



## **Parish Council Meeting minutes**

For 13<sup>th</sup> February 2023,  
7.00pm, Dickleburgh & Rushall Village Centre

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

**IN ATTENDANCE:** Ann Baker (Clerk)  
Matthew Hill (Responsible Finance Officer)

**MEMBERS OF THE PUBLIC:** Co. Cllr. B. Duffin, Dist. Cllr. C. Hudson, two residents

**139. ACCEPTANCE OF APOLOGIES** - Cllr. Tony Perkins, Cllr. Les Bragg, Dist. Cllr. M. Wilby - accepted.

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

**141. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY & DISTRICT - COUNCILLORS REPORTS –**

**RESIDENT 1** - Road safety issues on Ipswich Road - the resident indicated that there were a number of issues for pedestrian safety when using the crossing at the southern end of Ipswich Road – a number of contraventions of the Highway Code are being made. Co. Cllr. B. Duffin indicated that Co. Cllr. Graham Plant was now responsible for Highways due to long-term illness of Dist. Cllr. M. Wilby. It was suggested in order to move the issue forward a meeting would be set-up with Adam Mayo (Area Highways Officer), the resident, Cllr. A. Goodman and the Clerk. The speed of traffic on The Street was also raised, the possibility of a chicane to slow traffic coming into the village near to the old Chenery Garage. **ACTION** - Clerk to provide details to Co. Cllr. B. Duffin and the resident.

**Resident 2** – A Litter Watch Group - the resident spoke of a noticeable increase in litter around the villages. It was mentioned that Burston and Shimpling have a group who organise and pick regularly. The suggestion would be that a similar group could be started in Dickleburgh, going out every three months, already three/four persons have offered to assist. It was suggested the Village Centre as a starting point, around 9.30a.m on a Saturday, with coffee provided afterwards. Currently the Parish Council participate in the South Norfolk Big Litter Pick which runs from March through to June (dates and time at the discretion of the Parish Council). The Parish Council have their own litter pickers, hi-viz vests and a supply of recyclable bags. Currently there is only one litter pick a year, every three months would certainly improve the situation. If Rushall were included in the new group it would be advisable to co-ordinate with Smurfit Kappa, as they organise litter pick around the perimeters of their site in line with World Litter Day. It was noted that the Parish Council have coordinated litter picks with Smurfit Kappa in the past, they have proved highly successful.

It was proposed that an initial litter pick is arranged for Saturday 25<sup>th</sup> March, 9.30am onwards and thereafter a regular group meeting organises future litter picks, proposed Cllr. J. Kerr, seconded Cllrs. R. Theobald. Mr. Trevor Leeder was co-opted as the Litter Champion. Mr. Leeder was happy to have people contact him directly. **ACTION** - Clerk to copy Trevor Leeder in to all emails relating to 25<sup>th</sup> March and future litter picks. Advert to go into the February edition of the Parish News.

Also raised was the issue of leaves around Village Sign, needing to be cleared, also the trees on the Village Green are in need of crowning/pollarding. There are manholes near to The Crown which have filled up with

leaves, which in heavy rain may cause overflow onto The Street. **ACTION** - Clerk to arrange for the leaves to be cleared.

**Co. Cllr. B. Duffin** - reported that the County Council are discussing the budget figures, there is a consultation on-going until 20<sup>th</sup> March, comments would be welcomed. Various services are benefitting from Government monies, good progress has been made in the provision for SEN services, which falls under Children's Services, the Coroner's Office is still sending out information regarding missing persons.

**Dist. Cllr. C. Hudson** reported that the South Norfolk/Broadland intend to freeze the Council Tax charges for the forth coming year. Elections - District Councillor forms can be obtained on line, for those interested; there will be a Town & Parish Elections Zoom meeting for interested parties on the 27<sup>th</sup> February; all people voting in this May election, in person will require photo ID. Posters and information is available, it is hoped that all Polling cards will carry this message too; The Octagon, Diss – this outreach office is being monitored for usage – use it or lose it. Residents wishing to meet with a member of South Norfolk staff can arrange to do so at The Octagon or by phone, equally they could arrange a home visit, or arrange for staff to visit at the Village Centre.

