



MINUTES OF THE PARISH COUNCIL MEETING HELD ON

14th October 2019

7.00pm, Dickleburgh & Rushall Village Centre

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

IN ATTENDANCE: Ann Baker (Clerk), Pete Strange (Recognised Finance Officer)

Members of the Public: Co. Cllr. Spratt

Public Session:

Co. Cllr. Spratt - reported that NCC are beginning to consider the budget for next year, along with an increase on council tax; the roundabout at Hempnall is nearing completion with the Morningthorpe road being opened by the end of October; the third river crossing is to go ahead; with regards to Harvey Lane - a suggestion that any traffic lights in use during the week to ease the traffic, should cease at weekends.

The Chair thanked Co. Cllr. Spratt for attending the meeting

Meeting reconvened at 7.08 pm

83. Acceptance of Apologies - Cllr. Adlam, Dist. Cllrs. Hudson and Wilby - approved

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

85. 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 – the second tranche of the precept had been received, there is also some CIL expected at the end of the month; the grant from Groundworks UK for the Neighbourhood Plan has been received; the amount for the display boards was confirmed; it was discussed as to whether it would/could be beneficial for the Parish Council to have a credit card

ACTION - Pete Strange will talk with Barclays;

It was resolved to approve the payments and receipts, proposed Cllr. Goodman, seconded Cllr. Johnson, all in agreement.

- b. **Approval of the quarterly reconciliation of the bank accounts** - it was resolved to approve these, proposed Cllr. Kerr, seconded Cllr. Theobald, all agreed.
- c. **Approval of authorisation for the Barclays accounts** - Cllrs. Theobald and Goodman papers have been accepted, the test will be with this month's payments;
- d. **Approval of Annual Insurance** - Came & Co invoice is for £4,205.65, £50.00, including the administration fee, the Insurance Premium Tax of £504.68, total £4,760.33, it was resolved to approve the payment, proposed Cllr. Bragg, seconded Cllr. Theobald, all in agreement;
- e. **Grant application from DPCC** - the request is for more as their expenses are rising; questions arose as to whether they benefitted from any others sources of income? It was suggested that the Norfolk Wildlife Trust provide grants for 'wilding' churchyards, Cllr. Kerr would investigate this; it was resolved that £600.00 be granted, proposed Cllr. Bragg, seconded Cllr. Leyserman, all agreed

DRPC have the power to grant to maintain closed churchyards under the Local Government Act 1972, s215

86. Approval of the Parish Council Meeting Minutes, held on 2nd September 2019 - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. Theobald, seconded by Cllr. Johnson, all agreed.

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

- a. **Land purchase** - Cllr. Goodman will circulate this letter to all Councillors prior to being sent to South Norfolk Council regarding the land off Rectory Road, Dickleburgh;

