



PARISH COUNCIL 'VIRTUAL' MEETING MINUTES FOR

5th May 2021

conducted via Zoom, due to Corona Virus restrictions

ON SCREEN: Cllrs. John Adlam, Andrew Goodman (Chair), Les. Bragg, Richard Hulett, Sam Johnson, David Leyserman, Robert Theobald

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

Members of the Public: Dist. Cllr. M. Wilby, 5 members of the public

- 1. Election of the Chair, signing of the Declaration of Acceptance of Office** - Cllr. D. Leyserman proposed, Cllr. R. Hulett seconded, Cllr. A. Goodman was prepared to stand, all Councillors agreed verbally and visually to the resolution.
- 2. Election of the Vice- Chair** - the Vice Chair is currently vacant due to Janice Hulett's resignation - there were no nominations. It was agreed to add to the **agenda for June**
- 3. ACCEPTANCE OF APOLOGIES** - Co. Cllr. B. Spratt, Dist. Cllr. C. Hudson, Cllr. J. Kerr - accepted
- 4. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED** - none

Meeting adjourned at 7.05pm

5. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLORS REPORTS:

Dist. Cllr. M. Wilby - reported that SNC was in the final preparation stages for the local elections on Thurs. 6th May – for the 84 County Councillors and the local Police Crime Commissioner. The count for the County council reports will take place on Friday and the Police Crime Commissioner's on Saturday. Cllr. Theobald enquired if the white line on Harvey Lane was exact representation from the original plan. Dist. Cllr. Wilby relied that it would be best for the Clerk to contact Planning, Management Team for the details. The Clerk enquired about the appointment of the new Highways Engineer for the SN area – it has to be officially confirmed as yet.

The Chair thanked all for their contributions

The meeting resumed at 7. 28p.m.

- 6. PRESENTATION FROM LA RONDE WRIGHT** - Nicole Wright introduced her colleague – Alastair Curran - Land West of Norwich Road, Dickleburgh - a presentation - a topographical map of the area has been used to outline Site 1 in the Local Plan – this includes the existing planning consent area. A full report has been added to these minutes of the various aspects that were covered in this presentation along with discussion of issues and questions that were raised. It was agreed that a meeting would be arranged between La Ronde and the Neighbourhood Plan Team. To further discussions.
The Chair thanked La Ronde Wright for their informative presentation and sharing of information for the proposal
La Ronde and Mr. A. Eaves thanked the Parish Council and left the meeting at 8.00pm
- 7. APPROVAL OF THE MINUTES FROM THE VIRTUAL MEETING HELD ON THE 12TH APRIL** - the minutes were adopted as a true and accurate record. A small adjustment to be made at the top of page two from field? to field? - it was resolved to approve, proposed by Cllr. S. Johnson, seconded by Cllr. R. Theobald, all responded verbally and visually to approve.
- 8. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING** - for information purposes only incl.:

- a. Allotment Fees (minute 182.a.) - the envelope handed to the Clerk had the cheques enclosed, which the RFO has now banked
- b. PROW – F. Salway at NCC (minute 191.a) - nothing has been heard to date from Francis Salway
- c. The flooding map details (minute 191.b.) - agenda item next month
- d. Stoneybroke hedging (minute 191c) - Clerk to circulate a draft letter
- e. Bottle Bank (minute 193) – the Village Caretaker has tidied the area, the dog bin remains in a sorry state
- f. Quiet Lanes (minute 195.c.) - the Chair is waiting for information from Highways regarding the posts.

9. 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, proposed Cllr. D. Leyserman, seconded Cllr. R. Hulett, all members verbally and visually approved; Cllr. A. Goodman will check that the air quality reports have all been received;
- b. Approval of the monthly statement of accounts were presented. It was resolved to approve the statement, proposed Cllr. D. Leyersman, seconded Cllr. R. Theobald, all members agreed verbally and visually;
- c. Approval of the AGAR Part 1 The Annual Governance Statement - it was resolved to approve, proposed Cllr. R. Theobald, seconded Cllr. L. Bragg, all councillors visually and verbally agreed
- d. Approval of the Financial Regulations - **Agenda item for June**
- e. Approval of the Financial Risk Assessment - **Agenda item for June**
- f. Approval the list of Regular Payments not separately approved for 2021/22 - further adjustments need to be made – **Agenda item for June**
- g. Renewal of the Zoom facilities - the cost would be £143. 88 including VAT, the current year ends on the 15th May – as the Government COVID 19 legislation ends as of 7th May 2021 and all councils have been ordered to return to face to face meetings there seemed little value in continuing with Zoom. It was resolved not to renew the subscription, proposed Cllr. S. Johnson, seconded Cllr. R. Theobald, all agreed visually and verbally.
- h. As this meeting has been held earlier in the month it was resolved to approve that the RFO, Chair and the Clerk can agree any payments that may be required before the June meeting, proposed Cllr. R. Theobald, seconded Cllr. L. Bragg, all agreed verbally and visually.

