrey Bowles, Andrew Goodman (Vice-Chair), Janice Hulett, Sam Johnson, Jim Kerr, David Leyserman, Robert Theobald

IN ATTENDANCE: Ann Baker (Clerk), Chris Davy (RFO)

Members of the Public: Mark Webster, one resident

### Public Session:

**Mark Webster** – provided an update on the project for St. Clements new improved bid for the National Lottery Heritage Fund, which will be submitted to the National committee later in the week. There have been a number of changes – more sustainability has been added to the bid, emphasis on the Parish Council to take on more long-term responsibility, particularly the bio-diversity management, which was not sufficiently explicit, along with a financial contribution of £1,000.00 over the two year period - Norfolk Trails and Norfolk Wildlife Trust have committed £1,000 each. Chris Davy confirmed that there was money available, once the bid is submitted and agreed only then would be funding be passed over. Chair expressed his thanks in re-submitting the new bid and would confirm by email, the offer of funding once discussed later in the meeting.

**Resident** – requested removal of the earth placed at the back of the BMX land. Cllr. Kerr and the Caretaker will investigate and report back to the Council and resident.

**Dist. Cllr. Wilby's report was read** - report attached - Cllr. Johnson offered to contact SNC's Laura Woollacott regarding the table tennis grant offer.

*Meeting reconvened at 7. 21pm*

**251. Acceptance of Apologies** - Dist. Cllr. Wilby, Co. Cllr. Spratt, Pete Strange - approved

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

**253. The Monthly Financial Report from the RFO**, including notification of payments made over the last month:

- a. **Payments & receipts** – The accounts were completed by Chris Davy and Pete Strange - Robin Hood Energy charge differently to the previous company – two loops of street lights are listed, invoicing is monthly following the month end, involving additional paperwork;  
It was resolved to approve the payments and receipts, proposed Cllr. Blacker, seconded Cllr. Adlam, all agreed
- b. **Approval of Year end accounts** - 128% of the precept has been allocated, a further CIL payment has been received; the DBMT have cashed their cheque; the details of receipt and payments throughout year were signed by the Chair; the reserves may be used for - purchasing the bench for St. Clements, additional benches and bike racks for the playing field, purchase of land for a public open space, possible removal of the BMX track, the lack of a stage and an extension at the back of the Village Centre – were projects all to be considered – **an Agenda item for May/June;**  
The categories and an explanation were presented where comparison of more/less 15% occurred.  
It was resolved to approve the year end accounts and variances, proposed Cllr. Kerr, seconded Cllr. Goodman, agreed by all  
The audit will be prepared and Chris Davy will contact the auditor to make arrangements for its delivery.
- c. **Asset Register** - Chris Davy – added assets brought during last year - the Clerk's laptop, the defibrillator in Rushall.
- d. **Approval of the Annual subscription to either the NPTS or NALC** - following consideration it was agreed to continue the membership with the Norfolk Parishes Training and Support group, proposed Cllr. Theobald, seconded Cllr. Hulett, all in agreement

- e. **Annual Governance statement** – the Internal Auditor will conduct the audit prior to signing this next paper

*A small presentation was made to Chris Davy on his retirement as Recognised Financial Officer – the Chair thanked him sincerely for his dedication, meticulous work and service over the years, all he had done was much appreciated by the Council. Chris thanked all current members for the gift and their kind words.*

