



MINUTES OF THE ANNUAL PARISH COUNCIL HELD ON

13th May 2019

7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. Terence Blacker, Andrew Goodman, Janice Hulett, Sam Johnson, Jim Kerr, David Leyserman, Robert Theobald

IN ATTENDANCE: Ann Baker (Clerk), Chris Davy (RFO)

Members of the Public: Co. Cllr. Spratt, Dist. Cllr. Hudson, 1 resident

- 1. Election of the Chairman of the Council, signing of the Declaration of Acceptance of Office** - The retiring Chair, Terence Blacker opened the meeting welcoming all. Cllr. Leyserman proposed Cllr. Goodman, as Chair, seconded by Cllr. Kerr, Cllr. Goodman accepted the proposal, all voted in favour of the election
- 2. Election of the Vice-Chair, signing of the Declaration of Acceptance of Office** - Cllr. Hulett was proposed by Cllr. Goodman, seconded by Cllr. Leyserman. Cllr. Hulett accepted the proposal and all voted in favour of the election
- 3. All Councillors sign their Declarations of Acceptance of Office** - these were signed prior to the start of the meeting by those Councillors that were present.

Public Session:

Cllr. Goodman on behalf of the Parish Council, County and District Councillors thanked Terence Blacker for his dedication and service to the community over the years, Mr Blacker had stepped up to the role of Chairman following the sudden resignation due to ill health of the previous chairman Mr. Keith Ambrose. As chairman Terence Blacker had skilfully managed the Parish Council through sometimes turbulent times, but his charm, generosity of character and spirit and, his extensive local knowledge enabled the parish council to achieve outstanding results for the community under his chairmanship. Mr Blacker will be a very hard act to follow, we trust we are all up to the job.

Co. Cllr. Spratt referred to FP3 – he felt that from the photos there was a substantial bridge, he enquired whether the Parish Council's PROW warden wish to deal with the matter or NCC Rangers – NCC would be able to assist thereafter Terence Blacker offered to oversee the path – thanks were extended to Mr. Blacker.

Dist. Cllr. Hudson - introduced himself to the Council, as the area of the ward has been increased two Dist. Cllrs. were elected, he expressed his interest regarding planning matters and would like to receive agendas and minutes in future, the Clerk will add his name to the website. As yet the full Council have to meet and assign responsibilities for the various aspects at SNC. 'South Norfolk on Show' will be held on the 30th June, where many of the services that are provided will be on show, along with a variety of interesting stalls and attractions. Dist. Cllr. Hudson offered his congratulations to the new council.

Meeting reconvened at 7. 21pm

- 4. Acceptance of Apologies** - Dist. Cllr. Wilby, Cllr. Adlam - approved
- 5. Declarations of pecuniary and other interests from members on any item to be discussed** – the Clerk asked that if there were any amendments to Councillors circumstances that these be noted on the appropriate forms; Cllr. Goodman indicated his interest in agenda item 12c - planning
- 6. The Monthly Financial Report from the RFO**, including notification of payments made over the last month:
 - a. Approval of the Internal Audit for the financial year 2018/19** - no items had been highlighted by the Internal Auditor, Anne Barnes, it was resolved to approve these, proposed Cllr. Theobald, Cllr. Hulett seconded, all agreed
 - b. Payments & receipts** – Pete Strange reported that the first tranche of the precept had been received along with CIL monies, the bench for St. Clements had been paid for. All invoices, including any VAT

invoices, expenses forms, time sheets should now be handed to Pete from this meeting forward, Village Centre invoices would still be passed onto Chris Davy; It was resolved to approve the payments and receipts, proposed Cllr. Kerr, seconded Cllr. Theobald, all in agreement.