- b. Allotments tree on Norwich Road** - Cllr. Adlam had reported that the necessary papers had been received from Tree Amigo's, the Council have committed to pay £398, which is 50% of the cost, that 50% of the wood would be available for the Council to offer to resident; if the resident chooses to go with a different quote provided, the Parish Council are committed to paying half the cost of their chosen company, Tree Amigo's; **ACTION** - Clerk to speak with resident
- c. Signage for the Playing Field** - Clerk to meet with Signlines to agree the artwork, **ACTION** - to circulate prior to commencement
- d. Bowls Club incident** - the insurance believe that the Council is not responsible; following discussion it was suggested that a portion be offered, that an additional clause be added to the lease 'that the Bowls Club maintain the bollard;' A meeting with representatives from the Club revealed that they were prepared to re-set the bollard, attaching a keypad padlock - numbers only available to the Bowls Club and the Village Caretaker **ACTION** - investigating the costs for it to be repaired, or the cost of a hinged barrier Cllr. Theobald to research; Cllr. Goodman to speak with the Bowls Club; offer a goodwill sum to the claimant – Clerk to seek advice from the Came & Co, the Insurance Company;
- e. Roles and Responsibilities** - with regards to the Village Centre Committee, a request had come from Chair that the number of representatives be reduced from three to two - matter was discussed, it was considered that it would require a Constitutional change to the Lease would be required;
ACTION - Cllr. Goodman will speak with the Chair of the Village Centre committee
- 88. Co-option policy** - Cllr. Hulett had circulated; discussion followed – there were still certain items that needed clarifying. **Agenda item for November**
ACTION – Cllr. Hulett will look to amend, then circulate to all Councillors prior to the next meeting;
- 89. Planning Applications as received from South Norfolk Council:**
- a. Planning Application 2019/1896 - Poplar Farm Barn, Langmere Road, Dickleburgh** - proposed single storey garden room extension, it was resolved to recommend approval, proposed Cllr. Kerr, seconded Cllr. Johnson, agreed by all;
 - b. Planning Application 2019/1794 & 1795 – Dickleburgh Hall, Semere Green Lane, Dickleburgh** – renovation of single storey wing to form swimming pool and associated works – it was resolved to recommend approval, proposed Cllr. Goodman, seconded Cllr. Theobald, all in agreement;
 - c. Planning Application 2019/1906 - Black Cottage, Burston Road, Dickleburgh** - Certificate of Lawfulness proposed - this is an official document stating that the extension doesn't require planning permission, the Parish Council are not required to do anything, just to note it - noted
- 90. Receipt of consultees reports of planning decisions made by SNC:**
- a. Planning Application 2019/1598 – Agricultural building to the rear of Lyncroft, Harleston Road, Dickleburgh** - notification for prior approval - **Approved with conditions 1st October 2019**
 - b. Planning Application 2019/1691** - Erection of 6 dwellings with garages land east of Ipswich Road, Dickleburgh – **Refused 11th October 2019**
- 91. Reports on:**
- a. Land Purchase** - a letter to Ms. Lorrimer is being prepared regarding the plot near to the Bottle Bank, once complete this will be circulated to all Councillors for their approval **ACTION** - Chair & Clerk
 - b. The Village Guide** - Cllr. Hulett reported that invoice is not available from the chosen company, the RFO will have to be pay for initially, a proof will be sent before the run, once confirmation is received the Guide will be printed and delivered to Cllr. Goodman; distribution of the Guides will then be considered -
ACTION - Cllr. Hulett will send the crop-marked copy to Pete Strange (RFO), along with the necessary form and payment
 - c. The Village Map - Agenda item November**
- 92. Neighbourhood Plan report** - Cllr. Goodman reported that the next public consultation will take place at the Village Centre Sat.9th November, 2.00 – 4.00 pm and Mon. 11th November 2.30pm to 4.00 pm - enable parents and families to comment on the plan to date
- 93. GDPR Update** - Cllr. Hulett reported that an audit papers will happen in the near future, there is a need to discuss an appropriate disclaimer for the bottom of emails - **Agenda item December;**
ACTION - Cllr. Hulett & Clerk to arrange the audit
- 94. PROW and Highways:**

- a. Possible village projects linking with Smurfitt Kappa** - the recent litter pick report will appear in the Parish News along with a photo - a successful event , Smurfitt Kappa provided gloves, grabbers, vests, bags etc.; Parish Councillors, employees from Smurfitt Kappa, along with young people attended - two boys collected the most - 10 bags of rubbish; the event aided community interaction, Smurfitt Kappa are keen to maintain a dialogue with the Parish Council and to help the community in variety ways through their corporate governance programme
- b. Hedging on Harleston Road, Rushall** - this work has now been completed. However the drainage still requires attention, **ACTION** - Clerk to remind Bob West (Highways);
- c. Maintenance contracts for the Playing Field and PROW** - Excite Solutions have submitted their estimate for the forthcoming season; the following were discussed – the amount of cuts, regular cuts, dry weather’s effect on the number of cuts, if left too grass cutting are carried into buildings, what happens if 16 cuts are not required? **ACTION** - the Clerk will clarify these queries with the Contractor; it was resolved however to approve the quote, proposed Cllr. Kerr, seconded Cllr. Johnson, all agreed;
- d. Quotes for the hedge cutting on the Playing Field** - a verbal quote from Stan Jay of £1,200, Excite Solutions was a similar figure – in discussion it was felt that whilst there was no football, the two stretches of hedge could be cut alternate years, that a decent gap between the hedge and new path be maintained, that the netting be rolled up on the Rectory Road side
ACTION - Clerk to seek re-quotes for cutting only the Rectory Road hedge, that next year the path hedge be cut, alternating each year as advised by Norfolk Wildlife Trust;
- e. UK Power Networks** - had contacted the Clerk regarding carrying out tree trimming under cables at Langmere Common, they will inform the Clerk when the work is due to be carried out; the Clerk consulted with NWT, who indicated they are satisfied that it is essential work which will be required from time to time; Clerk has confirmed this with UK Power Networks
- f. Closure of Harvey Lane for kerb works** - 21st Oct. -13th December are the proposed closure dates – this has been arranged without consultation of the School and users of the Village Centre facilities, concern has been sent to Hopkins Homes, SNC, Highways, County and District Councillors – the Clerk will keep Councillors informed of the response; the School is changing its morning dropping off policy, from a safe-guarding viewpoint – there will be a drop and go policy which may alleviate parking, members of staff will take children into school; there was a suggestion of staggered development on the Lane.
ACTION – Clerk to contact Adam Mayo, JMS contractors, to ascertain the timetable of works, traffic routes etc. - It was agreed that this should be Chair’s action

