Dickleburgh & Rushall Parish Council

Parish Council Meeting Minutes

For 8th September 2025,

7.00pm, at Dickleburgh & Rushall Village Centre

PRESENT: Cllr. Andrew Goodman (Chair), Cllr. Steve Adlam, Cllr. David Leyserman, Cllr. J. Kerr, Cllr. Pam Reekie

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

MEMBERS OF THE PUBLIC: 1

68. ACCEPTANCE OF APOLOGIES - apologies were received from: Cllr. L. Buck, Cllr. R. Theobald, Dist. Cllr. D. Thompson, Dist. Cllr. C. Hudson

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

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

Co. Cllr. C. Rowett - a full report is attached within the Minute file outlined contents – reported – not an enormous amount has happened; She will be speak at a conference in the USA; BOAT in Shimpling – visited, looking at way of resolving; Highways are proposing mending rather than re-surfacing at Shelfanger; Energy Parks – are becoming a large issue – Co. Cllrs. requested to in consultation responses to Council. Co. C meeting postponed until 25/9; an extraordinary meeting to vote for a strategic authority is proposed for some time in October; there is new Community Fund which has allocated £10,000 (for Co.Cllrs) for highways and or environmental projects – including the establishment orchards; The Fund is suitable for groups organizing activities that bring people together, capital expenditure and routine running costs – in discussion it was thought the fund might support ideas such as water for the allotments, funding up £2,500 is available, anything larger would require match funding; and finally Co. Cllr. C. Rowett mentioned there is a recycling centre consultation and advice for parents about vaccinations.

Dist. Cllr. D. Thompson - report attached to minute file,

The Chair thanked all those attending, their contributions. The meeting resumed at 7. 21pm

71. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 8TH SEPTEMBER 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. P. Reekie, all approved.

7.30pm Andrew Cheer joined the meeting

72. MATTERS ARISING FROM THE MINUTES OF 8TH SEPTEMBER 2025, for information purposes only:

a. **Website and domain changes** (min.53a) - **ACTION** – Clerk to speak to individual Councillors

Clerk spoke with SNC re their issue and it was a problem at their end, matter resolved

b. **Dog bin update** (min.53b) **-** an invoice has been received for the three bins from SNC and all bins are being emptied on a weekly basis, details queried – **ACTION** – Clerk to check with SNC
c. **Lighting & Doors** (min.53c) **-** light, doors and intruder alarm work completed.
d. **Neighbourhood Planning** (min. 53d) **- a** date to meet with the Examiner has been arranged to clarify the housing allocation – choice of site and numbers of dwellings, to ensure the best use of land; the local green space - the field around The Gables, Rectory Road – SNC suggested possibly building there, this is regarded as a valuable asset to the village, and the Parish Council have requested ownership of the land, as it had been reported it was originally gifted by a parishioner to SNC.
e. **Furze Green gateway signs** (min.56) **-** these are now complete, Clerk awaiting delivery. SNC Highways will be contacted to install.
f. **Commons Committee update (**min. 60 (i)) - an action plan has been created to deliver the outcomes which arose from the last meeting, these will be progressed.

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

a. **Payments & receipts –** RFO circulated the list of payments and receipts for the month.

The payments and receipts were unanimously approved by those present. The budget still remains a concern as the projected expenditure has been exceeded - the playing field and improvements to the Village Centre and maintenance have created this position. It was agreed to move the budget figure of £7,000.00 from Grants to Property (Village Hall). Any shortfall in budget will have to be covered from reserves. The RFO advised that the insurance budget is likely not to be fully utilised as he has been securing cheaper deals with brokers. Matt Hill will report back next month. **ACTION** - Finance Committee to make a recommendation at the October meeting

b. **CCLA –** progress report – the RFO is awaiting a response from CCLA re paperwork required to add Cllr Leyserman to mandate. **ACTION** - Finance Officer to monitor
c. **Agreement for employing contractors –** Cllr. L. Buck had circulated a revised document, following a short discussion it was resolved to approve the amended document, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all agreed.
d. **Annual insurance renewal -** quotes and documents had been received from Clear Councils and Zurich, but not from AJ Gallaghers as yet (current insurance broker). The recommendation is that the Parish Council does not continue with the current broker when the policy expires on 30th Sept. accepting either Zurich or Clear Councils quotes.

The Electrical Installation Condition Report (EICR) for the Village Centre, requires some repairs, the Bowls Club and The Little Chippy will be carried out before the end of the month. It was resolved that on completion of the inspections, the Chair's discretion will be used to decide the best policy, proposed Cllr. P. Reekie, seconded Cllr. D. Leyserman, all agreed. The current insurance with Premier Line for The Little Chippy will be cancelled once the insurer has been confirmed – both companies have included The Little Chippy in their quotes. **ACTION** - Clerk to follow up the EICR's and liaise with the Finance Officer. Finance Officer and Clerk to recommend insurance company.

e. **Village Centre lighting -** Marc Drury – details of the make and model of lights, warranty or guarantee for the kitchen, store room and Meeting Room have not been supplied. The RFO expressed his concern on these issues. Clerk to request - alternatively details may be found from the contractor conducting the EICR. This may clarify the matter. It was resolved to accept the latter, if this is acceptable for the insurance companies, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all in agreement. **ACTION** - Marc Drury to be paid. Confirmation that a satisfactory EICR is held, along with product information will suffice for insurance cover.

