



PARISH COUNCIL MEETING MINUTES FOR  
18<sup>th</sup> October 2021

Held at Dickleburgh and Rushall Village Centre

**PRESENT:** Cllrs. Andrew Goodman (Chair), John Adlam, David Leyserman, Sam Johnson, Jim Kerr, Pam Reekie, Robert Theobald  
In Attendance: Ann Baker (Clerk), Matthew Hill (Responsible Finance Officer)

**MEMBERS OF THE PUBLIC:** Dist. Cllr. M. Wilby, Dist. Cllr. C. Hudson, residents

**72. ACCEPTANCE OF APOLOGIES** - Co. Cllr. Duffin, Cllr. L. Bragg - accepted

**73. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED** – new forms had been issued to all Councillors – 78E – Gladwych Field off Harvey Lane - Cllr. J. Adlam expressed an interest in this item

*Meeting adjourned at 7.03pm*

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

**Dist. Cllr. Wilby** - commented on the NALC Plaque for all communities, as thanks for the huge voluntary efforts during Covid 19, which has been designed by students from Norwich City College; there is currently a Public Consultation in Harleston relating to the future layout of the town; South Norfolk - all leisure centres are now fully open; the Council Tax level will be agreed in February 2022; A huge thank you was extended to all refuse collectors who have managed to work throughout the whole pandemic without any days being missed.

**Dist. Cllr. C. Hudson** - spoke of the nominations now being open for – Retailer of Year, Business and Community of the Year etc. – application forms can be found on the SN website; he reminded all about the Broadland & South Norfolk Accommodation review - looking into the combining of offices buildings; Cllr Hudson informed all that there were plans afoot to relocate South Norfolk offices with those of Broadland and asked if the PC had any thoughts, no further information was given. The PC will respond at the next meeting; Members grants – money has been awarded to Tivetshall, there could be some funds made available for the Allotments Holders for water containers etc.; the 'Stars of Norfolk' has been launched by the EDP – this is the awards ceremony that recognises local heroes - Joyce Hammond and Cllr. S. Johnson won in the Community category – commenting that Dickleburgh had a good record for residents being recognised in community;

There were no further questions or issues.

**The Chair thanked Dist. Cllrs. Hudson & Wilby for their reports.**

*The meeting resumed at 7. 10 p.m.*

**75. CO-OPTION OF MRS. PAM REEKIE** - the Clerk read the profile Mrs. Reekie had submitted. There was an opportunity for questions to be asked, followed by a vote; it was resolved to approve the co-option proposed Cllr. A. Goodman, seconded Cllr. J. Adlam, this was a unanimous vote. Mrs. Reekie signed the Declaration of Acceptance of Office, the Clerk had sent three sets of minutes and various policies to the new Councillor. The Chair welcomed Mrs. Reekie to the Parish Council.

**76. 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. Matt. Hill outlined these for the last month; the delay of SNC in paying the precept has slightly skewed the predicted

budget figures for the month, this will be resolved next month; the Clerk added that this had arrived that afternoon. It was resolved to approve, proposed Cllr. J. Adlam, seconded Cllr. D. Leyserman.

- b. **QUARTERLY BANK RECONCILIATION** - this had been circulated, it was resolved to approve the statement, proposed Cllr. J. Adlam, seconded Cllr. R. Theobald, all agreed
- c. **THE EXTERNAL AUDIT** - notification has arrived from PKF Littlejohn, there was no issues to note in the final report. **ACTION** - the 'Notice of conclusion of the audit has been published on noticeboards and the website;
- d. **INSURANCE FOR THE LITTLE CHIPPY, RECTORY ROAD, DICKLEBURGH** - Came & Co. withdrew cover for the property – this has been a national decision due to Covid 19; Pen Underwriters have issued insurance for the building, this was arranged with consent from the Chair – Cllr. A. Goodman and RFO - Matt. Hill, a premium of £872.

**77. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 6<sup>TH</sup> SEPTEMBER 2021** - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. D. Leyserman, seconded by Cllr. J. Kerr, all approved.

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

- a. **HALF MOON** (minute 60a) – the fliers for Rushall residents will be circulated and delivered; the application (SN Community Asset form) will be submitted three weeks after delivery of the fliers to enable residents to respond and the Clerk to collate.
- b. **WATER TO THE ALLOTMENTS** (minute 60d) - Cllr. S. Johnson and Julie Munning held a meeting – there was good attendance, however it was decided that mains water would not be required. The group would like funds for water tanks and guttering to collect water. The allotments on Burston Rd. already collect water from the Reading Room and Scout Hut. There are no buildings available on Norwich Road. In the Public section Dist. Cllr. M. Wilby offered a sum from his Members grant. **ACTION** - Cllrs. J. Adlam and S. Johnson will compose a letter to Dist. Cllrs. Wilby and Hudson, along with the monies offered from the Parish Council this should alleviate the Issue.
- c. **CARETAKER REVIEW (MINUTE 60G)** - to be arranged – **Agenda item for November**
- d. **PURCHASE OF LAND OFF RECTORY ROAD (MINUTE 68)** - Clerk is waiting for a response from SNC
- e. **ACCESS TO GLADWYCH FIELD OFF HARVEY LANE (MINUTE 70)** - Cllr. Adlam explained the access to field and the bridge and that he is contracted to farm the field, which is a private area and generally well looked after. If members of the public had not removed and broke the posts and fence, the bridge would not have been removed by the owner of the plot affected.