*8.10pm Cllr. P. Reekie joined the meeting*

*The meeting resumed at 8. 12 pm*

- 142. THE CREATION OF A LITTER PICKING GROUP** - See details above – resident 2
- 143. HIGHWAYS AND PROW REPORTS: (I) SPEEDING ISSUES AND ROAD SAFETY IN DICKLEBURGH** - see details above – resident 1
- (II) APPROVAL OF SECTION 38 AGREEMENT DEVELOPMENT OFF HARVEY LANE** – 20mph restriction - this was discussed and approved, proposed Cllr. A. Goodman, seconded Cllr. R. Theobald, all agreed
- 144. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 9<sup>TH</sup> JANUARY 2023** - the minutes were adopted as a true and accurate record, proposed by Cllr. J. Kerr, seconded by Cllr. P. Reekie, all approved
- 145. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING – FOR INFORMATION PURPOSES ONLY INCL.:**
- a. **AMENDED CONTRACT FOR THE VILLAGE CARETAKER** (min. 131a) – unfortunately the Caretaker remains unwell, see item 149b
  - b. **REPAIRS TO THE PLAY EQUIPMENT** (min. 131b) - this has been completed, the new swings and basket swing have been installed closer to the toddler swings
  - c. **PARISH ONLINE AND TT JONES INVOICES** (min. 132a) - the matters have been resolved and payments made
  - d. **EAST ANGLIA GREEN (PYLONS) PROJECT – email to Sir B. Jenkins MP regarding the pylons down the Waveney Valley** (min. 136) - email acknowledgement has been received
  - e. **WAVENEY VALLEY MP** (MIN. 137) - this has been clarified, the new constituency will have an MP elected at the 4<sup>th</sup> May next general election.
  - f. **COMMUNITY ASSET PROGRESS ON THE HALF MOON PH** – information to be completed and sent to South Norfolk
- 146. 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, along with comments had been circulated to all Councillors. All Allotment rents have been collected for this year; 'year to date' in line with expectations; street lighting – British Gas have indicated in writing that there will be no charges.
- It was resolved to accept the 'Payments and Receipts sheet,' proposed by Cllr. J. Kerr, seconded Cllr. D. Leyserman, all approved.

- b. **APPROVAL OF THE BANK RECONCILIATION FOR THE THIRD QUARTER** - this had been circulated earlier by the RFO, Cllr. D. Leyserman as verifier signed the reconciliation
- c. **APPROVAL OF THE DE-REGISTRATION OF VAT FROM HMRC** and the use of VAT 126 as advised by Norfolk Parishes, Training and Support group - the Parish Council are not a trading business, under legislation the Council can claim back the VAT it pays under a system known as VAT126 – HMRC confirmed that the Parish Council could de-register, initially this will be slightly more onerous however there will be no need to purchase additional software. Historically it wasn't possible to claim VAT back without being registered. The RFO recommended the Council de-register, proposed Cllr. J. Kerr, seconded Cllr. D. Leyserman, all agreed.
- d. Retrospective claim for grant to assist resident, ref. grant application & S137 - **ACTION** -Clerk to submit a grant form to the RFO

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

- a. **Planning Application 2023/0106 Shorelands Barn, Langmere Road, Rushall** – a single storey extension with roof terrace - it was resolved to approve this proposal
- b. **Planning Application 2023/0130 (Household) and 2023/0131 (listed building) Manor Farm House, Ipswich Road, Dickleburgh** - replacement barn – it was resolved to approved this application.
- c. **TO CONSIDER ANY APPLICATION WHICH MAY HAVE BEEN RECEIVED PRIOR TO THE MEETING**

**148. RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC:**

- a. **Planning Application 2023/0089 - 4 Council Houses, Harleston Road, Rushall** – non-material amendment – change single storey porch extension from brick to render - **Approved 27<sup>th</sup> Jan. 2023**

**149. PLAYING FIELD:**

- a. **WEEKLY PLAY INSPECTION REPORTS** - Cllr. J. Kerr and RFO Matt Hill will continue to conduct weekly inspections. Some issues have been raised by the Annual Inspection, these are mainly low risk and will be monitored – see item c
- b. **A SHORT REPORT REGARDING THE CARETAKER** - The RFO and Chair met earlier in the month with the Caretaker – he wanted to return to work, however in reality he is not fit to do so as yet. The Caretaker was reassured that his job was safe, a further sick-note has been issued until early March. **ACTION** - A meeting with an HR consultant will be arranged to discuss the various options, Cllrs. A. Goodman, D. Leyserman, J. Kerr and the RFO Matt Hill - the Personnel Working Party will meet and circulate any information.
- c. **RECEIPT OF THE ANNUAL INSPECTION FOR THE PLAY AREA** - **ACTION** - Clerk to make a list of items requiring attention, circulate to the Premises Working Party, recommendations will be brought to the March meeting
- d. **RECEIPT OF THE QUOTE FROM NGF FOR THE REPLACEMENT OF THE ZIP-WIRE** - **ACTION** - Clerk to research two further quotes
- e. **QUOTES FOR GROUND MAINTENANCE** - this has been deferred for a year as the contract has a further year to run - the Premises Working Party to consider the contract from Excite Solutions
- f. **TIME-LINE AND COSTINGS FOR A PETANQUE COURT ON THE PLAYING FIELD** - two additional quotes have been received since the from last meeting. Cllrs. J. Kerr & D. Leyserman have investigated the Playing Field to assess suitable locations – the recommended site would be to the side of Mikeys Bar, which has proximity to Mikeys Bar, it would encourage people to sit and watch play and perhaps participate, it would not interfere with any future development in the play area.  
Cllr. D. Leyserman will circulate his written proforma for a National Lottery grant, once he has found information from the last census of 2021. **ACTION** - All Councillors to look at the quotes, the completed Lottery form and email any comments to Cllr. D. Leyserman.

