



## MINUTES OF THE PARISH COUNCIL MEETING HELD ON

2<sup>nd</sup> September 2019

7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. Andrew Goodman, John Adlam, Les Bragg, Janice Hulett, Sam Johnson, David Leyserman, Jim Kerr, Robert Theobald

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

Members of the Public: Dist. Cllr. Hudson, Dist. Cllr. Wilby and 1 resident

### Public Session:

- Dist. Cllr. Wilby** – reported that the roundabout at Hempnall had been started; the next phase of the GNDP had been delayed until later in the month; and that the Government were supporting the grants for litter equipment;
- Dist. Cllr. Hudson** – stated that the Local Plan will be published in late September - that 7,000 new homes will be distributed between Norwich, Broadlands and South Norfolk – with all 180 villages having a number allocated – the Chair indicated that the Neighbourhood Plan were aware and looking to support various sites; Planning Application 2019/1691 – 6 houses on Ipswich Rd. – Cllr. Hudson reported that he would be prepared to support the Council as this application was contrary to DM1.3 i.e. it lies outside village boundary
- Resident** – reported concerns regarding the present Dickleburgh Moor paths and car parking – this dwelling is the only one surrounded by moor; following a circular walk, where cars were parked the house, the swallows have abandoned their nest; with the probable re-directing of the definitive path this will be intrusive for animal life/biodiversity right, along with an intrusion of privacy to the residents of this row of dwellings; until a plan comes before the Parish Council, the Council are not in a position to raise concerns; **ACTION** - Clerk to raise with Co. Cllr. Spratt and Martin Caplin at NCC Trails

The Chair thanked the Dist. Cllrs. and resident for attending the meeting

*Meeting reconvened at 7.18pm*

**66. Acceptance of Apologies** - Co. Cllr. Spratt - approved

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

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

- Payments & receipts** – there are larger number than usual due to there being no August meeting. There have been some issues with HMRC which may require some adjustments with NI; it was resolved to approve the payments and receipts, proposed Cllr. Kerr, seconded Cllr. Hulett, all in agreement.
- Approval of the quarterly reconciliation of the bank accounts** - it was resolved to approve these, proposed Cllr. Johnson, seconded Cllr. Kerr, all agreed.
- Approval of authorisation for the Barclays accounts** - Cllrs. Theobald and Goodman to attend the bank to verify their identification; Barclays have not as yet moved the Parish Council over to a simple mandate, so hopefully payments can be made this week.
- Notification from AGAR** - the Clerk had received confirmation from PJK Littlejohn that the audit had been passed with no comments and publication of the sheet declaring this was attached, the Clerk has displayed the notice.

**69. Progress on the Village Guide** - Cllr. Hulett had circulated three quotes for printing a 1,000 copies of the guide; Town & Country quoted £480, Cupiss £680 and Leaflet Frog £299; the online quote is much cheaper and the samples were of good quality, it will be necessary to set-up a proforma; Cllr. Hulett will double check that Dist. Cllr. Hudson, the Help Hub and the Rev. S. Walsh are included in the final copy; it was resolved to approve the quote from Leaflet Frog be approved, proposed Cllr. Johnson, seconded Cllr. Kerr, all in agreement.

