



Parish Council Meeting Minutes

For 11th February 2025,

7.00pm, at Dickleburgh and Rushall Village Centre

PRESENT: Cllrs. Andrew Goodman (Chair), Lisa Buck, Jim Kerr, Robert Theobald

IN ATTENDANCE: Ann Baker (Clerk), Matt Hill (RFO)

MEMBERS OF THE PUBLIC: 4 residents

132. ACCEPTANCE OF APOLOGIES - Cllr. S. Adlam, Cllr. D. Leyserman, Cllr. P. Reekie, Co. Cllr. C. Rowett, Dist. Cllr. D. Thompson

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

134. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION, COUNTY AND DISTRICT COUNCILLORS

Alison Reid – Patient Participation Group (PPG) – CQC's (Care Quality Commission) new regulations require that all surgeries have a Patient Support Group scheme, these can be supported by different public funding bodies including the Parish Council budgets, and charities and to raise awareness of the group, information has been sent to: the Cock Crow and the Parish News (the Tivetshalls, Pulham Market , Pulham St. Mary, Gissing and this parish). The Patient Participation Group is independent of the surgery, a group of interested residents, who work alongside the surgery, meeting together, up to four times a year - currently they are looking for younger members and family members/representatives to join the group. Some funding would be used to print, publish information on local noticeboards in all villages, or on stalls at fairs. The purpose is to publicise the existence of the group and the groups residents may be unaware of, functions that are provided at the surgery. The PPG do not deal with complaints. Currently the PPG do not have a 'social media presence' due to a lack of control over responses. A councillor offered assistance in this field. **ACTION** – Clerk to email a copy of the grant form to Alison Reid and Cllr. L. Buck will assist with a social media presence.

Dist. Cllr. C. Hudson - local matters:– Furze Green - signs on the road and verge have appeared, although the positioning has been queried with Adam Mayo (Highways Engineer); Dist. Cllr. C. Hudson noted that the Neighbourhood Plan (NP) had been submitted to South Norfolk and Broadland District Council (SNBDC) for Reg. 16 consultation (24th February - 7th March) and an application has been submitted to appoint an examiner, who will carefully check the submission documents and any comments received; Details of a consultation from SNBDC on Self-build and Custom built homes had opened which runs until the 21st March, details can be found on the SNBC website; Devolution – the County Council elections have been cancelled, allowing a strategic union between Suffolk & Norfolk to be worked on. It is essential that there is an awareness of rural/urban communities' differences, a further affect could mean more responsibility for Parish and Town Councils; The District Council budget will be approved at the next full council meeting; The next Town & Parish Council forum meeting is planned for 4th March, at 1.30pm.

A query was raised by a Councillor, regarding the disposal of SNC properties/land etc. - the advice, from the District Councillor was that there is land in Dickleburgh, that if the PC are interested in, now is the time to make approaches - he suggested that the Parish Council write to him and he will send it onto the relevant officer. A further question about speed reduction at Furze Green was asked – referring to a change to 40mph, similar to that between the two Pulham's - it is likely that

there will be another round of the Road Safety Community Fund (RSCF) in the next financial year, an application emphasising the number of houses and children in the hamlet, composed and sent to Dist. C. Hudson for advice, would be useful. With the extended tenure for County Councillors (due to cancellation of elections) there may be the opportunity through the same grant (RSCF) to begin the process. It may also be worthwhile to look for the paperwork linked to the Pulham's project and to approach Co. Cllrs. Martin Wilby and Catherine, along with the MP - Adrian Ramsay for support.

ACTION - Clerk to write to The officers responsible for SNDC land via Cllr Hudson. Clerk to approach C. Cllrs. Martin Wilby and Catherine, the MP - Adrian Ramsay for support regarding speed reduction at Furze Green

Dist. Cllr. D. Thompson - sent a report, the full details can be found in the Minute File; comments were made in respect of:- the next Town & Parish Council Forum (4th March), the Help Hub Employability support; the postponement of the County elections due to Norfolk's acceptance onto the Government's Devolution Priority list, which will lead to changes in council structures.

