



## Parish Council Meeting minutes

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

**PRESENT:** Cllrs. Andrew Goodman (Chair), Stephen Adlam, Les Bragg, David Leyserman, Sam Johnson, Jim Kerr, Robert Theobald.

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

**MEMBERS OF THE PUBLIC:** Dist. Cllr. C. Hudson

**84. ACCEPTANCE OF APOLOGIES** - Cllr. P. Reekie, Co. Cllr. Rowett, Dist. Cllr. D. Thompson - approved

**85. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED** – item 91b - Planning application 2023/2717 Matt Hill expressed his interest in this application. Cllr. R. Theobald expressed an interest in items – 89d Grant to PCC and 96 Town Lands Charity

**86. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION , COUNTY AND DISTRICT COUNCILLORS** -  
**Co. Cllr. Dr. C. Rowlett** - the report is attached in full in the paper minutes file -  
**Dist. Cllr. C. Hudson** - extended his thanks to volunteers, event organisers and residents for their attendance at the Remembrance Day event; he referred to 4 Thatched Cottages and a reasonable amount of correspondence had occurred since the last meeting. From Planning Enforcement – the Enforcement Officer will investigate what has been built in relation to the planning application, the Enforcement Officer will keep Planning, the resident and Parish Council updated; with reference to Kings House – residents had written to Cllr. C. Hudson, he had requested it went to Committee for the decision, comments from DRPC and Cllr. Hudson had not appeared on the public site to date. With regard to the dog bin invoice Cllr. Hudson asked whether SNC had been in contact and if an apology had been received by the RFO, Matt. Hill from one of the Directors at SNC; Cllr. C. Hudson requested that anyone who had experience flooding of their property or curtilage should fill in an online form at NCC. It was noted residents reluctance to do so as it may affect their insurance, however the Parish Council could highlight experiences over past weeks; there has been a community bidder for South Norfolk House – 21 votes were recorded, along with the Chair's vote, it was agreed that SN House was to be sold to Blue Sky Developers. Dist. Cllr. Hudson was disappointed that the possibility of a community building would now be sold for housing development. On nutrient neutrality – environmental credits can now be sold to developers - covered in the EDP and national press – it has been reported that large amounts of excrement go into the River Wensum, this links to moving pigs of site near to the Hartford Roundabout; the Pride in Place grants up to £25,000.00 to support new organisations, refurbishments of Village Centres etc. – the Capital grant programme is one of the aspects that DRPC are hoping to secure.

**ACTION** – Clerk to contact SNC Planning to check receipt of the Parish Council's planning responses.

**Dist. Cllr. D. Thompson's** report had been circulated to all Councillors, a paper copy is retained in the paper minutes file

19.15 - Cllr. S. Johnson arrived

The Chair thanked Dist. Cllr. C. Hudson for his attendance.

*The meeting resumed at 19.16*

- 87. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 9<sup>TH</sup> OCTOBER 2023** - The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve them, proposed Cllr. R. Theobald, seconded Cllr. S. Johnson, approved unanimously.
- 88. MATTERS ARISING FROM THE MINUTES OF 9<sup>TH</sup> OCTOBER 2023, FOR INFORMATION PURPOSES ONLY:**
- a. The Clerk is seeking quotations for the three trees on the Green, Dickleburgh – the plan is to top all trees, and lift the lower the canopy and reshape the trees during the winter months
  - b. Borderhoppa/Bus Company change - no update at present, waiting for documentation from BH indicating loss of contract; tried M Wilby unavailable; Following the change of bus company and timings it means it is not as easy for users of the service to obtain appointments at the Surgery as the bus service operates through the doctors practice lunch hour, therefore restricting available slots.
  - c. Village Centre refurbishment update - details and an application form have been received from the 'Pride in Place' grant.
- 89. 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.  
It was resolved to accept the 'Payments and Receipts' sheet, proposed by Cllr. D. Leyserman, seconded Cllr. J. Kerr, all approved
  - b. **Finance Working Party** – a date to be arranged by the RFO for later this month or early December, suggestions would be welcome for projects or savings
  - c. **Update on the Dog Bin invoice** - Dist. Cllr. C. Hudson wrote to Debbie Lorimer, SNC, who apologised and assured the RFO the process had been amended and that next year's invoice would reflect the necessary information.

