



## PARISH COUNCIL MEETING MINUTES FOR 14<sup>th</sup> June 2021

**PRESENT:** Cllrs. John Adlam, Andrew Goodman (Chair), Les. Bragg, Sam Johnson, Jim Kerr, David Leyserman, Robert Theobald  
In Attendance: Ann Baker (Clerk), Matthew Hill (Responsible Finance Officer)

**MEMBERS OF THE PUBLIC:** Co. Cllr. B. Duffin, Dist. Cllr. C. Hudson

**20. ACCEPTANCE OF APOLOGIES** - Dist. Cllr. M. Wilby - accepted

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

*Meeting adjourned at 7.10pm*

### **22. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY & DISTRICT - COUNCILLORS REPORTS:**

The Chair welcomed both Co. Cllr. B. Duffin and Dist. Cllr. C. Hudson. He congratulated Co. Cllr. Duffin on his recent election success

**Dist. Cllr. Hudson** - reported on the issue of fly tipping in the area – any such incidents should be reported promptly to the Clerk or via the SNC. Those found to have committed such an act will be served a resident fixed penalty notice; The Village Cluster notice Reg. 19 has been published, the consultation is open until the 19<sup>th</sup> August - it is open for all residents to comment on, there are links from SNC website and poster information. Although Dickleburgh & Rushall has delegated to submit via its Neighbourhood Plan sites for the Parish. Comments on other villages can be submitted via the SNC site. All Cllrs. have been circulated the information

**Co. Cllr. Duffin** - introduced himself as the new County Councillor for West Depwade – he reported that the various committees are still being formed; NNDR/Norwich Western link to connect with A47 has been approved by Cabinet; currently Co. Cllr. Duffin is on various committees at SNC.

**The Chair thanked all for their contributions**

*The meeting resumed at 7. 27p.m.*

**23. THE RESIGNATION OF CLLR. R. HULETT** - the Clerk has notified SNC, a notice will be posted on the boards indicating the two vacancies for a period of 14 days, after which an election is not called the Parish Council will be able to advertise for co-opting new members.

**24. 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. Matt. Hill outlined these for the last month; he added that he had received 7 emails from British Gas regarding the streetlights - there appeared to be two contracts for them, it is unclear why this happened, as a result there are seven months of payments totalling £167. Matt will sort out the situation and arrange payment; It was resolved to approve, proposed Cllr. J. Adlam, seconded Cllr. J. Kerr, all members approved;
- b. **National Playing Field Association** - it was agreed with possible work developing on the playing field it would be appropriate to re-join this association. It was resolved to approve, proposed Cllr. J. Kerr, seconded Cllr. S. Johnson, all agreed.
- c. **Dog bin** - the bin at the Bottle Bank has been backed into probably by a farm vehicle. It was agreed to replace the dog bin and site in a safer position, proposed Cllr. J. Kerr, seconded Cllr. I. Bragg, all agreed  
**ACTION** - Clerk to order a new dog bin
- d. **Internal Audit** – Matt Hill ran through the headings in the report, along with the concluding comments. It was noted that the Clerk is not the RFO, nor is there a written agreement with Matt Hill this should be

addressed. It was resolved to approve the Internal Audit. The Chair thanked Matt Hill for the time he had spent in preparing these accounts.

- e. **The External Audit - AGAR Part 3 'Accounting statements'** – these are the overall balances for the last Financial Year and this Financial Year, it was resolved to approve these.
- f. **Explanation Variance** – if there is a variance greater than 15% it has to be explained – a combination of alterations in: bank interest, allotment rents, the rent holiday for the Rectory Road property, a lack of grants, CIL in particular along with the fact that VAT should not be included, all contributed to this change, including the one off purchase of laptops for all Councillors. It was resolved to approve these.
- g. Financial Regulations - as these require some attention it was agreed to add to the **July agenda**
- h. Financial Risk Assessment - these also require an adjustment - **July agenda**
- i. Regular Payments, not separately approved for the year 2021 - 22 - it was resolved to approve items 24d, e, f and I collectively, proposed Cllr. D. Leyserman, seconded Cllr. L. Bragg, all agreed
- j. Approval of the monthly statement of accounts were presented. It was resolved to approve the statements, proposed Cllr. S. Johnson, seconded Cllr. J. Kerr, all members agreed;

**25. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 5<sup>TH</sup> MAY 2021** - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. D. Leyserman, seconded by Cllr. L. Bragg, all approved.

