



Parish Council Meeting Minutes

For 8th December 2025,

7.00pm, at Dickleburgh & Rushall Village Centre

PRESENT: Cllr. A. Goodman, Cllr. A. Cheer Cllr. D. Leyserman, Cllr. J. Kerr, Cllr. P. Reekie, Cllr. R. Theobald,

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

MEMBERS OF THE PUBLIC: 1

121. ACCEPTANCE OF APOLOGIES - apologies were received from: Co. Cllr. C. Rowett, Dist. Cllr. C. Hudson, Dist. Cllr. D. Thompson, Cllr. S. Adlam, Cllr. L. Buck

122. DECLARATIONS OF PECUNIARY AND OTHER INTERESTS FROM MEMBERS ON ANY ITEM TO BE DISCUSSED – Robert – item 126c - a grant application

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

Dist. Cllr. D. Thompson - apologies received, along with a short report

Co. Cllr. C. Rowett - report received, the report included the minute file

Dist. Cllr. C. Hudson – report received, included in the minute file

124. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 10TH NOVEMBER 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 unanimous.

125. MATTERS ARISING FROM THE MINUTES OF 10TH NOVEMBER 2025, FOR INFORMATION PURPOSES ONLY:

- a. **Bus Shelter** (min.106) - Clerk will contact Co. Cllr. C. Rowett for an update on funds
- b. **Furze Green gateway signs** (min.109b) - the gateway signs will be erected on Rushall Rd. in the near future.
- c. **Progress on the hire agreement between Dickleburgh FC and the Parish Council for use of the pitch** (min.109d) - the Clerk has contacted the Secretary of the FC, the insurance and safe guarding papers have been received, until the contract is signed insurance could be compromised in the event of an accident. **Action:** Clerk to pursue the signature urgently as facilities have been used for more than four months without agreement.
- d. **Progress of EIRC repairs** (min.110c) - the Clerk had circulated the quote from A. Stebbings.
- e. **Drains progress** (min. 111(iii)) – a report was received from K. Clarke, a quote to action the improved flow is awaited. It was noted the VC management committee have accepted this is a Village Centre Management Committee cost.
- f. **Headway Charity** (min.118 (ix)) – thanks acknowledged

- g. Match Days at Dickleburgh Football Club** (min.119) – Clerk sent an email outlining the options offered by the Church. This is now a matter between the football club and the church.

All other matters arising will be addressed during the meeting.

126. 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. Income is as expected for the period to date and expenditure this month consists of known regular payments including annual subscriptions. It was resolved to approve the papers, proposed Cllr. J. Kerr, seconded Cllr. R. Theobald, unanimous approval.

b. Report and recommendations from the Finance Committee regarding the budget and precept for the financial year 2026 – 2027 - CIL monies included in the bank balance is £1,087.84. The PC should look to spend in 2026/27. On the recommendations of the Finance Committee, the precept will be increased by 10% to enable the budget to balance to cover predicted expenditure. Historically there have been few increases to the precept and the reserves had built up. However there has been considerable use of the reserves over the last year. There was a short discussion around the financial situation for many residents, the allocation of grants and the need to seek refurbishments grants. It was resolved to approve the proposed budget - proposed Cllr. D. Leyserman, seconded Cllr. R. Theobald, all agreed unanimously

(i) **The Precept** for the 2026/2027 financial year was set at £44,150.00, it was resolved to approve the figure, proposed Cllr. R. Theobald, seconded Cllr. D. Leyserman

(ii) **Council Tax Band D**, on which the precept is set, will be £79.98 (there were 552 as opposed to 557 last FY). It was resolved to approve this figure, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all were in agreement. **ACTION** - Clerk to send the completed form to SNC

c. Grant application received - there was discussion about the grants in general. Following various options it was agreed that the format and advice for grants be amended.

ACTION - Cllr. P. Reekie to look at the grant documentation as a whole (with the help of RFO who did a lot of work on this last year).

There was discussion over the remaining grant budget and possible projections for the remainder of this financial year.

It was agreed that were sufficient funds to pay this grant in full, this will reduce the balance available for the remainder of the financial year. The Parish Council can expect an application from Rushall PCC in the region of £600 which will consume much of the remaining balance.

