



PARISH COUNCIL 'VIRTUAL' MEETING MINUTES FOR

14th December 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, Jim Kerr, David Leyserman, Robert Theobald

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

Members of the Public: Dist. Cllr. C. Hudson, a resident

PUBLIC SESSION:

Dist. Cllr. Hudson - joined the virtual meeting before attending a SNC virtual meeting, he reported that he had granted some of his Members Allowance to Dickleburgh Academy towards a 'reading online' project. He enquired after the progress of the Harvey Lane and Hopkins Homes road scheme – the Clerk mentioned that she had written to Hopkins Homes and SNC Planning along with others and not heard anything. Dist. Cllr. Hudson requested the Clerk email a copy of the letter to him and he would investigate further.

Dist. Cllr. Wilby – had sent a report outlining the County Covid Winter Support Scheme, the award to NCC Highways and Transport group and the planting over 1million trees over a five year period

Co. Cllr. B. Spratt - sent his apologies, he was unable to join the meeting due to a virus on the NCC site

The Chair thanked them for their attendance.

The meeting resumed at 7.12pm

- 104. ACCEPTANCE OF APOLOGIES** - Co. Cllr. Spratt, Dist.Cllr. M. Wilby and C. Hudson, Cllr. S. Johnson - accepted
- 105. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED** – none
- 106. THE MONTHLY FINANCIAL REPORT FROM THE RFO**, including notification of payments made over the last month:
- PAYMENTS & RECEIPTS** – a list of payments and receipts had been circulated to all Councillors. Receipts - rent from The Little Chippy, allotment rents, VAT refund and recycling credit from SNC. This month's payments – salaries, Biffa, street lighting, annual charge for dog bins, audit fees, subscriptions, website training, new recycling/waste bins It was resolved to approve. Proposed Cllr. J. Kerr, seconded Cllr. D. Leyserman, all members verbally and visually approved
 - RUSHALL PCC GRANT APPLICATION** – requesting £360 for churchyard maintenance, accounts and invoices.
It was resolved to grant £360, proposed Cllr. J. Hulett, seconded Cllr. R. Theobald, all members visually and verbally approved
DRPC has the power to maintain closed churchyards under the Local Government Act 1972, s.215
 - THE BUDGET** - the Finance Working Group (FWG) met by Zoom on the 23rd November, at 7.30 pm and these were the recommendations. Areas of this year's budget have been adjusted as the year has progressed. Bank interest has been adjusted to reflect the lower than anticipated credit interest rates coupled with the present Covid situation. In addition, Grants and CIL credits have not materialised and the budget has been adjusted accordingly. Finally, both payment and receipt of VAT have been reduced to reflect the current year's figures. FWG then considered the budget for the coming financial year. It went through line by line the receipts section. Based on the present economic situation and the anticipated level of bank interest rates, bank interest has been amended to nil. Income from Grants and CIL has been removed as it cannot be guaranteed and if funds are received, they can be added to reserves. VAT has been removed as it has a zero net effect on the budget given that any VAT paid is

reclaimed quarterly. Total receipts £41,435.00, based on keeping the precept on the same rate as charged in 2020-2021. Expenditure is broadly based on historical figures over the past three/four years; the recommendation was that it would be prudent to increase the following lines as indicated - insurance (10%), salaries (3%), auditing costs (6%), equipment and training (10%). Grants remain as previous year's actuals. To balance the books, playing field and grounds maintenance is reduced by 10% and achieved by reducing the number of grass cuts during the year whilst continuing to adopt a 2 year hedge cutting cycle. Allotments, streetlights, and expenditure on property are based this year's figures. A reduced figure of £1500 has been allocated to Common Land (including St. Clements and Langmere Green) as the work is now largely carried out by working parties through The Conservation Volunteers (TCV). The properties and Bowls Club figure is based on this year's actual budget figure. Projects is an historical title and named projects as proposed by Councillors will be used this financial year. As a result, the Other Projects figure has been reduced by 50% to £1500 which was called for at last month's meeting and will be serviced by the existing Reserves Account and is in effect a contingency figure. Most eventualities have been covered in these heading and as outlined above VAT has been removed from the budget. The payments total is £41,250 giving a surplus of £95 income over expenditure. This model separates the day to day running of the finances of the Parish Council from specific capital projects (including the Playing Field).

