



## MINUTES OF THE PARISH COUNCIL MEETING HELD ON

10<sup>th</sup> June 2019

7.00pm, St. Mary's Church, Rushall

PRESENT: Cllrs. 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, Dist. Cllr. Wilby and 1 resident

### Public Session:

**Dist. Cllrs. Wilby and Hudson** – offered congratulations to all the Community Awards winners held recently at the Corn Hall; a reminder of South Norfolk on Show – 30<sup>th</sup> June; the Community Pub of Year competition has been launched; grants are available for PING; the Members grant – have been altered and now must identify with community events; South Norfolk are planning a 10K run on the 24<sup>th</sup> November; the 17<sup>th</sup> June there is a SN Police Public Meeting at Diss Youth Centre; the Hempnall crossroads work has commenced; Former Leader Sandra Dineen has been honoured in the New Year lists; a question to both Councillors of the committees they were on - Cllr. Wilby - Community Awards, Chair of Pub of the Year and South Norfolk on Show; Cllr. Hudson currently has no specific duties;

**Co. Cllr. Spratt** - reported the following issues being considered by NCC - global warming, Environment, Development and Transport – Dist. Cllr. Wilby is the portfolio holder for this department; Adult Social Services are slowly improving, there are still issues with funding; Hempnall round-about work is progressing slowly; Council Tax proposal is to put it up 1.9% next year – Co. Cllr. Spratt will take issue with this; Environment Agency are compiling a report on flooding and defences, this is primarily linked to coastal areas; FP3 – Co. Cllr. Spratt is concerned about where this crosses the A140 into Shimpling – which is on a bend, which is a vulnerable spot - there are other areas where would people may be able to cross a little more safely - survey will be carried out – a suggestion of a gate or style would encourage people to take care; Bob West from Highways is meeting with Cllrs. Goodman and Hulett when further discussion will happen to produce a safe point of access/egress

The Chair thanked the Co. Cllr. and Dist. Cllrs. for attending the meeting

*Meeting reconvened at 7. 17pm*

**22. Acceptance of Apologies** - Cllr. Adlam, Rev. Sarah Walsh - approved

**23. Declarations of pecuniary and other interests from members on any item to be discussed** – none

**24. The Monthly Financial Report from the RFO**, including notification of payments made over the last month:

- a. **Payments & receipts** – Pete Strange reported that Barclays had credited the account with £250 as compensation for the confusion around the accounts; Pete suggested registering on-line with the Information Commissioners Office (ICO) – it was resolved to register with the ICO, and payment by Direct Debit (DD), proposed Cllr. Johnson, seconded Cllr. Hulett, all in agreement

It was resolved to approve the payments and receipts, proposed Cllr. Theobald, seconded Cllr. Leyserman, all in agreement.

- b. **Approval of authorisation for the Barclays accounts** - Pete is still unable to authorise payments - through discussion it would appear that if the Parish Council stay with a simple mandate - one person to authorise, the Council uses a clear verifying process. The Parish Council requests the Responsible Finance Officer arrange with the bank to amend the bank account mandates for the current account, deposit account and Youth Base account to a 'simple mandate,' so as to continue the current arrangements allowing the RFO to carry out all the day to day online financial transactions of the Parish Council without the need for a secondary online authorisation and to continue the system of approval at monthly meetings (all payments to be checked and authorised by two Councillors, cheques to be verified by a third Councillor). It was resolved to approve this arrangement, proposed Cllr. Kerr, seconded Cllr. Theobald, all in agreement. Pete will now contact Barclays and Chris Davy will make the payments this month

- c. **Pete will not be available July** - he will do the accounts the previous week – thus it will be a three week followed by a five week set of accounts; all information to Pete by Sat. 29<sup>th</sup> June
- d. **Bat Pole** – Neighbourhood Plan funds are held by the Parish Council. Cllr. Goodman, on behalf of the Steering Group requested the purchase of a Bat Pole and sundries to carry out surveys to support the Bio-Diversity Policy. Cllr. Goodman will contact the two manufacturers to see if either of them are able to set-up an invoice account to enable the purchase of the pole. It was resolved to approve a spend up to £1,400 on the bat pole, proposed Cllr. Kerr, seconded Cllr. Johnson, majority in agreement.  
**ACTION** - Cllr. Goodman to contact the two companies offering the bat pole

