



MINUTES OF THE PARISH COUNCIL MEETING HELD ON

9th December 2019

7.00pm, Dickleburgh & Rushall Village Centre

PRESENT: Cllrs. John Adlam, Les Bragg, Andrew Goodman (Chair), Janice Hulett (Vice Chair), Sam Johnson, Jim Kerr, David Leyserman, Robert Theobald

IN ATTENDANCE: Ann Baker (Clerk), Pete Strange (Recognised Finance Officer)

Members of the Public: Co. Cllr. B. Spratt, Dist. Cllrs. Wilby and Hudson

Public Session:

Co. Cllr. Spratt - electoral boundaries – there may need to be an adjustment of boundaries to equalise population growth, suggestions of alterations to be submitted by the mid-February; Schools – he was very pleased to report that Tivetshall School will remain open, enabling the new Head to develop both Burston and Tivetshall schools; the Budget process is well under way - more funding has been awarded for Adult Social Services, Children's Services are still stretched – 'Your Norfolk' provides an opportunity for all residents to comment on Norfolk's proposed Council Tax increases; the Hempnall round about is fully open with access to the re-cycling plant available again; the issue of the BOAT in Shimpling, to confirm it's status is slowly progressing;

Dist. Cllr. Wilby - reported that the teams are fully organised for the elections on the 12th December, results are expected around 3.30am; SNC are now working with Broadlands in the majority of aspects; congratulations were offered to all winners of the SN Awards; reminder to nominate business for the 2019 Business Awards; 'The Link' magazine has been delivered including a reminder about refuse collections over the festive period; Dist. Cllr. Wilby officiated at the opening of the Hempnall roundabout – planting the first tree and a series of new hedging;

Dist. Cllr. Hudson - reported that a VE day next year 8- 10th May was now available; the Boundary Commission – the districts were reviewed some six months ago, there are currently 84 County Councillors and it was agreed that number should remain although some boundaries may need to be changed - SN may see an increase of two extra Co. Cllrs. - currently there are eleven; 8 -10,000 electors per ward is average, so may be some alterations for example east of Deptwade ward and west of the A140;

The Chair thanked Co. Cllr. Spratt, Dist. Cllrs. Wilby and Hudson for attending the meeting and wishing them seasonal greetings.

Meeting reconvened at 7. 14pm

117. Acceptance of Apologies - none

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

119. 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 –

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

b. Budget and Precept preparations for 2020 – 2021 - the working party suggested that there should be no rise in Band D - the recommendations were presented in two tables, there are 14 additional properties in the parish which increases the Tax Base and will generate a precept total of £36,795.00 - interest is fairly stable, as are rentals; there may be some nominal payments from CIL; payments – based on previous year's figures – this includes a 3% uplift in salaries, a reduction in various grounds maintenance plans, local maintenance of the Commons/ Open spaces; a summary indicates there will be approximately £7,000 reserves - this will maintain levels and provide the Parish Council with the opportunity to reflect upon current priorities and enable the initiation or development of any new specific aim;

It was recommended that the charge of £69.82 remain for Band D properties, this will generate a precept of £36,795.00, it was resolved to approve the budget as presented, proposed Cllr. Adlam, seconded Cllr. Hulett, all in agreement;

St. Clements - A question was raised regarding proposed electric bills for the common. Has there been an electric Smartmeter, to monitor electricity use, installed on the site in October?

ACTION - Clerk to check the site, the RFO has received an estimated invoice, Clerk to check the numbers on the meter – **RFO to call Npower and bring back to the January meeting**

- c. **Renewal of Clerk's annual subscription to the SLCC & ALCC** - this year's annual fee is £161.00, which has been split two thirds to DRPC £107.34 -, one third Burston and Shimpling Parish Council - £53.66; the ALCC annual fee which is £40.00 – BSPC - £13.33, DRPC - £26.67 - The Clerk enquired of the Norfolk Parishes Training & Support - if it was usual for the Clerk to pay this union fee or the PC – the reply was that it was entirely up to the Parish Council's involved – those Councils who chose not to pay may have been involved in a case between the Parish Clerk and the Clerk - so it was entirely up to the Council. BSPC are happy to pay a third of both these fees; it was resolved to approve payment of both fees, proposed Cllr. Kerr, seconded Cllr. Leyserman, all in agreement
- d. **Donation to the Poppy Appeal** - it was resolved to grant this donation, proposed Cllr. Kerr, seconded Cllr. Leyserman, all agreed