The FWG considered the finance for the following projects:

- i. Maintenance and replacement of equipment on the Playing Field - Property Group prepared outline suggestion for an annual spend of £3,000.00 for ongoing maintenance and £15,000.00 for capital expenditure for an initial four year period. The proposal is currently in development – the Finance Officer offered to work with the Group to prepare a detailed proposal for the next Council meeting. The layout of the play area was addressed with particular attention to younger children. Also, safety aspects of the area were raised with the lack of barriers preventing an accident via the car park or road noted. No figures for installation of any barriers were available at the time. It was suggested that this be incorporated into the proposed paper presently being undertaken by the Property Group. Under item 112 a specific working party is to be formed to deal with the overall planning of the play area for the next five to ten years given the expansion of the village.
- ii. Street Lighting - these will be replaced on a phased basis, £2,000.00 per annum for the next four years, Cllr. Theobald will oversee this project.
- iii. 'Quiet Lanes' – this has paper was presented at the previous meeting, and a budget of £2,563.00, which will hopefully be supported by the NCC's Parish Partnership scheme is sought.
- iv. Laptops - purchase of laptops for use by Councillors to ensure compliance with GDPR legislation, approved in principle subject to costings. £2,500.00 has been allocated for this purpose.
- v. Allotment water provision - in particular, the Norwich Road site. £500.00 has been allocated to enable initial enquiries to be carried out.
- vi. Vibration Sensor - an outline paper has been submitted. Equipment would be hired to monitor vibration and associated cracking and fissures on property caused by heavy vehicles on the highways, an initial £500.00 has been allocated to investigate this further.
- vii. Dickleburgh Academy - project to replace/create separate toilets at the School, possibly an ideal project for the use of CIL money pending further information, a sum of £500 was allocated.
- viii. An event for the Communities - an amount of £500.00 was suggested to have a summer event for both villages if the pandemic allows.

It was noted that the Precept has not been raised in ten years and that next year and indeed possibly in the following few years a nominal increase will need to be added given the small surplus of income over expenditure for the planned budget. This recognises that increasing by a larger sum would affect many households, as finances are likely to be tight in the next few years.

The Precept figure is expected before mid-December. The Clerk will forward to the Finance Officer so that the final touches can be made to the Budget figures for 2021/22, ready for approval at the January meeting.

- d. Approval of the Budget** - Members of the Parish Council were recommend to approve the Budget as set out in table 1, proposed Cllr. J. Hulett, seconded Cllr. J. Kerr, all Councillors approved verbally and visually.

The Chair thanked the Finance Officer and the Finance Working Party for all their hard work in preparing a thorough break down of past and future figures in order to present a detailed budget for 2021/2022.

7.42pm The Chair adjourned the meeting for a resident to speak.

The Resident: thanked the Council for organising the replacement street lights on The Street; work is being carried out on Harvey Lane but not on finishing the actual site. The resident raised concerns regarding the ditches constructed by Hopkins Homes which did not have any safety fencing to speak of and could present a

hazard should water levels rise in these run offs. The Clerk reassured the resident that both Hopkins Homes and SNC had been written to concerning these issues – there was no reply to date; a further point was raised regarding tree planting/carbon capture – the Chair replied that SNC offered trees for planting, the Neighbourhood Plan will address this issue too; A comment was raised over the recent planting of a hedge and removal of the plastic sleeves as part of the farmers stewardship, it was noted that many of the plants that constituted the hedge have perished during the dry summer; The Chair concluded by indicating that trees and hedgerow were regularly discussed.

7.55pm The Chair thanked the resident for attending the meeting and the all the matters raised. The meeting resumed.

107. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ‘VIRTUAL MEETING’ ON 9TH NOVEMBER - 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;

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

- a. **Hedge outside Stoney Broke** (item 75 (i) & 84) - the Cllr. investigating this matter stated that the Land Registry documents clearly indicate that the fence and hedging in front of the house, belong to the property thus if there were an incident, in the Cllr’s opinion they would be liable. It was suggested that Village Caretaker be asked to trim the side on the green regularly. Smiths Close ginnel – this requires a major cut as so much is taken up by the path. It was suggested that this be done before February. The Chair agreed to talk to the owners about Smiths Close ginnel.
- b. **Delivery date for playing field bins** (item 78) - delivery was taken of the bins on 14th December; It was suggested that one of the bins be positioned where the current one is next to the Changing Rooms/metal fence, the other to be placed in the centre of the Play area nearer to all the benches – a concrete base will be necessary to fix them, this will be arranged in more clement weather
- c. **Update on the Hopkins Homes development** (item 84) - nothing has been heard to date, the Clerk will forward the email to Dist. Cllr. Hudson to take up, per request earlier in the meeting
- d. **FP3 update** - the Clerk had received an email from Frances Salway (NCC PROW) due to Covid restrictions she would be unable to come out and meet to discuss. Ms Salway indicated she had to date only received one complaint about Footpath 3.
- e. **Speeding issues** - the Clerk had received an email from Bob West (NCC Highways Engineer for the South Norfolk area) in reply to the email covering three issues: speeding on Harleston Road, Harvey Lane highway improvement, the Harvey Lane junction onto The Street. He indicated Highways are unable to address any of the issues citing the Speed Management Strategy and Traffic Regulations
- f. **Caretaker’s appraisal** - Cllr. J. Kerr reported that due to the current lock down it has not been possible to meet with the Caretaker as yet; Cllr. J. Kerr and Cllr. J. Hulett will arrange a meeting as soon as is possible. The Caretaker has received the documents appertaining to his appraisal.
- g. **Carols on the Common** – this event has had to be cancelled due to the number of committee members shielding and the need of a good number of stewards to steward the event.

109. TO RECEIVE A SHORT REPORT ON GDPR - Cllr. J. Hulett suggested that there will be an audit of papers, due diligence is being used as far as possible. Further information is being sought regarding the options to purchase laptops for all Councillors to enable them to meet the GDPR legislation. Councillors will kept appraised as to progress. This may take time as there is a worldwide shortage of IT equipment.

110. HIGHWAYS & PROW:

- a. **PROW** - regarding FP3 - dealt with in Matters Arising 108d
- b. **NCC’S PARISH PARTNERSHIP AND POSSIBLE PROJECTS - Quiet Lanes** – the application has been submitted to NCC for part funding the results will be known towards the end of March

111. PROGRESS OF STREETLIGHTS INFORMATION - Cllr. Theobald reported that he now has a list of all lamps owned by the Council, he has written to TT Jones explaining how the Council would like the project approached - with a four year rolling programme, it is unclear whether the quote will cover this extended period of time. Cllr. Theobald will advise once he has discussed the proposal with TT Jones. Prior to the next meeting Cllr. Theobald will take a look at the ten most suitable; Cllr. R. Hulett mentioned that street light 7 beside the Bus Stop on The Street is not functioning and the lamp post outside The Little Chippy is very poor. Cllr. J. Adlam stated that the lamp post at the end of Burston Road, near to the dual carriageway could possibly be removed, it is one of the Parish Council owned lamps.

ACTION: Prior to the next meeting Cllr. Theobald will take a look at the ten most suitable lamp posts to be upgraded; the Clerk will report the unlit lights to NCC's contractors

112. A SHORT REPORT FROM THE COMMONS COMMITTEE - the minutes from the last meeting have been circulated, the recommendation is that the committee is increased by adding the Tree Wardens - this will aid the decisions at the meetings - there were no objections, Cllr. D. Leyserman proposed this change, seconded by Cllr. J. Kerr, all agreed visually and verbally.

ACTION: Cllr. A. Goodman will affect these changes and circulate a revised version of Committee members in January.