**ACTION** - Clerk to contact Jenny with amendments, Cllr. Hulett to check the croc marks and confirm with the Clerk.

**Parish Map** - an A3 version for the boards and Village Centre were suggested - **Item for October agenda**

- 70. Approval of the Parish Council Meeting Minutes, held on 8<sup>th</sup> July 2019** - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. Theobald, seconded by Cllr. Bragg, all agreed.
- 71. Matters arising from the minutes of the last meeting – for information purposes only incl.:**
- a. Millers Drive play equipment** - this project is complete and being used by the younger members of the community
  - b. Land Purchase** - Cllr. Goodman had spoken with Cllrs. Wilby and Hudson, who had given the name of the person at SNC who will assist; Cllr. Goodman has also contacted Jeffrey Bowles for advice - it is valued as agricultural land, SNC may look to seek planning permission instead for the site
  - c. Twinning process** - Cllr. Adlam felt it was unclear as to whether all three villages (Thorpe Abbots, Brockdish, Dickleburgh & Rushall) had been approached by the Czech village – to have all three Parish Councils involved could make it complex
  - d. Website update** - Cllr. Adlam felt it would be in the Council's interest to have its own domain with linked email addresses for all Councillors.
- 72. Co-option policy** - Cllr. Hulett had looked at the different policies, she felt one was comprehensive, with procedures clearly set out, the forms were also useful; whilst the other one had GDPR issues;  
**ACTION** – Cllr. Hulett will look to amend, then circulate to all Councillors prior to the next meeting; **Agenda item for October**
- 73. Planning Applications as received from South Norfolk Council:**
- a. Planning Application 2019/1522 – 53 Rectory Rd., Dickleburgh** – proposed extension to existing bungalow – this was recommended for approval during August
  - b. Planning Application 2019/1598 – Prior Approval Agricultural building to the rear of 2 Lyncroft, Harleston Rd., Dickleburgh** - for a proposed change of use and associated works to change an agricultural building to a dwelling house - noted
  - c. Planning Application 2018/1884 - Land adjacent to Moorlands, Norwich Rd., Dickleburgh** – an appeal to the Sec. of State against SNC regarding passivhaus/carbon negative house – discussion about views of property, some members felt their views had changed, however it was agreed not to send any further comments
  - d. Planning Application 2019/1691 – Land east of Ipswich Rd., Dickleburgh** - erection of six dwellings with garages - following discussion it was agreed that this application sits outside the Settlement boundary, the Neighbourhood Plan suggested that as the entrance to the village that careful design principles are required; it was resolved to recommend refusal, but offer a meeting with the developers.
- 74. Planning Application 2019/Receipt of consultees reports of planning decisions made by SNC:**
- a. Planning Application 2019/2627 – Land east of Bangala, Rectory Rd., Dickleburgh** - discharge of conditions 5 – materials, 11 – levels, 12 - boundary treatment, 13 – surface water, 14 – foul water – **Approved 22<sup>nd</sup> July**
  - b. Planning Application 2019/1199 – Sundale, Norwich Rd., Dickleburgh** - variation of condition 2 – changes to design – additional carport and increase in the height of the machinery store – **Approved 1<sup>st</sup> Aug.**
  - c. Planning Application 2019/1362 - Dickleburgh Hall, Semere Green Lane, Dickleburgh** – removal of existing cement render repoint with Lime mortar – **Approved 21<sup>st</sup> Aug.**
  - d. Planning Application 2018/0980 – Outline permission for Land West of Norwich Rd., Dickleburgh** - demolition of existing dwelling – erection 7 affordable, 7 custom-built, 8 accessible dwellings, a community facility, unit for commercial/community use & public open space & woodland – **Approved 23<sup>rd</sup> August**
  - e. Planning Application 2019/0994 – Red House Farm, Norwich Rd., Dickleburgh** - erection of single storey extension and alterations to summer house - **Approved 22<sup>nd</sup> Aug.**
- 75. Roles and Responsibilities for 2019 – 2020, including GDPR -**
- PLANNING COMMITTEE**
- Terms of Reference:
  - To respond to any planning applications whose consultation period falls between subsequent meetings of the full Parish Council through advertised and open meetings.
    - To deal with any other planning and development matters as required by the full Parish Council
    - Membership – to include 4 members of the Parish Council with attendance by the Clerk to take minutes.
    - Quorum – 3 councillors
    - 2019/20 membership – **Cllrs. Andrew Goodman, Sam Johnson, Janice Hulett, Jim Kerr**
- FINANCE WORKING GROUP**
- Terms of Reference;

- To prepare and propose the annual budget to the full Parish Council.
- To assess and update the financial risk assessment on an annual basis.
- To deal with any other financial matters as required by the full Parish Council.
- Membership – to include the RFO and 3 members of the Parish Council
- 2019/20 membership – Cllrs. John Adlam, Andrew Goodman, Robert Theobald, David Leyserman Pete Strange

