



Celebrating Heritage, Promoting Development, Supporting Community

Parish Council Meeting Minutes

For 8th June 2026, 7.00pm,

at St. Mary's Church, Rushall

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

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

MEMBERS OF THE PUBLIC: Dist. Cllrs. C. Hudson, Cllr. D. Thompson

35. ACCEPTANCE OF APOLOGIES - apologies were received from: Co. Cllr. Joe Kerrison,
Cllr. S. Adlam, Cllr. R. Theobald

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

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

Dist. Cllr. C. Hudson - reported that he had spoken on for Neighbourhood Plan at the SNC Council meeting; From the 31st August in household applications with material concerns will no longer be able to go to full committee, contact will be with a Government Agent; there is still no answer regarding the road works on the BESS site at Swainsthorpe; Dist. Cllr. C. Hudson has been reappointed onto the Local Drainage Board committee - there are still schemes being carried out, e.g. in Starston; A Councillor asked about the Recycling Centre closing at Morningthorpe – the decision was taken by the landowner (his land is connected to the East Pye site), notice was given to Norfolk County Council at the end of last next year, the recycling will stop in autumn, to be cleared and closed in Spring 2027. A replacement site will be built on the Stratton by-pass;

Dist. Cllr. D. Thompson - reported that the Police & Crime Commissioner had resigned, an election has been called for in July, although the person elected may only be in post only for a year; The South Norfolk In Bloom grant has reopened; The Village Festival centred around the opening of the Town Land Meadow. An adjustment and resubmission of the solar farm off Semere Road had been received; Changes to Planning Policy from 31 July 2026 mean building and development sites measuring less than 0.2 hectares are fully exempt from biodiversity net gain. If a local council intends to refuse an application for 150plus houses it can no longer issue a rejection. It needs to refer to Secretary of State for Housing who decides on the next stage.

Co. Cllr. J. Kerrison – sent apologies, he was in London. A report had been received, which is included in the Minute File

The Chair thanked Dist. Cllr. C. Hudson and Dist. Cllr. D. Thompson for their report.

The meeting resumed at 7.15pm.

38. Approval of the Minutes of the Parish Council Meeting on 11th May 2026 -

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

39. MATTERS ARISING FROM THE MINUTES OF 11TH MAY 2026, FOR INFORMATION PURPOSES ONLY:

- a. **Bus Shelter** (min.23a) - Cllr. S. Adlam had sent apologies, agenda item for July. The Clerk had sent a copy of the continuing grant and Cllr. S. Adlam requested to circulate the completed application to councillors
- b. **Furze Green gateways** (23b) – recommended contractor not available, two other local contractors had been contacted.
- c. **Update on the BESS (Battery Energy Storage System) group** (min.23c) - none to date
- d. **The Commons Committee** (min.23d) – new members had all been contacted
- e. **Update on the lease/Trustees discussion with the Village Centre** (min.23e) – item agenda for July meeting
- f. **Dickleburgh defibrillator** (min.33) - the new battery had been fitted and the defibrillator is operational again. Rushall defibrillator – Rushall PCC have agreed to house the defibrillator temporarily within the Church. Clerk to inform The Community Heartbeat Trust and The Circuit
- g. **Regular litter picks** (min.33) - three groups of people have expressed an interest in regular litter picks – agenda item for July
- h. **The Giving Machine** (min. April 5f) – the grant stream will re-open on the 1st July, once it arrives it will be circulated to all councillors.

All other matters arising will be addressed during the meeting.

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

- a. **Approval of the Payments & Receipts and the Year to date Summary** – the RFO, Matt Hill had circulated the list of payments and receipts for the month, along with the year to date summary. Income was as expected. South Norfolk in Bloom grant money received. Expenditure comprised the usual fixed monthly costs of staff, caretaker and utility bills. It was resolved to approve the papers, proposed Cllr. D. Leyserman, seconded by Cllr. J. Kerr, unanimous approval.

