



Celebrating Heritage, Promoting Development, Supporting Community

Parish Council Meeting Minutes

For 13th April 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: Co. Cllr. C. Rowett, Cllr. D. Thompson, Cllr. C. Hudson, Trevor Graham
(Conservative candidate), Ed. Gillespie (Green Party)

1. **ACCEPTANCE OF APOLOGIES** - apologies were received from: Cllr. S. Adlam
Acceptance of Cllr. L. Buck's resignation, received by the Chair and Clerk due to ill health.
ACTION – Chair to send a response to Cllr. L. Buck

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

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

Co. Cllr. C. Rowett - introduced Ed. Gillespie, who represents East Depwade in the elections, as she is leaving the County Council. Earlier the Clerk had circulated Co. Cllr. C. Rowett's report which included items relating to the heating oil crisis fund, with details of a website address for residents to contact – www.norfolk.gov.uk/HeatingOil ; there had been a full NCC meeting on the 24th March; some parishes and districts councils are working with Community Climate action to devise a scheme to benefit local people and have clean cheap energy in the Waveney Valley area - www.communityclimateaction; a conference hosted by Diss Corn Hall, led by Adrian Ramsay MP for groups interested in nature recovery and community energy offered some interesting discussion; updates on re-organisation by Government of Norfolk – Dickleburgh and Rushall are likely to become part of the East Norfolk and Great Yarmouth area; she mentioned the County Council Elections on Thurs. 7th May with a reminder to take photo ID, along with a number of national issues that were included in her report

Dist. Cllr. D. Thompson introduced Trevor Graham who is standing for C. Cllr. standing as the Conservative candidate. Cllr. D. Thompson had sent a report which was circulated by the Clerk and a copy can be found in the Minute file.

The Chair thanked Co. Cllr. C. Rowett for her contributions over the years and wished her well in her new work.

The meeting resumed at 7.15pm

4. **Approval of the Minutes of the Parish Council Meeting on 9th March 2026 -**
The minutes of the meeting were accepted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. D. Leyserman, seconded Cllr. J. Kerr, all unanimously agreed.

5. MATTERS ARISING FROM THE MINUTES OF 9TH MARCH 2026, FOR INFORMATION PURPOSES

ONLY:

- a. **(i) Bus Shelter** (min.171a) - Cllr. S. Adlam (ii) **Route to the Pulham Mkt. Doctors Surgery** - Daniel Yellop (NCC) had 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.
 - b. **Furze Green gateways** (171b) –**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 on place.
 - c. **Drains/flush systems progress** (min. 171c) - the system has been working effectively.
 - d. **Neighbourhood Plan progress** (min. 171d) - the Referendum was held on Thursday 19th March, 2026. Results were:228 votes were cast, 198 (86.4%) were in favour, number of 'No@ votes 30 (13.6%), there were no rejected or spoilt votes. SNBC will ratify the final version of the Neighbourhood Plan at their May meeting. **ACTION** - Clerk/Robert to add the final copy to the website. SNC assured the Chair that the planning officers were already using the plan when assessing planning applications.
 - e. **Invitation to (i) Regener8** (Solar Farm off Norwich Road) re a Community Fund (ii) Elmya (Bess group (Dec. min.131c/March min.156f) – Clerk checked with SNC Planning regarding the application remaining on the website, all applications whether approved or withdrawn are retained as a public document on their website
 - f. **The Giving Machine** – at present a further application has not been sent. **ACTION** – Clerk to check the site for new application form and forward to Cllr. D. Leyserman
- The Chair thanked Co. Cllr. C. Rowett for her contributions over the years and wished her well in her new work.

All other matters arising will be addressed during the meeting.

6. 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 suggested to aid residents understanding of the annual budget that either the figures be represented as a percentage and/or as a pie-chart. – this was agreed, councillors would look to interpret the figures and circulate suggestions of visual interpretations.
It was resolved to approve the papers, proposed Cllr. P. Reekie, seconded by Cllr. A Cheer, unanimous approval.
- b. **A summary of the finances over the past year was presented** - the RFO, Matt Hill presented a short report outlining the finances of the parish over the past year.
- c. **Approval of the final quarterly bank reconciliation for 2025 – 2026** had been circulated, it was resolved to approve, proposed Cllr. P. Reekie, seconded Cllr. A Cheer, all agreed.
- d. **2025/26 AGAR External Auditor instructions had been received from PKF Littlejohn** - the RFO, Matt Hill and the Clerk had begun to prepare the different papers for the Internal Audit.

The Chair thanked the RFO for his reports

7. DIGITAL & DATA COMPLIANCE AGAR ASSERTION 10 implications: There are five areas that will need to be reviewed (i) email management, (ii) website and digital accessibility, (iii) the Freedom of Information (FOI) policy and transparency, (iv) Data protection and (v) Information Technology Policy – these policies have been updated and new paperwork added where necessary. **ACTION** - Clerk, the Chair, RFO Matt Hill and Cllr. R. Theobald will check the website and the documentation required to achieve compliance using the notes from the course attended. All Councillors are encouraged to look at the website for omissions, amendments etc. and liaise with Cllr. R. Theobald and the Clerk. A meeting to create an action plan will be arranged, week beginning 5th May.