**25. Progress on the Village Guide** - Cllr. Hulett reported that the copy of the map in A3 format from Cllr. Adlam was to be checked thorough, the basic text is ready for Jenny, with a meeting on the 19<sup>th</sup> June, at 6.30pm, with all parties involved. It was resolved that if all were satisfied with what was seen, authorisation for full printing should go ahead, proposed Cllr. Hulett, seconded Cllr. Leyserman, all agreed

**ACTION:** Cllrs. Hulett, Goodman and Kerr will meet with Pete Strange, Jenny Strike and Terence Blacker to confirm the proof and arrange printing

**26. Speedwatch report** - Cllr. Hulett reported that two cars had been logged in excess of 60mph from Rectory Road to Norwich Road, the team had been out six times during the last month; it was felt that the SAMs signs were not very effective, there is a need for more volunteers; Norfolk Police have circulated the latest figure circulated to all Cllrs. – it was noted that there had been minimal police involvement despite number of offences, Richard Hulett will raise this with the Police Liaison Officer. The Chair asked that thanks be passed onto Richard Hulett and the team

**27. Approval of the Parish Council Meeting Minutes, held on 13<sup>th</sup> May 2019** - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. Leyserman, seconded by Cllr. Hulett, all agreed.

It was noted that comments in the Parish Magazine regarding the change of Chairmanship had raised comments from a number of residents, **ACTION** - Cllr. Goodman (the Chair) will arrange to meet with the Editor of the magazine to clarify how articles are checked for accuracy prior to publication

**28. Matters arising from the minutes of the last meeting – for information purposes only incl.:**

a. **Fly-tipping at the bottle bank** - Cllr. Johnson reported that there were some larger signs available, reminding the public of what can be tipped – someone will come and put up some temporary laminated signs – Cllr. Kerr will keep an eye situation;

SNC PING tables grants for outdoor - next month there will be new bidding by the English Table Tennis Association, SNC indicated that the Parish Council would be eligible, details have been taken and SNC will be back in contact with Cllr. Johnson;

b. **Millers Drive play equipment** - Cllr. Goodman reported that Gary Howard (SNC) has taken the condemned equipment away, the funding was from Smith's Mill and has to be used to improve the immediate environment; At the time of a development agreement, the Parish Council need to be aware of the wording for CIL/Section 106 monies and try to ensure that it can be used on a larger geographical area;

c. **Village signs** - Cllr. Leyserman reported that the Dickleburgh sign should be up in the near future; Robbie Loynes has been reminded to treat the post and start on Rushall sign

d. **Tree Warden update** - Cllr. Goodman had circulated a report

e. **St. Clements bench** - delivery is imminent

f. **Flooding on Harleston Road** - the Clerk is still waiting to hear from NNC/Highways,

**29. Approval of Policies:**

a. **Standing Orders** - there were no amendments, it was resolved to approve the Standing Orders, proposed Cllr. Kerr, seconded Cllr. Theobald, all agreed

b. **Co-option policy** - this was discussed, it was agreed there needed to be some amendments, but in principal the Personal Committee should act with in what is being suggested – **Agenda item for July**

c. **All other policies** - there had been no changes to these, included were: Financial Regulations, Financial Risk Assessment, Non-financial Risk Assessment, Equality & Diversity, Disciplinary, Grievance, Compliments & Complaints. It was resolved to approve these, proposed Cllr. Kerr, seconded Cllr. Leyserman, all agreed

**30. Planning Applications as received from South Norfolk Council:**

a. **Planning Application 2019/1199 – Sundale, Norwich Rd., Dickleburgh** – variation of condition2 of permission 2015/2834 – changes to the design of the garage & machinery store building, additional carport & increase height of machinery store including the doors raised by 1m for the storage of taller equipment - no. of issues to be considered – the neighbours to the right have no problem, those on the other side – have stated that it will overshadow their dwelling, it may also cast a shadow over their solar panels; re-location on the field behind the property amounts to encroachment onto agricultural land; the height increase is an objection; the

number of car ports fits with outline in the NP policy, however it was agreed that there needed to be conditions imposed to prevent the garage and machinery store being sold as a dwelling