It was resolved to approve Dickleburgh PCC's application for £750.00, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all agreed. **ACTION** - Clerk will inform Dickleburgh PCC of the outcome

DRPC have the power to 'maintain & keep the burial ground in a good & decent state,' under the Opens Spaces Act 1906 s.10b

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

127. SHORT REPORTS FROM THE FOLLOWING WORKING PARTIES:

- a. Village Centre Committee** – Cllr. J. Kerr presented a short report which included: thanks to Chris Davy for kindly finalising the Village Centre accounts for the financial year 2024/2025, which were approved by the Village Centre Committee. These figures will be submitted to the Charity Commission;

Progress on changing bank account mandate is being made, forms have been sent to the VC Finance Officer;

Hire agreement - the format was approved by the Committee and has been sent to Dickleburgh FC for signing;

Occupational Licence agreement with Mikeys Bar – following discussions with Mandy Wilby there will be an increase in fee from April 2026, thereafter every April to fall in line with the financial year;

New hire arrangements, costs, fees, hire agreement have all been approved by the Committee and will be available to sign online – already three bookings have been taken for the forth coming year;

The electrics (EICR) and internal door replacement – it was agreed to pass a request onto the Parish Council for these works to go ahead. **ACTION** - As the Parish Council has responsibility, the Village Centre members were agreed to meet and prepare a plan to enable the refurbishments;

Fundraising – Xmas Bingo; Regarding keys – Mandy Wilby will supply a set to the Clerk;

It was agreed that the Village Centre trustees have keys to Village Centre, in case there is need to gain entry in an emergency or if Mandy Wilby is unavailable. The Village Centre acknowledge receipt of the letter requesting keys, the matter is in hand. A register of key holders will be updated in due course. A concern was raised, the Bridge Club had taken copies of keys without permission. This has serious implications and has been addressed.

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, had 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. All toilets require an improved full flush - it was suggested this is carried out and monitored over time, **ACTION** - quotes to improve the flush system in the ladies and gents is to be requested Dice 1 Plumbers and Bathrooms.

- b. **Fire Safety Inspection report on the internal doors** - At the November Parish Council meeting the Clerk advised the insurers were happy with the situation regarding replacement of internal doors. RFO said something should be held in writing to confirm. The RFO asked for an update and the Clerk was unable to say whether anything was held in writing, but the insurers remain happy with the plan. **ACTION** - Clerk to contact the insurance company for written confirmation.
- c. **The Personnel Working Group** - a minor update to the Clerk's job description was proposed to include clerking for the Village Centre
- d. **Review of the website** - updating of various forms, information, details etc. – agreed that a report will be provided by RT at the next meeting, agenda item for January -
Action: Cllr. R. Theobald to prepare a report and action plan for the January PC meeting. Cllrs should provide Cllr Theobald with any current concerns they have regarding the website.

128. Net Zero Conference - Cllr. A. Cheer had circulated a report from the conference – two local initiatives – two areas more emphasis - energy use and nature regeneration. Future energy use projects will be suggested by District Councils - budgets, distribution around the area etc.; nature regeneration – from the Parish Council viewpoint this is covered clearly by the Neighbourhood Plan. On a wider scale for energy the solar farm on Semere Green Lane will generate significant levels of energy, an e.g. of output is that the Parish consumes the equivalent of 2% potentially generated by the proposed solar farm.

Cllr. A. Goodman asked if Cllr. Andrew Cheer if he would be prepared to be the lead for bio-diversity. Norfolk Wildlife Trust (NWT) project 'Claylands Landscape' have begun to create a twenty five year project, initiated at an open meeting in Ditchingham earlier last month; Norwich County Council are providing grant funding for a project entitled 'Nature City' - further details are available, NWT may gain some benefit from this project too.

ACTION - It was proposed that Cllr. A. Cheer be responsible for 'Nature Regeneration and Bio-diversity' within the parish, to which he agreed.