**79. ROLES AND RESPONSIBILITIES** – these had been circulated earlier. It was resolved to approve the changes set out below:

#### **ROLES AND RESPONSIBILITIES FOR 2021 – 2022**

##### **PLANNING COMMITTEE**

- Terms of Reference:
- To respond to any planning applications whose consultation period falls between subsequent meetings of the full Parish Council through advertised and open meetings.
- To deal with any other planning and development matters as required by the full Parish Council
- Membership – to include 4 members of the Parish Council with attendance by the Clerk to take minutes.
- Quorum – 3 councillors
- 2021/22 membership – **Cllrs. Andrew Goodman, Sam Johnson, Jim Kerr, John Adlam**

##### **FINANCE WORKING GROUP**

- Terms of Reference:
- To prepare and propose the annual budget to the full Parish Council.
- To assess and update the financial risk assessment on an annual basis.
- To deal with any other financial matters as required by the full Parish Council.
- Membership – to include the RFO and 3 members of the Parish Council
- 2021/22 membership – **Cllrs. Andrew Goodman, David Leyserman, Robert Theobald and the RFO – Matt Hill**

##### **PROPERTY WORKING GROUP**

- Terms of Reference:
- To meet and report twice yearly (November and May) to the full Parish Council on issues relating to the property of the Parish Council, especially of maintenance and health and safety.
- To maintain and update a list of the Parish Council property and asset register on an annual basis.
- To serve as the communication link between the current and future allotment holders and the Parish Council.
- Membership – to include 3 members of the Parish Council
- 2021/22 membership – **Cllrs. David Leyserman, Andrew Goodman, Jim Kerr, Sam Johnson**

### **PARISH DEVELOPMENT WORKING GROUP/NEIGHBOURHOOD PLAN**

- Terms of reference:
- to draft the Neighbourhood Plan - to include policies such as housing, employment, transport and highways, services, the environment, leisure, tourism and recreation.
- Membership – to include 4 members of the Parish Council
- 2021/22 membership – **Cllrs. Les Bragg, Andrew Goodman, David Leyserman, Robert Theobald + 4 residents**

### **VILLAGE CENTRE MANAGEMENT COMMITTEE**

- The following terms of reference for the Village Centre Committee were approved:
- To manage the Village Centre in line with Parish Council and Charitable Law.
- To manage the Village Centre for the benefit of the community.
- Membership – 2 Councillors and the Parish Clerk. Three members from the community will be invited to join the committee.
- Quorum – 3 members
- 2021/22 membership – **Cllrs. Andrew Goodman, Sam Johnson, Jim Kerr, the Chair of the Village Centre -Terry Clarkson, + three others from the community, Ann Baker (Clerk).**

### **PERSONNEL AND CONTRACTORS COMMITTEE**

- The following terms of reference for the Employment Committee were approved:
- Overseeing management of the Clerk and Village Caretaker for the following employment issues - sickness absence, maternity/paternity/adoption leave, pensions, grievance and disciplinary procedures, annual appraisals, health and safety of employees, working at home, flexible working, annual leave and recruitment of new staff
- Independent advice on employment issues should be obtained from Norfolk Parishes Training and Support
- Membership - to include 4 members of Parish Council
- Quorum – 3 councillors
- 2021/22 membership – **Cllrs. Andrew Goodman, Jim Kerr, and the RFO – Matt Hill**
- Independent advice on employment issues should be obtained from Norfolk Association of Local Councils.

