



Parish Council Meeting Minutes

For 9th March 2026, 7.00pm,

at Dickleburgh & Rushall Village Centre

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

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

MEMBERS OF THE PUBLIC: Dist. Cllr. D. Thompson, Co. Cllr. C. Rowett

167. ACCEPTANCE OF APOLOGIES - apologies were received from: Dist. Cllr. C. Hudson, Cllr. L. Buck accepted

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

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

Co. Cllr. C. Rowett - report follows item 173

Dist. Cllr. C. Hudson – apologies were received

Dist. Cllr. D. Thompson - a report is included in the minute file - there has been a £5.00 increase to council tax due to central government cuts; the Community Action Fund grant will increase in the new financial year to £40,000.00, provided match funding is a minimum of 25%; a new Community Facilities Grant fund specifically aimed at helping parish councils update and maintain village halls and community centres; a fund of £134,000.00 for improving playgrounds is available, along with the 'In Bloom' grant, to enhance the visual appeal of communities – landscaping, planting schemes, community growing produce and wildlife/biodiversity options; a link to the National Planning Policy Framework summary of the Governments draft revisions is available via Cornerstone Barristers - encouraging councillors to read the key points raised; a link to help with fraud prevention was also included; Neighbourhood Policing Survey link for parishioners to help shape policing operate, with focusses on matters to the locality; Ward grants will go up to £2,000 to be shared amongst the parishes at the District Councillors discretion.

The Chair thanked Dist. Cllr. D. Thompson for attending and his report.

The meeting resumed at 7.05pm.

170. APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 9TH FEBRUARY 2026 -

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, all unanimous.

171. MATTERS ARISING FROM THE MINUTES OF 9TH FEBRUARY 2026, FOR INFORMATION PURPOSES ONLY:

a. **(i) Bus Shelter** (min.156a) - Cllr. S. Adlam send a reminder to the carpenter, a quote had been received to repair and add a bench £689.00. The quote was noted, further consideration and the grant mentioned by Co. Cllr. Rowett to be investigated.

(ii) Regarding the route to the surgery - Daniel Yellop (NCC) has accepted that there is need for a free bus service providing access to the Pulham Market Surgery for the rural isolated/poverty – Cllr. A. Goodman had contacted Daniel Yellop following confirmation that the service would commence. A timetable had been received, although it wasn't clear there was a stop-over of an hour in Pulham Market.

ACTION Chair to contact Daniel Yellop prior to any form of promotion of the service.

b. **Furze Green gateway signs** (min.156b) - no progress to date, ground too wet.

c. **Drains/flush system progress** (min. 156c) – Dice 1 plumbers will carry out the work in the coming weeks, the Village Centre will settle the invoice.

d. **Neighbourhood Plan progress** (min. 156d) - the consultant has designed an A4 flier, the cost for this is included within allocated funds, which has been displayed on noticeboards, the website and around the two villages, final invoice to be sent following the referendum. Flier have been delivered to every household with outline information. The Referendum is on Thursday 19th March, 2026.

e. **Reporting scam emails** (min.156e) - **(i)** Cllr. A Goodman has asked all councillors to use the phishing@gov.uk and cc to the Clerk if any attempted scams occur. It was noted that the move to the .gov.uk email had been set up to prevent issues like this, **ACTION** – Chair to contact Norfolk ALC and query why this emails are still being received.

(ii) Update on 101 Computers & domains (min.163(i)) - two email addresses have been retained until July 2026 – the Booking Clerk and the Clerk's. A message has been added to the site that thereafter this date the emails will cease to function and emails should be addressed to the .gov.uk address, cost £30.00 + VAT each, along with re-direction. It was agreed in order to protect parishioners from fraud the domain name should be retained for two years at a cost of £75.00 inclusive and management of the domain. Proposer for retaining the domain Cllr. S. Adlam, seconded Cllr. R. Theobald. **ACTION** – RFO, Matt Hill to arrange confirmation and payment for the two emails and the retention of the domain.

The query relating to the retention of PST emails (.org.uk domain) from all councillors by 101 Computers would cost in the region of £200.00 + VAT. Following discussion it was recommended that individual's download their own email history and send to Clerk.

ACTION – all councillors to download their emails from their .org.uk emails onto a memory stick and pass to the Clerk, liaising with Cllr. S. Adlam for assistance.

f. **Invitation to: (i) Regener8 (Solar Farm off Norwich Road) re a community Fund**

(Dec.min.131c/min 156f) - Clerk had sent an invite, no response to date – **ACTION** - Clerk to send a reminder about a response to the possibility of a Community Fund

(ii) Elyma (BESS) group (min.156 f) - the Clerk had written and Max Higdon responded.

ACTION - Clerk to send a copy of the email to all councillors. Clerk to request their website is taken down as it is no longer active. South Norfolk's Planning website indicates the plan has been withdrawn, it is least nine months out of date. **ACTION** – Clerk to check with SNC Planning regarding the application remaining on the site.

g. **The Giving Machine** - a grant application sent for assistance in paying for the EIRC work was submitted to this company for £250.00, Cllr. D. Leyserman received an email indicating that the application had not been successful this time. **ACTION** re –submit with minor amendments – Grant working party

All other matters arising will be addressed during the meeting.