129. NEIGHBOURHOOD PLAN PROGRESS - Cllr. A. Goodman reported that Examiner had sent his confidential report.

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

a. **Planning application 2025/3340 Land west of Norwich Road, Dickleburgh** – Permission in Principle for the development of 9 dwellings - if agreed it will involve widening the current entrance to Brandreth Close, which could then potentially provide access to the NP Pre Reg. 16 designated site, **ACTION** - Clerk to request SNC for an extension in order that the Parish Council can consult.

b. **Receipt of Consultees reports of Planning Decisions made by SNC: Waveney Holiday Park 2024/3439 Lawful development of the site** - lawful development of the site for 56 statics and 15 tent pitches – Approved with no conditions 1st Dec. 2025. **ACTION** - Chair and Clerk to contact Dist. Cllrs. and request the Dist. Cllrs. send a Vision for Rushall for a forthcoming PC meeting,

131. HIGHWAYS AND PROW REPORTS:

- a. **Highways** - (i) Weight restrictions on Rectory Road – agenda item January (ii) Creation of a safe path across the Parish Council car park. The Parish Partnership grant application deadline has passed, therefore the application for the path crossing the car park cannot be submitted (iii) Rectory Road verge and bank – no report from Cllr. S. Adlam regarding the verge and bank (iii) Ipswich Road verge and hedge – as above
- b. **PROW:** none
- c. **Solar Farm** - Dist. Cllr. C. Hudson has requested that the Semere Green Lane application is presented to the full Management Committee, offering the community the opportunity to present their concerns. Should the application be successful Regener8 have offered to contribute to the community annually over the lifetime of the project. **ACTION** – Clerk to contact Regener8 to confirm their intentions to create a community fund

132. 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. Hadleigh arrangement to meet on 15th December for a detailed inspection
- b. **Repairs to other play equipment & an update on the action plan** - repairs to the zip-wire and spiders web will commence in the New Year

The Chair thanked Cllr. J. Kerr for his report

133. **Burston Road Allotments** - Cllr. Reekie reported that applying for grants requires a formal organization and at present there is no formal organisation within the allotments group. No further action required.

134. **INFORMATION TO NOTE:** (a) **National Grid** – ‘Norwich/Tilbury update – data is being collected by drone technology along the proposed route to provide data information - noted
- (b) **Policy Foresight** – a digital conference proposed for January 2026 ‘from Decline to renewal breathing new life into the British High Street’ - noted
- (c) **SNBC consultation** on the ‘Adoption of Sex Establishment Legislation and Policy’ is open from 3rd December 2025 to the 25th January 2026 - noted

135. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. R. Theobald** – mentioned the pothole on Rectory Road – he was advised to report to Highways, and to inform any members of the public that they can report it also. The Clerk had already reported it.
- **Cllr. D. Leyserman** – reminded Councillors of the ‘Carols on the Common,’ on the 22nd December, 6.30p.m. - open invitation to all.
- **Cllr. P. Reekie** - reported that the sugar beet waste mountain (fuel for the bio-digester) on D. West’s land, off Norwich Road, Dickleburgh may be dangerous for children it is uncovered and unattended. **ACTION** - Cllr. P. Reekie to compose a letter and circulate prior to sending to the Clerk to Duncan West.

- **Cllr. J. Kerr** – reminded Councillors that there would be a Christmas Bingo on Friday 12th, December, 6.30p.m. raising funds for the Village Centre

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

MONDAY 12TH JANUARY 2026, 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE

The Chair thanked all Councillors for their attendance and contributions

The meeting closed at 10.32p.m.

SIGNED

DATE

IN PRIVATE

127c. The Personnel Working Group - a minor update to the Clerk's job description was proposed to include clerking for the Village Centre, line managing the Village Caretaker & overseeing projects with the support of P. Cllrs. The Clerk has been asked to approve this addition, which has been carried out since commencing the position of Clerk. The Clerk agreed to this addition. The amendment was proposed by Cllr. A. Goodman, Cllr. J. Kerr seconded and all approved

129. Neighbourhood Plan – confidential report from the Examiner Andrew Ashcroft – his recommendations for proceeding to referendum.

Cllr. A. Goodman presented a short report on the matters that the Examiner is requesting SNC to review & check:

The report was complimentary but did propose some changes to policies and the supporting text. The Parish Council/Neighbourhood Plan team are asked to fact check the document. No further changes or challenges can be made to the document. **Action:** 1) Chair to call a meeting of the NP team and share the report with that team. All to be aware of the need for confidentiality. 2) Chair to schedule a NP team meeting with the District Council to clarify any points raised at the NP team meeting.