



## PARISH COUNCIL 'VIRTUAL' MEETING MINUTES FOR

12<sup>th</sup> April 2021

conducted via Zoom, due to Corona Virus restrictions

**ON SCREEN:** 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: Dist. Cllr. M. Wilby, Cllr. C. Hudson

**178. ACCEPTANCE OF APOLOGIES** - Co. Cllr. B. Spratt - accepted

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

*Meeting adjourned at 7.05pm A minute's silence was held in respect for HRH the Duke of Edinburgh*

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

**Dist. Cllr. Wilby** had sent a report which is attached to the minutes – including two new recycling centre will be opened in Norfolk, there are plans for a new centre to replace the Morningthorpe near to the new Long Stratton bypass; the plans have been submitted for the bypass with a proposed start in 2023, completion due in 2024; a new cross border grant scheme (Norfolk/Suffolk) is to provide support to businesses contributing to the rural economy; the gradual easing of lockdown restrictions – the opening of shops, pubs/cafes, libraries self-catering accommodation; County Councillors & Police Crime Commissioner elections on Thurs. 6<sup>th</sup> May; Members grants had been used : £400.00 to the 100<sup>th</sup> Bomb Group, Dickleburgh, £300.00 to Norfolk Threads, £300.00 to Tivetshall and £600.00 to Dickleburgh Primary Academy for outdoor equipment; SNC have employed an Environment/Enforcement Officer whose remit will include flooding issues; Carl Roe – along standing member of the Dickleburgh community, owner of the Village Shop, former Parish Councillor, footpath expert is to be buried at Dickleburgh Church; HRH Duke of Edinburgh - flags are being flown at half mast, a Book of Condolences has been opened at SNC for people to sign remotely which will at a later date be printed.

Cllr. J. Kerr reported that HRH Duke of Edinburgh had visited Tristan de Cunah, where he was remembered with fondness; Cllr. S. Johnson commented on his important work with young people not least of all the Duke of Edinburgh Award scheme; Cllr. J. Adlam commented that Carl Roe had been an incredible knowledgeable man who had lived in London, Derbyshire and many other parts of the world, he had a wealth of local knowledge, frequented The Crown and was a friend to many.

**The Chair thanked all for their contributions**

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

**181. Resignation of Cllr. J. Hulett** - Cllr. J. Hulett was thanked for her contributions during the time she had been a Councillor. Cllr. J. Hulett had given her time and knowledge to the Parish Council and the villages generously and had been an excellent and supportive Vice Chair and would be much missed by everyone. **ACTION** – Clerk will inform SNC and begin the process of Co-Option.

**182. 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. Removal of a tree on the Playing Field, crowning of the willow on Langmere Green, the analysis of air quality tubes invoice and salaries were all listed. It was resolved to approve, proposed Cllr. D. Leyserman, seconded Cllr. L. Bragg, all members verbally and visually approved; Cllr. A. Goodman will check that the air quality

- reports have all been received; Matt Hill enquired whether the allotment holders had paid their subscriptions - Cllr. J. Adlam had passed the envelope to the Clerk, who had field the envelope, she will check the contents
- b. Approval of the monthly statement of accounts and the final quarterly statement were presented. It was resolved to approve the statements, proposed Cllr. S. Johnson, seconded Cllr. J. Kerr, all members agreed verbally and visually;
  - c. Receipt of the information from PKF Littlejohn, the appointed External Auditors was noted;
  - d. Grant application for the Parish Monthly News - the application for a grant of £500.00 had been approved at the March meeting.
- 183. Speed watch Report** - a report will be given at the May meeting - **AGENDA item** for May.
- 184. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL 'VIRTUAL MEETING' ON 8<sup>TH</sup> MARCH 2021** - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. L. Bragg , seconded by Cllr. J. Adlam, all responded verbally and visually to approve.
- 185. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING – FOR INFORMATION PURPOSES ONLY INCL.:**
- a. **Caretaker update** - Cllr. J. Kerr reported that there will be a meeting with the Caretaker later in the week – paying field inspection sheets, time sheets, his health and duties will be discussed.
  - b. **The new website** - Cllr. R. Theobald reported that the site was nearing completion and will be submitted to Steve Jackman for final checking, it was intended that the site would be 'live' by the end of April
  - c. **The Half Moon** - it has been established that Savills and Global Mutual are the groups involved at present. Following discussion it was agreed that both The Crown and The Half Moon should be listed as Community Assets. Clerk to source the information and forms
  - d. **Litter on Pulham Road and the bottle bank** - the fly-tipping had been removed from the Rectory Road bottle bank, a reminder had been put into the Parish Magazine regarding the purpose of the area, the dog bin will need to be replaced due to the damage caused possibly by farm machinery; the litter on Pulham Road will be addressed in due course.
- 186. GDPR & LAPTOPS** - Cllr. J. Adlam needs all the new laptops in order to label each one, assign a reference number, and record the serial number for the Asset Register spreadsheet. **ACTION** - Clerk to liaise with Cllr. Adlam.
- 187. ALLOTMENT HOLDERS** - Cllr. J. Adlam reported that the Parish Council were unable to apply for grant aid for organising a water supply to the site. It would be advisable if an association were formed in order to make such applications. Cllr. J. Adlam offered to write to all allotment holders for offers to form such an association, to be recognised by the Parish Council. It was resolved to approve this suggestion, proposed Cllr. J. Adlam, seconded Cllr. L. Bragg.
- 188. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:**
- a. **Planning Application 2021/0479** – conversion of an agricultural building to the rear of 2 Lyncroft, Harleston Road, Dickleburgh - conversion to residential building with associated landscaping and parking, including curtilage (following 2019/2158) - this was discussed – the entry/exit from the site is via that of the building on the front of the site – concerns about the safety and visibility were expressed. There is better access via a cinder track to the other side of 2 Lyncroft which would ensure a safer access to and from the site, safe guarding residents and vehicle drivers onto a road with a 60mph speed limit. It was agreed that the building conversion was acceptable. Chair and Clerk to circulate a response to SNC
  - b. **Planning application 2021/0500** - The Old Bakery, The Street, Dickleburgh - change of use from Beauty Salon to residential (C3) use - concern was expressed about the narrow shared access onto The Street, privacy issues within the plan and the lack of bathroom or washing facilities. A response to be circulated.
- 189. RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC: NONE**
- 190. NEIGHBOURHOOD PLAN** - Cllr. Goodman reported that the majority of the policies had been completed. He and the team were to have a remote meeting with Richard Squires from SNC/Broadland NP team to consider the Village Clusters proposals.
- 191. HIGHWAYS & PROW:**
- a. **FP 1, FP 3 and Pack Lane, Rushall** - the Clerk had emailed F. Salway again regarding all of these matters, there had been no reply forth coming. **ACTION** - Clerk to send a further email

