



## **Parish Council Meeting minutes**

For 17<sup>th</sup> April 2023,  
7.00pm, Dickleburgh & Rushall Village Centre

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

**IN ATTENDANCE:** Ann Baker (Clerk)  
Matthew Hill (Responsible Finance Officer)

**MEMBERS OF THE PUBLIC:** Dist. Cllr. C. Hudson, residents 8

**176. ACCEPTANCE OF APOLOGIES** - Cllr. R. Theobald, Cllr. T. Perkins, Dist. Cllr. M. Wilby - accepted.

Co. Cllr. Barry Duffin passed away recently as a result of a traumatic injury – the Chair reminded those present of Co. Cllr. B. Duffin’s approach - he was a community first person, a gentleman, serving the local residents. Co. Cllr. B. Duffin had supported the DRPC community with a generous grant to install the three Electric Vehicle Charging points at the Village Centre, he was involved in concerns relating to speeding issues through the village, the entrance from Ipswich Road dual carriageway, safe path to the village, amount of speeding traffic through the whole village. Co. Cllr. Alison Thomson will cover Co. Cllr. B. Duffin’s workload until the bye-election can be arranged. It was proposed to send a card and flowers to Mrs. P. Duffin and family, expressing condolences to the whole family, proposed Cllr. L. Bragg, seconded Cllr. D. Leyserman.

**ACTION** - Clerk to arrange

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

**178. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 13<sup>TH</sup> MARCH 2023** - the minutes were adopted as a true and accurate record, proposed by Cllr. J. Kerr, seconded by Cllr. L. Bragg, all approved unanimously

**179. 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, along with comments had been circulated to all Councillors.

It was resolved to accept the ‘Payments and Receipts sheet,’ and the final quarterly Bank Reconciliation of the financial year 2022/2023, proposed by Cllr. D. Leyserman, seconded Cllr. J. Kerr, all approved

**b. Appointment of PKF Littlejohn as the External Auditors** for all Town & Parish Councils in Norfolk, for the period of 2023 -2028, and the appointment of the Internal Auditor Mr. Robin Goreham of Dereham. **ACTION** - The RFO and Clerk will begin to prepare the paperwork for the internal audit.

**c. Information regarding the Caretaker** - Matt Hill had circulated detailed information to all Councillors – briefly Mr. Leeder had been ill for the majority of past year. Throughout the year, the RFO has been monitoring him; Mr. Leeder has been certified as unable to work for the last five months, his latest fitness to work certificate expires on the 2<sup>nd</sup> April. The Doctor, despite not meeting with Mr. Leeder to physically assess his fitness is not prepared to continue to certify his absence from the workplace. Universal Credit are also requesting the need for him to return to work. Advice has been sought from the Human Resources team at NPTS. In the meantime Matt Hill

will prepare a schedule of work that can be easily monitored by him; that Mr. Leeder should text his start/finish time to Matt Hill, in order that he can check the scheduled work has been completed; The Job Centre are stating that he must work a thirty hour week, and advised that Mr. Leeder should find additional work opportunities to comply with that requirement - there isn't the capacity to increase his caretaking duties to that amount of time. A series of tasks will be prepared to be carried out during the ten hours; Matt Hill requested the support of the Parish Council to monitor Mr. Leeder as he felt necessary and he would report monthly to the Councillors on progress. Mr Leeder agreed and worked one day. The next day, a text had been received from Mr. Leeder stating that he was ill again and required blood tests and was unable to work. There was further discussion to endeavour to find a way forward, it was agreed that further advice be sought from the HR group, as there was a current contract that requires adjusting and the Personnel Working Party meet to propose a way forward for the May meeting. **ACTION** - RFO, Matt Hill to arrange further advice from the HR group and arrange a meeting for the Personnel Working Party

7.19 Cllr. S. Johnson arrived

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

- a. **Planning Application 2023/0861 (household) & 2023/0862 (listed building consent) Dickleburgh Manor, Ipswich Road, Dickleburgh** – proposed single storey extension. It was resolved to recommend approval of this extension which would not impact the street scene
- b. **TO CONSIDER ANY APPLICATION WHICH MAY HAVE BEEN RECEIVED PRIOR TO THE MEETING**
- c. **RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC:** none

**181. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON **MONDAY 15<sup>TH</sup> MAY 2023, 7.00PM, AT DICKLEBURGH & RUSHALL VILLAGE CENTRE - THIS IS THE ANNUAL PARISH COUNCIL MEETING****

**AGENDA ITEMS** - signing of the Declarations of Acceptance of Office, distribution of the forms from SNC 'Declarations of Interest,' the Election of the Chair, the election of a Vice Chair

The Chair thanked everyone for their contributions and attendance at the meeting.  
The Meeting closed at 8.15pm

SIGNED .....

DATE .....