#### PROPERTY WORKING GROUP

- Terms of Reference;
- To meet and report twice yearly (November and May) to the full Parish Council on issues relating to the property of the Parish Council, especially of maintenance and health and safety.
  - To maintain and update a list of the Parish Council property and asset register on an annual basis.
- To serve as the communication link between the current and future allotment holders and the Parish Council.
- Membership – to include 3 members of the Parish Council
- 2019/20 membership – Cllrs. David Leyserman, Andrew Goodman, Jim Kerr

#### PARISH DEVELOPMENT WORKING GROUP/NEIGHBOURHOOD PLAN

- Terms of reference – to draft the Neighbourhood Plan - to include policies such as housing, employment, transport and highways, services, the environment, leisure, tourism and recreation.
- Membership – to include 4 members of the Parish Council
- 2019/20 membership – Cllrs. Andrew Goodman, David Leyserman, Sam Johnson, Les Bragg + 4 residents

#### VILLAGE CENTRE MANAGEMENT COMMITTEE

- The following terms of reference for the Village Centre Committee were approved:
- To manage the Village Centre in line with Parish Council and Charitable Law.
- To manage the Village Centre for the benefit of the community.
- Membership – 3 Councillors and the Parish Clerk. Three members from the community will be invited to join the committee.
- Quorum – 3 councillors
- 2019/20 membership – Cllrs. Andrew Goodman, Jim Kerr, Les Bragg, Sam Johnson, Terry Clarkson, Mandy Wilby, Jenny Strike, Jan Logan, Keith Moore, Ann Baker (Clerk).

#### PERSONNEL AND CONTRACTORS COMMITTEE

- The following terms of reference for the Employment Committee were approved:
- overseeing management of the Clerk and Village Caretaker for the following employment issues - sickness absence, maternity/paternity/adoption leave, pensions, grievance and disciplinary procedures, annual appraisals, health and safety of employees, working at home, flexible working, annual leave and recruitment of new staff
  - Independent advice on employment issues should be obtained from Norfolk Parishes Training Support
- Membership - to include 4 members of Parish Council
- Quorum – 3 councillors
- 2019/20 membership – Cllrs. Janice Hulett, Jim Kerr, Pete Strange, Andrew Goodman,
- Independent advice on employment issues should be obtained from Norfolk Association of Local Councils.

#### Community Fund Grant Committee

- Terms of reference were approved:
- Membership - to include 4 members of the Parish Council
- Quorum - 3 councillors
- 2019/20 membership - Cllrs. Jim Kerr, David Leyserman, Robert Theobald, Pete Strange

#### General Data Protection Working Party -

- Terms of reference were approved:
- Membership - to include 3 members of the Parish Council and the Clerk
- Quorum - 3 members
- 2019/20 membership - Cllrs. Janice Hulett, Andrew Goodman, Robert Theobald, Ann Baker and Stephen Adlam

#### Commons Committee

- Terms of reference were approved:

- Membership - representative from NWT, to include 2 Parish Councillors, a representative from the following – Daphne Buxton Memorial Trust (DBMT), Norfolk Wildlife Trust (NWT), The Open Spaces Society (OPSS), The Conservation Volunteers (TCV), The Otter Trust, D & R Neighbourhood Plan Team and five local parishioners
- Quorum - 4 members
- 2019/20 membership - Andrew Gooderham, David Leyserman + 6 external members, 5 public

**Other roles and responsibilities were confirmed as follows:**

<b>Role/Responsibility</b>	<b>2019/20</b>
Internal Auditor	Anne Barnes
Internal Verifier	Cllr. David Leyserman
Rushall representative	Cllr. Les Bragg
Young People	Cllrs. Janice Hulett and Sam Johnson
School and Pre-School Liaison	Cllr. Sam Johnson
Website and village newsletter	Cllr. Theobald, Ann Baker, Andy Chapple
Press and Public Relations	Cllr. Andrew Goodman
Allotments	Cllr. John Adlam
Electoral Register	Cllr. John Adlam and Ann Baker
St. Clements/ Langmere	Cllrs. David Leyserman and Andrew Goodman
PROW	Cllrs. Sam Johnson and Andrew Goodman
Tree Warden	Dist. Cllr. Martin Wilby, Cllr. Andrew Goodman, Ben Grief
Caretaker line manager	Cllr. Jim Kerr
Corporate Community Relations	Cllrs. Janice Hulett and Andrew Goodman

**GDPR report** - it was noted that this be a regular item; when Ann Seaman retires it will be important that all papers are passed over to the Clerk – in order to be compliant with GDPR; the contract for the Caretaker and Booking Clerk will be a one year rolling contract.