- b. **Flooding** - Cllr. R. Hulett reported that he had received an email from J. Pennell at Norfolk Association of Councils WellBeing (NALC) indicating that as representative of all Town and Parish Councils he had attended the inaugural meeting which Lord Dannatt had been appointed to Chair (Norfolk Strategic Flooding Alliance) - a leaflet was to be prepared and circulated to all householders; all landowners were to be contacted, further steps would be taken to ensure/mitigate future flooding within the County; Cllr. Hulett was trying to ascertain the landowners around the parish - **ACTION** - Cllr. J. Adlam offered to assist – a map would be provided and landowners/tenant farmers known to enable ditch condition to be referenced
- c. **Hedge at Stoneybroke** – this was cut back in February, however the walk towards the steps is very narrow, the alleyway hedging extends at least two feet beyond the boundary and there are brambles at eye level again. **ACTION** - Clerk to compose a letter requesting that the hedge is cut well back to enable safe passage for pedestrians, particularly young children

**192. PLAYING FIELD:**

- a. **Weekly Play Inspection reports** - Cllr. Kerr reported that he had begun to receive these, other details were covered in item 185 a
- b. **Playing Field issues** - basket swing set - the basket swing has been removed, quotes have been sent for a separate set of swings and a separate basket swing along with combinations of both
- c. **Skate Park project** - Cllr. J. Kerr expressed his support for the project. It was suggested that both Cllrs. J. Kerr and Cllr. S. Johnson meet with Lydia Barrett on site, to suggest proper plans be drawn, as if this project happens the park will become the responsibility of the Parish Council. It was suggested that a developer might be interested in providing some funding for such a project. **ACTION** - Cllr. J. Kerr & S. Johnson to meet with Lydia Barrett on site.

**193. BOTTLE BANK CENTRE** - currently this is quite an unsightly area. Cllr. J. Kerr will ask the Caretaker to tidy the area. The matter was further discussed with a view to reducing the height of the hedge, regular cleaning and possibly a better surface – paved, the number and variety of bins were also raised. **ACTION** - the Clerk will contact SNC if any improvements can be made

**194. ARRANGEMENTS FOR THE ANNUAL PARISH MEETING ON MON. 26<sup>TH</sup> APRIL AT 7.30PM** - the Clerk has written to a number of organisations – there has been some response with promises of reports and attendance. The agenda is to include: the Chair’s Annual report, a possible tour of the new website, the Neighbourhood Plan, the Quiet Lanes project, street lighting grants for young people and reports from organizations. **ACTION** - Clerk to circulate, along with Zoom details to the Parish Council then to organizations in the community

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

- **Cllr. S. Johnson** - suggested that The Crown be put forward as for SNC’s Community Asset records
- **Cllr. R. Hulett** – raised a concern about the remaining building materials around the Pill Box on Harvey Road - Ford & Mulley (the contractors) are finishing off the area around there and carrying out some work on the ditch currently
- **Clerk** - the three chestnut trees on the corner of the Playing Field - a resident has indicated that there is another fallen branch lodged and that they may be suffering from a disease - Cllr. Goodman will ask the Tree Wardens to take a look
- **Cllr. A. Goodman** - reported that the Quiet Lanes project would receive funding from the Norfolk Parishes Partnership funding once the work has been completed. He will ascertain who is to carry out the work and when

**160. DATE FOR THE ‘VIRTUAL’ MEETING AND ITEMS FOR THE NEXT AGENDA ON WEDNESDAY 5<sup>TH</sup> MAY AT 7.00PM**

**AGENDA ITEMS** - election of the Chair, Vice-Chair, annual audit matters, Speed watch

The Chair thanked everyone for their attendance.

**THE VIRTUAL MEETING CLOSED AT 9. 55 PM**

SIGNED .....

DATE .....

