



PARISH COUNCIL 'VIRTUAL ' MEETING MINUTES FOR

9th November 2020

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. Cllr. Wilby

PUBLIC SESSION:

Dist. Cllr. M. Wilby - had sent a report through, attached in the file – he reported a mixture of County and District Council information – a list of services that NCC continue to deliver with a shorter list of ceased face-to-face services; he re-iterated the SN Help Hub details; the launch of seven new high-tech gritting vehicles for the County; budget/spending plans consultation which runs until the 14th Dec.: www.norfolk.gov.uk/budget ; South Norfolk & Broadlands are providing the information for 'Green Homes Grants,' to help homeowners & landlords improve energy efficiency: energy@broadlands.gov.uk ; thanks to ALL the volunteers in the two villages who have helped support residents during these difficult and strange times; he was saddened to hear of former Councillor Jeffrey Bowles death; finally Dist. Cllr. Wilby extended Season's greetings to all.

Co. Cllr. B. Spratt - reported he was sad to hear about Jeffrey Bowles passing; all those involved at the School have not reported any COVID at present; that businesses in the County are able to apply for grants up to £3,000per month; Cllr. expressed his concern that the manhole had not been repaired on Ipswich Rd. to date, although he believed that Robert West had dealt with it, he will come and inspect location.

The Chair thanked them all for their attendance.

The meeting resumed at 7.12pm

86. ACCEPTANCE OF APOLOGIES - Dist.Cllr. Hudson - accepted

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

88. 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. **ASSET REGISTER** - it was confirmed that there is only one Asset List for both the Parish Council and Village Centre. Councillors requested to see the Lease agreement between the PC & VC, along with the agreement between the VC and Mikey's Bar – **ACTION** - these will be included in the December agenda
- c. **PREPARING THE BUDGET** - a date 23rd November, at 7.30pm – this will be via Zoom.
ACTION - Councillors to mail the RFO of any proposed projects for the new financial year, prior to the meeting, costs and proposal.
- D. **AUDIT** - confirmation has been received from PKF Littlejohn - the External Audit is now complete, the Notice of Conclusion of Audit now needs to be published. There was a minor discrepancy regarding the dates on 'the exercise of public rights' notice. The notice stated approval date was the same day as the start of the period for the exercise of public rights (15/06/2020), which is not acceptable. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2020/21 and

ensure that it makes provision for the exercise of public rights during 2021/22.’ This was noted by the RFO and Councillors.

89. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ‘VIRTUAL MEETING’ ON 12TH OCTOBER - Cllr. Kerr mentioned that he was not on the minutes; item 60 sentence removed as it is repeated the minutes were adopted as a true and accurate record, it was resolved to approve proposed by Cllr. Adlam, seconded by Cllr. Theobald , all responded verbally and visually to approve;

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

Hedge outside Stoney Broke (item 75 (i) & 84) - The owners reported that the hedge had been cut, but were unclear about how much of the remaining hedge belonged to them. Cllr. Adlam will research the Land Registry for details of the property boundary, he will also check the boundary on the ginnel that leads to Smiths’ Close as the ownership of the hedging here is also unclear – next meeting; hedging near to Half Moon – Cllr. Leyserman had spoken with the people who rent the property and they have trimmed it, a note of thanks to be sent by the Clerk.

- a. **Disclaimer and hyperlink on all emails from Councillors** (item 75(a)) – see item 91
- b. **Street lights** (item 75(c)) – item 94
- c. **Delivery date for playing field bins** (item 78) - date for delivery still awaited
- d. **Response to Government White Paper on Planning** (item 83(ii)) - a response was not sent as the Clerk had missed the closure date, she apologised
- e. **Update on the Hopkins Homes development** (item 84) - nothing heard to date

91. TO RECEIVE A SHORT REPORT ON GDPR - Cllr. J. Hulett tabled a detailed proposal that the PC should invest in laptops to be used by councillors to standardise performance, security and access. It is understood that some members of Council were experiencing difficulties with the new email address, due to differing software on various devices used by Councillors and despite Cllr. Adlam’s endeavours to solve the issues which were much appreciated, the issues still remain for some councillors. In addition there have now been at least 3 attempts to scam councillors with false emails that may have contained Trojan viruses or other malware. These have been noted and the police have been informed once the incident has become known. In order to ensure that IT used by councillors are GDPR compliant and secure, laptops should be purchased for sole PC use for all members. Such laptops remaining the property of DRPC. A detailed proposal was circulated and would be presented to the Finance Working Group for consideration. **ACTION** - a quote from 121 Computers will be circulated when it arrives. Agenda item for December

