



PARISH COUNCIL MEETING MINUTES FOR
14th March 2022,
7.00pm, Dickleburgh and Rushall Village Centre

PRESENT: Cllrs. Andrew Goodman (Chair), Les. Bragg, Sam Johnson, David Leyserman, Tony Perkins, Pam Reekie, Robert Theobald

In Attendance: Ann Baker (Clerk), Matthew Hill (Responsible Finance Officer)

MEMBERS OF THE PUBLIC: Co. Cllr. B. Duffin, Dist. Cllr. C. Hudson

157. ACCEPTANCE OF APOLOGIES - Cllr. Jim Kerr and Cllr. John Adlam, Dist. Cllr. Martin Wilby - accepted

158. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED –

Cllr. A. Goodman, item 167 (iii) Dickleburgh and Rushall Tree Nursery -Cllr. R. Theobald – item 174 (i) Town Land Trust & Dickleburgh Primary Academy

Meeting adjourned at 7.03pm

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

DIST. CLLR. C. HUDSON - reported that SNC Jubilee team have circulated the grant forms to all Parish Councils on behalf of any group that is planning events; SNC will be promoting a Jubilee Treasure Hunt, NCC will promote new 'Walking & Cycling trails that have been launched around the county. Dist. Cllr. C. Hudson took a copy of The Conservation Volunteers map 'The 4 Commons Walk' to be added to the trails information along with the 'Quiet Lanes' initiative; mention of the improvements around Harleston town centre which will commence in the near future;

Co. CLLR. B. DUFFIN - reported that 2.99% would be added to the Council Tax by NCC; the Long Stratton bypass planning application has been presented at SNC, with an end date for completion in 2024; there is a pilot scheme looking into Schools & Parking; Co. Cllr. Duffin remarked that the electric charging points at the Village Centre have been approved by NCC; regarding Ukraine - offers of rooms/home – SNC will partake - the HQ reception centre will be housed in the Council Chamber in Long Stratton; there are a number of families already living here in SN who could act as potential recipients of refugees. Host families need to apply via the Government website, the SNC will approach those families to check and inform them of the potential issues, SNC will offer assistance through the Help Hub, both Councillors will keep in touch with the Parish Council as details emerge.

There were no further questions or issues raised, the Chair thanked them both for their contributions.

The meeting resumed at 7.15 p.m.

160. 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. It was resolved to approve the financial reports, proposed Cllr. D. Leyserman, seconded Cllr. R. Theobald, all approved; Matt Hill stated that as street lighting is based on an unmetered supply, British Gas cannot read a meter and submit an invoice. As a result we haven't received an invoice this year and the 'next bill date' is simply moved on a month as a date for invoice passes. The fixed price contract with them expired in January 2022 and the RFO has been trying to obtain details of new contracts since November 2021

without success. He has a promise that any contract agreed will be backdated to the expiry of the old contract. The question of whether the donation from St. Clements, Rushall PCC and Rough Cast Theatre Company had been received was asked. The RFO confirmed no funds had been received. Clements/Rushall PCC/Roughcast Theatre Company had been received – Clerk to investigate and resolve; A short explanation of how the VAT figure is arrived at was given. It is not a guaranteed figure, given the Parish Council does not know what invoices will involve VAT. The Parish Council doesn't pay VAT; it accounts for invoices including VAT and submits a quarterly claim to HMRC to recover the sum involved. The Chair thanked Matt Hill for this explanation and his detailed work. A request that all invoices/claims be sent to Matt Hill by the 28th March for payment in this financial year which expires 31st March 2022. On an ongoing basis the RFO requested invoices for the calendar month are sent to him by the first of the following month to allow time for the accounts to be reconciled and a monthly report prepared for the Parish Council monthly meeting. Anything received after this date will be carried forward to the following month unless there are truly exceptional reasons for the delay.

- b. **THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICE PAY INCREASE** - this recommendation was to be back-dated to April 2021, an increase of 0.17pence per hour for the Caretaker and 0.21pence per hour for the Clerk

161. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 7TH FEBRUARY 2022 - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. D. Leyserman, seconded by Cllr. R. Theobald, all approved

162. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING – FOR INFORMATION PURPOSES ONLY INCL. :

- a. **PURCHASE OF LAND OFF RECTORY ROAD** (minute 131c) - the Chair/Clerk had received an email from SNC indicating that at present it was not prepared to release the land to the Parish Council. The Neighbourhood Plan has identified this as a 'green space site for its vista over the Moor. **ACTION** - A response will be sent in due course
- b. **DOG BINS** (minute 138) - the delivery has been received, the bins are stored in the container waiting to be installed - the Clerk will contact NCC Highways requesting permission to erect the bin on Harleston Road, the one bin will replace the damaged bin at the Bottle Bank on Rectory Road, Dickleburgh and the second bin was for St. Clements Common, Rushall - however a joint rubbish/dog bin is preferred.
- c. **LOAN TOWARDS COMMUNITY GRANT** – the Clerk had investigated this matter and found that individuals cannot be granted a short term loan
- d. **BOWLS CLUB** – a new notice will be put on the post
- e. **TELEPHONE BOX** - Cllrs. L. Bragg and Cllr. D. Leyserman concluded that the box required a good clean with various types of brushes, once the weather is less inclement; it was noted that the recent high winds have taken the phones out, leaving those with digital connection with no service at all. The telephone box remains functional

