



Parish Council Meeting Minutes

For 10th November 2025,

7.00pm, at Dickleburgh & Rushall Village Centre

PRESENT: Cllr. L. Buck (Chair), Cllr. S. Adlam, Cllr. D. Leyserman, Cllr. J. Kerr, Cllr. P. Reekie, Cllr. R. Theobald, Cllr. A. Cheer

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

MEMBERS OF THE PUBLIC: Dist. Cllr. C. Hudson, Co. Cllr. Dr. C. Rowett

104. ACCEPTANCE OF APOLOGIES - apologies were received from: Dist. Cllr. D. Thompson, Cllr. A. Goodman.
Cllr. L. Buck, Vice-Chair agreed to Chair the meeting

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

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

Dist. Cllr. C. Hudson - reported the following - Waveney Valley Holiday Park – the Planning Officer indicated that the change of tourers to static caravans are because they are similar. This is not a planning matter, the application will go to Committee, allowing the public the opportunity to make their case. The agenda and minutes report should arrive this coming week for the 19th November. Councillors raised the fact that the owners were no longer the same, it also appears that the static caravans/pads are being sold individually. The infrastructure for Air Station Lane does not compare with Spill Land Caravan Park appeal, which is based off a main road. The Chair agreed to liaise with Rushall Councillors re attendance and representation at the SNBC Management Committee session on the 19th November;

Currently the Rushall BESS application has been suspended, discussions are focussed near Eye with the landowner;

Devolution – SNBC have put forward a two tier authority plan – stating that a one unitary authority would be too big, a three tier authority would not show any savings, thus a two tier unitary offers the best option;

Fly-tipping – Cllr. C. Hudson requested a note making residents aware of illegal fly-tipping by traders not licensed - before giving waste to the traders they should: (i) ask to see their licence, (ii) note the vehicle registration, photo again (iii) request to see a copy of the transfer note and photo it. There are a number of rogue traders taking the waste and dumping it in farm gateways, which can lead to the owners of the waste being fined – **ACTION** - Clerk to post on the website, Parish News and noticeboards;

Finally Dist. Cllr. C. Hudson reminded all to check that ditches are cleared to allow free flow, if there are blockages to contact the landowner or contact Dist. Cllr. C. Hudson and he will mail the 'ditch-walker' currently employed by SNBC to deal with the landowner.

Co. Cllr. C. Rowett - report received, the report included that energy schemes in north area of the area are to be commissioned in an industrial scheme; request to respond to NCC consultations re one tier unitary authority and other options this Government consultation will be opened in the near future.

Mayoral elections for a joint Norfolk/Suffolk are being planned for May 2026 in the Devolution changes, with many powers passing to the Mayor - Fire Service, Police Crime Commissioner, the budget – including the offer to spend on a ‘growth fund’ – encouraging business investment for Norfolk and Suffolk to flourish productivity wise, public transport could also benefit;

County Councillor elections could also take place at the Mayoral elections in May.

DEFRA are aiming to strengthen water pollution offence for water companies, Co. Cllr. Dr. C. Rowett commented that she would prefer to see assets confiscated, rather than the company fined.

Local information – suggestion that a lift at Diss Station could be assist accessibility;

NCC community fund – local councils Burston & Shimpling have benefitted (an insect hotel created at the Playing Field), Gissing garden group have new tools. This grant could refurbish bus shelters or printing costs for example.

NCC’s budget consultation has been launched - adult social care consumes a large percentage, comments relating to council tax increases, what savings can be made, housing arrangements etc.

Simmonds Bus Company have been taken over - it is unclear who the new owners are, however the bus drivers are lacking in information - not stopping at correct stops, running late etc. Passengers need to know they can rely on the service, although drivers need time to embed become familiar with the new routines - although the 82 service seems to be working well.

Co. Cllr. Dr. C. Rowett will remind Adam Mayo of the need to install gateways at Furze Green, Highways know where they are to be positioned, the gates have been delivered, and everything has been prepared.

*The Chair thanked those attending, their contributions. The meeting resumed at 7. 24pm.
7.35pm Cllr. S. Adlam arrived*

107. Co-Option of Andrew Cheer - The Chair welcomed and thanked A. Cheer for offering to join the Parish Council. It was resolved to approve the co-option of Andrew Cheer. Cllr. A. Cheer signed the Declaration of Acceptance of Office, received copies of the Standing Orders, Financial Regulations, Code of Conduct and Pecuniary Interests form. **ACTION** - Cllr. R. Theobald will add his details to the website. The Clerk will send details of induction training for new councillors to Cllr. A. Cheer.

108. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 13TH OCTOBER 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. J. Kerr, all approved.

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

a. Website and domain changes (min.91a) - a request for Cllr. R. Theobald and the Clerk to check the website for minutes etc. There are still some issues to be sorted regarding receipt of emails, **ACTION** - the Clerk to speak with IT at Norfolk ALC and 121 Computers. The item can be removed from the agenda.

b. Furze Green gateway signs (min.91b) - 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. Final chase up to **ACTION** - the gateways will be erected field side of the verge.