95. Playing Field reports:

- a. Receipt of the Weekly Inspections of the play area** - the Caretaker is completing and returning to Cllr. Kerr; the Caretaker when asked verbally indicates there are no problems however the zip-wire requires a new rubber sheath, the chain on the basket swing needs to be shortened –
ACTION - the Clerk to remind Eastern play services;
- b. Annual Play Inspection report** - several medium/low risks were identified - the bin by teen shelter is being used to climb onto roof, this should be installed elsewhere, possibly with anti-grab spikes on the top of shelter, paint would require signage, removal of one of the tree trunks, greasing of the spinner, finger-pinch on the train etc. **Agenda item for November;**
ACTION - Cllr. Kerr to talk with Jonnie Leeder to set a programme of repair as needed;
- c. Path across the playing field** - the cordon has been removed, the path will benefit from colder weather to bind the materials; lighting of the path – following discussion it was agreed that the situation should be monitored for six months and log any responses.

96. Report on the Commons: Cllr. Goodman reported that the group had met, it had been decided there was a need for smaller groups - a smaller group agreed to take a look at the management plan, including the contracts for maintenance, and volunteers - adjusting it to the new developments, it will then be put to the Parish Council for ratification. The TCV co-ordinator position was offered within the group, an outside advert has been prepared and the Committee will be notified of the appointment.

97. Presentation on the VE Celebrations - Cllr. Kerr reported that the celebration does not appear to have same appeal as The Battels Over celebration. It begins on Friday 8th May (which will be May Day) with a piper, the nations toast to heroes at 3.00pm, 7.00pm the ringing of the bells, there will be further celebrations throughout the weekend with a church service and the last post on the Sunday. Cllr. Kerr it may be simpler to arrange events for the village, donating funds raised to the local RBL, he would carry out further investigations - a street party celebration as it is a public holiday, planting a tree that blossom’s in May, would the Americans be interested??
Cllr. Kerr is prepared co-ordinate - **Agenda item for December**
ACTION - Cllr. Kerr will do further research and the Clerk will investigate grants available.

98. Twinning proposal with a Czech village - To date it seems that Brockdish and Thorpe Abbot may be more interested, however Dickleburgh Academy are keen to link with Czech rep. **Agenda item Nov.**
ACTION - Clerk to investigate the interest of the two other parishes and to contact the Czech representative

99. Sewage on Norwich Road - during the recent heavy rainfalls the last three bungalows on Norwich Road have been under sewage in garden for two plus days - the residents have sent emails to Anglian Water, the Environment Agency, the Dist. & Co. Cllrs, along with the Parish Council; the system appears to be under stress with the number of properties, there may be need for system upgrades particularly if there are more homes to be built
ACTION - the Chair to compose an email to Anglia Water on behalf of the Parish Council and circulate.

100. Receipt of NCC's docs:

- a. **NCC Minerals & Waste Local Plan, preferred options** - consultation period 18th Sept. 30th Oct. - noted
- b. **The Local Government Boundary Commission on the review of the division arrangements for NCC** - noted

101. Receipt of matters of information from Councillors:

- Cllr. Leyserman - The Half Moon – Enterprise is changing, a new lease has been signed by the current licensee and the new owners of the company
- Cllr. Theobald – the tree at 115 Rectory Road needs to be trimmed around the light; issues of parking in the village, amount of traffic have been raised - can anything be done via the Neighbourhood Planning team
- Cllr. Johnson - a resident has mentioned that the Woodland Trust are giving away saplings and all that is required is to apply to them - this could be a scheme for the future

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

Next Meeting - Monday 11th November 2019, 7.00pm, at Dickleburgh and Rushall Village Centre

Apologies were received from: Cllrs. Janice Hulett, Jim Kerr and Robert Theobald

There being no further business the meeting ended at 10. 36pm

Signed

Date