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

- a. **Half Moon** (minute 166d) – the impact of a possible sale of the property as a residential home was outlined - currently no one appears interested in taking The Half Moon on as a pub. The speculation is that the cost may be too high, the owners may take the opportunity of no sale to apply for a change of use; it was felt to designate it as an Asset of Community Value would protect the building for the future - at least five years; suggestions of an article in the Parish Magazine and the website, a leaflet to all residents in Rushall re supporting such an application would indicate to SNC the desire to retain the Pub as a Pub; the Clerk will complete the form and circulate it prior to the next meeting; **ACTION** - Clerk to prepare form, Chair to prepare a flier and article to appear in the Parish News etc.
- b. **Hedge in front of Stoney Brook** (minute 8d) – the responsibility of for the owners to cut the hedge, it is understood that entire path may be a private pathway, the Caretaker will trim the Village Green side; hedge along Smiths Close grub out if agreement, PC will remove **ACTION** - Chair to contact he owners, Clerk to speak to the Caretaker to trim the hedge
- c. **Speedwatch** (minute 11) - at present the team is down to three people, they have carried out a Speed Watch, recording 50mph on Ipswich Road recently. The new team leader is Mrs. P. Goodman, an advert has been placed in the Parish Magazine and on the website for new volunteers, as three is the minimum number for operating.
- d. **Horse chestnuts** (minute 15d) – the trees have been looked at by a Tree Warden - some limbs appear dead but these are not a risk at present, these will be trimmed off in due course; a member of the community has approached the Clerk and is willing to trim and use for wood turning.
- e. **The new website** (minute 17) - Cllr. R. Theobald site up & running; no feedback about forth coming events; it was noted that the site needs to be lively, containing interesting, relevant information and pictures; to date 135 viewings have been logged

**27. STANDING ORDERS** – amendments - **July Agenda**

**28. LOAN AGREEMENT FOR COUNCILLORS LAPTOPS** - the Key statements - the principles are good, there are a few phrases that require amending. An amended version will be circulated to sign at the next meeting - page 1,2, 3 Systems Software usage

**IT & Communications Policy** - this policy had been circulated prior to the meeting. It was resolved to approve the policy, proposed Cllr. D. Leyserman, seconded Cllr. R. Theobald, all Councillor approved.

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

- a. **Planning Application 2021/1064 Rectory Farm, Rectory Lane, Dickleburgh** – listed building consent for replacement of first floor south facing windows - these are identical to the current windows, sensible to replace thus ensuring retention of character, it was resolved to recommend approval of this application.
- b. **Planning application 2021/1113 – 119 Rectory Road, Dickleburgh** - single storey extension to include a front porch - it was resolved to recommend approval of this application.

- c. **Pre-planning The Little Chippy** – the current tenant, Mr. V. Err has requested permission from the Parish Council to replace the shed with a container – this would be the same footprint. He has suggested that a covered roof between the building and container would be added and windows cut into the container for natural light; Mr. Err has approached his neighbours for their views and all response have been favourable; the colour of container is to be considered and approved by Parish Council; advice sought from Jackamans - if there needs to be any alteration to the current lease, to ensure that when he hands over the lease the container should be removed from site; The Little Chippy is in the Conservation Area and as such he will need to contact SNC Planning. All Councillors agreed to the proposal.

