



## PARISH COUNCIL 'VIRTUAL' MEETING MINUTES FOR

15<sup>th</sup> June 2020

conducted via Zoom, due to Corona Virus Pandemic & isolation

**ON SCREEN:** Cllrs. 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), Chris Davy

Members of the Public: Co. Cllr. Spratt

### **PUBLIC SESSION:**

**Co. Cllr. B. Spratt** - reported that during this period road repairs/pothole repairs have been carried out; the pandemic is making life difficult for families and children and demand has increased in Children's Services;

Questions raised - repair of the coned area on Ipswich Road – Co. Cllr. Spratt asked the Clerk to send details & he will look into it; Summer Schooling – as yet a decision from NCC has not been taken

**21. ACCEPTANCE OF APOLOGIES** - Dist. Cllrs. Wilby and Hudson - accepted, copies of their reports are included in the minute's book.

**22. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED** – none

**23. A SHORT REPORT FROM THE SPEED WATCH CO-ORDINATOR** - Richard Hulett reported that the Speed Watch sessions are still suspended, Police and Government advice is still awaited; it has been noted that there is an increase generally in speed all around the villages possibly due to the team being unable to operate and the reduction in traffic on the roads; there will be a Risk Assessment carried out by the team before it is started up again; the Police have increased their patrols around the villages to help the situation; The SAMs machine does provide data, the Clerk will circulate some of the bar charts and graphs covering the different sites.

The Chair thanked Mr. Hulett for his report.

**24. 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, proposed Cllr. Kerr, seconded Cllr. Leyserman, all members verbally and visually approved;
- b. **RECEIPT OF THE INTERNAL AUDITOR'S REPORT** - the excellent presentation of the accounts were commented on. A couple of small issues were raised: the receipts and payment sheets are not currently on the website – this will be addressed by the Clerk; signatures authorising payments – two Councillors do verify payments and all payments are also verified by Cllr. Leyserman, Clerk will check the wording in the Financial Regulations. It was resolved to approve the report, proposed Cllr. Johnson, seconded Cllr. Bragg, approved verbally and visually by all members;
- c. **APPROVAL OF THE AGAR PART 1 'ANNUAL GOVERNANCE STATEMENTS'** - it was resolved to approve, proposed Cllr. Bragg, seconded Cllr. Hulett, all members responded verbally and visually;
- d. **APPROVAL OF AGAR PART 2 'ACCOUNTING STATEMENTS'** - it was resolved to approve, proposed Cllr. Leyserman, seconded Cllr. Kerr, all members responded verbally and visually in favour; A vote of thanks is minuted thanking Matthew Hill and Chris Davy for the sterling efforts made to prepare all the papers for the Internal Auditor, proposed Cllr. Leyserman, seconded Cllr. Kerr, all members verbally and visually approved;

- e. **APPROVAL OF THE LIST OF REGULAR PAYMENTS NOT SEPARATELY APPROVED FOR 2020/21-** circulated by the Clerk, it was resolved to approve proposed Cllr. Kerr, seconded Cllr. Goodman, all members responded verbally and visually in favour
- f. **APPROVAL OF APPLICATION FOR AN INDIVIDUAL COMMUNITY GRANT** - the Community Grant working group commented on the excellent application – the clear plans, the research, fund raising achieved to date – to purchase equipment to create documentaries, films and art to raise awareness about wildlife. The team had communicated by email and recommend that the Parish Council award the maximum of £250.00 towards the project. It was resolved to approve £250.00, proposed Cllr. Leyserman, seconded Cllr. Theobald, all approved visually and verbally in favour. Cllr. Adlam also recommended that she approach The Taylor Hammond Trust and the Mason Trust, Cllr. Kerr will mention this.  
**DRPC have the power to grant this the General Power of Competence, Localism Act 2011 s.8, supporting projects related to education**

**25. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ‘MEETING’, ON 26TH MAY** - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. Bragg, seconded by Cllr. Johnson , all responded verbally and visually to approve;

**MINUTES OF 28TH MAY 2020** - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. Kerr, seconded by Cllr. Goodman, all approved visually and verbally.