10. STANDING ORDERS:

- a. It was noted that the Parish Council will revert to the original Standing Orders, as there needs to be some adjustments to the finance section it was agreed to move them to the **June Agenda**
- b. All Policies and Procedures - it was resolved to approve these for the forth coming year , proposed Cllr. L. Bragg, seconded Cllr. R. Theobald, all councillors agreed visually and verbally.

11. SPEED WATCH REPORT - Cllr. R. Hulett reported that he hoped that Speed watch would commence from the 17th May 2021, which is Global Road Safety Week - they are four members short, an advert is due to appear in the Parish Magazine and on the website to recruit more members. IF it continues it may be necessary to close the group.

12. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

- a. **Planning Application 2021/0868** – Land South of Dickleburgh Road, Rushall - EIA Screening Opinion for the proposed erection of 1 poultry shed for 20,000 free range broilers - the Clerk explained that this is an Environmental Impact Assessment, the Council are not obliged to comment on this plan. The various reports have been downloaded, which indicate what Highways, Natural England, the Environment Agency, Transport etc. reports have raised. Discussion followed recapping that during the summer there had been an odour issue with lorries loaded passing through the village of Rushall and Dickleburgh. The resultant odour had been reported to the Environment Agency – as a result of these observations it was felt that there were potential environmental issues, the weight limit of Rectory Road of seven and half tons. It was agreed that an email will be circulated highlighting potential issues and composing a response, including the flood issues, the haulage route, quality of The Street etc.
- b. **Response to the La Ronde Wright presentation** - the Neighbourhood Plan team will meet to discuss the proposal.

13. RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC:

- a. **Planning Application 2021/0546** - 12 Merlewood, Dickleburgh - Approved with Conditions 19th April 2021
- b. **Planning Application 2021/0479** - Agricultural Building to the rear of 2 Lyncroft, Harleston Road, Dickleburgh - Approved with Conditions 28th April 2021

14. HIGHWAYS & PROW:

- a. A note was been received from Bob West, the SN Highways Engineer informing the Parish Council of his promotion and that a new engineer will be appointed in due course. The Chair has sent a mail to congratulate and thank Bob West for his work over the years.

15. PLAYING FIELD:

- a. **Weekly Play Inspection reports** - the Clerk reported that these were being handed in regularly and issues noted.
- b. **Playing Field issues** - the steps on the climbing frame have rotted at the base, tape and notices have been attached. Discussion followed – perhaps that metal equipment should be considered when replacing items. The complete closure of the frame was considered, options to repair or remove totally. It may be better to repair the zip wire upright and basket swing leg and replacing the frame would be in excess of the two budgets. Before the next meeting it is hoped that a quote will be received for the two alternatives. The Caretaker has been asked to check the fenced area daily and recorded on his time sheet. The Working party need to investigate the re-design of the area in order that an overall plan can be formulated, to also consider the choice of wood or metal and drawing up a budget..
- c. **Meeting with the Village Caretaker** - this was very useful - Jonnie Leeder was receptive to his work schedule - the weekly inspection reports will be modified, the once monthly inspection will have greater detail, they are being handed in more regularly; Jonnie's time sheets have been simplified to weekly sheets, he is managing his health concerns by spreading his hours throughout the week, he made no further requests for PPE equipment. One piece of equipment that he felt would be useful was a hedge cutter. There was some discussion about how environmental the Council ought to be, there was discussion of the merits of electric over petrol. It was suggested that the battery life would not make electric a viable option. Makita's rechargeable batteries last the longest, costing around £100.00, two would be required, this would probably equal the cost of a petrol cutter - it was agreed that a petrol hedge cutter would be more sensible; Jonnie agreed that better maintenance of the Bottle Bank area would improve the site; The laying of the concrete plinths for the new litter bins - Jonnie asked if this could be undertaken by Robbie Loynes, due to his underlying health problems. The siting of the bin plinth would be confirmed. **ACTION** - Clerk will source quotes from Crisps – hedge trimmer and Robbie Loynes – concrete plinths along with a firm commitment for the work to be carried out.
- d. **Horse chestnut trees** - this needs to be checked by a Tree Warden to see if they are diseased to determine actions – **ACTION** - Tree Wardens to inspect in short term
- e. **Skate Park** - to note that Cllrs. Kerr and Johnson will arrange a meeting with Lydia Barrett, **ACTION** - to audit the views of residents, neighbours and families, the dimensions, materials and a plan of the site will need to be established.