7.50pm Cllr. S. Adlam left the meeting

74. FURZE GREEN PROJECT – the gates are completed, delivery is expected. It was resolved to approve payment of the invoice prior to delivery, proposed Cllr. J. Kerr, seconded Cllr. D. Leyserman **ACTION** - RFO to process

75. A VISION STATEMENT FOR THE PC - Cllr. L. Buck had circulated a statement to reflect the values and key elements of the community and NP to create the document. A short statement was also suggested and will be considered prior to the next meeting. As Cllr. S. Adlam had expressed an interest in this matter it was agreed that this would be an agenda item for October. **ACTION** - Cllr. L. Buck, D. Leyserman and S. Adlam to liaise

76. AUDIT OF PARISH COUNCIL'S ASSET REGISTER audit - agenda item for a future meeting. The RFO, Matt Hill regularly updates the register as items are purchased or discarded, he also runs a check prior to the internal/external audits. The insurance brokers the RFO has been dealing with mentioned that contents insurance should be based on replacement values rather than cost. Cllr. J. Kerr volunteered to accompany Matt Hill when he next audits the asset register contents throughout the parish. **ACTION** - RFO to amend the contents on replacement value rather than cost.

77. SHORT REPORTS FROM THE FOLLOWING WORKING PARTIES:

i. **THE COMMUNITY GRANTS WORKING PARTY –** A revised application form had been circulated to all councillors – included on the form were: the applicant's date of birth, where they live, the total amount of grant required and other sources of funding.

ii. The recommendation from the Grants Working Party re the grant to a Classics student was a figure of £500.00. Proposed Cllr. J. Kerr, seconded Cllr. D. Leyserman, all agreed. **ACTION** - Clerk to send a letter of congratulations and request a report after the event.

iii. **VILLAGE CENTRE COMMITTEE –** Cllr. J. Kerr presented a short report – he has taken on the role of Chair; Laine Chenery has taken the role of Finance Officer. Laine has met with Mandy Wilby to discuss various issues, including: the standing order set up by Mikeys Bar to cover utility expenses - this will be revised around the end of the year; VC funding has been allocated to investigate the remedial work in the Disabled toilet, the blocked drain in the Ladies toilet, and the overflow pipe in the shower in the Changing Room:

The valve in the Disabled Facility is leaking - a quote has been obtained from Bargain Bathrooms to remedy the leak and replace the broken toilet seat - £169.00 including labour and VAT - it was resolved to approve this work, Cllr. J. Kerr, Cllr. P. Reekie all agreed. **ACTION** – Clerk to contact Bargain Bathrooms

The blocked drain in the middle toilet in the Ladies - debris is snagging on the pipe - it will be necessary for a drainage firm to investigate, correct the pipe work and investigate the drains under the Chiller Room in Mikeys Bar. **ACTION** - Clerk to contact Metro-Rod

Overflow/waste water pipe from Gents toilet through the shower facility in the Home Changing Room - **ACTION** - Clerk to contact Hayden Wilby for a quote

iv. Hire/Licence for the Changing Rooms - previously this had been incorporated into one invoice for hire of the pitch and changing facilities. Going forward Cllr. J. Kerr reported that the Village Centre would invoice Dickleburgh Football Club with a Hire Agreement on an annual basis. The charges were to remain fixed at £175.00 for this season until next year and will be reviewed in April 2026. **ACTION** - Clerk to send YTD sheet to MH

v. Hire charges for hiring the Village Centre - the Chair and Finance Officer had met to discuss these – the outcome being that from January 2026 these will be increased, there will be a review of the booking form and hire conditions over the coming months.
Cllr. J. Kerr concluded his report stating that the Village Centre budget is under performing and a series of fundraising activities will be organised - starting with the Bowls Tournament and a Christmas Bingo evening.

(ix) **Amendments to the 'Rules of the Charity, no. 295309'** - the amended rules and additional clause had been circulated to all councillors – the Trustees will hold four meetings a year in private, the Management Committee can meet has often as agreed –

to determine banking, hire charges, fund raisers etc. It was resolved to approve these amendments, proposed Cllr. D. Leyserman, seconded Cllr. P. Reekie, all in agreement

The Chair thanked Cllr. J. Kerr for his informative report.

78. APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

a. **Planning application 2025/2426 Artists Retreat, The Street, Dickleburgh -** removal of one ash tree to ground level in a Conservation Area - agreed

b. **Waveney Holiday Park 2024/3439 Lawful development of the site** - no update at present

c. **Receipt of Consultees reports of Planning Decisions made by SNC: -** none

79. HIGHWAYS AND PROW REPORTS:

a. **Highways -** Norfolk County Council's local highways Parish Partnership letter and application form - this was received, consideration of suitable projects to be brought to the October meeting

b. **PRoW:** (i) The Green Lane, Rushall had been trimmed by the Caretaker, it was felt that this should not be at the expense of the Parish Council but the responsibility of Highways . **ACTION** - Frances Salway should be requested to cut – Matt Hill to contact (ii) the Lonely Road bridleway – Matt Hill reported it had been lodged with Highways, as yet no response. It is possible to walk along the bridleway but it is not accessible for a horse.

The Chair thanked Matt Hill for his report.

80. PLAYING FIELD REPORT: Receipt of play inspection weekly reports:

a. **Monthly Play Inspections** - Cllr. J. Kerr reported the weekly inspections are ongoing, the monthly inspections are carried out by Hadleigh Drake and Cllr. J. Kerr; The Caretaker has made a start on the Action Plan – tightening bolts on the ladybird rocker, sanding the rough edges – using a battery powered sander; tightening the lose screw on the train funnel etc. **ACTION** - Clerk/PC to monitor the progress of the Action Plan

b. **Annual report for the Play Area equipment -** the Property Working Party had circulated an action plan - allocating suitable items to the Caretaker, Hadleigh Drake. Other repairs will need to be addressed by NGF. Almost all items were very low risk, the exception being the Snake Swing which had been repaired. A conversation with a contractor from NGF Play Ltd. pointed out what to watch out for - chain wear; Spiders Web – suggested removing wire ropes, replacing with diagonal ropes, removing the climbing pegs; on the Zip–Wire – the long spring which assists with stopping the seat is damaged but still performing the function, the seat level needs lifting and the wire needs tensioning – NGF to be contacted; the Teen Shelter has graffiti on it – the Caretaker will purchase a remover fluid; the rusted shackles – these will be treated with rust remover and painted **ACTION** - Clerk – urgent call to NGF – zip-wire, spiders web repairs;

The Chair thanked Cllr. J. Kerr for his report

81. INFORMATION REGARDING THE DITCHES AND WATERWAYS RELATING TO THE BURSTON ROAD ALLOTMENTS - an email had been received by the Clerk from Katie Spillman, SNC Surface Water & Drainage Ditch Warden outlining issues found on the Burston Road allotments. Cllr. P. Reekie will ask David Hurry to clear the ditch, or Ben Grief may be approached as he has access to suitable machinery. Martin Wilby will also be approached as the ditches are part of the Town Lands Trust lands. It was suggested that although the Parish Council are not responsible it may be possible to tie into a water harvesting project providing water to the allotments. **ACTION** - Clerk to respond to K. Spillman and will report on investigations at the next meeting.

82. ARRANGEMENTS FOR THE ANNUAL REMEMBRANCE SERVICE - The Clerk has been in contact with SNC and the marshals. Cllr. A. Goodman has asked Cllr. J. Kerr to represent the Parish Council at the wreath laying service. **ACTION** - Clerk to progress the road closure application, confirm the costs of two marshals, request that Rev. Carl Melville references the contribution made by American Servicemen then and their continuing presence.

83. ROLES & RESPONSIBILITIES FOR 2025/26 - the Roles and Responsibilities paper had been circulated, the revised copy will be circulated to all councillors following the meeting.

84. INFORMATION TO NOTE: (i) Update on the Norwich/Tilbury project - noted

(ii) NCC Parish Partnership bid letter – discussed at item 79a

(iii) SNC Village Clusters Housing Allocation Consultation update - noted

85. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. P. Reekie** - water to the two allotment sites - requested the opportunity to explore the possible options; the hedges along Harvey Lane require trimming
- **Clerk** - complaint re hedging from Cornfields to Norwich Rd. - the Caretaker has dealt with the matter – check if done; House fire on Millars Drive - role for Parish Council at present – is there anything that can be done by PC. Suggested SNC Help Hub and NCC assistance

  St. Clements BBQ to be held on Sat. 6th Sept.; a Yard Sale in Dickleburgh on the same Saturday
- **Cllr. A. Goodman** - reported that he had been in contact with the Doctor's Surgery at Pulham Market who were still interested in the provision of a free bus service for those who may find fares costly;

  Reminded all that NP team will meet to prepare for the meeting with the Examiner; liaise with Matt Hill and Clerk on the insurance progress; Personal Working Party are meeting later in the week; Councillors to send any ideas for a short vision statement to Cllr. L. Buck and Cllr. D. Leyserman urgently

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

MONDAY 13TH OCTOBER 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE

The Chair thanked all Councillors for their attendance and contributions

The meeting closed at 22.32 pm

SIGNED ………………………………………………………… DATE ……………………………………………….