- 254. Progress on the Village Guide** - Cllr. Hulett reported that there had been a further meeting to consider the content, layout and design.  
**ACTION:** Cllr. Hulett will collate the comments received, Pete Strange is to refine the design and will prepare the final draft
- 255. Speedwatch report** - these have begun again with improved weather, results will be sent to police, there will be a more detailed report at next meeting
- 256. Approval of the Parish Council Meeting Minutes, held on 11<sup>th</sup> March 2019** - the minutes were adopted as a true and accurate record, it was resolved to approve - proposed by Cllr. Bowles, seconded by Cllr. Hulett, all agreed.
- 257. Matters arising from the minutes of the last meeting – for information purposes only incl.:**
- a. **Defibrillator update** - Cllr. Leyserman reported that the defibrillator had been installed, the Clerk has registered it and awaiting confirmation that the Ambulance Trust have added it to their system, signage to be erected on the walls near to the pub; publicity and announcement will follow, to be arranged by The Half Moon  
**ACTION:** Cllr. Leyserman to speak with Half Moon about these
  - b. **Village Map** - Cllr. Blacker explained that due to the ill health of both the designer and husband the project is on hold at present
  - c. **Fly-tipping at the bottle bank** - the Caretaker had sent photos of some of the items left at the Bottle bank - boxes, flat screen TV – is this due to the increase in charges at all sites?; there is a need to be clear information about what can be left at the site; **Agenda item May**, Cllr. Johnson to investigate if there is signage from SNC
  - d. **Bowls Club** - Cllr. Bowles reported that the agreement had been signed, the Clerk had received the Public Liability information  
**ACTION:** Clerk to return second copy of the agreement to the Treasurer – Trevor Leeder
- 258. Planning Applications as received from South Norfolk Council: none**
- 259. Receipt of consultees reports of planning decisions made by SNC: none**
- 260. Street lighting report** - Cllr. Theobald reported that the two lights on Rectory Road have been replaced, now need to monitor how they function in comparison to the others. **Agenda item for May**
- 261. Neighbourhood Plan report** - Cllr. Goodman reported that there was evidence gathering of the bio-diversity of the area, NCC are supporting the work; Saturday 27<sup>th</sup> April – a planning meeting is organised to clarify the preparations – there will be opportunities on the day for people to share views, view the data collated – this will inform the policy headings; the next step is to carry out an assessment of the GNLP sites – the GNLP will conduct their process in June/July - it is hoped to build a stronger case with their research; South Norfolk are providing pollution testers - to be placed on The Street and Rectory Road providing evidence for the choice of sites.  
**ACTION** - Clerk to arrange for the use of the display boards from SNC
- 262. The Spring Litter pick** - Cllr. Johnson reported that few children apart from Cubs and Beavers had attended the pick, there is a need to keep-up the drive, however there has been a decrease in the amount of litter dropped; Cllr. Blacker will arrange to mount the winner's posters, prior to the event there had been a good article in the Diss Express; the Rushall pick was a success, with less of everything - particularly on the Pulham Market Road;  
**ACTION** - it was agreed that Cllr. Blacker would draft a letter to the Managing Director of Smurfit Kappa, Clerk to find out a contact name
- 263. PROW and Highways:**
- a) **Path across the Playing Field** - the Clerk needs to contact both people who quoted to inform them of the outcome; there is a concern about the proximity of the path to the edge of the pitch (the minimum width of which should be no less than 50yds x 100yds length) – check the surface is suited to mobility scooters, wheelchairs and buggies, and the edging to the path from a safety viewpoint – it was suggested an exclusion paragraph could be added to Scole United FC's agreement.  
**ACTION** - Clerk to contact the two people and finalise arrangements, to include Cllr. Kerr

- b) **FP 3** - Cllr. Johnson reported that there had been no change as yet;  
**ACTION** - Cllr. Blacker will write to Bob West/Highways to ascertain who has responsibility for PROW;
- c) **Highways Rangers visit** - the short path that passes Church Cottage needs attention, Cllr. Kerr to ask the Caretaker to deal with it;
- d) **Vehicle speeds and parking on Harvey Lane** - a resident had written to the School, the Dist. Cllr. and two Councillors regarding the parking on Harvey Lane at the end of the day. Cllr. Johnson reported that the School had recently reintroduced Sharing Assembly on Friday afternoons, which could account for the increase;  
**ACTION** - Cllr. Blacker will contact Mrs. Croskell to see if it is possible to move sharing assembly to a different day;
- e) **Flooding on Harleston Road** - a Highways Engineer had contacted Cllr. Blacker regarding flooding at the top end of the Rushall village - ownership of the ditches was discussed - the Engineer will investigate further prior to taking further action;  
**Signage on the Green to the Box Factory** – Cllr. Blacker reported that the signage should be reduced in the near future;
- f) **Registering of PROW before 2026** - Open Spaces has reminded all Parish Councils of this date, Cllr. Blacker intends to pursue this matter in coming months.

#### 264. Playing Field reports:

- a. **Receipt of the Weekly Inspections of the play area** - the Caretaker is completing and returning to Cllr. Kerr – there has been nothing of urgency noted;  
Clerk to spoke with NGF regarding the loose bolts on the chains, these have all been checked and Loctite applied, the Caretaker will keep an eye on them; Eastern Play Services have rechecked the zip wire and secured the top of the chain.  
**ACTION** - Cllr. Kerr to remind the Caretaker to water the newly planted cherry trees;
- b. **Information** received by the Clerk from SNC informing the Council that the play equipment is to be replaced after the Easter break on Millers Drive - it seems extraordinary that there was no consultation with residents or Parish Council prior to the decision – this area tends to be used by younger children and the proposed equipment looks as though it is suited to older youngsters.  
**ACTION** - Cllr. Goodman will draft a letter to Mr. Howard requesting clarification of the choice and decision  
**Information from SNC regarding S106 monies from Brandreth Close** – this was discussed and noted that there are not many wheel-chair friendly PROW - to create accessibility to some of these would be much valued – possibly the permissive path on Brandreth Close, the path across the Playing Field and paths on Dickleburgh Moor  
**Action** - Cllr. Goodman will further investigate
- c. **Groundworks funding bids** - Cllr. Hulett will contact Groundworks to find out what the next tranche of grants will be and whether there could be an opportunity to apply for a grant.
- d. **Use of the football pitch** – currently there are several youngsters in the village who play for Scole United FC
- e. **Benches & bike racks** - Cllr. Johnson had looked at several companies – it was suggested that five back less benches around the field would be useful, made of recycled plastic, along with anchorage kits  
**ACTION** - a total cost of around £1,000.00, it was resolved that Cllr. Johnson should purchase the benches, proposed Cllr. Blacker, seconded Cllr. Theobald, all agreed;  
Bike racks – Cllr. Johnson reported that ‘The Work Place depot’ offered these in pairs or groups of four – suggested places were the on wall of the Village Centre, or on the oak posts around the edge of the field; a single is £15, a pair £20 or group of 4/5 – it was agreed a spend of up to £150.00 was reasonable, proposed Cllr. Blacker, seconded Cllr. Kerr, all in agreement  
**ACTION** - Cllr. Johnson will order

