



## Parish Council Meeting minutes

For 14th<sup>th</sup> October 2024,  
7.00pm, Dickleburgh & Rushall Village Centre

**PRESENT:** Cllrs. Andrew Goodman (Chair), Steve Adlam, David Leyserman, Jim Kerr, Pam Reekie, Robert Theobald

**IN ATTENDANCE:** Ann Baker (Clerk), Matt Hill (RFO)

**MEMBERS OF THE PUBLIC:** one resident

**61. ACCEPTANCE OF APOLOGIES** - Dist. Cllr. C. Hudson, Cllr. D. Thompson - accepted

**62. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED** – none  
The Chair welcomed Lisa Buck, as a prospective co-option candidate, inviting her to speak during the meeting.

**63. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY AND DISTRICT COUNCILLORS** -  
**Co. Cllr. C. Rowett** - reported that there were various on-going issues, including signage for Furze Green (a meeting is planned during the week). Spoken with officer overseeing energy plans, Norwich/ Tilbury pylon project seems to be progressing with no acknowledgement of the objections submitted. The Government has turned down the devolution deal for Norfolk, proposed by the previous members but is beginning new negotiations with their preferred terms. Various committees have met, including Infrastructure and Development, Police Crime Commissioner, a Law Commission consultation and two Norfolk subsidised tree grants. Finally - Bus Services, there are additional buses timetabled for route 82 - has this been noticed? Is it working? The bus travels through Scole, Dickleburgh, Tivetshall, Long Stratton to Norwich; there are new QR codes at bus stops. The additional services are run by Simonds buses. However the service to the surgery in Pulham Market has still not been addressed. **ACTION** – find a copy of the timetable and advertise on the website and in the Parish News.  
**Dist. Cllr. C. Hudson** - report is attached to the Minute file – the report had been circulated to all Councillors - including the 'Winter Pressures Grant for vulnerable individuals and families, reminder to check voting registration and a reminder of the Town and Parish Forum meeting on Wed. 13<sup>th</sup> Nov. invitation to two members of the Council  
**Dist. Cllr. D. Thompson** - report is attached to the Minute file – the report had been circulated to all Councillors - including the 'HelpHub Employability Support,' the Town and Parish Forum and Remembrance Sunday road closures

*The meeting resumed at 7. 10pm*

**64. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 9<sup>TH</sup> SEPTEMBER 2024**

The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve them, proposed Cllr. P. Reekie, seconded Cllr. J. Kerr, unanimous approval.

**65. MATTERS ARISING FROM THE MINUTES OF 9<sup>TH</sup> SEPTEMBER 2024, FOR INFORMATION PURPOSES ONLY:**

- a. **Community Assets update** (min. 48a) - the Clerk expects to hear something in the next few weeks
- b. **Progress relating to the current lease** (min. 48b) - the Village Centre committee have met and recommend that until there is clarity with the Charity Commission it should continue working as it is for now.

- c. **Waveney Valley Holiday Park** (min. 53e) - Clerk has contacted the residents of the actions to be taken, requesting they monitor any changes, record and forward to the Cor-Vu/Enforcement team at SNC. There has been no response from residents. **ACTION** – no further is to be action taken until there is fresh news.
- d. **Highways Rangers on Ipswich Road, hedging** (alongside the Chenery site) (min. 54d) - the Clerk has reported the information to them and received an enquiry number, however a further mail is required as the owners of the site are unknown. **ACTION** – Clerk to follow this up.
- e. **Remembrance Service** (min. 56) - SNC/SAG (Safety Advisory Group) have read the information for the road closure sent by the Clerk. Discreet Security have added the event to their list of sites. The wreaths have arrived and will be delivered in good time. **ACTION** - Clerk to monitor progress. A donation needs to be approved at the next council meeting