163. INSTALLATION OF CHARGING POINTS AT THE VILLAGE CENTRE - responds to NP, the Village Centre Committee's Chair had researched and negotiated with a company to install three points through a project with the County Council; Co. Cllr. B. Duffin has agreed to provide the monies for the installation - £8,081. 20 + £1,616.24VAT = £9,697.44 ; discussion ensued around a range of topics, some of which require further information; it was resolved to approve the proposal, proposed Cllr. L. Bragg, seconded Cllr. T. Perkins, all agreed. **ACTION** – the Village Centre will to continue to negotiate the details of this project and will take responsibility for service and maintenance contract

164. THE LITTLE CHIPPY - the Clerk has looked at the original lease and planning consent which indicate that the opening hours are Mon. –Sat. excluding Bank Holidays – **ACTION** the Clerk to check the details with SNC decision speaking with Mr. Er it was agreed in principle that an exception for the Jubilee would be acceptable. The Clerk or Chair will let Mr. Er know the outcome

165. SKATEBOARD - Cllr. R. Theobald submitted a paper outlining the costs and types of jumps available - there are a number of options - add it to the BMX track, or there is room at the top end of the football pitch, concreting current track, tarmac would be noisier than concrete, installation by local contractor etc; further research with the young people, parents, neighbours would be beneficial, this would also feed into any grant applications. Cllr. R. Theobald felt that in view of anti-social behaviour recently this would be an opportunity to provide a facility for younger members of the community. **ACTION** - it was agreed that a questionnaire both on paper and through social media

should happen. Cllr. A. Goodman offered assistance - using Survey Monkey, the website etc. Agenda item for May time, possibly 'stake out' the perimeter for Jubilee events

- 166. NEIGHBOURHOOD PLAN: (i) Strategic Environmental Assessment** – draft copy had been circulated at the meeting, comments/amendments to be returned to Cllr. A. Goodman by Thursday – who would construct a response document to be forwarded to AECOM to consider and adjust as needed: **(ii) Habitats Regulation Assessment** will be carried out and a report will be handed out at the next meeting **(iii) La Ronde Wright meeting** – a meeting was arranged for later in the week, to consider layout details - all Councillors invited
- 167. COMMONS COMMITTEE: (i) a report was presented** - Jubilee Walk on Langmere Green – the proposal was to create new tree and shrub lined walk on Langmere, linking to an existing walk across Langmere which in turn leads to the path to The Hundredth Bomb Museum and links with the Quiet Lanes project, TCV's 'The 4 Commons Walk,' NP biodiversity, Norfolk Wildlife County site, an information board is also planned and new picnic benches have been installed - all of this will be a lasting memorial to 'Queens Green Canopy,' in Her Jubilee Year;
- (ii) Community tree nursery** – a group on the Commons Committee propose to create a tree nursery in their own gardens to grow trees for community use – this would be a locally sourced tree resource, with an assurance of their providence and biodiversity risks will be minimised – the tree nursery will be sourcing trees only from within the parish and supplying to request – the NWT and Tree Wardens support such a venture, NCC are offering grants to establish such projects; the vision going forward is to have a patch of land and to morph all nursery trees to this site. A plot of land on Rectory Lane has been offered to rent as a possible nursery site - part of the request seeks assurance from the Parish Council to support in an official capacity the initiative; a seed bank has also been suggested – collecting seed from the Commons, the Moor and road verges. The seed bank will collect seed at times of plenty and sow seeds at times of need. **ACTION** - It was resolved to propose the Parish Council recognise the Tree Nursery and the land, proposed Cllr. T. Perkins, seconded Cllr. D. Leyserman, all agreed;
- (iii) The pond at St. Clements** – TCV have been working on the pond at St. Clements. Volunteers are working to ensure the safety of the site and pond area surrounding;
- (iv) TCV volunteers** – during the course of the lockdown a walk linking the four Commons was created. This will be launched on Easter Monday, there will be a leaflet in each copy of the Parish Magazine delivered and at outlets in the Parish, and a copy will be added to the website
- (v) Claylands Project** - the funding ends in September, however the TCV will continue to have a representative on the Committee; a new local core group is being created, which is proposed will replace the TCV representative and will contribute by working on the four commons in the Dickleburgh/Brockdish Parish area, they may assist with other projects in the locality;
- 168. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:**
- a. Planning Application 2022/0222 outline planning on Land south of Harvey Lane** - there were a number of concerns expressed - this is a single track road, it lies outside the development boundary, the Neighbourhood Plan will not support such an application, the Parish Council is against any further development in this area
 - b. Planning Application 2022/0305 3 Beech Way, Dickleburgh** - single storey front and side extensions with new bay window to existing living room - it was resolved to support this application
 - c. Planning Application 2022/0145 & 2022/0146 Whispering Trees, Weggs Farm, Common Road, Dickleburgh** - change of use of The Stables from a former farm office to additional accommodation for existing dwelling - it was resolved to approve these applications
 - d. Planning Application 2022/0420 Wayside, Burston Road, Dickleburgh** - removal of existing car port and construction of a single storey timber studio – it was resolved to support this application
 - e. Planning Application 2022/0484 Manor Farm House, Ipswich Road, Dickleburgh** - replacement of existing barn – it was resolved to approve this application
 - f. Planning Application 2022/0353 Works to tree in a Conservation Area Avalon, The Street, Dickleburgh** - to fell a cherry tree - this property is sited on the corner of The Street and Harvey Lane, it is a mature tree which takes light from the property. The house is within the conservation area and the tree may therefore have a level of protection. It was