92. A SHORT REPORT ON SPEED WATCH - Cllr. R. Hulett had spoken with the resident regarding speeding on The Street. The Speed watch team had carried out two Speedwatch sessions on Ipswich Road, with 36 vehicles being noted, 10 of which were vans and the remainder turning into Harvey Lane in the direction of the School – Cllr. R. Hulett will approach the School about this matter; The Speed watch team has now been stood down until January due to COVID regulations. PC Andy Hudson is prepared to visit the village to carry out a session with the speed gun; PC Hudson has cycled through Dickleburgh on patrol over the last few months and investigated various incidents in the locality; Cllr. R. Hulett asked if the SAMs machine can be moved onto The Street to gather information for the Neighbourhood Plan. **ACTION** - Clerk to move SAMs machine

93. HIGHWAYS & PROW:

- a. **PROW** - regarding FP3, the Clerk is waiting for a reply to arrange a meeting with Francis Salway and Co. Cllr. Spratt.
- b. **SPEEDING IN THE VILLAGE** - this has been dealt with in item 92
- c. **NCC’S PARISH PARTNERSHIP AND POSSIBLE PROJECTS** - options: (i) **Quiet Lanes** - the Chair will circulate the information relating to the cost of the signage. This initiative was publicised to all residents on the proposed roads and to those whose roads came off from a ‘quiet lane.’ The proposal had over whelming support from the public. The costing’s arrived from Highways on the day of the meeting. As such, they were unable to be shared; A provisional proposal was made by Cllr. Kerr, seconded by Cllr. Theobald that the information would be circulated by the Chair, an application made to NCC Parish Partnership and if the costs are too great the project will be withdrawn from the partnership bid
(ii) the removal of the hedging on Rectory Road – this was suggested by one resident – the suggestion was discussed both at this meeting and an earlier meeting, the resident involved has not approached the Council since and no others have come forward, therefore this option could be has been discounted.

94. PROGRESS OF STREETLIGHTS INFORMATION - Cllr. Theobald had circulated a paper outlining the costs of replacement individually, groups of 10 or all 45 replaced at the same time, funding could be used from the Reserve fund along with savings in the electric bills over a period of time. Following discussion it was agreed the most cost effective way of delivering improved street lighting was to adopt a rolling programme of replacing ten lights per year over a four year programme. It was agreed that Cllr. Theobald would lead the roll out advising the Council of those to be replaced that year. It was resolved to approve this, proposed Cllr. Theobald, seconded Cllr. Bragg, all verbally and visually agreed

95. PLAYING FIELDS REPORT: -

- a. **THE ANNUAL INSPECTION** - the Property group met and circulated a paper containing three main recommendations: (i) to recommend an annual budget of £15,000.00 to replace/renew equipment over a period of 4/5 years; (ii) to recommend a maintenance budget of £3,000.00; (iii) to take actions on the Annual Inspection Report either via the Caretaker or repair specialist. From a finance point of view – CIL funds could support this, along with monies from the precept, and/or monies at SNC from the Brandreth Close development. The Property group would investigate suitable equipment, identify the 'on-going' pieces of equipment requiring high maintenance – such as the zip-wire or swing set and come with a recommendation to the Parish Council. It was resolved to accept the report in full. The costing's would be submitted, as a proposal to the Finance Working Party for inclusion in the budget plan. It was agreed Cllr. Johnson would lead the project for investigating the replacement of play equipment or installing new equipment proposed by Cllr. Kerr, seconded by Cllr. Leyserman, all agreed visually and verbally.
- b. **CARETAKER** - Cllr. Kerr reported that due to the new lockdown until early December, Jonathan's appraisal will be postponed until such times as is safe to meet with him.

