



The Parish Council Meeting minutes

For 8th July 2024,

7.00pm, at Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. Andrew Goodman (Chair), Stephen Adlam, David Leversman, Sam Johnson, Pam Reekie and Robert Theobald.

IN ATTENDANCE: Matthew Hill (Responsible Finance Officer)

In the absence of Mrs A Baker (Clerk) Cllr Andrew Goodman (Chair) proposed that essential items were discussed this evening and a proposed meeting on 22 July 2024 is held to discuss remaining items when it is hoped Clerk is returned to health. Unanimously Approved.

27. ACCEPTANCE OF APOLOGIES: Cllrs. Jim Kerr, Les Bragg, Ann Baker (Clerk) Accepted Thanked

28. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED
NONE

29. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY AND DISTRICT COUNCILLORS:

DIST. CLLR. D. THOMPSON - Thanked all those involved in the General Election process, all the voters (Dickleburgh had a turnout of 60-62%) and congratulated the new MP Adrian Ramsay. Mentioned the Ladies Tractor Run yesterday which was well attended with over 200 tractors taking part. Many committees take a break over the summer period. He will Chair a Governance Committee and appoint an independent member who is not a Councillor. There is a Town Parish Forum tomorrow (9th July 2024) between 11am and 12 noon & a further one 7th August 2024 between 2pm and 3pm. Full report sent to Clerk for distribution to Councillors.

Dist. Cllr. C. Hudson - Like Dist. Cllr. D. Thompson he thanked those involved in the General Election process, those on the Ladies Tractor Run and congratulated the new MP Adrian Ramsay. Mentioned a Self-Build and House Build register for consultation via a local eligibility register is open until 6th August 2024. There is a Community Network meeting for Community Organisations to be held 15th July 2024 from 6pm until 8pm. Full report to be sent to Clerk for distribution to Councillors.

Co. Cllr. C. Rowett - A short update on issues in local villages was given including the Furze Green Hamlet in our Parish which is 'in progress'. She also said the deadline for the Tilbury pylon project had been extended to consider offshore solutions. She has commissioned a proper study of the Tas Valley having completed a similar project for the Waveney Valley. It is unclear whether the devolution deal under the previous government will proceed and indeed whether it is the best way to proceed. The Parish Council position was divided on whether to take the money now or wait. Cllr. A. Goodman asked about the new constituency Waveney Valley and it may be that this is redrawn in the future. Whether Dickleburgh and Rushall remain in West Depwade is also a discussion point. Full report sent to Clerk for distribution to Councillors.

The Chair thanked the Councillors for their reports and attendance.

30. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON THE 17TH JUNE 2024

The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve them, proposed Cllr. D. Leyserman seconded Cllr. P. Reekie, approved unanimously.

31. MATTERS ARISING FROM THE MINUTES OF 17TH JUNE 2024, FOR INFORMATION PURPOSES ONLY:

- a. **Bus service to Pulham Market surgery** - No further update.
- b. **Update on the Plug-in Norfolk pilot scheme** – Contract has been signed on behalf of Parish Council but original document yet to be received.
- c. **Update on Community Assets** – No further update.
- d. **Progress regarding safe pathway to School** – Cllr. S. Adlam has met with school and walked around the car park to outline plans. Village Centre Management Committee have also met and suggest following the hedge line rather than going straight across the car park.
- e. **Update on the lease position between the Parish Council and Village Centre** – Clerk is arranging a meeting with Tonya Winsley, Community Action Norfolk to explore options. She will send details to Councillors. In meantime councillors will seek guidance from local parishes in a similar position.
- f. **Chenery Site** – Police asked to check site regularly. Clerk yet to contact Last and Tricker partnership as unable to trace them at present. RFO reports link <https://www.lastandtricker.co.uk/>.
- g. **Hedges on Rectory Road** – SNC have been written to (as they own the land) requesting they are trimmed.
- h. **Footpath 3** – owners have been written to requesting that the footpath is cut and maintained. The Permissive Path near Brandreth Close is the responsibility of the Parish Council and has been cut by the Caretaker.
- i. **20 MPH signs Poppy Grove** – Letter sent to Hopkins Homes asking that both signs and poles are removed and replaced with one smaller sign and pole. If no response received agreed that Highways, Councillors and MP will be copied in on a chaser letter.