113. Playing Field - Cllr. Hulett emphasised that the project to enhance/improve the Playing Field would benefit from a separate working party to the Property Group - to look into the future planning needs over a three/five/ten year time span. It was suggested that a Playing Field and Recreation Group could carry out benchmarking studies of other Councils of safe play areas for the younger children. The group could also research replacing/repairing the equipment in an orderly manner to enable a 'value for money' strategy, consulting with community members, including the Bowls Club and the School before presenting recommendations to the Property Group and full Parish Council. It was proposed to establish a Working Party (separate from the Property Group) for the playground refurbishment, proposed Cllr. J. Hulett, seconded Cllr. R. Theobald, all agreed visually and verbally.

114. 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 details of this proposal will be further investigated and reported at the January meeting. **ACTION** - Cllr. Goodman to speak with the landowner
- b. **Planning Application 2020/2209** Low Brook House, Semere Green Lane, Dickleburgh – variation of condition 3 from 2015/0061 – to revert from a holiday let to annexe for an elderly relative - it was resolved to recommend approval to SNC;
- c. **Planning Application 2020/2130** - Willowdene, Semere Green Lane, Dickleburgh - proposed ground floor and first floor extension and associated alterations - it was resolved to recommend approval to SNC
- d. **Planning Applications 2020/2116 and 2020/2117** - The Old Harness Shop, The Street, Dickleburgh – conversion of existing outbuilding including partial demolition to an office/studio - it was noted that this is part of the Conservation Area and care be taken in re-developing the site, mention of this in returned comments to SNC.

115. RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC

- a. **Planning Application - 2020/ 2054** – Works to TPO trees, 80 Rectory Rd., D'burgh – under an exception of the TPO – remove dead lime tree - **Approved 5th November 2020**
- b. **Planning Application 2020/1928** – Common Farm, Common Rd., D'burgh – replacement of rotten first floor window at front of property & replace window following existing design – **Approved 16th November 2020**
- c. **Planning Application 2020/1855 & 1857** – The Old Harness Shop, The Street, D'burgh – internal alteration to main dwelling, refurb. & re-paint windows, doors, render; partial demolition of outbuilding and unstable brickwork, removal of car port - **Approved 24th November 2020**

116. SHORT REPORT ON THE NEIGHBOURHOOD PLAN - Cllr. Goodman reported the Housing and Transport Policies are now being checked, that the Bio-Diversity Policy is being finalised and checked it is hoped to bring completed elements to the January meeting.

117. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. David Leyserman** - reported that the Half Moon as a major asset and employer in the community remains closed. He suggested that the Plunkett Foundation – 'How to set up a Community Pub' be investigated – Agenda item for January 2021, Cllr. Leyserman will present a short report
- **Cllr. John Adlam** - raised the matter of the Eastern Credit Union to support people in the community, to invest a sum in this group is guaranteed and insured - a short report will be prepared for February 2021. Cllr Adlam further reported that he had received a complaint that the hedge outside Red House Farm Norwich Road was obstructing the pavement.
- **Cllr. Les Bragg** – raised the number of heavy lorries travelling towards the Smurfitt Kappa factory destroying the roadside verges. Cllr. Bragg will upload the photos to the Clerk and a letter will be composed by the Chair & Clerk

- **Clerk** - reported that 100 Face Visors had been received via Norfolk ALC & Panel Graphics in Lodden for distribution by the PC. The face masks could be distributed to: carers, school staff, faith groups, volunteers, village halls and care homes for the use of visitors - it was agreed that the Dickleburgh Parish Church, the Village Shop, Dickleburgh Academy, would be offered 20 each, Rushall PCC, Mikey's Bar and the Parish Council 10, 6 via a resident and the RBL will be contacted.

118. A DATE FOR A 'VIRTUAL' MEETING AND ITEMS FOR THE NEXT AGENDA ON **MONDAY 11TH JANUARY 2021,
AT 7.00PM**

AGENDA ITEMS - Half Moon as a possible Community Asset, Approval of the Precept in view of the budget
The Chair thanked everyone for their attendance.

THE VIRTUAL MEETING CLOSED AT 9.15PM

SIGNED

DATE