96. A SHORT REPORT FROM THE COMMONS COMMITTEE: -

- (i) To date the Parish Council have not received the minutes from the Commons Committee, it was agreed these would be sent and form the basis of discussion at the next meeting; **Agenda item December**
- (ii) A request from the Daphne Buxton Memorial Fund to assist with the purchase of a Christmas tree for the Common to be lit over the twelve days of Christmas. There was discussion over the possibility of a tree being donated by a local landowner. It was reported that this was unlikely – therefore it was resolved to grant the DBMF £50 to assist in the cost of a tree. A question was raised as to who is responsible for the insurance of the lights on the tree, it is believed that DBMF insurance covers that issue, therefore it is not an issue for the Parish Council insurance. It was resolved to approve, proposed Cllr. Johnson, seconded Cllr. Theobald, all agreed visually and verbally to a £50.00 be donation;
- (iii) To agree to the annual Carols on the Common Thurs. 17th Dec. at 6.30pm, if COVID restrictions permit - proposed Cllr. Theobald, seconded Cllr. Bragg, all agreed verbally and visually.

97. A short report on progress at Dickleburgh Moor - there has been plenty of activity recently, bird ringing, repairs to the pathway, draining part of the moor owned by the Otter Trust. The car park is still being used. It was reiterated that the Parish Council does not at this stage have a role to play, although we will be seeking advice from NCC on the current state of the footpath 1. It was further agreed that this item would be removed from the agenda until such time as new information arrives.

98. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL: none

99. RECEIPT OF CONSULTEES REPORTS OF PLANNING DECISIONS MADE BY SNC:

- a. **Planning Application 2020/1597** Delma, Norwich Road, Dickleburgh - approved 29th October 2020
- b. **Planning Application 2020/1672 and 2020/1673** College Farm, Dickleburgh Road, Rushall – approved 29th October 2020
- c. **Trees on Rectory Road** – property formerly Carl Roe's, this property is within the Conservation Area. These are new residents and some of the trees within the boundary have TPO's which they may not be aware of, although the tree fellers should be. There was discussion as to whether a Councillor should call to discuss the matter with the owners? Burston & Shimpling PC have produced a short leaflet for home owners in the Conservation Area which may be helpful for residents in Dickleburgh as a guide to who to contact for advice. **ACTION** – Clerk to obtain a copy and circulate it to all Councillors.

100. SHORT REPORT ON THE NEIGHBOURHOOD PLAN - Cllr. Goodman reported that this is moving at a good pace – a number of policies have been written and undergoing review; the only section to be written is the bio-diversity policy. It is hoped that it will be all ready to go to SNC by the end of the year. The Plan will go to the entire team for reading, and the Parish Council, it will then be passed onto SNC for review and guidance. After the writing the

next formal step is that it will go to referendum for a vote by the community, providing there is a majority vote it then becomes enshrined in law.

101. TO NOTE RECEIPT OF THE FOLLOWING: (i) Norfolk Association of Local Council's has become a co-operative, following advice, a share has been issued to all the Parish Councils and now a representative is required to be nominated, a board will be elected enabling them to apply for grants thus opening more opportunities. Cllr. Leyserman volunteered to take this position. **ACTION** – the Clerk will contact NALC to inform them of Cllr. Leyserman's offer to be the representative

102. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. Jim Kerr** - reported that the dog bin near to the Glass Recycling Bank, Rectory Road has been knocked sideways and the sleeve is split, possibly hit by an agricultural vehicle – Clerk to investigate, agenda item
- **Cllr. John Adlam** - the junction road sign (Give Way sign) on Semere Green Lane has been turned 180degrees onto Norwich Road – Clerk to inform Highways; There is a need for the footpath discs on the finger posts to be replaced in various places – Robbie Loynes used to do this.
- **Clerk** – B4RN have now connected a number of properties in Burston and Shimpling with good speeds, Pulham Market team may be easier to work than B4RN. Clerk and Cllr. Adlam to investigate
- **Cllr. David Leyersman** – agenda item for December, just to discuss the situation of the Half Moon generally
- **Cllr. Andrew Goodman** - Jeffrey Bowles was a valid member of the Rushall community and a much respected Parish Councillor, it would be appropriate to send a condolence card and ascertain if there is a collection for a specific charity – Clerk and Cllr. John Adlam will find out further details.

103. A DATE FOR A 'VIRTUAL' MEETING AND ITEMS FOR THE NEXT AGENDA ON MONDAY 14TH DECEMBER, AT 7.00PM

AGENDA ITEMS - budget 2021 – 2022, update on The Half Moon, Caretaker's appraisal
The Chair thanked everyone for their attendance.

THE VIRTUAL MEETING CLOSED AT 9.37PM

SIGNED

DATE