16. COMMONS COMMITTEE - the Committee met last month, the minutes will follow:

- a. **Rough Cast Theatre Company** - the DBMF had brought this to the Committee who were happy to endorse the proposal, permission is now sought from the Parish Council for a performance on Sat. 3rd July at 6.00pm – it was resolved to approve, proposed Cllr. D. Leyserman, seconded Cllr. R. Hulett, all agreed visually and verbally. **ACTION** - Clerk to write to DBMF to confirm the performance
- b. **Vacancies on the Committee** - two people have come forward – Colin Kirk, Langmere Road, Rushall – conservation volunteer with the TCV and Lusie Amber, lives on Hall Road. Dickleburgh is involved with biodiversity community. The Committee would like to recommend approval of these two people. It was resolved to approve these new members, proposed Cllr. A. Goodman, seconded Cllr. D. Leyserman, all agreed visually and verbally. **ACTION** - Clerk will write to both to confirm their appointment.
- c. **Gates and benches** - the gate post has been set in the ground at Langmere Green by TCV. There is a budget for £1,500 - the Committee have noticed that the benches at both sites requires some attention. There is a bench at Langmere Green that is rotten, there is a need for additional benches at St. Clements. Rather than a bar at Langmere Green, a 12 foot gate would be preferable and more attractive. Discussion as to what fabric would be more suitable - a metal gate might be an option, wood preserve also needs to be used annually on current benches. Recommendation to the Committee will be to purchase a metal gate and a number of benches for the two sites.

Performance at St. Clements – there is provision for people with disabilities to park on site for the performance. The point was raised that the site was not suited for those with disabilities – no parking, access thus limited usage at all times. At the time St. Clements was gifted this was not a consideration, there are

many issues that require attention to improve accessibility. Cllr. A. Goodman will raise the issue at the next Commons Committee meeting.

17. THE NEW WEBSITE - this still requires the proper address, then publish the site. There is a comments/feedback sheet. Cllr. R. Theobald will upload the various articles and the Clerk will receive items and pass them on to Cllr. Theobald. There are some things that still need SORTING, which will be attended to in due course. ACTION – Clerk to write to NALC indicating they will not be subscribing to the group.

18. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. R. Hulett** – reported that an amount was to be put aside for a vibrating monitor to take readings of vibrations on The Street where there seems to be considerable amount of damage to the buildings caused by heavy vehicles. It was suggested the owners of properties were not using the correct mortar - lime mortar should be used in repairs, damage has also been caused by vehicles to the surface of the buildings - **Agenda item for July**
- **Cllr. L. Bragg - Pulham Market Road** – damage by heavy vehicles to the road and drains, the verges have also been eroded, flooding is still happening - **Agenda item**
- **Cllr. S. Johnson** - asked Cllr. J. Adlam about the allotments owned by the Town Lands Trust, has Ben Grief withdrawn the plan for the orchard area, in view of the discussions held earlier with La Ronde Wright? The plan has been withdrawn. Discussions have only opened with La Ronde Wright and the Town Lands Trust . Allotment Association – was the resolution made at the last meeting of the Town Lands Trust?
- **Cllr. D. Leyserman** - following the floods, the roads are in a dreadful state and whether or not they can be cleaned with a sweeper to improve the roads. The amount of rubbish on the road side is considerable - a litter pick would be beneficial.
- **Cllr. R. Theobald** - enquired about the toilet facilities for the performance – Shorelands have offered their facilities and a Portaloo will be on site. Cllr Theobald felt that the access for the community onto the site should be of concern. He also enquired if there was a new Enquiry/Liaison Officer at Dickleburgh Moor - this could present an opportunity to discuss some of the issues - the Clerk confirmed that Ben Grief had been appointed recently both as a Trustee and Liaison Officer. The Parish Council was reminded that advice has been sought, and that they have limited powers. The Council’s concern is the PROW, all others matters are out of their remit. The matter of flooding neighbouring land and harassment, need to be dealt with by other bodies. A new dog bin at the Bottle Bank is required – **Agenda item for July**
- **Cllr. J. Adlam** - Standing Orders – regarding decisions based on emails, the public will have no awareness of these – should some provision be made for access to these emails, e.g. planning comments, the concept may not be a legal process? Cllr. A. Goodman will investigate – **Agenda item** for June meeting

160. DATE FOR MEETING AND ITEMS FOR THE NEXT AGENDA - MONDAY 14TH JUNE AT 7.00PM AT ST. MARY’S CHURCH, RUSHALL

AGENDA ITEMS - audit items, financial policies

The Chair thanked everyone for their contributions and attendance.

THE VIRTUAL MEETING CLOSED AT 10. 15 PM

SIGNED

DATE