DRPC has the power to make this donation under the Local Government Act 1972, s.137

- e. **Bowls Club** - a settlement has been agreed between the claimant and Parish Council, confirmation emails have been exchanged and the RFO will ensure immediate payment.
- f. **RFO position** - Pete Strange announced that he is resigning his position as RFO. His new business, is becoming very successful and demanding more of his time, he agreed to reconcile the January figures and be on hand for advice;
ACTION - Clerk to advertise for a new RFO, Cllrs. to enquire if there a persons interested – **Agenda item January**

120. Approval of the Parish Council Meeting Minutes, held on 11th November 2019 - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. Theobald, seconded by Cllr. Johnson, all agreed.

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

- a. **Bowls Club incident** - the insurance company have considered the information and state that the Parish Council is not responsible. The claimant has been advised and an arrangement agreed (see item 119e)
- b. **Village Guide update** - receipt of the new Village Guides arrived and the Guides have been distributed by all Councillors

122. Planning Applications as received from South Norfolk Council:

- a. **Planning Application 2019/2335 – Dickleburgh Primary Academy** – erection of a portable timber building for Pre-School use - it was resolved to approve unconditional support for this application
- b. **Planning Application 2019/2358 – 34 Rectory Road, Dickleburgh** – variation of condition 2 (2018/0676) enlarge rear extension and alteration to external elevations – it was resolved to approve these variations as they will be behind the main property
- c. **Planning Application 2019/2367 - TPO - 35 Merlewood, Dickleburgh** - fell an oak tree – this was noted - Agenda item for the January meeting – Tree Wardens report

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

- a. **Planning Application 2019/1258** - Blacksmith Cottage, Langmere Rd., Rushall – variation of condition 3 to sue converted garage as an annexe accommodation and removal of condition 4 from 2018/0080 - **APPROVED** with conditions 19th November 2019.

124. Neighbourhood Plan report - Cllr. Goodman reported that the Public consultation will take place on the 18th and 20th January; Richard Hulett gave a short report regarding traffic numbers, possible options for the Smurfit Kappa lorry route and reducing the traffic in The Street, Dickleburgh.

125. Report on GDPR - Cllr. Hulett reported that a disclaimer needs to be added to the bottom of all emails, Cllr. Hulett will circulate the wording to all members for their emails too; an audit of progress will be undertaken in the New Year; it was resolved to approve the wording, proposed Cllr. Theobald, seconded Cllr. Adlam, all agreed

126. Report from the Tree Warden - Cllr. Goodman reported that in order to improve the quality of the Tree Wardens role within the parish it was suggested a team should be created rather than relying upon one or two individuals. They would then be able to survey and monitor all the trees in the parish – checking the effective well-being of the trees and Tree Protection Order's (TPO's); discussion followed – TPO's - begin with those trees that are already listed, Tree wardens can propose TPO's, but they can only be created by the local authority, in this case South

Norfolk. There was a concern regarding the insurance; currently the Tree Wardens are Dist. Cllr. Martin Wilby, Cllr. Andrew Goodman and Ben Grief - it was resolved to propose to create a Tree Warden team for the parish to carry out this investigation – proposed Cllr. Goodman, seconded Cllr. Leyserman, in favour 3, against 2, 3 abstentions; a further member of the team was proposed - Abigail Watson – proposed Cllr. Goodman, seconded Cllr. Johnson, all agreed

ACTION - Clerk to send a letter via email from the Parish Council to Abigail Watson confirming that she is now recognised as a tree warden for the Parish of Dickleburgh and Rushall and a member of the newly created Tree Warden team

127. Report on possible land purchase - the Clerk had circulated the draft letters to all Councillors, have been sent to the respective owners – SNDC and Saffron Housing; the land owned by Gladwishes is unsuitable for planting trees, only portions of the field are owned by Gladwishes - it was agreed not to pursue this interest at present

128. PROW and Highways:

a. Quotes for the hedge cutting on the Playing Field -

A query was raised regarding the hedge on Norwich Road that is overgrown but no one lives in the property, it was agreed that it should be trimmed carefully by the Village Caretaker – to remove the trailing brambles;

A quote has been received from S. Jay for £600, awaiting a quote from Barry Wilton, Cllr. Adlam and Robbie Loynes will also be invited to tender and a decision taken at the next meeting – **Agenda item for January**

b. Dog bin on Common Road - following discussion as to the need and position, it was resolved to approve the purchase of a bin and post fixings, proposed Cllr. Adlam, seconded Cllr. Kerr