- 150. A SHORT REPORT ON THE PROGRESS OF REG. 14 FOR THE NEIGHBOURHOOD PLAN** - the Chair and Clerk had prepared the information for the grant application for Reg. 14 to progress. However last applications had closed at the end of January and will re-open in April. **ACTION** - Clerk to ascertain from Locality if it is permissible to order the printing prior to the grant fund being re-opened.

- 151. A SHORT REPORT ON THE VILLAGE WINTER HUB PROJECT** - in the 12 weeks that the project has happened to date there has been no uptake. It is difficult to surmise why - There was discussion around current events that delivered the Winter Hub desired outcome of a warm convivial space. The Church Room 'Pop-up café' have good numbers attending, as do the 'Snug as Bug' toddler and parent group - a contribution towards the heating for these events was suggested. It was resolved that the project will continue until the end of February in its current form, then move to support the 'Pop-up café' and 'Snug as Bug' group during March, proposed Cllr. R. Theobald, seconded Cllr. P. Reekie, all approved. ACTION - the Clerk to prepare an invoice for heating/rent at the Village Centre, to contact the 'Snug as a Bug' Co-ordinator, Cllr. P. Reekie and Cllr. R. Theobald proposed that the Clerk contacts the funding bodies to enquire about returning the remainder of the grants after the March funding of the café' and snug as a bug groups. All agreed
- 152. CONSIDERATION OF EVENTS FOR THE KING'S CORONATION 6TH – 8TH MAY 2023** - following discussion it was agreed that a simple village get together was the best way forward – with a shared lunch/tea, a tent on the Playing Field, with perhaps a few fund raising stalls – cakes etc. on Sunday 7<sup>th</sup> May.. Alongside this would be an invite to create a 'Regal Scarecrow' judged over the weekend with a public vote. It was resolved to hold a simple village event on the afternoon Sun. 7<sup>th</sup> May on the playing field, proposed Cllr. S. Johnson, seconded Cllr. P. Reekie, all agreed. **ACTION** – Cllrs. S. Johnson and P. Reekie to prepare a piece for the Parish News
- 153. SOUTH NORFOLK'S VILLAGE CLUSTERS HOUSING ALLOCATION PLAN (VHCAP)** - simply South Norfolk have received a number of site allocations, all of which have been examined. As there is an Emerging Neighbourhood Plan which has also investigated the criteria for each site, there will be 25 allocated to the parish of Dickleburgh and Rushall to be built by 2038, on the sites suggested by the Neighbourhood Plan team.
- 154. ADOPTION OF THE LGA CODE OF CONDUCT AS RECOMMENDED BY SNC** - agenda item for the March meeting.
- 155. TO NOTE RECEIPT OF: (i) THE GNLP'S GYPSY AND TRAVELLERS CONSULTATION** - open from 30<sup>th</sup> Jan. – 13<sup>th</sup> March '23. **(ii) NALC'S 'HAVE YOUR SAY ON A COUNTY DEAL FOR NORFOLK' CONSULTATION** – open from 13<sup>th</sup> February until 20<sup>th</sup> March -
- 156. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:**
- **Cllr. J. Adlam** – reported that he had met with Dist. Cllr. M. Wilby who explained his health situation, he will decide on re-election in due course; the SEA report makes reference to being prepared by the Parish Council – the Chair suggested that the NP planning team would recommend adoption of the report by the Parish Council
  - **Cllr. P. Reekie** - the large gate on Church Meadow is in a poor state of repair, Cllr. S. Johnson indicated there were still some of the monies remaining from the previous grant.
  - **Cllr. S. Johnson** – enquired as to whether there were any news regarding the appointment of a new Vicar to the Benefice – Cllr. Theobald indicated that the Church Wardens were preparing the necessary papers for the position to be advertised
  - **Clerk** - the elections forms for 4<sup>th</sup> May had been printed, all present received a set for completion if they choose to re-apply. Clerk to circulate further information
- 157. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON **MONDAY 13<sup>TH</sup> MARCH 2023, 7.00PM, AT DICKLEBURGH & RUSHALL VILLAGE CENTRE****  
**AGENDA ITEMS** - Elections, LGA Code of Conduct,

The Chair thanked everyone for their contributions and attendance at the meeting.  
The Meeting closed at 9.45pm

SIGNED .....

DATE .....

