



PARISH COUNCIL 'VIRTUAL' MEETING MINUTES FOR

11th January 2021

conducted via Zoom, due to Corona Virus restrictions

ON SCREEN: Cllrs. John Adlam, Andrew Goodman (Chair), Les. Bragg, Janice Hulett (Vice Chair), Richard Hulett, Sam Johnson, Jim Kerr, David Leyserman, Robert Theobald

In Attendance: Ann Baker (Clerk), Matthew Hill (Recognised Finance Officer)

Members of the Public: Co. Cllr. B. Spratt, Dist. Cllrs. M. Wilby & C. Hudson

PUBLIC SESSION:

Co. Cllr. B. Spratt - thanked Dickleburgh School for working so well under the circumstances – providing teaching for key workers and vulnerable children, alongside on-line learning for all children; flooding - the local authority is endeavouring to cope with the high demand resultant from the Dec. 23rd/24th floods. At County Hall on Jan. 28th Environment, Infrastructure, Anglia Water will consider the problems created and how best to maintain an effective service; Broadband – it would be helpful to co-ordinate properties that are not receiving more than 24mgb, the County Council are working alongside SNC, via 'Insight' - Tom Fitzpatrick, a cabinet member – residents should contact him on 07803 166293 - **ACTION** - Clerk will add this number to the website

Dist. Cllr. Wilby – re-iterated the thanks expressed by Co. Cllr. Spratt to both the School and the Village Shop over the past few months; flooding - these had been the worst since Sept. 1968 – saturated ground, drainage, ditches, blocked storm drains – all need to be reviewed and prevention put in place for future events; the Help Hub was busy over the Christmas period; SNC Budget will add £5 on Band D properties to maintain services and replace some of the lost income; Cllr. R. Hulett asked about the path from the Playing Field to Catchpole Walk – Dist. Cllr. Wilby believed it was owned by Saffron, Clerk to send an email to them requesting a repair to the surface;

Dist. Cllr. Hudson - requested that the Parish Council ensures that homeowners report any issues to the Local Lead Authority: lfa@norfolk.gov.uk - grants for flood resilience and protection may be available; Both local Councillors had attended Culrose House following the incident of flooding. The Local Lead Authority can ensure that maintenance, ditches of landowners, farmers are maintained regularly, along with the pipes that pass under the roads; the 2021 Census issued by the Government, SNC will oversee the circulation in this area;

The Chair thanked them all for their attendance.

The meeting resumed at 7.22pm

119. ACCEPTANCE OF APOLOGIES - Cllrs. J. Adlam and L. Bragg hope to join the meeting later - accepted.

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

121. 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. This month's receipts included an invoice from 121 Computers for the purchase of nine laptops – Cllr. J. Hulett had been contacted in December that there were nine laptops available, this was an earlier purchase than envisaged but opportune due to scarcity nationwide – the Chair, RFO and Vice-Chair agreed to the purchase using funds from the Reserves. It was resolved to approve, proposed Cllr. J. Kerr, seconded Cllr. R. Hulett, all members verbally and visually approved;
- b. Approval of the monthly statements of accounts - it was resolved to approve the statement, proposed Cllr. J. Hulett, seconded Cllr. D. Leyserman, all members agreed verbally and visually;
- c. Approval of the quarterly Bank Reconciliation - there were four outstanding items – two were direct debits from Robin Hood Energy, who have recently been taken over by British Gas. Matt. Hill (RFO) had tried to contact them, there were no bills forth coming, the most recent had been sent to the Memorial

Hall via Chris Davy, it is anticipated this will resolve itself in time. It was resolved to approve Quarterly Reconciliation, proposed Cllr. R. Hulett, seconded Cllr. J. Kerr, it was visually and verbally agreed by all;

- d. Laptops for all Councillors - as approved at the December meeting. These were available earlier than anticipated, purchased and collected following discussion between the Chair, RFO and Vice Chair. The insurance company have been informed of the purchase and currently they are safely stored, awaiting distribution to Councillors following the lifting of all COVID restrictions.