8. SHORT REPORTS FROM THE FOLLOWING WORKING PARTIES:

- a. **Village Centre Committee** – Cllr. J. Kerr indicated at present matters were progressing steadily
- b. Individual grant application - an application had been received from a student seeking support for her studies in Environmental Sciences by travelling to Perth, Australia. The student lives in the village, the total cost of the work will be in the region of £5,000. Cllr. A. Goodman advised that the committee should be cognizant that there may be a number of applications over the course of the year.
ACTION – Cllr. J. Kerr will email members of the Grants Working Party and bring a recommendation to the May meeting
- c. **Grants Working Party** – Parish Council to look to preparing a grant application for the future refurbishment of the Village Centre - fuse boards, internal doors, lifting the ceiling etc. with Dist. Cllr. D. Thompsons' support – Community Facilities Grant - full next year of budget,
ACTION - Clerk to organise meeting
- d. **Allotments on Norwich Road** - resident enquired about the removal of brambles on their property, how to dispose of them. Cllr. P. Reekie had responded to the matter with Sam Johnson – the cuttings will be dealt with gradually. Cllr. P. Reekie mentioned that muntjacs were becoming an issue on the Norwich Road site
- e. **South Norfolk in Bloom grant** - Cllr. A. Cheer - would prepare an application for this grant - which allocated a £1 per resident, with match funding. A bid for approximately £1,600 plus similar amount from Parish Council for trees in the community, along with monies towards the Fun Sunflower Competition that was ongoing. **ACTION** – Cllr. A. Cheer and D. Leyserman to meet with Anne Acres, compose and send the grant bid.

Meeting adjourned for Dist. Cllr. D. Thompson's and Dist. Cllr. C. Hudson's reports 8.10pm

Dist. Cllr. C. Hudson – offered congratulations the Neighbourhood Plan team; he spoke of the changes from South Norfolk for participation in the Spring Litter Pick - all groups entering would receive £50 for litter pick and the draw (into which all group participating) money had increased to £500; The Communities Facilities grant ranged from £10 – 50,000, all applications were to be submitted by early summer; Members Ward grants were up to £2,000; the Men's Shed in Dickleburgh had been given notice, the Pulham Market group were assisting, ensuring items were not lost, some of the members may well join the Pulham Market group; Dist. Cllr. C. Hudson also indicated that later in the year the Morningthorpe Recycling Centre will be closed – concern was expressed by Parish Councillors that it was not acceptable for residents in this area to have to travel to Norwich to dispose of items; the East Pye solar scheme - a further consultation was being considered; – require traffic lights ask Clayton; the devolution proposal suggested by the Government raised concerns in the Waveney Valley, being part of Great Yarmouth would present very different issues to those found within this rural area.

Dist. Cllr. D. Thompson - introduced Trevor Graham, the conservative candidate standing in Norfolk Co. Council election, as Martin Wilby has stood down; a copy of Cllr. Thompson's report is included in the minute file - congratulations offered for the result of the Neighbourhood Referendum; the litter pick in the two villages, the Bowls Club's open day; a date for the net Parish & Town Forum – April 14th; a reminder of the closing date for the South Norfolk in Bloom discretionary grant and also the Community Awards nominations; Diss Leisure Centre has received the backing of Diss Town Council at a public meeting and South Norfolk approved the plans recently. Cllr. Thompson suggested that, under the proposed local government boundary changes the administrative offices of Norfolk East will move to Great Yarmouth.

Meeting resumed at 8.20pm

9. **COMMONS COMMITTEE REPORT** - The minutes of the Commons committee were presented and accepted by the Parish Council. Cllr. A. Goodman reported on: (i) membership - there were a number of changes – the representatives from The Open Spaces Society, Norfolk Wildlife Trust and the Daphne Buxton Memorial Fund had changed, the new names were noted. Jono Forgham and Andrew Cheer had been asked to join the group, bringing their valuable skills to

the committee meetings. The Parish Council agreed to support these changes. **ACTION** – Clerk to write to all those inviting or welcoming them to the Commons Committee (ii) maintenance - Cllr. A. Goodman outlined the on-going maintenance programme (iii) events – several events have been arranged throughout the coming months including a drama performance, a bat walk, use of the Commons by Dickleburgh School and other schools, nature interest groups and Carols on St. Clements Common – all were agreed to by the Commons Committee and the Parish Council. (iv) broadening community use of the sites – it was agreed that the Parish Council website should reflect more general information – a recent report would be added to the website along with further data, information and photographs – all members of the Commons Committee have been urged to send items to Cllr. R. Theobald or the Clerk; Colin Kirk had agreed to look into linking more of the walks and bridleways to the Quiet Lane routes; Habitat mapping throughout Norfolk and Suffolk was under way, Ben Potterton would co-ordinate and update on this matter; Cllr. D. Leyserman and Ben Potterton were investigating the possibilities of an orchard on the north side of Langmere Green, to include an aftercare package and adoption scheme by families encouraging involvement with Langmere Green.