**30. RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC: NONE**

- 31. NEIGHBOURHOOD PLAN** - Cllr. Goodman reported there will be a meeting later this week to confirm the number of houses required relating to the SN Village Clusters plan, there are three sites under consideration - the La Ronde, Chenery site, with a proviso on Ipswich Rd. to take up remainder; the probable requirement will be 30/35 homes, these could be delivered on two sites – the meeting will clarify the sites

**32. HIGHWAYS & PROW:**

- a. **Hedge at Stoneybroke** – this was considered at 26b
- b. **Highways Engineer** - Mr. Adam Mayo has been appointed as the engineer for the area. Cllr. Goodman will contact him about the Quiet Lanes project and information about the flooding issues throughout the villages
- c. **Pulham Market Road** - this area will be brought to the attention of the new engineer, along with the concrete slab on Harleston Road – still requiring repair and the drains on Semere Green Lane
- d. **Harvey Lane** - the pedestrian zone was marked in red tarmac – presently there are only a few fleck, a white line and no ‘walking people’ highlighted on the tarmac
- e. **Rectory Lane** - a resident has written to the Parish Council regarding the number of heavy vehicles using Rectory Lane, following discussion it was agreed that the Chair would write to Flo-Gas the company involved pointing out the weight limit on the road.

**33. PLAYING FIELD:**

- a. **Weekly Play Inspection reports** - noted that these are being submitted on a more regular basis
- b. **Playing Field issues** - Cllr. J. Kerr had circulated a map showing the equipment, with a suggestion for repairs to the basket swing set and zip-wire and an outline of replacement equipment for the multi-play area - this included fencing the area to create a safe toddler area with swings, see-saw and small multi-play unit, further quotes were awaited; discussion followed: the quote was for £40,000.00, SNC have £22,000.00 on hold from the Brandreth Close build + the year’s allocation for replacement will all help towards this project; the quote had not mentioned the cost of removal of the current multi-play unit, Cllr. J. Kerr will follow this up; Cllr. J. Adlam is still prepared to remove the tractor; in the long term between the roundabout and snake swing to create a junior climbing tower, possibly change the toddler swings to junior swings, checking that the length of chain can be shortened. **ACTION** - Cllr. J. Kerr to contact other equipment companies for quotes, Cllr. Adlam to remove tractor; Clerk to contact Eastern Play Services for repairs to swings and zip wire

- 34. COMMONS REPORT** - the performance of The Tempest on St. Commons is well underway - Government guidance on restrictions for outdoor events will be taken into account, limit to a safe number is being considered, a Risk Assessment prepared, car parking at Shorelands, with toilets on both, back field to be cut etc.; the matter raised regarding disability access will be addressed – a resident is to visit the site and provide a report identifying any recommendations.

**35. RECEIPT OF:**

- a. **NCC Norwich Western Link project** – noted
- b. **SNC LOCAL PLAN VILLAGE CLUSTERS HOUSING ALLOCATIONS PLAN CONSULTATION** - there are areas of potential development identified within Dickleburgh, with none in Rushall or Langmere. The neighbourhood plan will indicate the preference of sites within the village. A response to the consultation will be considered for the July meeting
- c. **SNC/Broadland** – the launch of their new website - noted

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

- **Cllr. S. Johnson** - allotments – following a conversation with Keith Moore regarding alternatives to mains water, he will send details of various bodies for water collection etc. that encourage people to collect water, a borehole

is costly, with the creation of an Allotment Association the group will be eligible for grants; Cllr. S. Johnson will send an email to Julie Munning's to compose a letter for all allotment holders

- **Cllr. A. Goodman** - suggested that the Standing Orders indicate that there can be eligible people to vote who are not Cllrs. – this would be an opportunity to invite the RFO, Matthew Hill to have voting rights - **Agenda item July.**

**37. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON **MONDAY 12<sup>TH</sup> JULY AT 7.00PM, AT DICKLEBURGH & RUSHALL VILLAGE CENTRE****

**AGENDA ITEMS** - amend SO, Financial Regulations, Financial Risk Assessment, invite RFO to have voting rights, laptops and agreements, SNC Housing Allocations consultation response.

The Chair thanked everyone for their attendance.

**THE VIRTUAL MEETING CLOSED AT 9. 11 PM**

SIGNED .....

DATE .....