



MINUTES OF THE PARISH COUNCIL HELD ON

11th March 2019

7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. John Adlam, Terence Blacker (Chair), Jeffrey Bowles, Andrew Goodman (Vice-Chair), Janice Hulett, Sam Johnson, Jim Kerr, David Leyserman, Robert Theobald

IN ATTENDANCE: Ann Baker (Clerk), Chris Davy (RFO), Pete Strange

Members of the Public: Kate Cooper – Norfolk Library Services

Public Session:

Norfolk Library Services: Kate Cooper – gave a brief outline of mobile libraries - as of April 2019 timetables will change slightly to consolidate the delivery of a service to rural areas, the timetable can be downloaded from the website at the beginning of April; any feedback on the new timetable would be welcome - publishing the visits - School, notice boards, website – is there an option to visit Rushall?

Co. Cllr. B. Spratt - reported that the School has received a good SIAMS report (Statutory Inspection of Anglican & Methodist Schools); the Parish Partnership has had additional funds added; recycling facilities – Wymondham may change, the Hempnall site is safe; Market Towns development was covered with improvements being suggested for Diss on Victoria Road; planning – for large developers arrangements for S106 and CIL help but smaller builders are having to carry out additional reports, there is a need for self-build to be encouraged.

Dist. Cllr. Wilby's report was read - report attached

The Chair thanked Cllr. Spratt for his report and Kate Cooper for her contribution.

Meeting reconvened at 7.27 pm

229. Acceptance of Apologies - none

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

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

- a. **Payments & receipts** – the first invoice from Robin Hood Electricity has been paid; Chris Davy submitted his expenses for the year; two pages of figures show the situation as of 11th March; there will be some final payments before the 31st March; reserves have been reduced to 128% reserves - CIL money has contributed to the large numbers and this money has been used towards the refurbishment of the Village Centre; the DBMT cheque has not been banked as yet; Biffa waste charges will increase in April; Pete Strange has been added to the signatories at Barclays Bank; next month Chris Davy will present the figures up to 31st March and Pete Strange will prepare figures after the 1st April; receipts to Chris by the 6th April. It was resolved to approve the payments and receipts papers, proposed Cllr. Adlam, seconded Cllr. Kerr, all agreed
- b. **Approval of the updated Financial Risk Assessment** - this paper had been circulated prior to the meeting, it was resolved to approve the amended policy, proposed Cllr. Hulett, seconded Cllr. Blacker, all in agreement
- c. **Asset Register** - Chris Davy requested this be completed as soon as possible, Cllrs. Goodman and Leyserman will carry this out and return a copy to Chris Davy/Pete Strange

232. Welcome to Pete Strange - the Chair welcomed Pete to the Parish Council. Pete commented there were many folders still to be understood; the Chair thanked for them both for their attendance

233. Progress on the Village Guide - the Chair thanked Pete for the work to date; Pete suggested to consider the design principles, suggesting a glossary on website with an active link; a potted history of two villages was a further suggestion for the start of the guide. Agenda item for April.

ACTION: Cllr. Hulett will collate the comments received; Pete Strange to refine design

234. Speedwatch report - recently there has not been much activity, with the lighter days sessions will start again; all Councillors have received a report of the collated results from Norfolk Constabulary for the month; the Chair passed his thanks onto Richard Hulett

235. Approval of the Parish Council Meeting Minutes, held on 11th February 2019 - the minutes were adopted as a true and accurate record, proposed by Cllr. Bowles, seconded by Cllr. Theobald, all in agreement.

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

a. **Defibrillator update** - Cllr. Leyserman will remind The Half Moon about the installation of the defibrillator, is it possible that there may be problems with Enterprise; **ACTION:** Cllr. Leyserman to speak with Sarah Campbell Jones;

b. **Village Map** - Cllr. Blacker had circulated the final base map, which has been sent as a final version, the overlays are to be completed and he will circulate when he has received them;

c. **Fly-tipping at the bottle bank** - signage has been put up, further items removed, situation will be monitored;

d. **Bowls Club** - Cllr. Bowles reported that the papers had been prepared and were ready to be signed, **ACTION:** Clerk to send to Mr. Andrew Greene;

e. **Land Registry** - the lease has been registered for The Little Chippy, the land needs to be registered; conveyancing papers for Village Green have been found; the Playing Field and Village Centre have been registered; the sliver of land on Harvey Lane – NCC have a licence over that and the Parish Council permission to maintain, the piece of land nearby with the garage attached to Ivy Cottage is possibly owned by Bob Limmer; the allotment holders on Burston Road - an indenture has been found, it was once part of the Church, as is Village Society building – further research required; no documentation has been found for the Norwich Road allotments; both St. Clements Common and Langmere Common are registered. The Chair thanked Cllr. Bowles for his work to date.