**265. Refurbishment of the Village signs** – Cllr. Leyserman reported that both signs require the cleaning of the base, mortar work, preservative on the posts, painting the sign, along with attention to the noticeboard at Rushall – Robbie Loynes has offered to do the whole job without a fee, it was agreed this was very generous and it would be ensured that there is some acknowledgement of the work carried out; it was resolved to approve the Rushall work, proposed Cllr. Bowles, seconded Cllr. Blacker, all agreed; the designer of the Dickleburgh sign was Will Adams, who Cllr. Leyserman has managed to contact – he has looked at the sign and reports that there is water damage to both the varnish and paint, it needs to be re-painted and varnished, a charge of £550.00 for all materials, however if on removing sign it becomes evident there is more damage, costs will be added; if the sign is varnished regularly it will stabilise the surface; he suggested contacting mould growth consultants for base; it was resolved to progress the Dickleburgh sign, proposed Cllr. Kerr, seconded Cllr. Theobald, all in agreement  
**ACTION** - Cllr. Leyserman will contact the relevant parties to proceed.

**266. St. Clements report** –

- a. New bid from The Community Volunteers Charity/Mark Webster - details at the start of these minutes. It was resolved that the sum of £500 per year for the life of the project be approved, proposed Cllr. Hulett, seconded Cllr. Goodman, all agreed
- b. St. Clement's bench - Cllr. Bowles reported that 'Garden4less,' had a heritage oak bench - £338, with £100 for installation by Robbie Loynes, who would assemble and anchor the bench - this will replace the metal bench, it was resolved to approve this, proposed Cllr. Kerr, seconded Cllr. Bowles, all agreed  
**ACTION** - Cllr. Bowles will arrange
- c. Cutting of the front field – Cllr. Blacker had received an email from Gemma (NWT) re the cutting and raking party in July; Cllr. Adlam offered the use of his alum scythe for the Caretaker to use; Martin Everett has agreed to cut Langmere Green; Cllr. Blacker to send Mr. Everett's mobile number.

**267. Information regarding a new website** – the Parish Council should have its own domain name, Andy Chapple to continue to maintain, Cllr. Adlam will do some research - **Agenda item for May**

**268. GDPR report** - still outstanding issues, Cllr. Hulett and the Clerk will meet.

**269. Parish Council Elections, May 2019** - various materials had been circulated to Councillors; the Clerk reminded Councillors of the deadline for applications – Wednesday 3<sup>rd</sup> April, 4.00pm. There will be two vacancies - Cllr. Hulett has approached a young lady who has expressed an interest, Clerk to contact, the second vacancy should be a Rushall resident

Annual Parish Meeting was confirmed as Wednesday 1<sup>st</sup> May, 7.00pm – a variety of displays to be mounted – the Town Lands Trust, the new Village Guide and map, Cllr. Goodman offered to approach Ben Potterton for some illustrations/maps and a short report for displaying; Village Guide & Map; Cllr. Adlam will invite new Vicar to attend.

**270. Receipt of matters of information from Councillors:**

- Cllr. Johnson – CPRE had written asking Cllrs. to ask Dist. Cllr what view was phasing of new housing developments, how they are going to support development, Cllr. Goodman will compose an email and circulate, all replies will be published on the Parish Council website; she is dismayed that people who hire use disposal plates etc. as there is no need for this to happen; Air Station resident disturbed someone in the yard in their locked gated yard
- Cllr. Adlam - Battles Over, VE Day will celebrate 75years, Fri. 8 -10 May 2020 from Sir Bruno Peake – agenda item May
- Cllr. Goodman – resident had expressed concerns about the litter trailer on the Playing Field, Cllr. Adlam will remove now that it has been emptied by SNC, in future years it will be left in a safer position
- Cllr. Hulett - reported that a large lorry had turned off the A140 towards Culrose which was unsuited to the road system
- Cllr. Bowles – will complete The Land Registry work, Clerk to organise a cheque in payment for the registration – he has found out that the Norwich and Burston Road allotments were gifted by the Brandreth family

**250. Date of the next meeting and items for the next agenda:**

Parish website, items mentioned above

**Next Meeting at Dickleburgh & Rushall Village Centre – Annual Parish Council Meeting, Monday 13<sup>th</sup> May 2019, 7.00pm,**

**Neighbourhood Plan Open Day – 27<sup>th</sup> April 11.00am to 4.00pm**

**Annual Parish Meeting - Wednesday 1<sup>st</sup> May, 7.00pm, Village Centre**

**Apologies** were received from:

**There being no further business the meeting ended at 22. 22 pm**

Signed .....

Date .....