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

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

It was resolved to approve the papers, proposed Cllr. J. Kerr, seconded by Cllr. R. Theobald, unanimous approval.

b. **Action to approve issues raised by the EICR report** (min. 157b): -

Village Centre - items coded C3 – item 5 – replacement of spotlights in the Main Hall with LED spot lights, item 6 replacement of six outside lights controlled by dawn to dusk sensor – completed

The Little Chippy - item 1 replace the strip light in the kitchen, reroute the ear and meter tails into a new stuffing gland on the fuse board – completed.

Bowls Club - item 1 surge protection device, supply and install a stand-alone surge protection device into the incoming supply cables which feed this property – completed

All this work has now been completed, the invoice received along with necessary certificates which have been filed, along with a note to book an EICR in five years' time

c. Funding to support the main fuse boards & internal doors in the Village Centre (min. 157c) - information from SNC T & P Forum indicates a new grant has been created to assist with these type of repairs which will open in the new Financial Year. **ACTION** - Grant Working Party (Cllr. P. Reekie, Cllr. J. Kerr, Cllr. D. Leyserman, Cllr. R. Theobald and Cllr. A. Goodman, Mr. Matt Hill) would progress this matter.

d. Training courses: (i) Cllr. A. Cheer recently attended an Induction Training sessions which had been very useful, he will write a short report in due course; (ii) Assertion 10 – Digital & Data compliance – the Chair, RFO and Cllr. R. Theobald and Clerk attended this enlightening session, compliance will be checked carefully (see item below).

The Chair thanked the RFO for his reports

173. DIGITAL & DATA COMPLIANCE AGAR ASSERTION 10 implications: Nine statements are detailed on the end of year summary and will, this financial year add an Assertion 10 financial year Assertion 10. Until the AGAR is published next month the precise wording will not be known. However there are five areas that will need to be reviewed regularly: email management, website and digital accessibility, Freedom of Information (FOI) policy and transparency, Data protection and an Information Technology Policy – some policies will be updated, or new paperwork e.g. wording amended where necessary. Some attendees on the course (item 172d) expressed dissatisfaction about the WORD website provided by NALC – suggesting it is more cumbersome, the working tools are not intuitive, frustration when changing text or document/items, as opposed to WIX site.

ACTION – the Clerk, Chair and RFO will check the website and the documentation required to achieve compliance, circulate notes from the course. All Councillors are encouraged to look at website for omissions, amendments etc. and liaise with Cllr. R. Theobald and the Clerk.

7.50 The meeting closed and Co. Cllr. C. Rowett gave her report - a report had been received and included in the minute file, including the following items – the County Council elections have been confirmed by Government as Thurs. 7th May, for both County Council and Norwich City Council for a term of two years. Dickleburgh will become part of East Depwade at this election. A scheme to benefit local people with clean cheap energy via the Community Climate Action group has been set up. Co. Cllr. Rowett has offered support in applying for an improved bus shelter in Dickleburgh, bus links to the Pulham Market Surgery including Burston & Shimpling, making a more viable service through to Diss, along with further funding from NCC for public transport. Ninety schemes in the Parish Partnership have been supported, NCC has announced a new Crisis & Resilience Fund providing rapid support for residents. Sewage outflow from the sewage works in Dickleburgh are being investigated; along with an increase in fly-tipping in some parishes. Co. Cllr. C. Rowett suggested that the Parish Council could use the Community Services, volunteer groups etc. to assist with the cutting of PRoW – there may be some funds available to help purchase equipment to use in cutting.

*The Chair thanked Co. Cllr. C. Rowett for her attendance and report.
The meeting resumed at 8.10*

174. SHORT REPORTS FROM THE FOLLOWING WORKING PARTIES:

a. Village Centre Committee – Cllr. J. Kerr presented a short report: there have been recent changes; support for the Easter Bingo on Friday 20th March would be appreciated. There was to be a 'Fun Sunflower' competition, details in the next Parish News.

- b. **Grants Working Party** – Parish Council and Village Centre members are to work together to prepare grant applications for the future refurbishment of the Village Centre - fuse boards, internal doors, lifting the ceiling etc. The new information from SNC Town & Parishes Forum meeting will be available in the new financial year – the Community Facilities Grant, details on SNC website.

175. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

- a. **Planning application 2026/0262 Lawful Development Certificate at 18 Millers Drive, Dickleburgh** – to demolish existing dwelling due to significant fire & rebuild in like for like manner, using materials to match previous dwelling – it was agreed to support this application
- b. **Planning Application 2026/0394 Lawful Development Certificate for The Old School, Rushall** - for the use of land as residential garden – confirm land has been garden – following a short discussion it was agreed to confirm support of the application.
- c. **Planning Application 2026/0551 White Horse Farm, Harleston Rd., Langmere** - replace some softwood windows/doors with double-glazed hardwood windows/doors & using slimline/heritage double glazing. Change the thatch roof from block ridge to flush ridge when next re-thatched - Clerk to confirm the Parish Council supported the proposal.
- d. **Receipt of any applications received prior to the meeting and which Councillors have been advised** - item 175 c
- e. **Planning Decisions - Receipt of Consultees reports made by SNC:** none

176. HIGHWAYS AND PROW REPORTS:

- a. **Highways:** nothing to report
- b. **PROW:** It is the landowners responsibility to cut any PROW crossing their land - **ACTION** - Clerk to circulate an email and map, identifying the PROW in the Parish requesting that all Landowners with a PROW crossing their land undertake a minimum of two cuts per year to keep the PROW clear. It was agreed that the Parish Council needed to work with landowners, community groups and volunteers, encouraging landowners to carry out their duties and others to report issues. **ACTION** - Clerk to confirm with Frances Salway, NCC that they would continue to cut FP1 twice a year. Clerk include in the Parish News that PROW should be maintained and where this is not occurring to contact the Footpath Warden, Mr. Matt Hill, via email.

177. 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 successful, Clerk had received the recent reports for filing. A monthly joint inspection is due. Hadleigh Drake doing regular inspections, will contact & arrange. Some of the timber poles on the Spiders Web are feeling 'soft' around the section that goes into ground - it can be replaced by a metal sheath – NGF can offer this service.
- b. **RPII Course for Play Inspections** - following correspondence with the Play Inspection Company, the Clerk had received an email from the Suffolk Association of Councils (SALC) regarding their course on the 30th June 2026, this indicated that places are only offered within the county and generally the course is oversubscribed and thus there were no available spaces.

The Chair thanked Cllr. J. Kerr for his report

- 178. Annual Parish Meeting** - The date Monday 27th April, 7.00/30 pm was agreed. A possible theme and format for the meeting was discussed - the Chair presents his Annual Report – the suggestion was to use the Vision Statement - to base the report around it, with examples of how this has been reflected throughout the year within the report. This statement and the wording should be seen on all letterheads, emails and the website. It was noted that any suggestions from the residents are not binding for the Parish Council.

ACTIONS – Clerk to send invites to local organizations, inviting them to highlight their achievements over the past year - briefly, with possible displays. The Village Centre, Dickleburgh Football Club, Dickleburgh Academy School, Friends of Dickleburgh School, The Town Land Trust, the History Group, Parish News, Beavers, Dickleburgh PCC, Rushall PCC, the Commons Committee, Waveney Volunteers for Nature, the Otter Trust, Mikeys Bar, possible regular users of the Village Centre – Duke of Edinburgh, Julian Support, Your Health. Advertising – Parish News, notice boards, website, posters/fliers, social media

- 179. INFORMATION TO NOTE:** a. **National Grid** – ‘Norwich/Tilbury update –the Examiner has begun analysing the numerous documents, a decision will be reached within the next six months – **ACTION** – Clerk to send policy to Chair for checking before forwarding to grid report
- b. **The South Norfolk Spring Litter Picks** will take place between 19th February and 31st May. The Parish Council litter pick has been registered at SNC, the Dickleburgh litter pick will be on the morning of 11th April, 9.30am – 12 noon and over the course of the weekend in Rushall. **ACTIONS:** (i) posters/fliers for display, advertise (ii) Cllr. S. Adlam to ask his father to loan the trailer for the Dickleburgh pick morning (iii) Cllr. S. Adlam to liaise with the School (iii) liaise with Scouts/Beavers
- c. **South Norfolk Pride of Place Town & Parish Forum** - next online meeting the 14th April, 2.00pm agenda to follow. Notes from the previous meeting have been circulated

180. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. A. Goodman** – Robert Alexander, confirmed the hedge cutting on the Playing Field had been cancelled for this season - due to wet nature of ground, and as the due date had past and nesting might have begun. It was agreed that it will be cut later in the season between September and November. It was noted this problem has been widespread across+ Parish Councils region
- **Cllr. R. Theobald – website** – it should be acknowledged that the Parish Council is run by volunteers, he suggested an exclusion should be added to the bottom of the accessibility statement; old items prior to 2018 are not affected by the Assertion 10
- **Cllr. S. Adlam** – the dog poo emptying bin on Common Road seems to be full and there is some evidence of fly-tipped bin bags by bin – **ACTION** - Cllr. S. Adlam and the Clerk to liaise and if necessary contact Kettering Highways/SNC Fly tipping unit; requested that the Clerk prepares and circulate actions separate from minutes.

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

MONDAY 13TH APRIL 2026, 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE
MONDAY 27TH APRIL 2026, 7.00/30PM ANNUAL PARISH MEETING, 7.00PM RESIDENTS CAN REGISTER & COLLECT THEIR SUNFLOWER SEEDS AND COMPOST

The Chair thanked all Councillors for their attendance and contributions
The meeting closed at 8.41 p.m.

SIGNED

DATE