- c. **Information re the Doctor's Surgery and the Bus Service** (min.91d) - this will be a 12'oclock service, the bus will wait in Pulham Market for an hour before returning through Dickleburgh and Rushall. Passengers to indicate on boarding that they are attending the Surgery and the fare will be waived.
- d. **Progress on the hire agreement between Dickleburgh FC and the Parish Council for use of the pitch** - Clerk to contact the Secretary, requesting necessary papers, with a reminder that the contract is in urgent need of signing, as the Parish Council buildings insurance may not cover any damage caused to the building by the Football Club. ACTION - Clerk to circulate the contract, forward to Dickleburgh FC
- e. **Dickleburgh Primary School** – loss of musical instruments at the school as a result of a recent house fire nearby - the container containing the instruments was close to the fire, all contents were damaged. Friends of Dickleburgh School (FODs) have a closer link to the School and may be better equipped to offer assistance, Cllr. S. Adlam will keep the Parish Council updated.
- f. **Neighbourhood Plan** - the team are still waiting for the Examiner to send his report to SNBC, which in turn will be sent onto the NP team and Councillors.

All other matters arising will be addressed during the meeting.

110. 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. It was resolved to approve the payments and receipts sheets, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, agreed by all.

Preparation of the budget - RFO requested that projects be submitted prior to arranging the Finance Committee meeting in November - allotments, play area, any projects, training budget, property, Village Centre, grants, maintenance; Matt Hill and Cllr. J. Kerr to liaise on VC items, maintenance of play equipment etc.

To complement the Vision statement, a training session on Community involvement delivering advice, pointing ways to improve links with community, costs, other subjects could be considered; **ACTION** – all councillors to make any bids in the next week to ten days, then Finance Committee would arrange to meet in preparation for December meeting.

- b. **Street lighting contract** - the unmetered supply from British Gas is due to expire on the 31st December 2025. There are very few companies offering an unmetered supply thus the market is a small. The RFO had investigated various options and circulated his research and the resulting contract with SSE via Utility Aid with a three fixed deal. It was resolved a approve the deal, proposed Cllr. J. Kerr, seconded Cllr. A. Cheer - unanimous

- c. **Update on the Electrical Installation Condition Reports (EICR)** - The Village Centre Committee presented a proposal of all remedial works to the Parish Council. **ACTION** – the Property Working Party will formulate a plan, led by Cllr. S. Adlam and Cllr. P. Reekie, liaising with the Village Centre and the requirements for CAF forms.

The Chair thanked the RFO for his detailed research and presentation.

111. 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 booking system for hire of hall, a change in the format of the booking arrangements. This would include how to apply, the payment and approval, confirmation of the booking, using docu-sign to confirm booking. A revised table of hire charges and rules of kitchen hire will come into operation from Jan. 1st 2026. The new booking procedures will be covered with the Booking Clerk in near future;

Jan Logan and Shelia Bartram's resignations will be received, there is a need to recruit a new people via word of mouth, adverts in the Parish News and on the website.

Funding applications in conjunction with Dist. Cllr. D. Thompson to assist with the refurbishment of the VC. Fund Raising to date included a successful Bowls event, a Christmas Bingo had been arranged, 'Grow the tallest, shortest largest bloom, most blooms on a sunflower' competition planned.

(ii) **Amendments to the 'Rules of the Charity, no. 295309'** - the trustees have been registered; letters have been delivered to all Tenants (requesting a set of keys to their premises) of the Parish Council properties - the Bowls Club have given a key and code to the Clerk. A number of documents have been requested from Dickleburgh F.C. , the hire agreement can then be signed off.

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

(iii) **Drains update** - Metro Rod solved the issue reported, further details to improve the system are awaited. A resident, Kevin Clarke who has a drains business, understands the workings of the building, has received a copy of the 2022 report from Metro Rod. He will study and give his recommendations for proposed work going forward within the building/site

(iv) **A short report from the Personnel Working Group** - a minor update of Clerk's job description to include clerking for VC had recently been included. The Clerk has been asked to approve this addition, which has been carried out since commencing the position of Clerk.

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

a. **Planning application 2025/**

b. **Waveney Holiday Park 2024/3439 Lawful development of the site** - the Management Development Committee will meet on 19th November – the Chair will liaise with Rushall Councillors as to who is available to attend.

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

113. HIGHWAYS AND PROW REPORTS:

a. **Highways** - a reminder that the Norfolk County Council's local highways Parish Partnership letter closing date 1st December is approaching. Weight restrictions discussion on Rectory Road were raised. **ACTION** - Cllr. S. Adlam re this matter the possibility of a safe path from the VC over to Harvey Lane towards the School. Cllr. D. Leyserman will progress the costs of a petanque court.

b. **PROW:** none; It was noted that the path alongside Chenery's the hedging and earth bank is near impassable for pedestrians - Cllr. S. Adlam will contact Adam Mayo for the engineers to clear. Similarly on Rectory Road the hedge and verge earth bank, near to the bottle bank are encroaching on the path – **ACTION** - Cllr. S. Adlam will contact Vic Prewer, the tenant.