ACTION - Clerk to contact SNC for positioning on Common Lane near to Common Farm/Camberwell House Farm and order a bin from Glasdons, along with two liners for the Playing Field litter bins

129. Playing Field reports:

a. Receipt of the Weekly Inspections of the play area - the Caretaker is completing the reports and returning them to Cllr. Kerr;

ACTION - zip-wire – Clerk has been in touch with Eastern Play Services to arrange repair

b. Request by Scole FC to use the pitch to the end of the season - the Council's field can also be water logged, their goal posts are still in situ, they have agreed to organise the grass cutting, for the remainder of the season, confirmation of possible dates awaited it was agreed to allow Scole FC to use the pitch for the current season

c. Application of a grant from the Ministry of Housing, Communities & Local Gov. Pocket Parks plus - this would be for the provision of a MUGA - RT, JK – following discussion it was agreed to pursue, the application which has to be returned by 31st December, consideration of the positioning of such an area needs to be viewed with a possible extension to the Village Centre at some time in the future; planning permission may well be required from SNC, data will be used from the Neighbourhood Plan to support the grant, there will need to be additional grants sought; **ACTION** - a working party consisting of Cllrs. Kerr and Theobald and Terry Clarkson (Chair of the Village Centre Committee) – a meeting will be arranged

130. Highways proposed re-routing for Smurfit Kappa vehicles - Richard Hulett reported that air quality readings, lorry/van counts, road quality had been carried out recently as part of the Neighbourhood Plan policy information research - to reduce the numbers of lorries passing through Dickleburgh a meeting had been held with Smurfit Kappa, Bomfords, Highways and NP representatives. A couple of routes had been suggested to create one way routes in and out for lorries only to the site, discussions are still on-going and further meetings will be held in the New Year

131. Report on the Commons: Cllr. Goodman reported that the group were due to meet in the near future (February); TCV have now appointed a project manager who attended the most recent meeting; To date the group has met three times, an advisory group have worked on updating the management plan, which has been circulated to all Councillors.

a. Management plan - it was resolved to approve the new plan, proposed Cllr. Goodman, seconded Cllr. Hulett.

b. Use of St. Clements Common by Dickleburgh Primary Academy - the new TCV volunteer co-ordinator Emma, Sam, Forest School Teacher, Head Teacher all met, the School expressed an interest in having a toilet in the wooded area (stackyard) – this will be pushed forward asap; items such as canopies, logs to sit on, classes visiting one at a time; pond dipping etc. are the types of activities – the School is very keen to use the St. Clements Common as soon as possible, a member of staff is to undertake Forest School training – the School enquired if the Parish Council would be able to contribute to this training

ACTION - Cllr. Goodman will write to Head to clarify the situation

132. The Boundary Commission’s consultation on division boundaries for Norfolk - a short discussion followed in light of the comments made by both the County and District Councillors – it was agreed that two or three salient points would be presented at the January meeting for the consultation.

ACTION - Cllr. Goodman to review and circulate possible reply

133. Receipt of the Clerk’s Report - noted

134. Receipt of matters of information from Councillors:

- Clerk - street lights replacement with LEDs - Agenda item for January
- Cllr. Johnson - the wide verge on the path from the School towards Rectory Rd. – could this be planted with wild flower seeds – **Agenda item for January**; has the ash tree been removed as yet – Clerk to contact Tree Amigos – large wood to be cut into manageable pieces, half for the owner and half for residents, removal of all the remains of the tree; Christmas Fair at School – driver parked on the edge of the zig-zags blocking a resident’s drive, the driver swore at and issued a torrent of abuse (with the children in car) at the resident, – this marred the whole event, the resident didn’t hold school responsible. The Headteacher will be invited to give the Parish Council her reaction to the incident and her subsequent action
- Cllr. Adlam – reported that the horses on the Moor were currently under review by two organisations concerned with animal welfare; Anglian Water has a mains water leak outside Chenery’s – there is a steady trickle, running down side of road, AW have been informed

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

Next Meeting - Monday 13th January 2020, 7.00pm, at Dickleburgh and Rushall Village Centre

Apologies were received from:

Agenda items: budget and precept, Village map, wild flowers verge, new website, street lights, VE celebrations, RFO position

There being no further business the meeting ended at 10. 30pm

Signed

Date