**26. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING – FOR INFORMATION PURPOSES ONLY INCL.:**

a. **PROGRESS ON THE WEBSITE** - it was proposed that all councillors would have a dedicated ‘.org.uk’ email address set up through Outlook, by Paston Chase, the protocol for example would be: [cllr.samjohnson@dickleburghandrushallpc.org.uk](mailto:cllr.samjohnson@dickleburghandrushallpc.org.uk) ; proposed Cllr. Adlam, seconded Cllr. Hulett, all agreed verbally and visually

The Clerk had received some training and now needs to start adding pages and content to the website. Cllr. Theobald is willing to assist with this, arrangements will be made to progress this;

b. **SN HEROES APPLICATION** - Cllr. Johnson reported that she had submitted the application to South Norfolk, permission had been granted by the manager of the Village Stores. The staff had been contacted by SNC and a photo sent of ‘The Team,’ all staff were thrilled and thanked the Council for the nomination, as yet it has not been posted on the Twitter site

A vote of thanks to Cllr. Johnson for the excellent piece of writing, was minuted - proposed Cllr. Adlam, seconded Cllr. Bragg, all in favour verbally and visually;

**27. TO REVIEW AND APPROVE THE APPROVE THE ROLES & RESPONSIBILITIES FOR 2020/21 as follows:**

**ROLES AND RESPONSIBILITIES FOR 2020 – 2021**

**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
- 2020/21 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
- 2020/21 membership – Cllrs. John Adlam, Andrew Goodman, Janice Hulett, David Leyserman, Robert Theobald and the RFO – Matt Hill

**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
  - 2020/21 membership – **Cllrs. David Leyserman, Andrew Goodman, Jim Kerr, Sam Johnson**

### **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
- 2020/21 membership – **Cllrs. Les Bragg, Andrew Goodman, David Leyserman, Robert Theobald + 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 – 2 Councillors and the Parish Clerk. Three members from the community will be invited to join the committee.
- Quorum – 3 members
- 2020/21 membership – **Cllrs. Andrew Goodman, Sam Johnson & Jim Kerr, the Chair of the Village Centre - Terry Clarkson, + three others from the community, 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
- 2020/21 membership – **Cllrs. Andrew Goodman, Janice Hulett, Jim Kerr, and the RFO – Matt Hill**
- 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
- 2020/21 membership - **Cllrs. Jim Kerr, David Leyserman, Robert Theobald, and the RFO – Matt Hill**

### **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
- 2020/21 membership - **Cllrs. Andrew Goodman, Janice Hulett, Robert Theobald, and the Parish Clerk - Ann Baker**

### **COMMONS COMMITTEE**

- Terms of reference were approved:
- To meet and report twice yearly (Autumn and Winter/Spring) and report to the full Parish Council on issues relating to the management of the Commons.
- Membership - 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
- 2020/21 membership - **Cllrs. Andrew Goodman & David Leyserman + 6 external & 5 public members**

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

<b>Role/Responsibility</b>	<b>2020/21</b>
Internal Auditor	Anne Barnes
Internal Verifier	Cllr. David Leyserman
Rushall representative	Cllrs. Les Bragg & David Leyserman
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. Andrew Goodman and David Leyserman
PROW	Cllrs. Andrew Goodman and Sam Johnson
Tree Wardens	Dist. Cllr. Martin Wilby, Cllr. Andrew Goodman, Ben Grief, Abigail Watson
Caretaker line manager	Cllr. Jim Kerr
Corporate Community Relations	Cllrs. Andrew Goodman and Janice Hulett
Speed Watch Co-ordinator	Richard Hulett

It was resolved to approve all the roles and responsibilities for the forth coming year, proposed Cllr. Hulett, seconded Cllr. Kerr, all in agreement – show of hands & verbal agreement :

**28. HIGHWAYS & PROW:**

- a. **‘QUIET LANES’** - Cllr. Goodman reported that he and Cllr. Hulett produced a flier, which was circulated to all Councillors. The route was walked, calling at all houses en route, the majority of feedback on the route was positive. Following further discussion it was agreed that Cllr. Goodman should contact NCC Highways, Bob West to seek further advice on progressing the project. The NCC Parish Partnership letter had been received – this may assist with costs – posts, flier/map for every household etc. **ACTION** - Cllr. Goodman to contact Bob West at NCC Highways. **Agenda item for July**
- b. **PROW 3** - Cllrs. Johnson and Goodman reported that the path near to the A140 is unusable at present, there is no fencing preventing access to the A140, the plank across the ditch is rotten and it is unclear where the path emerges onto the dual carriageway, raising the question ‘is it in NCC’s curtilage?’ **ACTION** - Further research will be carried out before the July meeting and Cllrs. Johnson and Goodman will come up with a proposal; Clerk to seek a quote for clearing the path from Excite Solutions. **Agenda item for July**