*Co. Cllr Dr. C. Rowett arrived 7.37*

- d. **Grant application from Dickleburgh PCC** - This year's grant request from Dickleburgh PCC includes machine maintenance and tree work - thus a higher than normal year of costs; It was understood that this was an exceptional application. Following discussion it was resolved that the application would be paid in full -£1,105.00, proposed Cllr. S. Adlam, seconded Cllr. S. Johnson, all agreed  
**DRPC have the power to grant this request under the General Power of Competence**
- e. **Approval of purchase of bench and plaque for Langmere Green** - details of various benches had been sent to Tony Perkins, his choice was a sustainably grown Swedish Redwood bench with plaque, to be sited on Langmere Green. It was resolved to approve the purchase, proposed Cllr. D. Leyserman, seconded Cllr. J. Kerr, all agreed unanimously  
**DRPC have the power to grant this request under the General Power of Competence**
- f. **Retrospective approval of donation to RBL** - it was resolved to approve a donation towards the cost of two wreaths and a donation, £70.00, proposed by Cllr. J. Kerr, seconded Cllr. L. Bragg, all agreed  
**DRPC have the power to grant this request under the General Power of Competence**
- g. **Village Shop update** - the Clerk had met with the Shop Manager and her Line Manager, an informal meeting would be arranged in the near future.

*The meeting was paused at 8.20pm*

**Co. Cllr. Dr. C. Rowett's** report - a copy of which is included in the paper file minutes book: – to report incidents of flooding to NCC – on their properties, blocked culverts, drains, ditches. Landowners to be contacted to remind them of their duties; the Norfolk Flood Alliance group have allocated funding to a number of projects since the 2021 floods; NCC budget – significant cuts are required, the intention is to raise their portion of the Council Tax by 4.99% - currently there is a consultation to close budget

gap, link included in the report; Road Safety Community Fund – Co. Cllr. Dr. C. Rowett reported that she had been in touch with Adam Mayo (Highways Engineer) who confirmed that only one or two projects identified through the RSCF would go forward; the Long Stratton Bypass now has planning permission; local bus service – The matter of the Borderhoppa service that took patients to the local doctors surgery was raised – Co Cllr. Dr. C. Rowett was prepared to back the Parish Council in its pursuit of reinstating this service, the replacement service is more of a generic service and does not appear to address the specifics of the previous service; There are various initiatives that NCC are endeavouring to promote - against food waste, warm well in winter, health, various vaccinations, flood action week which was postponed for a week due to the floods along with innovations grants for businesses;

#### *8.51 The meeting resumed*

**90. Review and approval of the Grant Awarding Policy** - currently there is a 'grant awarding group, it was agreed that budget are required. It was agreed a clear grants policy was needed to cover all kinds of grant applications, proposed Cllr. R. Theobald, seconded Cllr. D. Leyserman, all agreed. **ACTION** - Cllrs. J. Kerr, P. Reekie, A. Goodman and Matt Hill, the RFO the Finance Working Party) will arrange to meet and prepare a document for consideration by the Parish Council which can be implemented by the Grant Working Party. Item agenda for January/February 2024.

#### **91. Planning Applications as received from South Norfolk Council:**

- a. **Planning Application 2022/0007 4 Thatched Cottages, Norwich Rd., Dickleburgh** - car port application; a retrospective planning application is awaited; a Cllr. was approached in their capacity as a Church Warden with a person from the property - in a conversation regarding repairs to buildings, with an offer of a free day's labour to carry out minor Church repairs.
- b. **Planning Application 2023/2717 Tudor Rose Cottage, Semere Green Lane, Dickleburgh** - replacement garden building, the positioning of this is on the same footprint as the current building – it was agreed to recommend that SNC approve the application.
- c. **Planning Application 2023/3038 Waveney Holiday Park, Air Station Road, Rushall** - a Certificate of Law use of land as 71 pitches - it was agreed to agree with this use for the site.
- d. **Planning Application 2023/3338 Agricultural building to the east of Orchard Farm, Harleston Road, Rushall** - prior approval for change of use and associated works of an agricultural building to a dwelling house - the building is in poor condition, such a change will only improve the site, it was agreed to recommend approval.
- e. **Receipt of Consultee reports of planning Decision made by SNC:** none

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

- a. **Safe Crossing on Ipswich Road** - no news to date on this matter
- b. **Furze Green, Rushall** – the matter of speeding vehicles - Clerk to send the final document to the Parish Councils, County and District Councillors and Highways Engineers

#### **PRow**

- c. **Lonely Road bridleway** - This PRow passes through two landowners land, although this path has been cut by the Parish Council's contractors, access is limited by the growth of saplings on the path itself and from the sides, as well as branches from fallen trees across the path. As yet there has been no change - Clerk to contact the landowner of this part of the PRow.

