



Celebrating Heritage, Promoting Development, Supporting Community

Annual Parish Council Meeting Minutes

For 11th May 2026, 7.00pm,

at Dickleburgh & Rushall Village Centre

PRESENT: Cllr. A. Goodman (Chair), Cllr. S. Adlam, 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. Cllrs. C. Hudson

18. ELECTION OF: Chair and signing the Declaration of Acceptance of Office -

Cllr. D. Leyserman proposed Cllr. A. Goodman, seconded by Cllr. J. Kerr. Cllr. A. Goodman agreed to stand, there were no other proposals, it was resolved to accept the proposal, agreed unanimously. Cllr. A. Goodman signed the Declaration of Acceptance of Office. There were no nominations for Vice-Chair, this will be an agenda item for a future meeting.

19. ACCEPTANCE OF APOLOGIES - apologies were received from: Dist. Cllr. D. Thompson, accepted

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

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

Dist. Cllr. C. Hudson - presented his report (a copy of the full report is attached to the minute file) - currently South Norfolk has offered a variety of significant grant options to support communities - the Community Action Fund has been doubled, the Communities Facilities Grant to support buildings and facilities, the Dist. Cllrs. will assist in submitting this grant, G For it Grant – a grant towards a new project or interest or new group - all links, dates, etc. can be found in the full report. SN have agreed their budget for the year, with a £5 rise as of April 2026.

The Government confirmed a major shake-up of local government. This will see all Norfolk councils abolished (seven district councils and one county council) and replaced by three new areas – East Norfolk, West Norfolk and Greater Norwich Council. This changeover will happen over the coming two years. A map, of the new areas along with the services provided for the next twelve months is attached to the report.

A query was raised regarding how this will happen - briefly there will be elections in May 2027, with new councils taking over responsibilities a year later elections for the new boundaries, a shadow authority will oversee the transition period.

Dist. Cllr. C. Hudson thanked all those who had voted for him in the recent County Councillor elections. He welcomed Joe Kerrison (Reform Party) on his success, he lives in Harleston. Dist. Cllr. C. Hudson looked forward to working with Joe Kerrison in his role as the new County Councillor.

Dist. Cllr. D. Thompson's report can be found in the minute book

*The Chair thanked Dist. Cllr. C. Hudson for his report.
The meeting resumed at 7.17pm.*

22. Approval of the Minutes of the Parish Council Meeting on 13th April 2026 -

The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all unanimously agreed.

23. MATTERS ARISING FROM THE MINUTES OF 13TH APRIL 2026, FOR INFORMATION PURPOSES

ONLY:

- a. **Bus Shelter** (min.5a) - Cllr. S. Adlam will report at the June meeting
- b. **Furze Green gateways** (5b) – **ACTION** - Clerk to contact Mr. S. Crisp, Mr. Ward and Mr. Gary Spurling to request information re their accreditation to carry out work on the highways and provide a quote if this is in place.
- c. **Update on the BESS (Battery Energy Storage System) group** (min.5e) - a draft copy of an email from a resident outlining a Freedom of Information (FOI) request to South Norfolk & Broadland Council (SNBC) had been received – outlining a request under Environmental Regulations any further details in addition to those on SNBC's portal - to deal with the infinite pause, to enable the community if there is anything further that can be learnt. A discussion followed - SNBC will be more likely to respond in a timely manner to the Parish Council (PC) rather than an individual group, which may allow the PC to produce a statement regarding the situation. It was agreed that the email/letter would be sent copying in Councillors and Dist. Councillors.
- d. **The Commons Committee** – new members update (min.9) - the Clerk had contacted the majority of those recently appointed, the remainder will be contacted.
- e. **Update on the lease/Trustees discussion with the Village Centre** (min.10) – it is understood that the Village Centre trustees had met and a recommendation will be taken to the next Village Centre meeting later in June and the decision conveyed to the PC at its July meeting.

All other matters arising will be addressed during the meeting.

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

- a. **Payments & receipts** – the RFO, Matt Hill had circulated the list of payments and receipts for the month, along with the year to date summary.

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

b. **Approval of the Internal Auditor's report 2025 – 26** - it was agreed to appoint Mr. Robin Goreham, in Dereham, proposed Cllr. P. Reekie, seconded Cllr. J. Kerr, all agreed.

c. **Approval of the AGAR Section 1 – the Annual Governance Statements 2025 - 2026** - the statements along with explanations had been circulated to all councillors earlier. A more detailed explanation is given below for the addition of Assertion 10 – it was agreed that currently the PC is not compliant with this statement. An action plan had been created to meet it in the current financial year. Following a short discussion it was resolved to approve the Annual Statement of Governance, proposed Cllr. P. Reekie, seconded Cllr. J. Kerr, all in agreement.