237. Planning Applications as received from South Norfolk Council:

a. **Planning Application 2019/0364 – Land North West of Half Mon Farm, Rushall** – change of use of part agricultural field for 3 camping pods, converted horse-box, toilet & washing facilities – it was resolved to recommend that SNC approve this application

b. **Planning Application 2018/2627 – Land East of Bangala, Rectory Rd., Dickleburgh – discharge of conditions:** 5 – materials, 10 – vehicular access, 11 - levels, 12 – boundary treatments, 13 – surface water & 14 – foul waste drainage – the discharge of the conditions were noted

c. **Planning Application 2019/0245 – 23 Merlewood, Dickleburgh** – works to TPO tree – fell an oak tree due to poor ground, replaced with English oak; pine in garden, branches & whole tree dead needs looking at – this application was noted

d. **Planning Application 2018/2392 – 27 Beech Way, Dickleburgh – Appeal against refusal** – the householder has appealed to the Sec. of State against SNC regarding the extension of the two storey rear extension. No new comments can be submitted, earlier comments have been forwarded, if the Parish Council wish to withdraw these a request should be sent to the PI before 1st April 2019 – the advice was noted

238. Receipt of consultees reports of planning decisions made by SNC:

a. **a. Planning Application 2018/0964 – Oak Farm, Harleston Rd., Dickleburgh** – 1 poultry breeder's shed – **Approved 22/02/19**

b. **Planning Application 2018/2772 - Shoemakers Cottage, Norwich Rd. Dickleburgh** – retention of roof light & multi-fuel stove – **Approved 16.01.19**

c. **Planning Application 2019/ 0124 & 2019/0125 – St. Clements, Langmere Rd., Rushall** – extension to existing annexe, new porch to main dwelling & double garage – **Approved 28/02/19**

d. **Planning Application 2019/0218 – Lodge Farm, Common Rd., Dickleburgh** – 2 storey rear extension with external alterations – **Approved 28/02/19**

239. Street lighting report - Cllr. Theobald reported that the lights have been ordered, these are being made and the Parish Council will be notified when they are ready for installation

240. Neighbourhood Plan report - Cllr. Goodman reported that the Village Centre had been booked for Sat. 27th April - over the course of the day, residents will be able to make comments on the outcomes of the surveys, the outline of way forward, there will be a visual display and post-it notes for comments. This will then help to contribute to the formulation of the Policies. The team are continuing to do character assessments of area – Rushall is to be

covered next; Cllr. Goodman had received the paper work referring to the assessment for sites - the Neighbourhood Team have the authority to do this research, each site is looked at in turn using the criteria specified by HELAA, along with any further additional criteria the team may add - highways, schools, shop access, path ways, nearness to facilities are examples, once analysed these recommendations can be sent to the GNLP and providing no faults are found these criteria will stand;

- 241. The Spring Litter pick** - Cllr. Blacker reported the date set is Sat. 30th March, at 10.00am in Dickleburgh and Sun. 31st March for Rushall residents. Cllr. Johnson and Blacker have returned to the School, the winners chosen, prizes awarded from each year group, some of the posters elements will used in the production of posters for around the village. Beavers, Cubs and Scouts along with the School have received fliers; Cllr. Blacker has been in touch with the Diss Express with a promotional press release;
ACTION - Cllr. Johnson and the Clerk will organise the refreshment – hot/cold drinks, cakes; Cllr. Adlam will make his trailer available, Clerk to collect the equipment from SNC booked