31. Receipt of consultees **reports of planning decisions made by SNC:**
  - a. **Planning Application 2019/0695 – Dickleburgh Hall, Semere Green Lane, Dickleburgh** – retention of internal and external alterations to farm outbuildings - **Approved with conditions 17<sup>th</sup> May 2019**
  - b. **Planning Application 2019/0097 - South View, Harleston Road, Rushall** – change of use of land to domestic drive serving Brook Farm - **Approved with conditions 22<sup>nd</sup> May 2019**
  
32. **Neighbourhood Plan report** - Cllr. Goodman reported that NP team are meeting on Sat. 22<sup>nd</sup> June to go through a formal appraisal of all sites suggested in the locality which are suitable for development, using the criteria set out by the GNLP; the cordon sanitaire prevents building within 400m, which eliminates several sites; Rushall has a water treatment but it is not clear where it is sited; Cllr. Goodman agreed to include all Cllrs. in any correspondence, it was also noted that Keith Moore has joined the Steering Group
  
33. **Grant application from Dickleburgh Primary Academy School** - this is part of a larger project - the next phase is to develop the area to the right of the School gate (at the rear) with artificial turf, wildlife area and benches:
  - a. The gate at the rear has an area with large trees offering shade – grant money has provided a border with planting and benches; now re-surfacing is required - quotes been received, the School has applied to the Parish Council to assist with these costs, to make the area more useable and attractive, the amount applied for is £5,000 - following discussion - School Fods will raise some funds to support such a project; it was resolved to offer £2,000, proposed Cllr. Kerr, seconded Cllr. Leyserman, agreed by the majority. **ACTION – Clerk to contact the School**  
**DRPC has the power to provide & equip community buildings under Local Government Act 1972, s.133**
  - b. Car Parking - the Head has contacted all neighbours indicating that parents are doing their best to minimise the impact of car movements; the Head has contacted Hopkins Homes to ascertain when the road and path will be sorted, with a request that it is scheduled during the summer holidays
  
34. **PROW and Highways:**
  - a. **FP 3** - This was covered by Co. Cllr. Spratt at the start of the meeting - it was agreed that some sort of barrier was required to protect walkers, possibly at the bridge before crossing; **ACTION** - Cllr. Goodman will discuss with Bob West at Highways
  - b. **Parish Path seminar** - Cllr. Goodman had been unable to attend the session. **ACTION** - Clerk to contact Su Waldron (Norfolk Local Access Forum) regarding future seminars in the SN area
  
35. **Playing Field reports:**
  - a. **Receipt of the Weekly Inspections of the play area** - the Caretaker is completing and returning to Cllr. Kerr – several weeks missing, **ACTION** - Cllr. Kerr will chase up; the zip-wire seat has dropped again, Eastern Play Services have visited, advice awaited;
  - b. **Weeds around the Village Centre building perimeter** need to be attended too; the hedge in front of Stoney Brook and the neighbour’s hedging are very overgrown – **ACTION** - Cllr. Kerr will check out
  - c. **Benches & bike racks** - the benches have arrived in flat-packs - Cllr. Johnson will draw a plan and arrange to meet with Cllr. Kerr and Jonnie Leeder to site;
  - d. **Bike racks** - four have been ordered which hold three bikes each, there are no specific fixing kits required
  - e. **Signage** - waiting to hear from Dissigns and Signmakers
  
36. **St. Clements report –**
  - a. **Bid from The Community Volunteers Charity/Mark Webster** notified the Council that this had been submitted, nothing to date has been heard
  - b. **Hay-raking working party** – Sat.13<sup>th</sup> July, 10.00am – 1.00pm - organised by NWT - suggested that a School assembly may be arranged and NWT promote the morning  
**ACTION** - Cllr. Johnson to speak with the Head, **Clerk to contact Gemma Walker** to see if she is available
  