**93. DATA PROTECTION POLICY** - investigation of the most suitable type of set-up, named email accounts, relation to the Office license, secure use of mobile phones for emails, evolving a Bring your Own device policy etc. **ACTION** - Cllr. S. Adlam to bring recommendations to the February meeting.

#### **94. PLAYING FIELD REPORT:**

- a. **Receipt of play inspection weekly reports** – nothing to report
- b. **Annual Play Inspection** - the report has been carried out, a short report will be presented at the December/January meeting

- c. **Petanque court** – Cllr. D. Leyserman reported that Cllr. R. Theobald has put a version of the questionnaire on the website alongside an information page.

**95. ROUTE CHANGE BY NCC TO PULHAM MARKET SURGERY** - covered in Matters Arising 88b, also by Co. Cllr. Dr. C. Rowett

**96. THE APPOINTMENT OF FOUR MEMBERS OF THE COMMUNITY TO THE TOWN LANDS CHARITY** - the Chair, Cllr. A. Goodman presented a paper and recommendations to the Parish Council for discussion. He had been approached by the Treasurer of the Town Lands Charity (Jonah Mitchell), and asked if the Parish Council would nominate members to the Town Lands Charity in order that the charity could be re constituted and start functioning again. The Charities Commission advised in 1991 that the Parish Council should nominate 4 members of their choosing. There are, in addition to the Parish Council nominees, 3 ex officio members from the PCC (the Vicar and the 2 church wardens). The Parish Council nominees stand for a period of up to four years. The last record of any Parish Council nominees was in 1999 - T. Baldry and M. Wilby trustees. As a consequence, the Parish Council has been unrepresented for at least twenty years - the position of Chair should not be an ex-officio. The following have been approached by Cllr. A. Goodman – Cllr. J. Kerr - has a wide knowledge and experience in educational management and government, he is willing to stand for two years, Janice Hulett - if appointed would bring the strength of her experience of working on the management boards of charities, Pauline Goodman, has a wealth of managerial experience both in local education authorities and leadership roles in further education and would be happy to stand for a four year period and Martin Wilby would stand for a year – M. Wilby has been chairman of the Town Lands Charity in the past and it is felt that his appointment would assist in ensuring a corporate memory of the Charity. It was proposal to recommend the four members mentioned, proposed Cllr. A. Goodman, seconded Cllr. L. Bragg, five members agreed, one abstained, one declared a Pecuniary interest, the motion was carried. **ACTION** – the Clerk to write to those nominated indicating they have been appointed as of 1<sup>st</sup> January 2024.

**97. TO NOTE RECEIPT OF: A. REVIEW OF POLLING PLACES IN SNC DISTRICT** - deadline 23<sup>rd</sup> November, SNC would welcome suggestions for other suitable premises that could be used - the use of the Half Moon Inn was put forward, Clerk to respond **B. GNLP CONSULTATION ON LOCAL MODIFICATIONS**, open 25th Oct. to 6th Dec. - noted **C. Norwich Western Link Road update** - copy of email from Cllr. Graham Plant, NCC - noted

**98. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:**

- **Cllr. S. Johnson** - flooding overfull ditches require attention, if clear water would have drain
- **Matt Hill** - brown bin – at Cathy Leeder’s, need to either return or find safe place on site. **ACTION** – Clerk to contact SNC.
- **Cllr. A. Goodman** – Flooding on Norwich Road and Rectory Lane – to follow this up with emails to Anglia Water and NCC

The Chair thanked all Councillors for their attendance and contributions.

**99. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON - MONDAY 11<sup>TH</sup> DECEMBER, AT 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE**

**AGENDA ITEMS - John's gift, purchase of projector**

The Chair thanked everyone for their contributions and attendance at the meeting.  
The Meeting closed at 10.00pm

SIGNED .....

DATE .....