**ACTION** - Clerk to update the Village Centre Committee of these proceedings.

**76. Neighbourhood Plan report** - Cllr. Goodman reported that:

- Bat survey** - to date has been tremendously successful - a recording on Plot 6, indicated that there are thousands of movements per night including some rare species;
- Transport** - Richard Hulett had visited Smurfit Kappa who had responded with a suggested route for a one way system for lorries, Highways will need to approve such a change; a chicane has been suggested for Ipswich Road near the 30mph sign, along with a zebra crossing on Rectory Road, speed monitors on all three roads – Rectory Road, Ipswich Road and Norwich Road; the creation of parking spaces on the Rectory Road bottle bank site; currently the NP team are writing a document with these options, which will be available for a public meeting in November time, providing an opportunity to collect further views from residents;
- Air Quality results** - the monitors have been up two months, the most polluted area is The Street, with levels the same as the middle of Harleston;
- NWT meeting** - a meeting had been held to discuss carbon off-setting, the conserving of energy and future-proofing developments
- Community Garden** - a suggestion had been received from a resident, such an area would require commitment to maintaining it, possible site could be the bottle bank area on Rectory Road.

**77. Report from the Tree Warden:**

- Appointment of an additional tree warden** - Cllr. Goodman reported that he had been attending to this post but has not been as diligent as he could be; Ben Grief, a member of the NP team a is highly qualified in many aspects of tree life, it was resolved to invite Ben Grief to become a tree warden too, proposed Cllr. Hulett, seconded Cllr. Kerr, all agreed. **ACTION** - Clerk to inform Dist. Cllr. Wilby
- Felling of the tree on Norwich Road allotments** - a number of quotes have been received by the Clerk and the resident; the Otter Trust have approached the Parish Council too and offered to carry out the work at minimal cost; following discussion it was agreed that it was necessary to remove the of source of infection, it is not ash die back disease, the stump should be ground out and the hole filled, the fencing replaced; following lengthy discussion it was agreed to offer Tree Amigos the job, with the provision that evidence of their insurance, Health & Safety compliance were satisfactory to the Parish Council and the resident **ACTION** - Cllr. Adlam would request copies of the relevant papers/method statements from Tree Amigos, Clerk - that the Parish Council would accept the land owners kind offer of 50/50 share in the cost, that the cut logs should be shared equally for each party - Clerk to contact the land owner

## 78. PROW and Highways:

- a. **Proposal from Smurfit Kappa and Bomford Haulage** - to redirect the route to the factory, this was discussed earlier – item 76b
- b. **Update on the flooding on Harleston Road** - this is still on-going
- c. **Purchase of litter equipment** - the form has been submitted to SNC and acknowledged

## 79. Playing Field reports:

- a. **Receipt of the Weekly Inspections of the play area** - the Caretaker is completing and returning to Cllr. Kerr;
- b. **Path across the playing field** - this has had the cordon removed today, seeded, seeded and will benefit from colder weather to bind the materials;
- c. **Signage** - quotes have been received from two companies for the Playing Field signage - Dissigns was for £303.00 + VAT, Signlines £233.74 - the final set-up needs to be clarified, with the addition of a visual red circle with 13 years and a line through; the sign needs to be sited on a post facing towards the inside of the field, next to the rope swing – following discussion it was resolved to request Signlines to make the sign, proposed Cllr. Johnson, seconded Cllr. Kerr, all in agreement;  
**ACTION** – Clerk to contact both companies and finalise the sign
- d. **Annual Play Inspection report - Agenda item for October;**
- e. **Rope swing** - there are still some concerns being reported to the Clerk and Chair regarding the use of the rope swing. Following discussion it was agreed that the new signage situated close to the rope swing will alert young people to its usage; the Clerk will contact the installation company for advice regarding the cost to move the equipment; **ACTION** - Clerk to contact both the contractor and the resident