**29. PLAYING FIELD REPORT:**

- a. The Playing Field equipment remains closed
- b. Receipt of information of costs for new bins on the Playing Field - **Agenda item for July**

**30. A SHORT REPORT ON THE ST. CLEMENTS COMMON, LANGMERE GREEN AND DICKLEBURGH MOOR REPORT -**

Cllr. Goodman reported: regarding St. Clements Common – Martin Everett had been given permission to cut Langmere Green and Sr. Clements, however he had declined the work; the marked trees have been cut down and the logs are available for the School’s Forest schooling project; The Clerk has been in touch with the staff member and information regarding the type of equipment needed received. Cllr. Adlam spoke of the composting toilet at Thelveton that is very efficient and will forward details to Cllr. Johnson. **Action** - information about the equipment to be forwarded to the Claylands Project, for them to discuss with the School.

**DICKLEBURGH MOOR** - there are still concerns about the high level of flooding and drainage of the Moor, which is preventing access to PROW 1 – this issue has until mid-July to be opened again. The Otter Trust and NCC have the responsibility to solve the issues, the Parish Council is unable to affect any change and remains neutral - the Parish Council’s position remains unchanged - access to the existing path (north/south) either via the original path (east/west) or via an alternate permissive path needs to happen.

31. **OPTIONS REGARDING THE VE CELEBRATIONS** - Cllr. Kerr reported that a considerable amount of effort had already been put into this event, but it is unlikely that anything this year will be viable. The general feeling as that the situation be reviewed again at the end of lockdown and the suggestion is that a more local event be arranged for next year. **ACTION** - Cllr. Kerr will contact members of the committee and inform them of the discussions at the Parish Council meeting.

**32. INFORMATION REGARDING THE LITTLE CHIPPY** - Cllr. Goodman reported that a resident had raised a concern about the rear of the property – Mr. Er had created a raised garden border, laid shingle and added some plants – photos of the work had been circulated. Councillors agreed that that these were not alterations to the building but improvements to the property, proposed Cllr. Adlam, seconded Cllr. Hulett, verbal and visual agreement by all.  
**ACTION** - The Clerk will contact Mr. Er, Cllr. Goodman will reassure the resident.

**33. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:**

- a. **Planning Application 2020/0893 - The Old Smithy, Langmere Road, Rushall** - erection of front infill two storey extension, changes to fenestration, internal and external alterations - It was resolved to recommend that SNC approve the application.

**34. RECEIPT OF CONSULTEES REPORTS OF PLANNING DECISIONS MADE BY SNC:** none

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

- John Adlam - allotments water - Cllr. Adlam reported that the cost of connection plus a meter would be around £1,300, he will look into finding a suitable grant to assist with the costs;  
Tree at the back of the Bowls Club - the house owner is concerned about the state of the Ash tree, Cllr. Goodman will arrange for the Tree Wardens to inspect the tree and inform the resident of the outcome.
- Sam Johnson - Rectory Road hedge – there is minimum access along the path – Clerk to contact Saffron Housing and ask them to cut back; Cllr. Johnson has agreed the bike racks positioning on the bollards at the Playing Field; the Poppy bench on the ‘green’ has been used by cyclists and pedestrians alike during this lockdown – Clerk to drop a note of appreciation to the donor
- Andrew Goodman – LaRonde Wright have been in contact regarding the development off Brandreth Close – the changes, sale of the self-builds etc. it would be beneficial to discuss the way forward with the company, to include members of the Neighbourhood Plan Team – Clerk to contact

**36. A DATE FOR A ‘VIRTUAL’ MEETING AND ITEMS FOR THE NEXT AGENDA ON **MONDAY 13<sup>TH</sup> JULY, 7.00PM****

**AGENDA ITEMS** - water on the allotments, PROW 3, new bins on the field, website

The Chair thanked everyone for their attendance.

**THE VIRTUAL MEETING CLOSED AT 9.45PM**

SIGNED .....

DATE .....