noted that the tree cannot be seen from the Road. It was resolved to support this application.

169. RECEIPT OF CONSULTEE REPORTS OF PLANNING DECISIONS MADE BY SNC:

- a. **Planning Application 2022/0007 4 Thatched Cottages, Norwich Road, Dickleburgh** - Approved 2nd March 2022
- b. **Planning Application 2022/0079 Culrose Residential Home, Norwich** - discharge of condition 2 - tarmac crossover & edging to prevent gravel going on the road – Approved 4th March 2022

170. Streetlights – replacement of a further ten LED lights in this second year of the four year project, a copy of the next tranche has been included in the file. **ACTION** include repairs work as indicated from TT Jones last report

171. Queens Jubilee report – SNC's grant fund application has been submitted, further information will appear in the Parish Magazine on a regular basis. The RBL have confirmed that the Standard Bearer will be present at the lighting of the beacon, Bomford's or Smurfit Kappa are to be approached for an open trailer for the music event on Friday afternoon. It is hoped that a 'newspaper style' souvenir programme will be produced – illustrating past and present events.

172. HIGHWAYS & PROW:

- a. **HIGHWAYS MEETING - update on Quiet Lanes - ACTION** - Clerk to send a reminder email to Adam Mayo and Sophie to confirm the dimensions and design of each Quiet Lane post and possible date for work to be carried out; Clerk to notify Highways re the 'Welcome sign'
- b. **PROW** - There are still outstanding issues regarding footpaths that the PC intend to resolve. FP3 which starts by Kings Head is still blocked with no safe (unobstructed) route to or across the A140; Green Lane, Rushall – the path is being maintained by a local resident (Angus)but there is no clear ownership of the path. Local residents have expressed a desire to the Clerk that the PC claim ownership of the land, the timescale for registering of paths been changed, however the Parish Council are still interested in doing this – **Agenda item for April**

173.PLAYING FIELD:

- a. **WEEKLY PLAY INSPECTION REPORTS** - noted that these are being submitted on a more regular basis; analysis of the timesheet – indicates that a great deal of time is spent clearing of litter.
- b. **FLAILED HEDGE & VERGE** - following complaints regarding the damage to the grass verge, which has been repaired by the contractor. Discussion ensued concerning the timing of cuts, possibly moving to the end of September/October when the ground is firmer. It was agreed that the Parish Council will continue to cut towards the end of winter (February) to give native birds and insects the best opportunities for surviving the winter months. It should be noted that the Parish Council is in the second year of a three year contract
- c. **NGF** - the multi-play unit will be cleared, the area marked out, fenced and work will commence in the near future. It is hoped to complete after the Easter holidays

174. RECEIPT OF THE FOLLOWING: (i) Town Land Trust - A letter has been received from Dickleburgh Primary Academy enquiring about the Town Land Trust - if they own the old allotments, is the Town Land Trust part of the Historic Building Trust? Cllr. R. Theobald responded to the questions - to the best of his knowledge the members of the committee are Martin Wilby, two churchwardens, Robert Theobald, Jonah Mitchell, Rev. Sarah Walsh, Alasdair Wilson and John Adlam, the Trustees are Martin Wilby, John Adlam. It was stated that the Town Land Trust is not part of the Historic Building Trust. The School would like to meet with the owners of the old allotments to discuss the Forest School project and use the old allotments. The Chair also asked Cllr. R. Theobald to confirm that the Parish Council do not have a representative on the committee. It was confirmed. **ACTION** - the Chair and Clerk will circulate a response prior to sending it to the School; **(ii) Norwich North West by-pass** - an update from NCC had been received and circulated to all Councillors;

175. RECEIPT OF MATTERS OF INFORMATION FROM COUNCILLORS: none

176. DATE FOR THE NEXT MEETING AND ITEMS FOR THE NEXT AGENDA ON **MONDAY 11TH APRIL 2022, 7.00PM, AT DICKLEBURGH & RUSHALL VILLAGE CENTRE**

AGENDA ITEMS - Queens Jubilee events; skate board facility; Audit – internal & external; opening hours over Bank Holiday at The Little Chippy, BT box,

The Chair thanked everyone for their contributions and attendance.

THE MEETING CLOSED AT 10.38PM

SIGNED

DATE