**66. THE MONTHLY FINANCIAL REPORT FROM THE RFO**, including notification of payments made over the last month:

- a. **Payments & receipts** – the list of payments and receipts - The information had been circulated to all Councillors by the RFO. **ACTION** - Query raised over the invoice from A.J. Crisp - the contract had been signed by S. Crisp, on behalf of his company SDC East Ltd. - thus payment should be to this named account. Invoicing should be for work completed, as opposed to projected work. Clerk to email A. J. Crisp, outline the position regarding the contract and request bank details of the company.
  - (i) It was resolved to accept the ‘Payments and Receipts’ and ‘the year to date’ spreadsheet - it was resolved to approve all, proposed by Cllr. J. Kerr, seconded Cllr. S. Adlam , all approved
  - (ii) Quarterly reconciliation for second quarter had been circulated with the finance papers, proposed Cllr. J. Kerr, seconded Cllr. S. Adlam, all agreed
- b. **Revaluation of the Parish Council properties** (min.49b) - the revaluation has been received from T. W. Gaze’s, this may result in a levy being charged by the Insurers for the Parish Council and The Little Chippy
- c. **Website and Domain name changes** (min. 52) - see item 67
- d. **Anglia Car Charging/FUUSE (min, 49d)** – the number of vehicles charged over the last month has increased. One of the points is still causing an issue, an engineer has been out to endeavour to resolve **ACTION** - Clerk to contact Norfolk Plug-in and request additional road signage to advertise the chargers
- e. **Replacement lighting quotes** - two quotes received and circulated to all from Aaron’s Electricals and Marc Drury - Councillors felt that more accurate detail on fittings/specifications and the same information requested would enable a balanced view of both quotes. **ACTION** - Clerk to write to both contractors requesting identical information regarding the lights.
- f. **Renewal of the insurance for Financial Year 2024-2025** - quote and documentation received for The little Chippy from brokers Premier Insurance Ltd. for £729.17, including increased reinstatement value of premises via NBS Underwriting Ltd. , as opposed to Simply Business £922.36.

**67. DOMAIN AND WEBSITE CHANGES** - once payment has been received by NALC, work will begin to register and transfer the domain name and website. **ACTION** - Clerk to write to Paston Chase Ltd. (re the domain name) and Steve Jackman (Wix website builder) informing them of the imminent changes and requesting refunds of over payment for services no longer required.

**68. APPROVAL OF THE STANDING ORDERS, FINANCIAL REGULATIONS & FINANCIAL RISK ASSESSMENT** - the documents had been amended and circulated to all members. It was resolved to approve these amendments, proposed Cllr. R. Theobald, seconded Cllr. D. Leyserman, all in agreement.

**69. NEIGHBOURHOOD PLANNING (NP)** - the Chair reported that the team met recently and agreed the final version, the Consultant is finalizing the documents, the amended SEA (via an AECOM grant) is still awaited, there may be a need to re-writing/tweak some parts. Once the SEA is cleared it will go, along with the NP to SNC to take it through the final steps and ultimately referendum. **Action** – no further action required until SEA completed.

**LOCAL GREEN SPACE (LGS)** – the site off Ipswich Road - the Chairman wrote to the landowner asking permission for the land to be identified as a LGS in the NP. A response was received indicating that they did not want the site identified as such. The designation has been duly removed from the NP. **ACTION** - no further action required.

#### **70. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:**

- a. **Planning Application 2024/2814 - 34 Millers Drive** - approval for a rear extension - it was resolved to recommend that SNC approve the application
- b. **Planning Application 2024/2931 38 Millers Drive** - a single storey extension and demolition of the existing conservatory - it was resolved to recommend that SNC approve the application
- c. **Receipt of Consultees reports of Planning Decisions made by SNC:**
  - (i) **Planning Application 2024/1979 Weggs Barn, Common Road, Dickleburgh** - conversion of agricultural building into annexe to main dwelling - **Approved 20<sup>th</sup> Sept. 2024**
  - (ii) **Planning Application 2024/1894 All Saints Church, Dickleburgh** - erection of compost enclosure - **Approved 19<sup>th</sup> Sept. 2024**
  - (iii) **Broadland & SN Design code** - the Councils constructing a new design code for the districts – it is essentially guide lines for developers to use when constructing a building and a reference for planning officers when considering applications and developments. Currently the same design code is applied wherever it is inner city or a rural site. It is proposed that the creation of design codes to fit different areas would be more suitable. Councillors were asked to look at the sections on ‘Medium & Large Villages’ and ‘Dispersed Settlements,’ and consider – types of building required in medium/large village and in dispersed settlements. The main people contributing so far appear to be developers, consultants, council and planning officers, town and parish councils. Cllr. A. Goodman urged fellow councillors to comment on the design code. Comments might reflect the extent to which the environment (where a development is being placed) is reflected in the property design, scale of development, services required, even down to the type of roads, green corridors, nature, bio-diversity and wild life in/throughout the development, the well-being of residents – the importance of green spaces and public access. **ACTION** - Councillors were requested to respond to the consultation by Mon. 11th November. The planning officer leading the process is Richard Squires, email [Richard.squires@southnorfolkandbroadland.gov.uk](mailto:Richard.squires@southnorfolkandbroadland.gov.uk)