7.35pm Cllr. L. Bragg joined the meeting

122. Approval of the Precept and Budget set for the Financial Year 2021/22 as recommended by the Finance Working Party:

- a. The Precept for the 2021/22 financial year is £36,865.00 - the form was signed by the Chair, Cllr. A. Goodman and the Clerk, it was resolved to approve the Precept, proposed Cllr. S. Johnson, seconded Cllr. J. Kerr, all members approved verbally and visually;
- b. Band D, on which the precept is set remains at £69.83, it was resolved to approve this figure, proposed Cllr. D. Leyserman, seconded Cllr. J. Hulett, all councillors approved visually and verbally; It was noted that the Budget set with these figures had been approved at the December meeting.

7.45pm - Cllr. J. Adlam joined the meeting

123. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL 'VIRTUAL MEETING' ON 14TH DECEMBER - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. D. Leyserman, seconded by Cllr. J. Hulett, all responded verbally and visually to approve;

124. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING – FOR INFORMATION PURPOSES ONLY

INCL.:

- a. **Harvey Lane update** - Ford & Mulley Ltd. have been contracted to complete the highways work on Harvey Lane. Work has commenced from Poppy Grove towards the junction, an area has been allocated on the Village Centre Car Park for storage of materials, currently the area at the front of the Village Centre is being prepared for the kerbed footpath. Evidence of a risk assessment, insurance and drawings (still to be carried out) has been requested by the Clerk.
- b. **FP3 update** - during the holiday period the area where the crossing should be on the Dickleburgh side after the footbridge has been established, investigation on the other side of the A140 has proved less successful. Francis Salway has emailed to indicate that she will make a site visit once the COVID restrictions have been eased.
- c. **Street Lights update** - As indicated by Matt Hill (RFO) the invoice has been received for the inspection of all posts to meet the new legislation, three minor faults were reported – the Clerk will authorise the repairs to be carried out. Cllr. Theobald enquired if a report had been sent reflecting the work; the posts on Millers Drive and Smith's Close are NCC and are of a new design/columns, which is the information that Cllr. Johnson received in December; Burston Road lamppost – there was some discussion on the merits of should this be removed, this is a very secluded area, there are also a couple of lights in Rushall – should these be retained? – it was agreed that the Rushall Councillors would try to gauge the view of residents and to discuss these at the next meeting

125. TO RECEIVE A SHORT REPORT ON GDPR - Cllr. J. Hulett reported that as Great Britain is no longer part of the European Union, the UK GDPR 2018 regulations will henceforth be applied to all Data Protection issues. Laptops have now been purchased. An appropriate IT Policy covering computer and software usage would be drafted, serial numbers assigned to each laptop and each device would be prepared ready for use for Council business. Following the lifting of COVID restrictions, the laptops would be assigned on loan to each Councillor on a strictly for council use basis. The total cost of the laptops would fall well within the budgetary allowance once VAT has been reclaimed ; Cllr. J. Adlam enquired if there was a network socket - Cllr. J. Hulett was unsure and will investigate.

126. HIGHWAYS & PROW:

- a. Discussion on the effects of recent flooding in the locality - a letter received from Burston & Shimpling PC, outlining problem areas prompted this item – there are many areas in our own locality that have been similarly affected; drainage patterns, landowners, ditches, filled in ditches – are some of the contributing reasons for the recent floods, it would be useful to establish where these occurred, to enable redress to happen – there needs to be some sort of guidance to support residents. It was proposed that a group is formed to respond to flooding in the Parish - a strategic approach collating the different aspects of the issues - remedial work, clearance of pipes, culverts, drains, flood relief, mapping. The proposal is to create a small team to collate evidence and to create a leaflet signposting support, proposed Cllr. R. Hulett, seconded

Cllr. L. Bragg, all agreed visually and verbally. **ACTION** - Cllrs. R. Hulett and L. Bragg will circulate information by email in order to prepare the flier as quickly as possible;