### **COMMUNITY FUND GRANT COMMITTEE**

- Terms of reference were approved:
- To advertise and receive applications for grants from young people in the two communities
- Membership - to include 4 members of the Parish Council
- Quorum - 3 councillors
- 2021/22 membership - **Cllrs. Jim Kerr, David Leyserman, Pam Reekie, Robert Theobald, and the RFO – Matt Hill**

### **GENERAL DATA PROTECTION WORKING PARTY -**

- Terms of reference were approved:
- Membership - to include 3 members of the Parish Council and the Clerk
- Quorum - 3 members
- 2021/22 membership - **Cllrs. Andrew Goodman, Robert Theobald, and the Parish Clerk - Ann Baker**

### **COMMONS COMMITTEE**

- Terms of reference were approved:
- To meet and report twice yearly (Autumn and Winter/Spring) and report to the full Parish Council on issues relating to the management of the Commons.
- Membership - to include 2 Parish Councillors, a representative from the following –Daphne Buxton Memorial Trust (DBMT), Norfolk Wildlife Trust (NWT), The Open Spaces Society (OPSS), The Conservation Volunteers (TCV), The Otter Trust, D & R Neighbourhood Plan Team and five local parishioners
- Quorum - 4 members

- 2021/22 membership - Cllrs. Andrew Goodman and David Leyserman + 6 external & 5 public members

### EMERGENCY CO-ORDINATOR

- FOR EMERGENCY – FLOODING, FALLEN TREES, POWER FAILURES, - AGENDA ITEM FOR NOV.

### Other roles and responsibilities were confirmed as follows:

Role/Responsibility	2021/22
Internal Auditor	Anne Barnes
Internal Verifier	Cllr. David Leyserman
Rushall representative	Cllrs. Les Bragg & David Leyserman
Young People	Cllrs. Sam Johnson and Pam Reekie
School and Pre-School Liaison	Cllr. Sam Johnson and Pam Reekie
Website and village newsletter	Cllr. R. Theobald, Ann Baker
Press and Public Relations	Cllr. Andrew Goodman
Allotments	Cllr. John Adlam and Sam Johnson
Electoral Register	Cllr. John Adlam and Ann Baker
St. Clements/ Langmere	Cllrs. Andrew Goodman and David Leyserman
PROW	Cllrs. Andrew Goodman and Sam Johnson
Tree Wardens	Dist. Cllr. Martin Wilby, Cllr. Andrew Goodman, Abigail Watson
Caretaker line manager	Cllr. Andrew Goodman
Corporate Community Relations	Cllrs. Andrew Goodman
Speed Watch Co-ordinator	Pauline Goodman

#### 80. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

- a. **Planning Application 2021/1697 Manor Farm House, Ipswich Road, Dickleburgh amendment –**, replace 29 windows, one door and frame, re-render with traditional lime-mix – recommend approval
- b. **Planning Application 2021/2085 The Old Rectory, Burston Road, Dickleburgh –** works to trees in a Conservation Area - it was agreed these works were necessary
- c. **Planning Application 2021/2121 Glenville, Ipswich Road, Dickleburgh –** create a new highway access to existing bungalow and turning arrangements - important to note there is a Robina & Monkey Puzzle tree require root protection –only examples in the village; this application reflects aspects of developers Tricker & Last plans – the Neighbourhood Plans are specific about permeable driveways and beautification including replacement for hedging removed. In light of the emerging N. P. these things should be considered; it was resolved to support the application with the above conditions suggested - permeable drive, gate, fencing hedging behind it
- d. **Planning Application 2021/2073 Culrose Residential Home, Norwich Road, Dickleburgh – retrospective application** - for covered veranda fire escape, side extension, two sheds and amended access - there was lengthy discussion - flooding being paramount - water runs off the field, floods straight across through to neighbours on either side and then onto Norwich Rd.; adequate drainage needs to be provided; applicant has ignored requests made by SNC – issues with drainage, access, safety to access arrangements – an independent report was suggested. It was resolved to reject the application - the proposal that was supported earlier is not what has been provided - there need to be conditions to address the issues that have occurred, prepare necessary plans for floods, inc. curtilage, day rooms added, re-dress issues. **ACTION** - the Clerk was to prepare comments, circulate send final email to SNC.

#### 81. RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC:

- a. **Planning Application 2021/1682 Dickleburgh Crown, The Street, Dickleburgh** - Approved 23<sup>rd</sup> September 2021
- b. **Planning Application 2021/1593 and 1594 Rectory Farm Barn, Rectory Lane, Dickleburgh** - Approved 17<sup>th</sup> September 2021
- c. **Planning Application 2021/1723 and 1724 4 Thatched Cottages, Norwich Road, Dickleburgh** – Approved 8<sup>th</sup> September 2021

**82. Speedwatch Report** - this was circulated earlier to all councillors - the Clerk had responded to a complaint by resident; it was suggested that part of the response be added to the website to assist in explaining the questions; **ACTION** - a short piece asking for Speed Watch volunteers will be prepared for the website – P. Goodman and the Clerk will provide a preceded version of the response.