- c. Approval of the Financial Regulations** - a copy of these had been circulated with minor amendments, it was resolved to approve these, proposed Cllr. Goodman, seconded Cllr. Hulett, agreed by all
 - d. Approval of AGAR Part 1 the 'Annual Governance Statement'** - the statements were agreed upon and it was resolved to approve, proposed Cllr. Hulett, seconded Cllr. Theobald, agreed by all
 - e. Approval of AGAR Part 2 the 'Accounting Statements'** - Chris Davy would complete the contact details for the AGAR; it was resolved to approve the statements, proposed Cllr. Kerr, seconded Cllr. Leyserman, all in agreement
 - f. Approval of the method of fixed asset valuation for first registration on the asset register as being at acquisition cost** - it was resolved to approve the method, proposed Cllr. Theobald, seconded Cllr. Kerr, all in favour
 - g. Approval of the list of Regular Payments, not separately approved for the financial year 2019/20** - a copy had been circulated earlier with amendments, it was resolved to approve this, proposed Cllr. Theobald, seconded Cllr. Kerr, all in agreement
 - h. Approval of signatories of authorisation on the Barclays accounts** -
 - i. Parish Council Accounts: Barclays cheques need two signatures, with BACs payment the chitty has to be signed by two councillors, with one person to execute the payment on line; the Parish Council current and savings accounts require names to be removed and updated - remove Chris Davy and Terry Clarkson, retain: Cllrs. Janice Hulett, Jim Kerr, John Adlam, add Pete Strange and Cllr. Theobald;
 - ii. Village Centre current and savings accounts signatories are fine
 - iii. **S137 Allowance was noted - from April 2019 as an increase from £7.86 to £8.12**
- 7. Approval of the General Power of Competence** – the criteria for approval of this power have been met, it was resolved to approve the power, proposed Cllr. Leyserman, seconded Cllr. Kerr, agreed by all
- 8. Progress on the Village Guide** - Cllr. Hulett reported that Pete Strange has been working hard, the team were ready to meet with Jenny Strike, designer. It was agreed that should the quote for the design be acceptable that Cllr. Goodman could take 'Chair's prerogative' for acceptance. Chairs action was granted in order that this project could be progressed. Subsequent to the meeting Chairs Action was taken to accept the quote and commit to printing
- 9. Speedwatch report** - Cllr. Hulett reported that the team had recommenced surveys, 300minutes and 18 motorists recorded. It is hoped that from the statistics, it may be possible to target specific drivers, patterns of behaviour etc., the team would welcome some new members.
- 10. Approval of the Parish Council Meeting Minutes, held on 8th April 2019** - the minutes were adopted as a true and accurate record, it was resolved to approve - proposed by Cllr. Hulett, seconded by Cllr. Johnson, all agreed.
- 11. Matters arising from the minutes of the last meeting – for information purposes only incl.:**
- a. Defibrillator update** - Cllr. Leyserman reported that the defibrillator has been registered with the Ambulance Trust, a press release is to be arranged; it is still unclear as to whether Enterprise has approved the siting of the defibrillator
 - b. Fly-tipping at the bottle bank** - this is still occurring, the Council need to sign-post people to where stuff can be taken, email Co. Cllr. Spratt with a history of recent events requesting advise - Clerk to write, Cllr. Johnson will contact SNC
 - c. Street lighting** - Cllr. Theobald reported that new lights going off before midnight – this could be due to the change to British Summer Time
 - d. Sharing assemblies at School** - Cllr. Johnson reported Mrs. Croskell has moved hits to a Friday morning - extended family, three classes on rota, discussed split times, walking buses – she appreciated the need to alleviate the parking issues; Cllr. Goodman suggested a letter to residents on Harvey Lane explaining reasons may be beneficial; the proposed pavement alongside Village Centre car park is scheduled for the summer holidays.
 - e. Signage at Rushall Green** - the large signs have been removed and a smaller sign erected
 - f. Path across the Playing Field** - once installed, it might be worth considering some sort of lighting for the winter time. Cllrs. Theobald and Johnson to investigate - time frame, costs etc;
 - g. Millers Drive play equipment** - Cllr. Goodman had circulated the reply from SNC – many of the issues were still not resolved, however as installation had commenced nothing further could be achieved. SNC own only two assets in and around Dickleburgh – the bottle bank site and Millers Drive, Cllr. Goodman will investigate further

h. Village signs - Will Adams has removed the sign from 'Dickleburgh green,' the repairs will take approximately a month, Robbie Loynes will treat the oak post; now that the evenings are lengthening he will start work on the Rushall sign - cleaning the base, re-pointing where necessary.

i. St. Clements bench - delivery is imminent

j. Flooding on Harleston Road - the Clerk is still waiting to hear from NNC/Highways, a resident offered to speak with Duncan West, Clerk will send a reminder to Bob West, Highways Engineer

12. Planning Applications as received from South Norfolk Council:

- a. **Planning Application 2019/0695 - Listed Building consent - Dickleburgh Hall, Semere Green Lane, D'burgh** - retention of internal and external alterations to farm buildings - it was resolved to approve this application
- b. **Planning Application 2019/0787 – Listed Building Consent – Rectory Farm Barn, Rectory Lane, Dickleburgh** – retrospective application for conversion of garage and replacing roof lights, replacement of UPVC windows and doors, resolve to approve

Cllr. Goodman stepped out of the meeting at this point

- c. **Planning Application 2019/0094 and 0095 incl. Listed Building consent – Red House Farm, Norwich Road, Dickleburgh** - erection of single storey extension and alterations to summer house, it was resolved to approve

