



PARISH COUNCIL MEETING MINUTES FOR  
12<sup>th</sup> December 2022,  
7.00pm, Dickleburgh & Rushall Village Centre

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

In Attendance: Ann Baker (Clerk), Matthew Hill (Responsible Finance Officer)

**MEMBERS OF THE PUBLIC:** none

**111. ACCEPTANCE OF APOLOGIES** - Cllrs. Tony Perkins, Pam Reekie, Co. Cllr. B. Duffin, Dist. Cllr. M. Wilby, Dist. Cllr. C. Hudson - accepted

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

**113. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY & DISTRICT - COUNCILLORS REPORTS** - none

*The meeting resumed at 7. 17pm*

**114. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 14<sup>TH</sup> NOVEMBER 2022** - the minutes were adopted as a true and accurate record, proposed by Cllr. J. Kerr, seconded by Cllr. R. Theobald, all approved

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

- a. **Amended contract for the Village Caretaker** (min. 99a) - Clerk to make final amendments, the Caretaker is currently signed off work
- b. **Repairs to the play equipment** (min. 99b) - this is in hand - green matting has been ordered and the wooden uprights have arrived, date to be set for installation
- c. **Petanque court** (min. 106b) - see item 117b
- d. **Update on the Village Winter Hub** (min. 107) - success - only a couple attended, early days as yet, requires further advertising
- e. **Grant applications** - Dickleburgh PCC – grant for trees works in a Conservation Area – see item 116e

**116. 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. It was resolved to approve the payments and receipts.

Acceptance of the 'Payments and Receipts sheet' were proposed by Cllr. R. Theobald, seconded Cllr. J. Kerr, all approved

b. **CONSIDERATION OF PROJECTS AND BUDGET ITEMS FOR THE FINANCIAL YEAR 2023 -24** - a draft proposed budget had been circulated – there will be a shortfall. As some payments are difficult to

predict - such as street lights, it is necessary to increase the Band D threshold - further details to follow after the Finance Working Party have met.

Some categories may require an uplift.

Caretaker – due to his illness he has as yet not received an amended contract. Analysis of his worksheets indicate that he tends to work six hours per week when he is fit.

Currently he is paid according to the current contract of ten hours per week, this is the basis for his Sick Pay - he been signed off until the 11<sup>th</sup> January 2023. It was agreed to seek advice from the NPTS about the situation – particularly regarding employment laws and sickness pay;

Discussion about paying the Caretaker and another to cover work which is not being completed requires more information. To date some duties are being covered by Councillors, more defined figures will be brought to the January meeting. **ACTION** - Clerk to seek advice from NPTS

**c. APPROVAL OF SALARY INCREASE AS RECOMMENDED** by the NJC and NALC for the Clerk and Caretaker, backdated to April 2022, increased by an hourly rate by £1.00 across the board (details in the paper minutes file)

**d. APPROVAL OF THE ANNUAL MEMBERSHIP FOR THE CLERK TO THE SLCC** - the fees are £177.00, Burston and Shimpling Parish Council pay one third of this total £59.00, DRPC contribution £118.00. It was resolved to approve the fees, proposed Cllr. D. Leyserman, seconded Cllr. J. Adlam

**e. Grant applications** - Dickleburgh PCC – grant for trees works in a Conservation Area, all paperwork has been received, it was resolved to approve the grant, proposed Cllr. L. Bragg, seconded Cllr. D. Leyserman, all agreed

**f. APPROVAL OF THE RENEWAL OF THE MAINTENANCE CONTRACT WITH T. T. JONES FOR THE FORTH COMING FINANCIAL YEAR** - The fees were agreed to be reasonable and value for money. It was resolved to approve, proposed Cllr. D. Leyserman, Cllr. J. Adlam, agreed by all.