32. RECEIVE THE MONTHLY FINANCIAL REPORT FROM THE RFO, including notification of payments made over the last month:

- a. **Approval of payments & receipts** – a list of payments and receipts, along with comments had been circulated to all Councillors. Income was as expected and new grant funding had been secured very quickly by RFO and Chair for the completion of the Neighbourhood Plan £6400. Expenditure was in line with payments approved at the last PC Meeting with the exception of The Open Spaces subscription where bank details had changed from previously. RFO confirmed this was the case and not a scam invoice. It will be settled this month. It was resolved to accept the 'Payments and Receipts' and the year to date summary - proposed by Cllr. R. Theobald seconded Cllr. S. Adlam, all approved.
- b. **To approve the first quarterly bank reconciliation** – Cllr. S. Adlam made the valid point that it was difficult to approve from the paperwork sent by RFO. The RFO agreed to include month end bank balances in future. These were shown to Cllr. S. Adlam to confirm figures quoted. Proposed Cllr. R. Theobald seconded Cllr. D. Leyserman. All approved.
- c. **To approve the continuing position of the RFO** – Matt Hill explained that as far as he understood the situation, whilst it was unusual to have the roles of the Clerk and RFO as separate jobs, the key issue is that the RFO role is voluntary in the Parish as it has been for some while. He expressed no wish to be paid but a Contract could not be prepared under these circumstances and he wondered how this was seen by the powers that be. It was agreed that the Clerk would investigate further but in the meantime the present arrangement would stand. Proposed Cllr. R. Theobald seconded Cllr. S. Adlam. All approved. **ACTION** - Clerk to investigate
- d. **Website and Email addresses** – this was included as RFO was unclear what the invoices for this covered. Cllr. S. Adlam gave a succinct explanation and all now a lot clearer. Cllr. S. Johnson mentioned she is not able to load Norton Software onto her laptop which has been unresolved since January 2024. Cllr S. Adlam will speak with 121 Computers in Diss, who provided the feature and supplied the councillor laptops to resolve once and for all.

33. TO CONSIDER THE REVISED STANDING ORDERS, FINANCIAL REGULATIONS & FINANCIAL RISK

ASSESSMENT - To be carried forward to proposed meeting 22nd July 2024.

34. TO RECEIVE BRIEF UPDATE ON NEIGHBOURHOOD PLAN – Cllr. A. Goodman showed a document he had asked the Clerk to print and circulate to Councillors for approval as the process nears a conclusion. Due to her incapacity this hadn't happened and he will arrange for copies to be delivered to Councillors individually and will seek their approval this week. **ACTION** - Cllr. A. Goodman to arrange for the document shown at meeting to be delivered to all Councillors for approval.

35. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL INCL:

- a. Planning Application - none
- b. Receipt of consultees reports of planning decisions made by SNC To be carried forward to proposed meeting 22nd July 2024.

36. HIGHWAYS AND PROW REPORTS: To be carried forward to proposed meeting 22nd July 2024.

37. PLAYING FIELD REPORTS:

- a. To note receipt of the monthly play area inspections - To be carried forward to proposed meeting 22nd July 2024.
- b. Grounds Maintenance Arrangements: Cllr. A. Goodman and RFO M Hill met with Robert Alexander from A. J. Alexander & Son in Pulham to discuss cutting hedges on playing field. He was recommended by Steve Crisp who was recently awarded the playing field maintenance contract. He personally has 35 years' experience in the field and was impressive. A long discussion was had and he agreed to cut both hedges (and remove unused scaffolding poles which run along the Rectory Road hedge) for £400. He then proposes cutting annually at a cost of £200. This is far, far cheaper than the present contract with Excite Solutions Ltd. A yearly rolling contract was agreed. Proposed Cllr. D. Leyserman seconded Cllr. R. Theobald. All approved. **ACTION** - Cllr. A. Goodman to prepare letter and contract for Robert Alexander informing him of acceptance of his terms.
Cllr. A. Goodman to write to Excite Solutions Ltd to advise they were unsuccessful in their bid for the work.

38. TO DISCUSS OLD ALLOTMENT AREA ON THE TOWNLAND TRUST LAND AND TAKE NECESSARY ACTIONS - To be carried forward to proposed meeting 22nd July 2024.

39. TO DISCUSS PREPARATIONS FOR REMEMBRANCE PARADE AND TAKE ANY ACTIONS NECESSARY - To be carried forward to proposed meeting 22nd July 2024.

40. TO NOTE THE FOLLOWING PAPERS RECEIVED (i) Norwich Tilbury Pylons Consultation (ii) The Great Collaboration Pilot Scheme on climate action - To be carried forward to proposed meeting 22nd July 2024.

41. TO RECEIVE MATTERS OF INFORMATION FROM COUNCILLORS - To be carried forward to proposed meeting 22nd July 2024.

42. TO RECEIVE ITEMS FOR THE NEXT AGENDA - To be carried forward to proposed meeting 22nd July 2024.

43. DATE FOR NEXT PARISH COUNCIL MEETING - Monday 22nd July 2024 at Dickleburgh and Rushall Village Centre 7pm.

The Chair thanked all Councillors for their attendance and contributions,
The meeting closed at 8.27 pm

SIGNED

DATE

The Parish Council Meeting minutes

For Monday 22nd July 2024 Part 2
7.00pm, at Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. Andrew Goodman (Chair), Stephen Adlam, David Leyersman, Pam Reekie, Jim Kerr and Robert Theobald.