## 80. Commons and Dickleburgh Moor reports –

- a. **Progress of the bid from The Conservation Volunteers Charity (TCV), ‘The Claylands Project’** - confirmation of the agreement has been accepted, the group will now advertise for a lead for the project;
- b. **A verbal report from the Common’s Committee** – an initial meeting was successful, an advisory group has been formed to modify the Management Plan to include the Claylands Project aspirations  
**ACTION** - a further meeting has been organised for the advisory group to meet
- c. The permissive path on the Moor and parking at the Moor - this was discussed during the Public Session, until such times as the new route is circulated by NCC there is little the Parish Council can do, Clerk will write to CO. Cllr. Spratt and copy Martin Caplin at NCC Trails in;
- d. Permission for the DBMF to hold the annual Family BBQ on Sunday 8<sup>th</sup> September, 5pm – event won’t be covered by insurance; it was resolved to approve this event, proposed Cllr. Leyserman, seconded Cllr. Bragg, all agreed

## 81. Receipt of matters of information from Councillors:

- Cllr. Goodman - raised the lack of water in Dickleburgh Brook, reported by a resident – due largely to the lack of rain rather than the flooding of the Moor;
- Cllr. Leyserman - The Half Moon – there are rumours that the business is up for sale, this has been dismissed by the owners, there is a lease for 10 years; The Dickleburgh village sign is now complete, the Rushall village sign has to be started, both the posts on the signs require treatments;
- Cllr. Theobald – hedges on Rectory Road require attention, the hedge opposite Cllr. Kerr’s is still high, with lots of brambles that hang over – Cllr. Kerr will ask Jonnie Leeder to add this list of regular tasks; Saffron Housing own the double hedge further down Rectory Road. **ACTION** - Clerk to contact Saffron Housing and the owners of a tree at 115 Rectory Road to trim around the street light
- Cllr. Kerr - will prepare a short report for the VE Celebrations for the October agenda
- Cllr. Hulett - World Litter day is on the 21<sup>st</sup> Sept., Smurfit Kappa have approached the Parish Council 10.00am to assist in the organisation of the event – they have offered to print the leaflets, deliver them to the residents, provide tee-shirts, gloves and bags, with a prize for most litter collected; Smurfit Kappa are a global company with corporate governance, establishing relations with their local communities – the company are interested in creating opportunities to work with the Parish Council, to create a relationship and provide support for events, Nicola Ireson will act as co-ordinator; if Councillors have any suggestions for projects that the company should support - an annual sports day, planting of trees etc. – email Cllr. Hulett; Cllrs. Goodman, Hulett and Theobald will help at the Litter Event; **Agenda item for October**
- Cllr. Johnson - enquired about whether information had been received regarding the pavement improvements at the upper end of Harvey Lane, near the Hopkins estate – **ACTION** - Cllr. Goodman will contact the company for an update;
- Cllr. Adlam - Allotments are due for renewal, Cllr. Adlam will include details of the Parish Council’s bank account in order that holders can pay by BACs, if preferred – the rental rate will remain the same as in previous years, it is possible there will be an increase next year;
- Cllr. Leyserman - regarding the DBMT there is a need to know who is insuring the various events;

- Clerk - Bowls Club - there has been an incident with a car travelling over the bollard onto the parking area at the Bowls Club – a claim has been submitted to Came & Co. Clerk will report progress at the next meeting.

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

**Next Meeting - Monday 7<sup>th</sup> October 2019, 7.00pm, at Dickleburgh and Rushall Village Centre**

VE Commemorations, Speedwatch, Smurfit Kappa, Annual Play inspection; Co-option policy, annual renewal of insurance

**Apologies** were received from:

**There being no further business the meeting ended at 10.39 pm**

Signed .....

Date .....