13. Receipt of consultees reports of planning decisions made by SNC:

- a. **Planning Application 2018/2722 – Leist Farm, Pulham Road, Rushall** – new vehicular access and driveway and modifications to garage/carport - Approved with Conditions 26th April 2019

Cllr. Goodman returned to the meeting

- 14. Neighbourhood Plan report** - Cllr. Goodman reported that the Open Session, had not had as many residents as hoped for. However there were some very interesting insights noted; outside of this event the Team had contacted the Environmental Management Team at SNC for air quality monitors – four have been placed around Dickleburgh, one in Rushall, along with one at the School, these will be changed monthly and the information used in the appropriate NP policy; Anglia Water are to look at their assets, much of Dickleburgh is within the boundaries of the 'cordon sanitaire' – could potentially eliminate several sites – It has been suggested that Anglia Water would prefer no further building behind Rectory Road, sites 7,12, 6, 5; numerous bat surveys are being carried out, the poles, which can be moved around the villages to record their numbers (purchase of a set would be £1,000 for ten years); once these surveys have been carried out the bio-diversity information will be collated; South Norfolk Council have agreed that the Neighbourhood Plan Team can carry out the housing assessments; **ACTION** - Clerk to check previous minutes to see if the Parish Council agreed to the possible purchase of some land

15. PROW and Highways:

- a. **FP 3** - Cllr. Johnson reported that there had been no change as yet
- b. **Parish Path seminar** - Cllr. Goodman had expressed an interest in attending either at North Walsham or at a South Norfolk meeting. **ACTION** - Clerk to contact Ken Hawkins/Su Waldron (Norfolk Local Access Forum) regarding the seminar at the end of May

16. Playing Field reports:

- a. **Receipt of the Weekly Inspections of the play area** - the Caretaker is completing and returning to Cllr. Kerr – there has been nothing of urgency noted;
- b. **Benches & bike racks** - Cllr. Johnson had looked at several companies – it was suggested that five back less benches around the field would be useful, made of recycled plastic, along with anchorage kits; Bike racks - four have been ordered which hold three bikes each, there are no specific fixing kits required
- c. **Signage** - Clerk to price

17. St. Clements report –

- a. New bid from The Community Volunteers Charity/Mark Webster notified the Council that this had been submitted
- b. Cutting of the front field – following discussions it was agreed that Angus will continue to cut this as part of his contract; management of two areas is clearly set out, Terence Blacker has agreed to continue to co-ordinate the activities via Cllr. Leyserman. **ACTION** - Clerk to thank Cllr. Adlam for his offer of the alum scythe
- c. Request received from DBMF for a performance by Rough Cast Theatre Co. on July 21st, it was resolved to grant permission
- d. Councillors to liaise with Terence Blacker for areas that he has agreed to continue - Cllr. Johnson the link for PROW, Cllr. Hulett the link for CPRE, Twitter account in abeyance
- e. The Planning Inspectorate – confirmed that permission be granted for the shed on St. Clements for ten years, dated from 10th May 2019, after which further permission should be sought

18. Information regarding a new website – Agenda item for June,

19. Receipt of a report from the Parish Council's Tree Warden - Cllr. Goodman had circulated a report - Due to budget cuts South Norfolk has withdrawn all support that used to be provided to the South Norfolk tree wardens group. It was voted that the South Norfolk Tree Wardens continue independently, the Tree Council will support them, presentations were given of an invasive disease Xylella Fastidiosa and climate change; there is a need to ensure that TPO's are logged with SNC to ensure future preservation within the parish. The Government has identified the need to plant an extra 3 billion trees and 200,000 miles of hedgerow in Britain over the next 25 years.

20. Receipt of matters of information from Councillors:

- Cllr. Johnson – interest from Rushall residents to be co-opted, suggested they attend a meeting, agreed to contact those interested; Grant funding bid to assist the School with a project for the area near to the back gates. ACTION – Clerk will contact the Head with the forms
- Cllr. Leyserman – reported that the closure of the Polling Station at The Half Moon in Rushall was disenfranchising voters, the Clerk will send copy of a letter used by another Council in a similar position to the Chair, who will compose a letter for SNC; Rushall has been classified as a hamlet, it is necessary to have confirmation as to whether buildings can be built in Rushall – Clerk to request the Dist. Cllrs. investigate
- Cllr. Theobald - reported there was a glaring light at Rushall Lodge, which could affect night-time drivers

21. Date of the next meeting and items for the next agenda:

Parish website, items mentioned above

Next Meeting - Monday 10th June 2019, 7.00pm, at St. Mary's Church, Rushall

Apologies were received from:

There being no further business the meeting ended at 22. 27 pm

Signed

Date