



## Parish Council Meeting minutes

For 11<sup>th</sup> December 2023,  
7.00pm, Dickleburgh & Rushall Village Centre

**PRESENT:** Cllrs. Andrew Goodman (Chair), David Leyserman, Sam Johnson, Pam Reekie and Robert Theobald.

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

### MEMBERS OF THE PUBLIC:

- 100. ACCEPTANCE OF APOLOGIES** - Cllr. J. Kerr, Cllr. L. Bragg, Cllr. S. Adlam, Co. Cllr. Rowett, Dist. Cllr. D. Thompson and Dist. Cllr. C. Hudson - approved
- 101. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED** – item 91b - Planning application 2023/3526 The Chair expressed his interest in this application.
- 102. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION , COUNTY AND DISTRICT COUNCILLORS -**  
**Co. Cllr. Dr. C. Rowlett** - the report is attached in full in the paper minutes file  
**Dist. Cllr. C. Hudson** - the report was circulated to all Councillors and a paper copy retained in the paper minutes file  
**Dist. Cllr. D. Thompson's** report had been circulated to all Councillors, a paper copy is retained in the paper minutes file

19.15 - Cllr. S. Johnson arrived

- 103. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 13<sup>TH</sup> NOVEMBER 2023** - The minutes of the meeting were accepted. It was agreed that they would be approved at the January meeting after an amendment was made to Cllr. C. Hudson's information regarding 4 Thatched Cottages. It was resolved to approve them, proposed Cllr. R. Theobald, seconded Cllr. D. Leyserman, approved unanimously.
- 104. MATTERS ARISING FROM THE MINUTES OF 13<sup>TH</sup> NOVEMBER 2023, FOR INFORMATION PURPOSES ONLY:**
- Bench at Langmere** – once a fixing kit has been obtained the bench will be placed on the Green.
  - Quotations for the three trees on the Green, Dickleburgh** – three quotes have been received. A query was raised regarding the work occurring prior to February, this will be dependent on SN& Broadland Council granting permission as the trees are TPO protected and within the Conservation Area. The Waveney Volunteers will be approached to attend to the trees on the Playing Field
  - Route change to the Surgery** - Borderhoppa/Bus Company change - there was no update - Cllr. Goodman had spoken with Surgery and a meeting will be arranged. It may be necessary to look for another bus contractor or operate a car service phone system based on needs usage;
  - Village Centre refurbishment update** - details and an application form have been received from the 'Pride in Place' grant, this must be returned before the 31<sup>st</sup> January.
  - Town Lands Charity** - Cllr. A. Goodman will register the Charity with the Charity Commission, once it is registered Cllr. J. Kerr, as the first Trustee will call a meeting and a Chair will be appointed. A query was raised as to whether the Thomas Pheasant's Trust in Rushall is part of the Town Land

Charity. **ACTION** – Clerk to circulate all four Trustees and liaise with the Chair to register with the Charity Commission

**105. 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’ and ‘the year to date’ spreadsheet - proposed by Cllr. P. Reekie, seconded Cllr. D. Leyserman, all approved

**Clerk’s Salary** - It was agreed that the Parish Council would increase the Clerk’s salary, backdated to April 2023, as recommended by the National Joint Council (NJC)

**b. Finance Working Party** – members were requested to consider the proposed budget set out in Table 1 - the small planned deficit could be covered by increasing the Parish Precept or by using some of the funds in the reserves.

(i) It was resolved to retain the current precept figure for Band D properties (£70.65), Cllr. P. Reekie proposed, Cllr. S. Johnson seconded, unanimously approved

(ii) The Finance Working Party recommended approval of the proposed budget for the next financial year 2024/25, proposed Cllr. S. Johnson, seconded Cllr. P. Reekie, approved unanimously

(iii) The Precept for the 2024/25 financial year was agreed, once the number of electors in Band D are confirmed by South Norfolk & Broadland Council (SNBC), the forms will be approved and signed at the January 2024 meeting

**c. Maintenance around the villages** - Neil Shannon and Hadleigh Drake have offered their services. **ACTION** - Clerk to meet and discuss the scope of work, identify possible regular jobs and the hours/costs

**d. Village Centre refurbishment** - the Clerk had received guidance and forms for the ‘Pride in Place’ grant. The Village Centre members will complete the paperwork, which will be brought to Parish Council for approval

**e. Brown Bin** - the Clerk will contact SNBC to return the brown bin following the holiday period

**f. Costs of projector** - the Clerk presented two recommended projectors, it was suggested that further research into adding a decent sound system/additional speakers, type of picture resolution would be beneficial - **ACTION** – Clerk to circulate.

**g. SNBC ‘Winter Pressure’ grant offer** - there is no way to identify those in need, it was suggested that the application was completed, **ACTION** - Clerk to send a copy to Cllr. P. Reekie to complete and return to SNBC

**106. Grant Awarding Policy** - Examples of Grant Awarding policies had been circulated. It was agreed that the Finance Working Party would put together Grant Policy to be approved by Parish Council, the document can then be passed onto the Grant Awarding Working Party. The policy would include a maximum total in the budget for that financial year, a maximum individual sum that can be applied for along with a deadline date for any applications. Once funds had been exhausted for the financial year no additional requests could be granted and any requests would be considered in the following financial year. Once the policy was agreed, it would be advertised - ‘Do you know this Grant is available?’ **ACTION** - FWP to prepare a policy, agenda item for February 2024.