- 10. ARRANGEMENTS BETWEEN THE PARISH COUNCIL AND VILLAGE CENTRE** - the draft of a letter to the Trustees of the Village Centre had been circulated earlier to all councillors – this letter raised questions of the type of trusteeship and a possible change to the length of the lease - **ACTION** - the Village Centre would consider the points raised at the next meeting of the Village Centre and respond appropriately.

11. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

- a. Planning application 2026/0736 Land to north of Common Road, Dickleburgh** – erection of three bungalows and garages - the proposal was discussed, the Chair, Cllr. A. Goodman agreed to compose a response, circulate to all councillors prior to sending to SNBC Development Management team
- b. Notification of intent to sell the Half Moon Inn, Rushall** - this building is a listed community asset – a notice had been placed on the noticeboard in Rushall, on BESS What's App. site and the 'Next Door' site. The six week response time would run from 2nd April – 14th May, responses from interested groups could contact Fraser Field, Lead Communities Officer at fraser.field@southnorfolkandbroadland.gov.uk The Clerk reported that a barrier had been erected across the drive, which make access to the defibrillator difficult, use of which has been temporarily suspended, although the electricity supply will remain connected
- c. Receipt of any applications received prior to the meeting and which Councillors have been advised** - none
- d. Planning Decisions - Receipt of Consultees reports made by SNC:** withdrawal of 18 Miller Close, Dickleburgh – no reason given

12. HIGHWAYS AND PROW REPORTS:

- a. Highways:** none
- b. PROW:** Green Lane off Langmere Road, - **ACTION** - Clerk to contact Frances Salway requesting it is included in the lists of PROW to be cut during the year. To include a note in the Parish News reminding landowners of their responsibility to cut any PROW on their land

13. 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 invited to the Caretaker to join the Commons Committee
- b. Permission for use of an inflatable on the Playing Field in May** - the advice from insurance was noted, request for public liability, risk assessment, consideration of details in advice corresponding with RFO observations included in letter to the Hirer. Clerk to retain all documents relating to the matter, keep PC Insurers informed - **ACTION** Chair & Clerk to circulate appropriate email/form to cover salient points mentioned prior to sending to the Hirer.

The Chair thanked Cllr. J. Kerr for his report

- 14. Annual Parish Meeting** - The date Monday 27th April, 7.00/7.30 pm had been agreed. The Chair will present an Annual Report, referencing the Vision Statement. 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 had sent invites to local organizations, inviting them to highlight their achievements over the past year - briefly, with possible displays. Some response and reports had been received, arrangements had been put in place for the evening.

- 15. 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
 - b. **The South Norfolk Spring Litter Picks** - the Dickleburgh litter pick took place on 11th April, 9.30am – 12 noon and over the course of the weekend in Rushall. The weather was poor, there were not many participants. The Rushall litter pick based over the week end was more successful. The bags were collected promptly, thanks were given Cllr. S Adlam and John Adlam for the use of the trailer and to all those supporting the events. It was noted that it may be more beneficial to arrange the event two/three weeks earlier as the grass/undergrowth has grown considerably by early April. Some participants had suggested arranging more regular litter picks in Dickleburgh - there is evidence that a number of people already do litter pick voluntarily - **ACTION** - Clerk to include in the Parish News, to see if there is any further response to a regular event
 - 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

16. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Cllr. S. Adlam** had cleared broken glass from the Teen Shelter, after a parent had contacted him.
- **Cllr. A. Cheer** – BESS project – N. Webber has offered to compose a letter to SNBC enquiring about whole process via Freedom Of Information request - the Parish Council thanked him for the information **ACTION** – councillors to read the draft that had been sent to Cllr. A. Cheer and return any comments
- **Cllr. R. Theobald** – had corrected the date for the APM to the 27th April
- **Cllr. D. Leyserman** – mentioned there had been a house fire at the bungalow on Pulham Road recently, no one had been hurt

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

MONDAY 27TH APRIL 2026, 7.00/30PM ANNUAL PARISH MEETING, 7.00PM residents can register & collect their Sunflower seeds and compost

MONDAY 11TH MAY 2026, 7.00PM, DICKLEBURGH & RUSHALL VILLAGE CENTRE – this is the Annual Parish Council meeting at which the Chair and Vice-Chair are elected

The Chair thanked all Councillors for their attendance and contributions
The meeting closed at 10.00 p.m.

SIGNED

DATE