242. Prow and Highways:

- a) **Fallen trees in the Parish** - Trevor Leeder has dealt with the trees at Langmere; Robbie Loynes has dealt with the tree near Cllr. Blacker's; Mr. & Mrs. West have had the trees on the PROW attended too;
- b) **Path across the Playing Field** - Cllr. Kerr had hear from Scole United FC who raised a Health and Safety issue regarding the footpath edging being too close to the pitch; in the event of another contract being issued to Scole United FC there will be a disclaimer disclaiming liability
ACTION - Cllr. Theobald to contact Harrods to find out the minimum width/length of a pitch; Clerk to contact Gary Spurling;
- c) **FP 3** - Cllr. Johnson reported that there had been no change as yet

243. Playing Field reports:

- a. **Receipt of the Weekly Inspections of the play area** - zip wire was improved bolted it in place & within no time it had sheared. **ACTION** - Clerk to contact Eastern Play Services
- b. **Snake swing and inclusive roundabout** - the trees have been planted, further communications have been received from near-by residents; Cllr. Johnson has recorded a couple of photos; the neighbours complaining have done so in a reasonable manner – they are unhappy that people are looking into the garden, that the age-range exceeds that permitted;
ACTION - Cllr. Blacker will compose a suitable letter to each individuals; Clerk to speak with NGF regarding the loose bolts on the chains

- 244. Refurbishment of the Village signs** – Cllr. Leyserman reported that he had looked at both – they both require three areas of work – cleaning, the need for the wooden posts to be repainted with preservative, the plinths of both require attention – pointing, cracks filling, the actual signs need painting – Rushall's is a metal sign, the Dickleburgh sign was painted by a local resident – **ACTION** - Cllr. Leyserman will contact this person; it would be interesting to have information about both the signs design; Cllr. Leyserman will also speak with Robbie Loynes regarding the plinth in Rushall and the repainting of the black sign.

- 245. St. Clements report** – a reminder of the Norfolk Wildlife Trust illustrated talk on Wednesday 13th March by Gemma Walker and Maurice Philpot was given; Cllr. Blacker or Goodman to introduce the evening, Cllr. Goodman and the Clerk to set-up the room;
- Cllr. Bowles reported that Martin Everett will be happy to cut and remove the grass/hay from Langmere Common, he will contact him to arrange possible date; Cllr. Blacker had spoken with Vic Prewer, who was happy with the new arrangement;
 - Cllr. Adlam offered his small tractor, cutter and small baler to assist with the front field at St. Clements; Cllr. Bowles to discuss his with Martin Everett;
 - Bench – which Dist. Cllr. Wilby offered £250 towards this cost - Clerk to check with Chris Davy and Dist. Cllr. Wilby if this money has been received;
 - Maintenance contracts: Clerk to ask Angus Paterson to quote for the top field and the Green path; Clerk to renew Robbie Loynes contract, under Cllr. Blacker's supervision; TB has been approached by a resident about the possibility of discussing St. Clements Common with a third party – the general feeling was until the Planning Inspectorate's application has been resolved it would be prudent to defer

- 246. GDPR report** - Agenda item April

- 247. Parish Council Elections, May 2019** - various materials had been circulated to Councillors; the Clerk reminded Councillors of the deadline for applications – Wednesday 3rd April, 4.00pm

Annual Parish Meeting was confirmed as Wednesday 1st May, 7.00pm – a variety of displays to be mounted – the Town Lands Trust, the new Village Guide and map, Cllr. Goodman offered to approach Ben Potterton some illustrations/maps and a short report for displaying; Village Guide & Map; Cllr. Adlam will invite new Vicar to attend; details to be confirmed at the April meeting

248. Receipt of information from NCC regarding the Norwich Western link road consultation - noted

249. Receipt of matters of information from Councillors:

- Cllr. Johnson – raised a request for 4 simple benches for the Playing Field play area – she will find some costings along with a cost for a simple bike rack – Agenda item for April
- Cllr. Theobald – raised the issue of grass verges at the top of Rectory Road – they are becoming muddy and unattractive – possible meeting with Robert West Highways area officer – Agenda item for April
- Cllr. Adlam reported that Sarah Walsh had been appointed as the new vicar for the Benefice, currently she has the Chaplaincy at the prison in Doncaster, and her institution will take place on Thursday 2nd May.

250. Date of the next meeting and items for the next agenda:

Parish website, items mentioned above

Meeting at Dickleburgh & Rushall Village Centre - Monday 8th April 2019, 7.00pm,

Apologies received from:

There being no further business the meeting ended at 22.02 pm

Signed

Date