**107. Neighbourhood Planning** - nothing to report

**108. Planning Applications as received from South Norfolk Council:**

**a. Planning Application 2023/3449 (2022/0007) 4 Thatched Cottages, Norwich Rd., Dickleburgh** - a retrospective garage application has been received - despite original plan this garage is wider, longer with doors, Velux windows and solar panels. There are several concerns – restricted access to other properties, encroaches the property boundary, overlooking more than one property, the regulations relating to CCTV. Further details regarding when this will be heard at SNBC are awaited

- b. **Planning Application 2023/3541 & 2023/3542 - Avalon, The Street, Dickleburgh** - a single storey extension to the rear of the dwelling - it was resolved to recommend approval of this application
- c. **Planning Application 2023/3526 Land adjacent to Moorlands, Norwich Road, Dickleburgh** - erection of a three-bed bungalow with double garage/workshop building, outline planning permission. A number of concerns were expressed – this is a nature and archaeological sensitive site, a value vista, sits outside the planning envelope, sited close to PROW 1 and 3, light pollution and no reference to the NP. A response will be composed by the Chair, circulated and sent to SNBC
- d. **Planning Application 2023/3584 Thatchers Meadow, Harleston Road, Rushall** - reserved matters of appearance, landscape, layout and scale for three new dwelling, outline planning permission - points raised - the application is sited outside the planning envelope, there is no reference to the NP criteria, although there was agreement in principle to the building, it was noted that there is a diminishing supply of affordable houses. All original concerns still stand and should be re submitted.
- e. **Planning Application 2023/2939 Land north of Kings House, The Street, Dickleburgh** – amended planning application - points raised - this application lies within the Conservation area, minor adjustments have been made to the plans, there has been no reference to the NP, the proximity of PROW permissive path 3, the Victorian boundary wall.
- f. **Receipt of Consultee reports of planning Decision made by SNC:**

#### 109. HIGHWAYS AND PROW REPORTS:

- a. **Safe Crossing on Ipswich Road** - no further progress has been made on this project, the projected costs from Highways are prohibitive and highways are yet to confirm if the PC can use local companies to do the work.
- b. **Furze Green, Rushall** – the matter of speeding vehicles - Clerk has sent the final documents to the Parish Councils, County and District Councillors and Highways Engineers. A response is expected in early Spring

#### **PRow**

- c. **Lonely Road bridleway** - As yet there has been no change, there are two landowners involved in this bridleway - Clerk to contact the Rushall landowner of this part of the PRow to arrange for this section to be cleared so that it can be used as a bridleway which is not possible at the moment.

#### 110. PLAYING FIELD REPORT:

- a. **Receipt of play inspection weekly reports** – this continue to be carried out by Matt Hill
- b. **Annual Play Inspection** - the report has been carried out. The report was looked at and gone through at the meeting. It was noted that the whole playing field grade was affected by the state of the BMX track and tidying this would need to be a priority in the spring.
- c. **Petanque court** – Cllr. D. Leyserman reported that Cllr. R. Theobald has put a version of the questionnaire on the website alongside an information page - until the survey is ready in all formats and the weather is more clement, the project is on hold
- d. **BMX track** - Excite Solutions Ltd. have quoted to cut the grass and weeds and apply weed killer to the track and remove any rubbish from the site - **ACTION** - Clerk to ask for it to be carried out

- 111. **REMEMBRANCE PARADE** - due to the demise of the RBL in Dickleburgh, along with the perceived security threat to the USAAF the format was changed. The parade assembled at the Scout Hut and walked through the Churchyard to the War Memorial. As there was no road closure in place, the traffic continued to flow on The Street throughout the ceremony. Several members of the community have contacted various Councillors recording their disappointment, particularly as, when the names of the fallen were being read out, the names could not be heard over the sounds of vehicles. It was agreed that the preparations for the

Remembrance Parade would begin earlier in the year and a section of The Street will be closed for 20min – 30mins possibly between Rectory Road and the lower gates of the Church yard. The costs of the closure, the marshals needed will be investigated; the use of the Village Centre for refreshments will also be considered again for next year.

**112. TO NOTE RECEIPT OF: A. Norwich Western Link Road update** - copy of email from Cllr. Graham Plant, NCC - noted

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

- **Cllr. P. Reekie** - recent flooding has highlighted the need for ditches along the Ipswich Road, Norwich Road to be cleared regularly, saplings, weeds etc. need to be removed.

The Chair thanked all Councillors for their attendance, contributions and offered Seasons Greetings to all members of the Council.

**114. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON - MONDAY 8<sup>TH</sup> JANUARY 2024, AT 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE**

**AGENDA ITEMS** - approval of the precept, Playing Field Annual Inspection

The Chair thanked everyone for their contributions and attendance at the meeting.  
The Meeting closed at 10.20pm

SIGNED .....

DATE .....