#### **71. HIGHWAYS AND PROW REPORTS:**

- a. **Ipswich Road crossing** - there has been no more progress as yet
- b. **Furze Green progress** - the Area Highways Officer, Adam Mayo has been contacted by the Co. Cllr. Dr. C. Rowett and the Clerk. **ACTION** - A meeting has been arranged for later in the week, when positioning of signage, paint on the road, gateways siting will be confirmed
- c. **Increased numbers of heavy vehicles on Rectory Lane** – a meeting was arranged by the residents, attended by two Officers and the Clerk. The Police Officers felt the only action that can be taken is restoring signs that advise vehicles owners not to follow their SAT Nav. devices along Rectory Lane. All other issues need to be dealt with by Highways – suggested that the 30mph and weight limit signs are reinstated at both ends. The residents will also gather information on overweight lorries that continue to flout the law to support this change and any police action. **ACTION** - residents will find and collect evidence, they welcomed the signage re SAT Navs. and the request to Adam Mayo(Highways Engineer) to re-erect signs relating to speed and weight. Clerk to report the need for signage to Adam Mayo
- d. **Poppy Grove 20mph speed signs** - Graham Worsfold (line manager to the Area Highways officer) emailed the house builders Danbury. The issue has still not been addressed and a further email from G. Worsfold and the Clerk has been agreed. Danbury as yet have been unable to assign the work to a contractor, although they have the signs. **ACTION** - Chair and Clerk to follow up and re-contact Danbury builders to urge them to seek a resolution
- e. **Road signs in the village** - a list of those requiring attention - Semere Green Lane, fingerpost house numbering on Beech Way, Upper Tumbrial Lane in ditch, Langmere Road. **ACTION** - Clerk to contact Highways

- f. **Highway Rangers visit** - the Clerk has mailed several issues - **(i)** the hedge trimming sites (Chenery site, Ipswich Road, Harleston Road near The Old Post Office) - the Rangers suggested that the landowners are contacted before they will take action; **(ii)** the flooding on Pulham Road is waiting to be dealt with, although no problem was acknowledged by NCC from the run-off down the Harleston Road hill into this flood. **(iii)** the other site on the corner of Burston Road has been dealt with by NCC Highways Engineers **(iv)** Ipswich Road, near the Chenery site - there is encroachment of dirt on the paths **(v)** Rectory Road near to the Bottle bank - it is only passable single file and there unable to walk side by side with a toddler etc. **Flooding (vi)**Harvey Lane near to Harvey Lodge, and also **(vii)** near the drain - culvert that passes under White House onto Burston Road; **(viii)** Harleston Road - near Lakes Road, Rushall, a badly blocked culver.

It was felt because the hedging in front of Stoney Broke and the other cottages is private land and provides owners – access rights for post/services etc. it should not be referred to the Rangers. Hedging on the ginnel. There is debate as to who owns the hedge. The land owner - Stoney Broke, are happy for the PC to claim ownership and manage the hedge. – **Action** - Clerk to ask Hadleigh Drake to trim the hedge. Clerk to follow up all issues.

### **PRoW**

- g. **Cutting of the PRoW by landowners (PROW 3)** - the Caretaker has cut the permissive path 3, the Clerk has emailed Rural Solutions Ltd. – no response to date **ACTION** - Clerk to contact the County PROW Officer – Frances Salway – *Clerk has received a letter via Rural Solutions that the owners own the land up to the bridge, the issue is on the other side of the bridge – possibly Highways responsibility???*

## **72. PLAYING FIELD REPORT:**

- a. **Receipt of play inspection weekly reports** – this continues to be carried out by Matt Hill.  
The bottom step on the toddler climbing frame has been broken. The Clerk has contacted NGF who installed the equipment. A quote has been received a quote for £1,374.97, including the repair to the spiders web net, it was resolved to accept the quote, proposed Cllr. J. Kerr, seconded Cllr. R. Theobald, all agreed
- b. **Hedging on Millers Drive around the small play park** - this matter has been resolved.
- c. **The Playing Field hedge** - the contract for hedge cuttings had been renewed with a new company, Alexander and Son in Pulham Market. The Clerk has tried to contact them to firm up a date, whilst the ground is still dry. **ACTION** - Cllr. A. Goodman to contact the company. Once a date is confirmed the Clerk will write to house owners backing onto the Playing Field. Clerk to contact resident and explain that the hedges are cut only on the playing field side not the resident's side – this is their responsibility.