The Chair thanked all those attending and the meeting resumed at 7.47pm

135. A SHORT PRESENTATION FROM DICKLEBURGH FOOTBALL CLUB - Hayden Wilby, Callum (Secretary/Treasurer), Georgia and Robert (Chair) - they have previously played football at Mellis and Scole, on Sunday morning and are keen to bring back football to the village. To date they have: a new logo for the Club, a club committee has been elected with a – constitution, committee, budget and fundraising criteria – there is a need for equipment, a facility, kit – progress is going well with a number of sponsors for kit and equipment; training gear, branding, balls, nets etc. to be sponsored by local business involvement; they are in need of a home for the Club, i.e. somewhere to play and change, which is why the Parish Council and Village Centre committee are being approached. The aim is for a sustainable club, with a long term future, with scope to add various types of schemes; Affiliation will be made to the FA, along with affiliation to the Norfolk league and the Sunday league. There may be checks of the facilities, but they are confident of making the club a success. As of September '25 they could start playing home games. There are plans to expand the club, small steps initially, with a view to provision of training and holiday clubs for youngsters; Teams – a team + reserves, with interest being shown by a good number of players – some from Mellis and Scole will join, as many play for a Saturday side there won't be too much demand for training sessions, there are three coaches involved to date; Scole no longer have a Sunday team, so some will play for both clubs; As opportunities arise they will offer training for youth groups 8 – 14yrs; they are in conversations with Scole United FC re the goal posts left on site. They are therefore seeking PC and VC approval for the field and changing facilities – with the hope that it will encourage young people to watch and experience live football in the future. **ACTION** - the group will arrange to attend the next VC committee meeting (18th February) for a further presentation, the VC will then send a recommendation to the PC that will be presented at the next PC meeting on the 10th March. There were no further questions from Councillors, the Chair thanked the group for attending and the excellent presentation

136. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL ON 13TH JANUARY 2025

The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve them, proposed Cllr. J. Kerr, seconded Cllr. R. Theobald, unanimous approval.

137. MATTERS ARISING FROM THE MINUTES OF 13TH JANUARY, 2025, FOR INFORMATION PURPOSES ONLY:

a. Website and domain changes (min. 121a) - **Clerk** to liaise with Cllrs. S. Adlam and R. Theobald. Also write to Paston-Chase & Steve Jackman, Wix website designer

b. Furze Green gateway signs (min. 121b) - the Clerk has spoken with Jason at Signlines, confirmation of costs awaited. The Highways team had erected signs at either end of the hamlet and road signage has been painted, although A. Mayo (Highways Engineer) will be called to check these are in the correct place – Cllr. L. Buck to liaise

c. Play area additional equipment (min. 103g) - **ACTION** - Cllr. S. Adlam will prepare a consultation to share with parents, survey - agenda item for May/June

d. Street light update - TT Jones have installed half of the new LED lamp heads. A complaint had been received from Limmer Avenue regarding the brightness of the light. TT Jones have tilted the head away from the property, the time the light is on is subject to the daylight as they are photovoltaic LEDs.

e. Allotment query - Cllr. P. Reekie has spoken with Julie Munnings, all the plots are now in use, a waiting list will be created

All other matters will be addressed during the rest of the meeting.

138. THE MONTHLY FINANCIAL REPORT FROM THE RFO, including notification of payments made over the last month:

a. Payments & receipts – the list of payments and receipts - The information had been circulated to all Councillors by the RFO.

It was resolved to accept the 'Payments and Receipts' and 'the year to date' spreadsheet - it was resolved to approve all, proposed by Cllr. R. Theobald, seconded Cllr. J. Kerr, all approved

b. Precept return – receipt confirmed last month

c. A staff member from Hoxne Primary School had submitted an application for Forestry School Training - a total cost of £1,199.00, however the criteria for individual grants was not met by the applicant. **ACTION –** Clerk has written to the applicant explaining the situation

d. Update on: (i) lighting - date confirmed as week beginning 24th February **(ii) door replacement -** date for accurate measurements week beginning 24th February

e. Update on the Playing Field maintenance contract - there were issues on a social media platform, talks were held with the contractor and a new contract has been issued; a signed copy of the new contract - with terms, costs, invoicing etc. had been received from SDC East Ltd., counter signed by the Clerk and a copy returned to S. J. Crisp.

f. New mandate required by CCLA – mandate form sent, previous mandate requested. Former Chair, Terence Blacker may need to be contacted, Finance Officer to liaise with T. Blacker and CCLA

139. THE DICKLEBURGH & RUSHALL NEIGHBOURHOOD PLAN (DRNP) & PREPARATIONS FOR THE REG. 16 EXAMINATION – the document sent to SNBDC was an incorrect doc. – this had been corrected. The Clerk received a mail from SNBDC regarding the company that arrange the examiner for this stage (K. Payne, RICS via NPIERS), there were three examiners recommended. **ACTION –** Clerk to respond to Richard Squires at SNBDC with the name of the PC's preferred examiner;

There was a complaint regarding a process at the close of the NP, two councillors were asked members to investigate. Following contact with the complainant, the complainant withdrew the matter. No actions were required.

140. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

a. Planning Application 2025/0217 Chestnut Tree Cottage, Norwich Rd., Dickleburgh - installation of 18 modular solar south facing PV array - land is hidden from view, therefore recommend approval

b. Planning Application 2025/0241 Works to tree in the Conservation Area – T1 Birch – reduce to suitable growth points from 9m x 5m to 7m x 4m - recommended approval

c. Waveney Holiday Park 2024/3439 Lawful development of the site - the Clerk has written to Planning Officer Chris. Rickman, no response to date

d. Removal of the hedges on the Chenery site - Cllr. Rowett had passed an email to the Clerk, the Parish Council had written to the MP (no response to date). The email from Co. Cllr. C. Rowett indicated that as there were no photos, the permissions would lie with planning authority etc. The matter to be considered again at the March meeting

e. Receipt of Consultees reports of Planning Decisions made by SNC:

(i) Planning Application 2023/3831 Land north of Kings House, The Street, Dickleburgh - non-material amendment to 2023/2939 – change of design, removal of en-suites and heat-pumps from both bungalows – Approved 24th January 2025

141. HIGHWAYS AND PROW REPORTS:

a. Street signs repair/replacement - ACTION - Clerk to contact officer at SNBDC, if necessary request to District Councillors to follow up

- b. **Furze Green progress** – various matters were covered in item 137b
- c. **Bus route 84** - Cllr. A. Goodman had been in contact with Co. Cllr. C. Rowett asking further questions with regard to use of services. A response had been received from D. Yellop at Norfolk County Council (NCC) to discuss at a meeting the needs of a regular working day service - all Cllrs. invited; **ACTION** - Clerk to liaise with Co. Cllr. C. Rowett and Daniel Yellop to arrange a date; Cllr. L. Buck will arrange a simple poll, on a social media website - the Community Page for Dickleburgh - to discuss needs of public transport, collate and possibly use as future data

PRoW

- d. **Update on PRoW 3** - nothing to report. The point at which the PROW 3 moves from the kerb is gravel, which is in-keeping with rurality. One the development is underway and afterwards cars will drive over PROW 3 to access the new properties, it is at this stage that the land owner may feel the need to upgrade to tarmac, the Parish Council does not see this as appropriate. **ACTION** - Clerk to contact planning to ascertain how this can be protected in its present state.
- e. **Registration of Green Lane, Rushall** - the clerk has written again to Frances Salway, a response with link to a form has been received. **ACTION** – Clerk to examine and circulate to all, to determine the next steps.

142. PLAYING FIELD REPORT:

- a. **Receipt of play inspection weekly reports** – no further report of issues with ‘Spiders Web’ apparatus – the Clerk has mailed photos of the frayed ropes to NGF along with the dips in the surface. A quote will be sent in due course
- b. **The Playing Field hedge** - this has not be cut to date. **ACTION** - Chair - has telephoned and emailed, the Clerk to mail Alexander & Son requesting that the net posts are not removed from the School side of the field
- c. **Installation of a solar powered light on the post at the ‘Entrance’ to the car park** - Cllr. P. Reekie will investigate the costs and circulate in preparation for the March/April meeting. **ACTION** - (i) Clerk to contact ‘Openreach,’ who own the telegraph pole, to enquire if a light could be attached to it (ii) Cllr. P. Reekie to investigate the type and costs of a solar light

143. A DATE FOR THE SPRING LITTER PICK - the matter was discussed. It was agreed the date would be Saturday 5th April, 9.30am – 12 noon at the Village Centre. **ACTIONS** - (i) Clerk to notify SNBDC (ii) Clerk to contact Kappa Smurfit to assist/support with persons or finances - if the latter some of this may be used to produce certificates of participation (iii) contact School and Beavers (iv) Cllr. L. Buck will put out a Facebook alert and contact The Half Moon to act a deposit for litter sacks

144. NEXT STEPS FOLLOWING ON FROM BEN GRIEF’S PRESENTATION RE GREEN CORRIDORS ETC. - the matter was considered – there are opportunities to link with other Parish Councils on both sides of the A140 to create corridors, plans etc. A Working Party, linking with the Commons Committee to explore the possible options that could be taken in collaboration with other Parish Councils. **ACTION** - Cllr. A. Goodman to arrange a Commons Committee meeting to discuss.

