



Parish Council Meeting Minutes

For 13th October 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, Cllr. R. Theobald, Andrew Cheer

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

MEMBERS OF THE PUBLIC: 1

87. ACCEPTANCE OF APOLOGIES - apologies were received from: Co. Cllr. C. Rowett, Dist. Cllr. C. Hudson. Cllr. L. Buck. The Chair welcomed Andrew Cheer who had completed the Co-option application.

88. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED – item 95 NP team report – Cllr. A. Goodman

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

Dist. Cllr. D. Thompson - reported 24th September Local Government Reorganization SN had unanimously supported the Two Unitary Norfolk power to Central Government. The Government are due to respond to the submissions in March 2026, he will update; T & P Forum – 12th November links to be circulated; Winter Pressures grant available - multiple agency grants, short grant window, application link in his report; CAF - a second round of funding, is being considered by the Cabinet, in early December for approx. 8 weeks; Neighbourhood Plan meeting, 16th October, Cllr Thompson advised, despite advice from SNDC, that notice will be put be given of the Examination meeting on 16th October - the Chair indicated that a notice will be put on community notices, including the website to inform parishioners; Dist. Cllr. D. Thompson had received a complaint following sale of the Waveney Valley Holiday Park, Rushall relating to another Certificate of Lawfulness;

Question relating to the organizational changes – dual or single unitary power would reduce the numbers of County and District Councillors, office staff etc. which will result in more work/responsibility/authority/power to Town and Parish Councils – who could be encouraged or given the option to take on these aspects, funding would not necessarily follow.

Satellite office at The Octagon – the first six months of usage was tracked. Question - do SNC still have a presence at Diss Pool for local people to access services, issues, problems etc. It was suggested that SNC presence should be located in the library – Dist. Cllr. D. Thompson will enquire – **ACTION** - Cllr. D. Leyserman to follow up.

The Chair thanked all those attending, their contributions. The meeting resumed at 7. 27pm

90. 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. D. Leyserman, seconded Cllr. P. Reekie, all approved.

91. MATTERS ARISING FROM THE MINUTES OF 8TH SEPTEMBER 2025, FOR INFORMATION PURPOSES ONLY:

- a. Website and domain changes** (min.72a) - any further issues, please liaise with the Clerk
- b. Furze Green gateway signs** (min.72e) - the gates have been made and delivered, the Clerk has contacted SNC Highways Officers regarding the installation, the Chair has contacted Co. Cllr. C. Rowett, Co. Cllr. C. Rowett has also contacted Highways.
- c. Asset Register update** (min.76) - to be carried out in 2026
- d. Information re the Doctor's Surgery and the Bus Service** (min.85) - NCC have indicated that they understand the argument to reinstate the free service for residents experiencing hardship. Further clarification to be sought to identify bus timing, timetabling, possible additional bus stops, appointment co-ordination etc. **ACTION** - Cllr. A. Goodman to arrange
- e. Roles & Responsibilities** (min. 83) - the Clerk had circulated an amended copy to all Councillors.

All other matters arising may be addressed during the meeting

92. 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 second tranche of the Precept had come in early October; Insurance costs have been significantly reduced. The new insurance includes all properties in the Parish Council's ownership - the Village Centre, including Mikeys Bar, the Playing Field, the Bowls Club and The Little Chippy. It was resolved to approve the payments and receipts sheets, proposed Cllr. D. Leyserman, seconded Cllr. R. Theobald, agreed by all.

- b. Approval of the viring of funds within the budget (min.73a)** - it was resolved to approve the recommendation to vire reserve funding into the budget, proposed Cllr. P. Reekie, seconded Cllr. R. Theobald, agreed by all.

- c. Approval of the second quarterly bank reconciliation to 30.09.2025** - it was noted that the balances year on year are significantly lower due in the main to unbudgeted capital expenditure on the Village Centre. It was resolved to approve the reconciliation, proposed Cllr. P. Reekie, seconded Cllr. R. Theobald, all in agreement.

- d. CCLA signatories (min.73b)** – progress report – The RFO has confirmed that Cllr. A. Goodman and Cllr. D. Leyserman are both signatories on the mandate.

- e. Annual insurance renewal** - quotes and documents had been received from Clear Councils and Zurich, and AJ Gallaghers. There was a recommendation to accept Clear Councils from the RFO, Chair's discretion was taken and the premium paid and paper work had been completed. It was noted that the Village Centre, the Bowls Club and The Little Chippy were now with the one insurer for the next three years. A vote of thanks for research, savings and opportunities was offered by Cllr. A. Goodman and seconded by Cllr. R. Theobald, unanimous approval.