7.57 Cllr. S. Adlam arrived

The Chair thanked the RFO, Matt Hill for his reports and his diligent work on preparing the paperwork for the Internal Audit

- 25. DIGITAL & DATA COMPLIANCE AGAR ASSERTION 10 implications:** There are five areas that had been reviewed in the statement: (i) email management – the PC has a gov.uk email for the PC and is working towards all Councillors using the same domain (ii) website and digital accessibility – it was updated to the necessary standard (iii) the Freedom of Information (FOI) policy and transparency – the website had been updated, Councillors training to follow (iv) Data Protection and (v) Information Technology Policy – both of these policies had been updated, training and paperwork for Councillors to follow.

26. SHORT REPORTS FROM THE FOLLOWING WORKING PARTIES:

- a. Village Centre Committee** – Cllr. J. Kerr – indicated that there was not much to report. The Fun Sunflower competition, hire of the Village Centre had a slow start – a London Company had hired the Meeting Room for a number of invigilation sessions for a local student – the first session had been satisfactory, the invigilator being very pleased with the facilities. The option to use Gift Aid is being investigated. The trustees had met to consider the correspondence re the status of trustees at present, a recommendation will be presented at the Village Centre meeting in June and the decision conveyed to the PC at its July meeting.
- b. Individual grant application** - an application had been received from a student seeking support for her studies in Environmental Sciences;
Cllr. J. Kerr and members of the Grants Working Party recommended that a grant of £300.00 be given by the Parish Council. The Parish Council were reminded that the student should send a report following the research project. **ACTION** - Clerk to monitor emails for receipt of the monies and a reminder to submit a short report after the project concludes. It was resolved to approve the amount, proposed Cllr. J. Kerr, seconded Cllr. R. Theobald, one abstention, remainder in favour.
There was further discussion about whether in the future grant applicants should not be eligible to make a further application until a period of time had elapsed – agenda item for the July meeting. **ACTION** – Grant Working Group to produce guidelines.
- c. Grants Working Party** – the Parish Council to prepare a grant application for the future refurbishment of the Village Centre, this might include the following aspects - fuse boards, plug points and light switches, internal doors, lifting the ceiling etc. with Dist. Cllr. D. Thompsons' assistance in preparing the Community Facilities Grant paperwork. **ACTION** - Clerk to organise meeting
- d. Allotments on Norwich Road** – solving the problem of brambles - no feedback as yet, burning is not acceptable
- e. South Norfolk in Bloom grant** - Cllr. A. Cheer – congratulations on successfully gaining a £500 grant from SN 'In Bloom,' an amount will be given towards prizes for the sunflower competition, the remainder to be used for purchasing fruit trees for Langmere Green, as recommended by Cllr. D. Leyserman , the grant should be deposited in the Parish Council bank account within the next few weeks. **ACTION** - Cllrs. D. Leyserman and A. Cheer to research match funding for the remainder of the money to meet the requirements of the grant.

- 27. APPROVAL OF THE STANDING ORDERS, FINANCIAL REGULATIONS AND FINANCIAL RISK ASSESSMENT** - amended copies of these are available on the website for Cllrs. and residents to read. As there were no amendments, it was resolved to approve these policies, proposed Cllr. R. Theobald, seconded Cllr. P. Reekie, all were in agreement

28. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

- a. Planning application 2026/0892 Tree works in a Conservation Area** - Yew Tree Cottage, Burston Road, Dickleburgh – reduction of crown canopy and height, it agreed this would be sensible
- b. Planning Application 2026/0597 Listed Building Consent Dickleburgh Manor, Ipswich Road, Dickleburgh** remedial works to ground floor and basement following flood damage – the PC fully supported this proposal. **ACTION** - Clerk to return a response
- c. Notification of intent to sell the Half Moon Inn, Rushall** - this building is a listed community asset. The six week response time ran from 2nd April – 14th May, responses from interested groups could contact Fraser Field, Lead Communities Officer at fraser.field@southnorfolkandbroadland.gov.uk . The Clerk had spoken with agents – a number of clients expressed interest the business, Fraser Field is awaiting business plans to be submitted prior to decision being agreed by SNBC.

As a result of the building being secured, defibrillator was temporarily put into 'inactive' mode, as it is not easily accessible whilst a temporary site that is available to the public and yet waterproof is found. A suggestion was made to site it temporarily in the porch of Rushall

Church. **ACTION** - Clerk to check with the insurers if the Church would be an acceptable location, investigate a place to situate the defibrillator, notify Community Heartbeat Trust, insurers and a letter to the security company re barrier.

The Dickleburgh Crown reopened with new landlords.

d. N.B. 2026.0736 Land to north of Common Road, Dickleburgh – the Clerk reported the Parish Council response had been sent. Cllr. S. Adlam indicated that he was not in agreement with the Parish Council's response

e. Receipt of any applications received prior to the meeting and which Councillors have been advised - none

f. Planning Decisions - Receipt of Consultees reports made by SNC: Planning Application 2026/0551 White Horse Farm, Harleston Road, Dickleburgh – replacement doors, windows, change thatched block ridge to flush ridge when next re-thatched - **APPROVED 23rd April 2026**

g. Land off Semere Lane, Norwich Road, Dickleburgh - Solar farm(Planning App. 2025/0661 & 2025/2000) – it appeared that new information had been added to the portal - 25 new documents - new access points, compliance issues, answers to wildlife studies etc. This appeared to be substantial enough for a re-purposed plan to be submitted, although the Parish Council had not been approached as a statutory consultee to date. A short discussion followed, asking should:

(i) SNBC be asked about a new consultation period?