IN ATTENDANCE: apologies from Matt Hill (RFO), the Clerk remains unwell.

It was agreed to continue with the meeting as, failure to do so would put important decisions off until the September meeting. Conduct of the meeting: It was agreed to postpone decisions that could be delayed but to take decisions wherever possible - all agreed.

33. TO CONSIDER THE REVISED STANDING ORDERS, FINANCIAL REGULATIONS & FINANCIAL RISK ASSESSMENT

– Agreed this is best dealt with guidance from the Clerk. Postponed for September meeting

34. TO RECEIVE BRIEF UPDATE ON NEIGHBOURHOOD PLAN – It was observed that the Dickleburgh Village Shop was not included in the NP. The Parish Council wish the Village Shop to be added. Chair will inform the NP team. It was unanimously agreed that the NP had the full support of the Parish Council as it progresses through the process of examination and election.

35. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL INCL:

a) **Planning Applications** - none

b) **Receipt of consultees reports of planning decisions made by SNC:**

(i) **Planning Application 2023/3038 Cert. of Lawfulness**, Waveney Valley Holiday Park, Air Station Rd., Rushall, **Approved with no conditions 25th July 2024**

(ii) **Planning Application 2024/1553** 65 Rectory Rd., Dickleburgh, **Approved with conditions 25th July '24**

(iii) **Planning Application 2024/0964 Walnut Cottage**, Harleston Rd., Rushall – proposed side & rear single storey extension – **Approved with conditions 18th July 2024**

36. HIGHWAYS AND PROW REPORTS:

a) **Ipswich Road** - nothing to report

b) **Furze Green** - no progress as yet

c) **Hedge on Rectory Rd.** - there have been regular complaints about the hedge by the bottle bank on Rectory Road - **ACTION** – Clerk to write to South Norfolk District Council and inform them the hedge needs trimming.

d) **Heavy vehicles on Rectory Lane** - there have been complaints from residents on Rectory Lane regarding lorries using the lane despite weight restrictions at both ends of the road. **ACTION** - Agreed Clerk to raise issue with the police and invite them to visit Mr and Mrs Patching.

Hedging on Millers Drive around the play area - **ACTION** – Clerk to inform South Norfolk District Council it needs attending to.

37. PLAYING FIELD REPORTS:

- a. To note receipt of the monthly play area inspections – there was a thorough discussion on the reports and the change of contract and timing. **ACTION** – Chair to liaise with Caretaker to set in progress an action plan to respond to the issues raised. Clerk to contact the roundabout company and request change/repair of bearings.

- b. Grounds maintenance – hedging - Chair reported that Mr. Alexander had agreed a rolling contract. All agreed. **ACTION** – Chair and RFO to create contract for the hedging. Chair and Clerk to inform Excite the contract had been awarded to another company.

38. TO DISCUSS OLD ALLOTMENT AREA ON THE TOWNLAND TRUST LAND AND TAKE NECESSARY ACTIONS - It was agreed that this was a matter for the Townland Trust and until such time as the Townland Trust formally approach the Parish Council with an idea, then it should be left with the Townland Trust.

39. TO DISCUSS PREPARATIONS FOR REMEMBRANCE PARADE AND TAKE ANY ACTIONS NECESSARY – It was agreed that the Parish Council would take guidance from the Church on the planning of the Remembrance Parade. It was agreed that the Parish Council would apply to close The Street, at both the Ipswich Road junction and the Norwich Road junction, and cover the cost (£45.00). It was agreed the Parish Council would investigate the cost of marshalling the event. **ACTION** – Clerk to investigate road closure and apply. Clerk to investigate the cost of marshals, up to £250, and report back for the September Meeting

40. TO NOTE THE FOLLOWING PAPERS RECEIVED:

(i) NORWICH TILBURY PYLONS CONSULTATION ACTION - Following discussion it was agreed that the Chair send the Parish Council’s objection to the Norwich Tilbury Pylons scheme to our newly elected MP – Adrian Ramsey. **Action** – Chair to email Parish Councils’s thoughts on the Norwich to Tilbury Pylons proposal. **(ii) THE GREAT COLLABORATION PILOT SCHEME ON CLIMATE** - the Chair informed Parish Council that he had passed the information on to the Waveney Volunteers for Nature. Any updates will be reported at future meetings.

41. MATTERS OF INFORMATION

- Cllr. S. Adam reported the school wished to leave the discussion on a safe walking route until September – all agreed. Road signs appear to have been thrown and discarded by Highways. The Caretaker will be asked to pick them up and store in the container.

42. TO RECEIVE ITEMS FOR THE NEXT AGENDA - Safe walking area to school, policies, roles & responsibilities

43. DATE FOR NEXT PARISH COUNCIL MEETING - **Monday 9th September 2024 at Dickleburgh and Rushall Village Centre 7pm.**

The Chair thanked all Councillors for their attendance and contributions,

The meeting closed at 8.50 pm

SIGNED

DATE