**83. QUEENS JUBILEE** – a suggestion to call a meeting inviting a broad range of groups in both villages to co-ordinate events for the weekend - Lucy has already advertised in the Parish Monthly inviting people to an ‘Open Gardens’ event – the allotment holders are keen to co-ordinate an Open Gardens – suggested that the Clerk acknowledges and support the offer on behalf of the Parish Council; there could be a similar celebration to the Silver Jubilee/Battles Over Celebration – a street party on The Street or tables on Church drive might be easier, plus Rushall events – as this is a long weekend events in both villages, co-ordinating/integrating together; **Agenda item for November**

**84. NEIGHBOURHOOD PLAN** - Cllr. Goodman reported that the Neighbourhood Team – had sent the plan to SNC /Broadland – a response received contained advice, questions, further endorsement of areas, and some significant re-writing. This copy will then be resent to SNC for scrutiny.

2. Sites – as part of the GDPR Village Clusters group 25 homes are required by all Parishes with a primary school, these should be delivered during the life of the NP, there are outstanding permissions for La Ronde for 22. By 2042 the total will be 47 - two sites have been identified: a further La Ronde site – 15 homes on Chapel site, and the Chenery site for 10 homes. The owners of the Chenery site have rejected the offer. At this stage it is difficult to determine which of these three sites will pick up the final allocation and be built – La Ronde site, or on the north and south side on Ipswich Rd. The Neighbourhood Team will meet using the HELAA criteria to determine which site are most suitable.

#### **85. HIGHWAYS & PROW:**

- a. **HIGHWAYS MEETING** - Cllrs. A. Goodman, R. Theobald, Matt Hill and the Clerk had met with Highways Engineer Adam Mayo - flooding, Quiet Lanes project, Japanese knotweed and highways issues were discussed. **(i) Flooding** – Adam Mayo accepted that many areas that were flooded were not reflected in area report, he will spend a day with another engineer looking at the issues; **(ii) Japanese Knotweed** – Adam Mayo agreed that NCC should have been more responsive to this problem – Matt Hill will monitor progress; **(iii) Quiet Lanes** – Adam will take a look at where the signs need to be placed; it is unlikely that the road surface can be changed; **(iv) Harvey Lane** – this matter has probably been signed off by NCC and the developers – Hopkins Homes, he will try to add hatching to highlight the zone, a further suggestion was to ask children to create signage; this may ease the verges being eroded; **(v) PROW** – Adam is the line manager to Frances Salway and will discuss the matters with her; **(vi) Weight restrictions** – Adam will confirm where these end, as this will have a significant impact on traffic on Rectory Road. Cllr. A. Goodman indicated that the Police are interested in supporting this issue.
- b. **HARVEY LANE PEDESTRIAN ZONE** – this was discussed at the meeting with Adam Mayo - see above
- c. **PROW** - the paths have received a second cut of the season. The path off Langmere Road is still waiting to be attended to; whilst FP 1 is closed the permissive path cannot be opened, NCC have no funds for repairing the bridge, the path can only be diverted if it is open – a circle effect.

#### **86. PLAYING FIELD:**

- a. **WEEKLY PLAY INSPECTION REPORTS** - noted that these are being submitted on a more regular basis - September’s have been received
- b. **PLAYING FIELD TODDLER AREA** - notices for residents and parents have been circulated - leaflets been distributed, School, Facebook page and Friends Of Dickleburgh School (FODs) - there is no feedback to date;; the Clerk has contacted SNC - the monies will be released when the project has been completed. There is a slightly reduced footprint to enable the cost of a train engine; work won’t begin until 2022, costs are up by 20%, as timber is in short supply; The tractor has been removed – the Chair thanked Cllr. J. Adlam, he will spread some grass seed; **ACTION** - Clerk to confirm the order

**87. COMMONS REPORT** - there will be a meeting in late October or early November. **ACTION** - more publicity about activities happening, the whereabouts of the Common and Green, improved links with the School.

**88. RECEIPT OF THE FOLLOWING: Norfolk Strategic Flood Alliance** - the draft strategy was ratified recently.

#### **89. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:**

- **Cllr. R. Theobald** - there has been some minor vandalism around the village - pumpkins cubes, money stolen from vegetable money boxes and in the Church porch – information to be monitored
- **Cllr. D. Leyserman** - the timetable currently at the Bus Stop is not helpful – suggest contacting the bus company, display on the website, lack of buses/public transport adds to the evidence in the Deprivation Indices, where Dickleburgh is placed very low – this needs to be raised with Co. Cllr. B. Duffin and Dist. Cllr. M. Wilby
- **Cllr. P. Reekie** - the ditch between Harvey Lane over to Burston Road requires attention, Pam will email the details to the Clerk.

**90. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON MONDAY 8<sup>TH</sup> NOVEMBER, 7.00PM, AT DICKLEBURGH & RUSHALL VILLAGE CENTRE**

**AGENDA ITEMS** - Queens Jubilee events; skate board facility; youth provision; refugees

The Chair thanked everyone for their attendance.

**THE MEETING CLOSED AT 9. 39PM**

SIGNED .....

DATE .....