- b. Discussion regarding the formation of an Emergency Plan - this is not statutory, SNC have a team that oversee parishes that have already formulated such plans; care with GDPR must be considered; there would need to be an allocated person that co-ordinates information, in time of a crisis the question is posed as to who could direct calls to those who may have the relevant skills and equipment to assist in such a situation. Equally, any such information is only relevant in real time given it is an Emergency Plan so regular updates would be entirely dependent upon daily or weekly checks to ensure relevance. Previously when it was suggested by SNC, to conduct an Emergency Plan audit, the Parish Council at the time agreed not to undertake one. It was felt that the flooding at Christmas demonstrated the already good network of neighbours willing to provide assistance to each other; the alternative to an EP would be to signpost residents effectively and efficiently via fliers and website information. The general consensus was not to embark on an Emergency Plan at this present time. It would be useful to list emergency numbers for residents to keep to hand, to facilitate support and tie-in with the flood information mentioned above, within the local district and county.

127. PLAYING FIELD:

- a. Discussion regarding the formation of a working party to investigate the future provision and management of the Playing Field/Area – Cllr. J. Hulett has liaised with Cllr. S. Johnson ‘The Playing Field and Recreation Working Group,’ inviting non-council members – parents, school representatives, to put together a strategy and plan over a five year span, including the creation of a safe play area for toddlers within the Playing Field/Play area - the present circumstances of COVID 19 restrict this at present. A sum of money has been set aside in the new financial year to investigate, when it is safe to do so. Cllr. J. Kerr expressed his interest in being part of the group. Cllr. Adlam asked if the play tractor should be removed, it was confirmed that he could go ahead with this action. Clerk agreed to contact Justin Mottaz/Sovereign Play following his quote for repairs and ideas, explaining that this pre-empted the current discussions.
- b. It was noted that a quote had been prepared by Sovereign Play regarding the possible repair to pieces of equipment and suggest improvements – **ACTION** - Clerk will contact Sovereign Play and update them regarding the new group that will oversee the Play Area. This was agreed by all present.

128. A SHORT REPORT FROM THE COMMONS COMMITTEE - the Terms of Reference had been circulated earlier. The only difference was the change in number of members from 14 to 15 with the addition of Ms. A. Watson (Tree Warden) it was resolved to approve these amendments - Cllr. D. Leyserman proposed, seconded by Cllr. J. Kerr, all agreed visually and verbally.

129. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

- a. **Planning Application 2020/2270** – for change of use and associated building works to an agricultural building into a dwelling house – land adjoining 2 Lyncroft, Harleston Road, Dickleburgh - the Chair had spoken with the landowner regarding the issue of the driveway splay to ensure that the area will comply with highways legislation. **ACTION** - Clerk to respond supporting the application, with a concern about visuals compiling with current legislation

130. RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC - none

131. SHORT REPORT ON THE NEIGHBOURHOOD PLAN - Cllr. Goodman sent a section of NP Plan – T2 , it was intended that it should have been the whole of Heritage section, however due to it being a large document, only part of document was therefore sent. Over the coming months Cllr. Goodman will send sections - including data, housing, bio-diversity etc. Cllr. Adlam offered an original copy of the front cover map for the NP. This was accepted.

132. A SHORT REPORT FROM THE PROPERTY GROUP - the Clerk reported that the contracts had been circulated and that she would contact Jackaman’s Solicitors for copies of the leases.

133. A REPORT ON THE WEBSITES - the Clerk reported that the items on the side of the webpage – ‘the widgets’ are part of the Twitter feed and currently this is inactive at present, as Terence Blacker used to manage the Twitter account, Andy Chappell can’t remove these items. Andy still updates the website, he is happy to continue. The new website is still being created, it is Cllr. Theobald and the Clerk’s aim to have the site up before the subscriptions for NALC and NPTS are due in April. **ACTION** - Cllr. Theobald and the Clerk will meet virtually to make arrangements for working on the site creation and report at the February meeting.