- f. Street lighting contract** - the unmetered supply from British Gas is due to expire on the 31st December. There are very few companies that offer an unmetered supply so the market is a small one. No standing charge (which the RFO negotiated for the past three years) is a thing of the past, an acceptable daily rate (currently 22.67p/kwh and night) with as low a standing charge as possible has to be found. British Gas Standing Charges are £7.89 per day on a fixed contract and £10 on a variable one. This would mean the cost of streetlighting overall rising from the present circa £1300 to say £4500. The RFO has approached NALC and will explore. Following discussion - **ACTION** – Matt Hill will present a proposal to the November meeting subject to quotes being received. Clerk to find out suppliers used by other Parish Councils.

- g. Update on the Electrical Installation Condition Reports (EICR)** (min.73d) - the three reports have been completed (Village Centre/Mikeys Bar, the Bowls Club, The Little Chippy) satisfactorily. There are a number of recommendations to be carried out in due course, a list had been circulated to all Councillors. RFO recommended that remainder of work is carried out to repair/replace/monitor. All C1 and C2 issues have been addressed and completed.

Following discussion it was suggested that Village Centre Committee present a proposal of all remedial works to be presented to the Parish Council. The Parish Council will prepare an application for funding, once the Village Centre have identified further needs within the building. **ACTION** – the Property Working Party will formulate a plan, led by Cllr. S. Adlam and Cllr. P. Reekie, liaising with the Village Centre in relation with the requirements for CAF forms.

- h. PKF Littlejohn, External Auditors** - the external report has been completed satisfactorily, a straight forward year, next year will require more details.
- i. Approval of a donation to the RBL** - the cost of an individual wreath is £20.00. It was resolved to send a donation of £70.00 to the RBL, proposed Cllr. P. Reekie, seconded Cllr. J. Kerr, all agreed
- j. Receipt of a short report on the Local Council Award Scheme** - the RFO, Matt Hill outlined the scheme - which refers to a number of criteria that a good Parish Council aspires too - good governance, community leadership, there are guides available on how the criteria can be achieved, an initial fee of £50.00 would be required to register. Grant Funders are known to look at a council's website to see if this scheme is being followed. It was agreed that it would be a scheme to aspire too in the near future. **ACTION** - The RFO will circulate a reminder in the New Year along with further information

93. A VISION STATEMENT FOR THE PARISH COUNCIL - A statement to reflecting the values and key elements of the community and Neighbourhood Plan had been circulated to all councillors to create the document. Further work had been carried out By Cllr. D. Leyserman following the September meeting in order to create a clear concise document that could underlie all work within the Parish Council. The phrasing, had been grouped under four areas in commonality - these four were reduced to three a vision of each area – heritage, development, community. It was suggested that this was the essence of the Parish Council - protecting heritage, promoting development and supporting the community (the past, present and future). Following discussion it was agreed that a shortened version should appear on the letter-head to remind everyone of the vision as custodians of the community. The final wording was agreed as “Celebrating Heritage, Promoting Development, Supporting Community.” **ACTION** - the wording to be added to the website and all future communications.

94. SHORT REPORTS FROM THE FOLLOWING WORKING PARTIES:

(i) VILLAGE CENTRE COMMITTEE – Cllr. J. Kerr presented a short report including the continuing work with the Finance Officer - streamlining the hire of hall, a change in the format of the form. This would include how to apply, the payment and approval, confirmation of the booking, possibly using docu-sign to confirm booking. A revised table of hire charges and rules of kitchen hire

(ii) Amendments to the ‘Rules of the Charity, no. 295309’ clause 9 - a further clause to the rules, this ensured that the Chair would also be a trustee. It was resolved to approve these amendments, proposed Cllr. D. Leyserman, seconded Cllr. S. Adlam, all in agreement.

At present the members of Village Centre do not have access to Mikeys Bar, liaising with the Bar prior to work to be carried by any contractor is required. As this is unsatisfactory it was proposed a letter be written to Mikeys Bar stating a key, along with the intruder alarm code is supplied to the Parish Council in accordance with the insurance, fire and safety regulations. **ACTION** - The Parish Council Chair will write to all leaseholder requesting a key to the buildings and any intruder alarms, as part of their agreements. Any access to the properties will be requested by the Parish Council of the leaseholder.

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

95. NEIGHBOURHOOD PLAN PROGRESS - Cllr. A. Goodman gave the following update – the meeting with the Examiner will take place later in the week. Dist. Co. Cllr. D. Thompson raised this in the public part of the meeting – it was explained that the Examiner and SNC

had advised that the meeting should not be publicised by the PC or SNC as it was controlled by the examiner. Should we wish to publicise the meeting we should make it clear that members of the public attend they can only observe. **ACTION** - Notices will be posted on the website, notice boards in both villages and at St. Clements Common.

96. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL: none

- a. **Planning application 2025/**
- b. **Waveney Holiday Park 2024/3439 Lawful development of the site** - no new information, a response will be sent to the amended application expressing the issues that such an increase in population would imply to a small community on the infrastructure
- c. **Receipt of Consultees reports of Planning Decisions made by SNC:**
 - (i) **Planning Application 2024/2336 & 2024/2420** East Bank, Ipswich Road, Dickleburgh - approved 23rd September 2025
 - (ii) **Planning Application 2025/1953** Land North of Kings House, The Street, Dickleburgh - approved with conditions by the Management Committee 3rd October 2025

97. HIGHWAYS AND PROW REPORTS:

- a. **Highways** - Norfolk County Council's local highways Parish Partnership letter and application form - this had been circulated - suggestion that the safe-walking path from the car park linking to the path opposite would be a possibility, or the building of a petanque court. **ACTION** - costs to be investigated by the Councillors involved, circulated to all prior to the November meeting
- b. **PROW:** Matt Hill reported that the bridleway from Lonely Road, Dickleburgh has been cut and is passable for walkers.

98. 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; repair work has been carried out on the train funnel etc. **ACTION** - Clerk/PC to monitor the progress of the Action Plan
- b. **Repairs to the basket swing and other equipment** - shackles for the basket swing awaiting a fixing date - it was queried how this could happen so shortly after installation; quote received for Spiders Web – removal of timber climbing holds & replacement with rope £1,018.80 incl. VAT. These costs were discussed – the possibility of repairing some of the more minor issues – the implications on the insurance, the training of a Councillor and/or Caretaker, the sharing of the cost of this training with another Parish Council. **ACTION** - Clerk/Cllr. J. Kerr to talk with the Caretaker; Clerk to talk with NGF re warranty on the chains. The Chair thanked Cllr. J. Kerr for his report

99. Burstons Road Allotments - it was reported that to bring water to the sites would be very costly. The ditch on Burstons Road allotments is owned by the Townland Trust, a trustee had been contacted who stated it would be cleared, to date this has not happened, a further call will be made. It was suggested that the deeds may indicate that the Parish Council owns the site. A further suggestion to assist with bring a supply to the site may be through a CAF grant fund made by the Allotment holders. Hedge running on boundary is in need of cutting. **ACTION** – Cllr. P. Reekie and the Clerk to undertake further research re the deeds. Cllr. P. Reekie to suggest to the allotment holders that they, as a group, apply for a grant suggested by Dist. Cllr. D. Thompson. Clerk to arrange for the Caretaker to arrange to cut the hedge.

100. ARRANGEMENTS FOR THE ANNUAL REMEMBRANCE SERVICE - The Clerk has confirmed that Discreet Security's will attend, the details were circulated including insurance, accreditation, employers liability and the cost per hour for each of the marshals. An application to SNC Safety Advisory Group (SAG) had been sent, no acknowledgement to date. The two wreaths have been ordered

and donation approved, item 92 (i). Cllr. Kerr has agreed to represent the PC at the wreath laying ceremony.

- 101. INFORMATION TO NOTE:** (i) receipt of the monthly copy from 'Open Spaces Society' circulated to all Councillors - noted
(ii) NCC – 'OneNorfolkOneCouncil' proposal submitted to the MHCLG (ministry of housing, communities & local government)
(iii) SNC's submission for a 'Two Unitary Authority' under the Local Government Re-organization - noted
(iv) National Grid – 'Norwich/Tilbury Development Consent Order' submitted to the Planning inspectorate - noted
(v) NCC 'Norwich Western Link Road' update - noted

102. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. P. Reekie** - mentioned the forth coming Bingo Night on Dec. 12th and a sunflower competition for next summer
- **A. Cheer** - had attended the Net Zero Conference – there were more Town Councils developing this type of approach – land use, environment, transport, community schemes for energy projects and policies. It was suggested that a short report be circulated prior to the next meeting and as an agenda item Nov.
- **Matt Hill** – raised the arrangement between the Parish Council and Dickleburgh FC which remains outstanding from March 2025 - if ready prior to the November meeting this lease will be a Chair's action; repairs to the play equipment - an agenda item
- Cllr. S. Adlam – reported that he was waiting for further information regarding the loss of musical instruments destroyed in the house fire close to the School, he will update when further information is available.

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

MONDAY 10TH NOVEMBER 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE

The Chair thanked all Councillors for their attendance and contributions
The meeting closed at 11.03 p.m.

SIGNED

DATE