**73. A SHORT REPORT FROM THE PERSONNEL WORKING PARTY** - it was reported by the Chair that at a short meeting in September there were concerns about delay of documentation arriving prior to meetings. It was agreed that the Chair and Clerk will meet twice a month outside the PC meetings, to review the minutes, enable actions and at the second meeting prepare an agenda.

**74. PROGRESSING THE VACANCIES ON THE COUNCIL** - there are now three vacancies. **ACTION** - Clerk to contact the lead person of local social media groups requesting permission to place a short advert, with contact details to pin to a page. Advert on noticeboards, the website and the Parish News.

**75. APPOINTMENT OF A COUNCILLOR TO THE DRVC MANAGEMENT TEAM** - the Parish Council is still awaiting advice from the Charity Commission (CC) until there is more clarity on this issue, Cllr. P. Reekie has offered to attend the Village Centre meetings. **ACTION** - Chair to contact the CC again seeking advice.

**76. ALLOTMENTS WORKING PARTY** – Ms. Sam Johnson would like to remain part of this group – it was agreed that this would be beneficial and that Cllr. P. Reekie will liaise with Sam. **ACTION** - As there is no detailed information advertising the allotments regarding who to contact, costs etc. for an allotment on the website, Cllr. P. Reekie will send something to Cllr. R. Theobald.

**77. A SHORT REPORT FROM THE COMMONS COMMITTEE** - the Daphne Buxton Memorial Fund had requested permission to perform Romeo and Juliet on St. Clements Common, on Sunday 13<sup>th</sup> July 2025. Parking to be provided at Shorelands, with parking on site only for cast and any disabled, additional details to follow in due course. A request for the purchase of a tree for St. Clements Common (Dec. 1<sup>st</sup>) and 'Carols on the Common,' on Friday 20<sup>th</sup> December 2024 at 6.30pm was also made. The Commons Committee recommended that the Parish Council approve these requests. The Parish Council agreed to the three requests.

**78. Information about the Town lands Trust (TLT)** - Cllr. J. Kerr reported that there had been a recent meeting with Ben Grief, who presented a proposal for the old allotments which would result in the site becoming an open, public access site - Ben Grief, is prepared to take the lead - clear the scrub and improve whole site, this proposal was accepted by all members of the TLT . It was noted that two of the TLT trustees nominated times are coming to an end the PC therefore needs to consider re inviting the trustees or inviting new representatives to become trustees. **ACTION** - TLT to be placed on the November agenda to consider PC representation on the TLT.

**79. INFORMATION RECEIVED TO NOTE:**

- a. **SNC 'Winter Pressures' grant** - grant to support projects in the community – Last year the warm room initiative was not a success. It was felt this year it would be better if the Church and the TLT were to apply for and manage any grant as it met their remit. **ACTION** - Clerk to talk with Rev. Carl Melville and Cllr. P. Reekie will raise the matter with the Town Lands Trust to provide hampers or other forms of support.
- b. **Finn-Geotherm Ltd.** – an email and letter had been received offering a free no obligation decarbonisation survey to assess the possibilities of renewable heating and hot water system in Village Centre/Halls. **ACTION** - Clerk to pursue this matter
- c. **Broadland and South Norfolk Design Code** - reported in item 70c(iii)

**80. MATTERS OF INFORMATION FROM COUNCILLORS:**

- **Cllr. S. Adlam** – the safe walking route across the car park will be discussed at the next School Trustees meeting; he enquired as to 'what 's next for play area - a basket-ball hoop area, new football goal etc.
- **Cllr. P. Reekie** - noted that when walking from the Village Centre car park onto Harvey Lane it is particularly dark, during winter months - a discreetly placed solar powered light would be appreciated by residents
- **Lisa Buck (resident)** - suggested that as the heating allowance has been withdrawn and also with Pension Credits - it would be useful to offer assistance for local people who may require help with an application, or for the SN Help Hub to send a representative either to The Octagon, in Diss in addition to posters on boards, in the shop and the Parish News. **ACTION** Clerk to investigate the options

**81. DATE FOR THE NEXT MEETING & RECEIVE ITEMS FOR THE AGENDA:**

**MONDAY 11<sup>TH</sup> NOVEMBER 2024, AT 7.00PM AT DICKLEBURGH & RUSHALL VILLAGE CENTRE**

The Chair thanked all Councillors for their attendance and contributions to this extended meeting.

The meeting closed at 22.51pm

SIGNED .....

DATE .....