37. **Information regarding a new website** – there was discussion around the various options – Cllr. Adlam’s contact have been written to by the Clerk; NPTS has suggested a designer, other options - Clerk to speak with Alison Wakeham at Burston & Shimpling Parish Council, Clare Crane at Pulham Market PC, or a University Graduate to do a project in a workplace - need to act now. It was resolved that either that the fee is paid to NALC or the website will be dropped, Clerk to contact Alison, Clare and 121 by the 15<sup>th</sup> June, the options presented between the 16<sup>th</sup> and 18<sup>th</sup> June, then make a Chair’s decision, proposed Cllr. Theobald, seconded Cllr. Hulett, all in agreement

**38. Participation in the VE commemorations in 2020** - Cllr. Kerr spoke about this - Bruno Peake, the Pageant Master is organising the event for May 2020, Friday through to Sunday - again with set pieces – a Piper, a Toast, a Cry for Peace around the World, a Peal of Bells, street parties, and services on the Sunday. Cllr. Kerr is happy to co-ordinate but requests help – inviting organisations to meetings, the funds raised will be for SAPA (which gives it national credence), whether funds raised have to go to this particular charity is unclear at present; it was resolved to support the organising of such an event as the previous one had brought the two villages and the communities together, proposed Cllr. Kerr, seconded Cllr. Theobald

**39. Options to purchase land in the Parish** - this had been discussed at previous meetings but nothing minuted – there is a possibility that the piece of land around the Bottle Bank may be available, which could be used for recreational purposes. It was agreed that the options be explored, costs investigated, loans etc, proposed Cllr. Theobald, seconded Cllr. Leyserman, all agreed

**40. Receipt of NCC consultation on the local bus service** – possible changes to the 584 Service were noted

**41. Receipt of the CPRE Rural Housing Conference on the 6<sup>th</sup> Sept. in Dereham** - duly noted

**42. Receipt of matters of information from Councillors:**

- Cllr. Johnson – reported that the street light on The street is still not working – **Clerk to contact NCC**
- Cllr. Leyserman – agreed that he would compose and circulate a letter re Rushall Polling Station,
- Cllr. Theobald - reported that the light on Rectory Road was still not working – Clerk to contact TT Jones; the tree outside 115 Rectory Road needs trimming - **Clerk to mail resident**
- Cllr. Kerr – footpath on the Playing Field - **Clerk to contact Mr. Spurling - Agenda item for July**; two applications have been received for the individual Community Grant fund - ACTION - Cllr. Kerr will set up meetings with Cllrs. Hulett and Leyserman - **Agenda item for July**
- Cllr. Hulett - a resident has approached Cllr. Hulett regarding planting an oak tree by the BMX track in memory of her son – more details need to be established, Cllr. Johnson agreed to make some discreet enquiries
- Cllr. Goodman – is meeting with Bob West from Highways on Thurs. 20<sup>th</sup> June to discuss a variety of matters

**43. Date of the next meeting and items for the next agenda:**

Parish website, items mentioned above

**Next Meeting - Monday 8<sup>th</sup> July 2019, 7.00pm, at Dickleburgh and Rushall Village Centre**

**Apologies** were received from: Cllr. Hulett

**There being no further business the meeting ended at 22. 20pm**

Signed .....

Date .....

## **PART II**

### **Review of the Caretaker and Clerk salary as recommended by the NJC/ALCC hourly rate applied from April 2019, including the changes in Spinal Column points to the new scale**

- a. Caretaker salary** - SCP 11 becomes SCP 3, hourly rate was £8.82, recommended rate would be £9.39. It was resolved to approve this increase, proposed Cllr. Kerr, seconded Cllr. Theobald, all in agreement
  
- b. Clerk salary** - SCP 24 becomes SCP 15, hourly rate was £11.61, recommended rate would be £11.91. It was resolved to approve this increase, proposed Cllr. Johnson, seconded Cllr. Leyserman, all in agreement