(ii) SNBC should be made aware that Regenerate have not responded to the Parish Council regarding the community fund, despite a number of emails since February

(iii) the Parish Council should seek clarification on the suggestion made by Regenerate that, if successful, they would provide a series of payments over a ten year period

(iv) should a request be made to Regener8 for a new presentation and public consultation

This new interest might be used as a tactic for opening up the Battery Energy Storage System (BESS) application in Rushall again. Questions needed to be raised about accessibility for the public onto the site, as there is a public footpath crossing the site. **ACTION** Cllr. A. Cheer to approach the BESS campaign group for advice, then the Chair and Clerk to compose an email based upon the advice.

29. HIGHWAYS AND PROW REPORTS:

a. Highways: manhole damage outside Barbridge Cottage, The Street, Dickleburgh, IP21 4NQ – reported to Highways – their response stated there was insufficient damage for repair; the Clerk contacted Adam Mayo who is investigating as there is potential to damage motor-cyclist or cyclists, if they hit it particularly in the evening/night.

b. PROW: Green Lane off Langmere Road – no response to date from Frances Salway. Agenda item for June meeting.

30. 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.

ACTION – Clerk to invite to the Caretaker to join the Commons Committee, once he returns from paternity leave.

b. Permission for use of an inflatable on the Playing Field in May - the advice from insurance was noted, a request for public liability, a risk assessment, along with consideration of details corresponding with the RFO, Matt Hill's observations as a result of extensive research on the subject to protect the Parish Council to be included in letter to the Hirer. The Clerk to retain all documents relating to the matter and keep the Parish Council Insurers informed. As it happened the event was cancelled, it was agreed that a document needs to be prepared for future events.

c. Dickleburgh Football Club – It had been established that the Club had not been given exclusive rights to use the pitch. The Property Working Party will check the document to see if any amendments are required, reporting at a future meeting. **ACTION** - the Clerk will circulate the document for information.

The Chair thanked Cllr. J. Kerr for his report

31. Annual Parish Meeting - This was held on Monday 27th April, at 7.30 pm - more councillors than general public turned out, four organization reports were submitted and three presented

at the meeting – a pleasant evening despite the minimal attendance. It was agreed that a new format needs to be found to make this a viable, interesting meeting.

- 32. INFORMATION TO NOTE:**
- a. **Anglian Water Management** had invited members of the Council to the integrated Norfolk & Suffolk webinar on 21st May regarding future plans for the area.
 - b. **South Norfolk Street Naming & Numbering notification** – statutory contacts - informing the Parish Council of the press notification - that there will be no changes to the service being offered on this matter.
 - c. **Norfolk Wildlife Trust (NWT)** - pond restoration funding – Cllr. A. Cheer will circulate the information around the Commons Committee to consider an application

33. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Clerk** – a defibrillator battery had been ordered for the Dickleburgh machine.
- **Matt. Hill, RFO** – bus stop (reminder from the Annual Parish Meeting) – inconvenient parking in the layby for those boarding the bus. This is for the Highways department and Daniel Yellop (NCC) and Simonds bus company – **ACTION** - Cllr. A. Goodman to email them
- **Cllr. P. Reekie** – application to the Community Facilities fund to refurbish work – doors ceiling, solar panels, ground heat source pump, - circulate dates for meeting in next two weeks
- **Cllr. R. Theobald** – Remembrance preparations – Clerk has these on the calendar; cleaning the village sign – Clerk to approach the Caretaker; parking in the village – there had been two recent incidents – parking on Mill Close – some emergency vehicles had been unable to get close to the incident, bins not collected in Chestnut Avenue due to the bin lorry being unable to access the road.
- **Cllr. S. Adlam** – He had been informed there is a need for a dog bin by the bike track, Cllr. S. Adlam to investigate the seriousness of the situation. Clerk to circulate a list of dog bins and the option to move one initially.
Village Festival, 27th June - Cllr. S. Adlam suggested that at the Village Festival in June, the Parish Council should have a stall as part of community engagement - a presence in community – Cllr. S. Adlam to liaise;
Litter picks - Cllr. S. Adlam to assess interest in regular litter picks
- **Cllr. A. Goodman** – the land around The Gables, Rectory Road, Dickleburgh – SNC have suggested a number of different proposals for the site, some of which may be contentious. SNC will cease to exist in next 18 months. All land currently held by SNC will need to be dispensed to another body. **ACTION** - the Chair and Clerk to compose a formal letter to the Leader of SN Council requesting the ownership of the land is passed to the Parish Council.

34. DATE FOR THE NEXT MEETING & RECEIVE ITEMS FOR THE AGENDA: 8TH JUNE 2026, 7.00PM AT ST. MARY'S CHURCH, RUSHALL

The Chair thanked all Councillors for their attendance and contributions
The meeting closed at 10.30 p.m.

SIGNED ... *A Goodman*

DATE ... 11th June 2026