114. 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; Following inspection, Hadleigh Drake has carried out the majority of the actions on the plan - the benches will be painted in warmer weather, the graffiti has been removed; NGF – zip wire, tensioning & new spring, solution where solutions; Spiders web wires not exposed as yet; the snake rope swing – the chains attached to upright wires are gradually wearing through – the bottom part of chains is visibly worn. A budget to have the chains replaced, the bearings on the roundabout, tensioning on the zip wire, and a new spring, along with the spiders web wires. **ACTION** - Cllr. J. Kerr will update NGF, it was proposed that these repairs were carried out.

b. **Repairs to the basket swing** - shackles for the basket swing are waiting to be fixed - date to be arranged. **ACTION** - Cllr. J. Kerr and the Clerk to be contacts for NGF.

c. **Repairs to other play equipment & an update on the action plan** - see above. All Cllrs. agreed that spiders web and zip-wire repairs to be carried out by NGF Limited as soon as possible, the RFO supported this action, indicating that reserves would have to be used to cover the repairs. It was resolved to approve the repairs, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all in agreement. The wear on the snake swing chains to be carefully monitored.

d. Thanks were conveyed to Hadleigh Drake for his excellent work and Cllr. J. Kerr for monitoring progress

The Chair thanked Cllr. J. Kerr for his report

115. Burston Road Allotments - it was reported that bringing piped water to the sites would be very costly. A quote from Anglia Water was £6,600 if they were to proceed with an application. **ACTION** – Cllr. P. Reekie to investigate further options.

Discussion followed about grants - the aspects of socialising and mental wellbeing might be helpful in any applications for grants for the allotments. An additional amount of fencing is required as fencing by being jumped over by muntjac.

116. ARRANGEMENTS FOR THE ANNUAL REMEMBRANCE SERVICE - Cllr. J. Kerr reported the event went well, led by Rev. C. Melville, Cllr. R. Theobald, and Cllr. J. Kerr. It was well attended, the addition of the microphone and speaker enabled all to hear clearly, the Scouts and Beavers were in attendance along with a number of residents from Culrose House. The two Marshals handled the traffic and closure professionally, thanks were extended to all involved in the preparation, the event and those serving the hot soup and refreshments

117. A REPORT FROM CLLR. A. CHEER ON THE NET ZERO CONFERENCE RECENTLY HELD BY NORFOLK WILDLIFE TRUST - circulated his notes from the 13th Oct., he also attended an event in Norwich with similar links - **ACTION** - item agenda for December

118. INFORMATION TO NOTE: (i) **receipt of the monthly copy from 'Open Spaces Society'** - circulated to all Councillors - noted

(ii) **Norfolk Constabulary** - Operation Radium, Clerk to act as point of contact if occurrence of courier fraud in the locality - noted

(iii) **National Grid** – 'Norwich/Tilbury Development Consent Order' submitted to the Planning inspectorate – consultation open until 27th November 2025 – noted, no further comments to be sent

(iv) **East Pye Solar** consultation + BESS open until 26th November 2025 – noted, no comments

(v) **SNBC Annual Rough Sleeper count** - this happens on the evening of 12/13th November, Clerks requested to note where there are people sleeping rough in their parishes - noted

(vi) **SNBC Public Spaces Order** - notification that the dog control order has been extended for a further three years, new signage for enclosed play areas and signs for the PSPO around dog fouling – posters for general areas to act as reminders – **ACTION** – Clerk to laminate and display.

(vii) **NCC - Plug-in Norfolk** - notification of a change to their network, an upgrade from ElectRoad to Virta platform - replacement of Payter payment terminals with new upgraded units, future revenue will come from Vitra. Upgrade to Autocharge from Plug & Charge – charging begins instantly and payment is processed upon completion – signage change on the EV chargers and pay terminals noted.

(viii) **NCC & SNBC notification of a consultation on the draft Supplementary Planning Documents from 10th Nov. 19th Dec.2026**

(ix) **Headway Donations** - the Norfolk group has been taken over by the Suffolk group – this charity deals with members who are suffering from Parkinson's, as well brain injuries – it was agreed to make a donation of £50.00, proposed Cllr. P. Reekie, seconded Cllr. J. Kerr, all in agreement.

119. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. P. Reekie** - gave a reminder of the Christmas Bingo night on the 12th Dec., 6.30 for 7.00pm, raising funds for the VC

- **Matt Hill** – reported attendance at a webinar hosted by CCLA (company that the St. Clements funds are lodged with). CCLA have recently merged with Jupiter Management (an asset management fund). The ethical ethos will continue.

- **Cllr. R. Theobald** – commented on the parking on Dickleburgh Football Club match days, making it difficult for others to use the car park. **ACTION** – Cllr. S. Adlam and Cllr. R. Theobald offered to talk with members of Church, with the option to use the Church car park as an additional parking area and alerting Hayden Wilby to the problem.

- **Cllr. S. Adlam** – bus stop funding for refurbishment – submission of an application to NCC – Cllr. S. Adlam will investigate, liaising with Tim Playford (local carpenter) and the Clerk

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

MONDAY 8TH DECEMBER 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE

The Chair thanked all Councillors for their attendance and contributions
The meeting closed at 9.51p.m.

SIGNED

DATE