145. APPROVAL OF THE PREFERRED LEGAL STRUCTURE FOR NORFOLK ASSOCIATION OF LOCAL COUNCILS - the Clerk had circulated the papers relating to the proposed change. Recommendations indicated that the current co-operative structure had a number of drawbacks, e.g. no other County Association is a co-operative. The recommendation was to convert to a Company Limited by Guarantee, thus aligning it with NALC’s National Assoc. of Local Councils) legal structure ensuring long term efficiency and sustainability. The Parish Council agreed to support the two resolutions: that the Norfolk ALC should convert to a company limited by guarantee and the Roger Taylor carry out the conversion. **ACTION** - Clerk to complete and return the form.

146. DOG BIN AT ST. CLEMENTS COMMON REMOVAL TO RUSHALL CHURCH - the Clerk reported this will be considered at the next Rushall Parochial Church Council meeting on the 20th February. The Parish Council are happy to the move bin, it just requires the Rushall PCC to agree the site in the Church yard. **ACTION** - Cllr. L. Buck offered her husband to assist with removing and erecting, Clerk to liaise Cllr. L. Buck.

147. INFORMATION TO NOTE: (i) **Norwich Western link Road** - the planning application has been withdrawn for the present time due to environmental concerns, raised by Natural England (ii) **Changes to recycling waste** - this will not impact the Parish Council until 2027, when it will be necessary to consider the variety of litter facilities and arrangements with Biffa (iii) **A guide to Community Events** - received from the Parish Council insurance company regarding issues to consider when organizing events in the community - accessibility/inclusivity, eco-friendly planning, fund raising strategies (iv) **Information and request for grant from the Patients Participation Group (PPS), Church Hill Surgery, Pulham Market** - information had been circulated, along with the short presentation at the start of the meeting. It was suggested that a Community Grant form is sent to the group, as the majority of community use the Pulham Surgery positive response. **ACTION** – Clerk to send a Community Grant form; (v) **SNC Consultation on Self-built and Custom-built homes** - consultation from 10th February to 21st March 2025 (vi) **Norwich –Tilbury targeted consultation project update** – 30th Jan. – 3rd March '25 - webinars available to join, Wed. 12th Feb. 12noon Norfolk & Suffolk webinar

148. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Clerk** - (i) a complaint had been received regarding 'dog poo.' Cllr. L. Buck suggested that information is added to the website, including the fact there are ten bins throughout the community which are emptied weekly along with a map to showing the position of the bins, **ACTION** - Cllr. L. Buck to create a map and circulate, prior to putting on a social media website (ii) a complaint received from a resident on Limmer Avenue had been dealt with by TT Jones, the lighting contractors; (iii) Enquiries from residents - the Community Heartbeat Trust can provide these – costs for a two hour course £175.00 – **ACTION** - agenda item for March/April (iv) April Meeting is 14th April, the start of the new Financial Year 2025/2026 – Matt will be preparing for the Internal and External Audits. The Annual Parish Meeting is also in April – as Easter falls late, the Clerk suggested Monday 28th April, in order to have time to prepare a theme/topic/incentive for the event – **ACTION** – agenda item for March
- **Cllr. J. Kerr** – reported that he had been approached by residents regarding the bus stop opposite the Church parking is occurring in the layby preventing passengers unloading due parked cars. Can markings be painted on the road? **ACTION** - Clerk to email to both the Co. and Dist. Cllrs., Adam Mayo (Highways Engineer), expressing the distress within the parish residents.
- **Cllr. A. Goodman** - expressed his concern that the Council may function more effectively if there was a Vice Chair, an expression of interest would be welcomed. Cllr. L. Buck indicated that she would give the matter some thought, particularly if actions could be improved.

149. DATE FOR THE NEXT MEETING & RECEIVE ITEMS FOR THE AGENDA:

MONDAY 10TH MARCH 2025, AT 7.00PM AT DICKLEBURGH & RUSHALL VILLAGE CENTRE - the final meeting of the financial year, any invoices to be received no later than the 28th February

The Chair thanked all Councillors for their attendance and contributions,
The meeting closed at 10.14 pm

SIGNED

DATE