134. A SHORT REPORT REGARDING THE HALF MOON/COMMUNITY PUBS - Cllr. Leyserman had circulated information regarding the various options to the Chair and Clerk. The Half Moon had been left in a difficult position with the previous owners being left with a debt from the most recent landlord. It is unclear who owns the Freehold. One of the possible options was to list the pub as a Community Asset. The information Cllr. Leyserman had circulated contained various reports outlining the steps necessary to set up a Community Pub, the main stumbling block is the ownership (unknown at present) as to whether or not they can be approached. This raises a raft of issues for the Parish Council - the complexities of running such a facility or crowd funding, the deeds of the property might be found via the Land Register, although this may simply reference the holding group. Following discussion it was proposed that the Clerk finds who the owners are and request their permission to register The Half Moon as a Community Asset, which would be a step towards preserving it as a public house, proposed Cllr. S. Johnson, seconded Cllr. R. Theobald, six members were in favour, two against and one abstained.

135. HARLESTON TOWN COUNCIL REQUEST REGARDING FREE PARKING AND FUNDING - the Clerk received a letter from the Town Clerk requesting a contribution towards these costs - the matter was discussed, the conclusion was that it should be the Town Council's obligation to provide for their local community to enable and encourage free parking for the town to thrive. Proposed Cllr. J. Adlam, Cllr. J. Kerr seconded, all agreed verbally and visually
ACTION - Clerk to respond to decline the invitation to contribute

136. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. Theobald** - will prepare a suggestion of the first tranche of lights to be replaced at the start of the next financial year, agenda item for February
- **Cllr. Adlam** - reported that the kerbstone opposite no.22 Millers Drive is missing, near to the Play Area - to be reported to Highways - Clerk
- **Cllr. Johnson** - attended a Zoom on Planning Applications process by SNC, it provided some useful reminders – once the principal of a development has been approved, the Parish Council can put restrictions on the outline, these don't have to wait until the developer submits, material and non-material examples, notes will be circulated. Also The Gov. White Paper for Planning indicated that developments under forty dwellings would not have to provide affordable homes, this has to be confirmed. Cllr. Johnson's daughter will leave Dickleburgh School this summer, so her direct links will not be so strong. The Chair thanked her for all her work in maintaining the links and felt she would be very much missed by the School in this respect.
- **Clerk** - reported that 100 Face Visors had been more or less distributed, a few remained; SLCC NALC and NPTS were all recommending that a provisional date be set for the Annual Parish Meeting – agenda item for February; quote for ceiling replacement had been received from Neil Taylor Carpentry.

118. DATE FOR THE 'VIRTUAL' MEETING AND ITEMS FOR THE NEXT AGENDA ON **MONDAY 8TH FEBRUARY 2021,
AT 7.00PM**

AGENDA ITEMS - streetlights, website, Half Moon, Caretaker, Credit Unions, flooding update
The Chair thanked everyone for their attendance.

THE VIRTUAL MEETING CLOSED AT 9. 58PM

SIGNED

DATE

PART II

137. APPROVAL OF THE CARETAKER AND CLERK'S PAY SCALES:

Local Government agreement Increase of 2.5%, based on weeks rather than days, which gives a slightly higher rate, this was agreed

- a. CARETAKER - current pay scale point 3** £9.39, from April '20 £9. 65per hour
- b. CLERK - current pay scale point 15** £11.91, from April '20 £12.23

It was resolved to approve and back-date these increases to April 2020, proposed Cllr. R. Hulett, seconded Cllr. J. Kerr, all Councillors visually and verbally approved.

Cllr. Bragg asked for thanks to be noted from the Parish Council, to the Clerk for her services provided over the past year – noted. Thanks reciprocated for Councillors support.

138. Note of the entitlements for 'Sickness Absence' were noted regarding the Caretaker, who has suffered from Covid 19. Personnel Working Group wished it to be noted that the Caretaker's contract indicates that he is entitled to four months on full pay, four months at half pay. The question of sick notes and isolation notes were raised – this information needs to be investigated.

Regards a long absence - it was agreed that some plan needs to be constructed in case the Caretaker is unable to return, for the present some of the work is being covered by members of the Council.

The Chair thanked everyone for attending and closed the meeting at 9.58pm