**117. NP** - agenda item for next meeting

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

- a. **PLANNING APPLICATION 2022/2190 12 BEECH WAY, DICKLEBURGH** - extension and conversion of a single storey bungalow into a two storey house - there was some discussion regarding concerns that the low cost /starter/ end of life stock was being removed from parish stock. There were no response from neighbours, it was agreed to support the application noting the need for provision of further low cost housing
- b. **TO CONSIDER ANY APPLICATION WHICH MAY HAVE BEEN RECEIVED PRIOR TO THE MEETING** and of which Councillor have been advised

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

- a. **PLANNING APPLICATION 2022/1571 FURZE GREEN MEADOW, HARLESTON RD., RUSHALL** - certificate of lawfulness – Refused 6<sup>th</sup> December 2022

**120. HIGHWAYS & PROW:**

- a. **PROW 1** - the closure of the path has been extended to June 2023
- b. **PACK LANE, Rushall** - this is still on-going

**Highways** - Poppy Grove – the speed limit on this type of highway is generally 20mph, a reduction will happen in due course. A query has been raised that this limit is extended to the pillbox (currently 30mph), there is a minimum legal distance for this to be agreed.

**121. PLAYING FIELD:**

- a. **WEEKLY PLAY INSPECTION REPORTS** - thanks were extended to Matt Hill and Cllr. J. Kerr for overseeing the weekly inspections and emptying the litter bins; here are weeds on new surface of the toddler area – we have been advised by the contractor that these could be sprayed or removed by hand;
- b. **Swing set** – one of the junior swings gave way, the child received a bruise to her hand. Upon inspection it transpired that the swing movement over time had unscrewed the bolt. The nut has been tightened, the whole set will be replaced in due course;

- c. **A SHORT REPORT ON A BOULES OR PETANQUE COURT** - Cllr. D. Leyserman had circulated information prior to the meeting. There are some significant points: advice from the English Petanque Society – the need to build a court to the correct specification i.e. put in layers, tamper down, compacted finally dress. R. Gladwell built the Withersdale Street court, the Diss court was built by members. Costing appears to be around £7,000.00 to build a court 50 x 30 feet, 57 feet is competition size and would accommodate two lanes, along with a single floodlight and waterproof switch. A grant application for £10,000.00 would cover these aspects.

Cllr. D. Leyserman attended a Village Centre Committee meeting – he reassured the group that the court would not interfere with planned Coffee Bar area. A petanque court/ piste is for present unlikely to interfere with any renovations as it will take a considerable time for the Village Centre’s plan to come to fruition. Grant aid could be sought from Biffa, Veolia based using the Gladwell quote as guidance. The next steps – the siting of the court/piste - possibly close to Bar area including some seating, lighting and protection. The aim would be to complete the project during the summer months. **ACTION** - Cllr. D. Leyserman will investigate plans, quotes, possible locations and the creation of a group of interested people; Cllr. J. Adlam offered to draw a plan showing the dimensions.

- 122. RECEIPT OF A RESPONSE FROM RICHARD BACON MP** - the email had been circulated to all Councillors with Richard Bacon’s reply - the questions asked had been answered - primarily that Parish Councils were unable to apply for the Locality Grant. **ACTION** – Cllr. A. Goodman will acknowledged receipt of the letter.

- 123. NALC Pilot Scheme for keeping emails secure** - item for a future Agenda.

- 124. NOTE REMINDERS FOR RECEIPT OF: (I) DISS & DISTRICT NEIGHBOURHOOD PLAN REG. 16 CONSULTATION**, closing on 16th December 2022 - noted; **(II) NCC MINERAL’S AND WASTE LOCAL PLAN CONSULTATION** - extension of date to 19th December 2022 - noted; **(III) TRANSPORT AND RURAL MOBILITY CONSULTATION** - response required by the 16<sup>th</sup> December 2022 - this consultation has been circulated with responses and sent.

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

- **Cllr. J. Kerr** - received a call regarding a concern about a shed that had been built close to the front boundary of the property – it was agreed that a conversation with the concerned resident pointing them to SNC Planning if they wished to raise a formal concern.

**126. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON MONDAY 9<sup>TH</sup> JANUARY 2023, 7.00PM, AT DICKLEBURGH & RUSHALL VILLAGE CENTRE**

**AGENDA ITEMS** - budget/project items,

The Chair thanked everyone for their contributions and attendance at a lengthy meeting.

The Meeting closed at 9.50 pm

SIGNED .....

DATE .....