Discussion on the cost of Biffa waste and glass costs, Clerk to obtain further information, agenda item for the autumn.

- b. **Approval of the Annual Governance & Accountability Return (AGAR) Internal Audit Report** (page 3) from Mr. R. Goreham. There were no issues reported. It was resolved to approve the Internal Audit Report, proposed Cllr. J. Kerr, seconded Cllr. D. Leyserman, all in agreement
- c. **Approval of the AGAR Section 2 – the Annual Statements 2025 -2026 and the Variances Explanation** – it was resolved to approve the Annual Statements and Variances explanation, proposed Cllr. P. Reekie, seconded Cllr. D. Leyserman, all agreed
- d. **Approval of the dates for the period of exercising of Public Rights and publication of the Unaudited AGAR** – this is an opportunity for a member of the public to request via email or on the website to view the annual accounts. The contacts were agreed as Cllr. A. Goodman and the RFO, Matt Hill. It was resolved to approve the dates and publication of the unaudited accounts, proposed Cllr. D. Leyserman, seconded Cllr. P. Reekie, all in agreement
- e. **Approval of payments made by BACs/Faster payments in accordance with Standing Orders 7.9** - it was resolved to approve, proposed Cllr. A. Cheer, seconded Cllr. P. Reekie, all were in agreement
- f. **Approval of the Regular Payments list** - the list was reviewed, the RFO Matt Hill, will correct, an agenda item for July.

The Chair thanked the RFO, Matt Hill for his reports and his meticulous work in preparing the documentation for the AGAR.

- 41. DIGITAL & DATA COMPLIANCE AGAR ASSERTION 10 implications:** a. the Data Protection and Information Technology – both these policies had been added to the website, training and paperwork for Councillors to follow b. to confirm the action plan for compliance – Cllr. A. Goodman will circulate the final version, the RFO, Matt Hill would contact PKF Littlejohn to establish what they required.
- 42. REVIEW AND CONFIRMATION OF THE ROLES & RESPONSIBILITIES FOR 2026 -2027 -** these were reviewed, the new list will be circulated and approved at the July meeting.
- 43. SHORT REPORTS FROM THE FOLLOWING WORKING PARTIES:**
- a. Village Centre Committee** – Cllr. J. Kerr reported that a signed response from the Trustees had been sent to the Parish Clerk. This stated that the Trustees were not prepared to take on the full responsibility for the Village Centre. The option would be between Corporate and Custodian trustee. The recommendation from the Charity Commission is the Parish Council become the Custodian Trustees (holds the legal title to the property and assets on behalf of the charity, ensuring safe keeping without managing or controlling the assets) , which would be the recommendation from the Trustees. The lease would require amending to reflect this status. The Village Centre Trustees would take on the responsibility of running the VC. A further option would be that the Charity Commission become Custodian of the VC, holding the lease for the Village Centre, the Parish Council would still be responsible for the land and the building. It was agreed that the Property Working Group would meet to discuss the matter and make a recommendation to the Parish Council for the July meeting, Ghislaine Chenery to be included in the invite. **ACTION** - Clerk to arrange a meeting for the Property Working Party Group
 - b. Grant application forms** - amendments had been made to the conditions, these had been circulated. In future applicants would not be permitted to apply for a grant again for a period of five years. It was resolved to approve, proposed Cllr. J. Kerr, seconded Cllr. P. Reekie, all agreed
 - c. Allotments:** (i) update on Norwich Road brambles – some of the brambles had been removed. Removal of the bush would involve a contractor, possibly Ben Grief. The Towns Land Trust has a machine to tackle the issue. Cllr. P. Reekie to investigate further. Burston Road allotments - the hedge on road side requires attention. There is still a muntjac issue on the allotment
 - (ii) Cllr. P. Reekie had received a copy of the current allotment holders for the 2026 -27 season, currently there are no vacancies nor a waiting list on either site
 - (iii) Dog poo – complaints re dog poo on the allotments – some owners bring their dogs, a polite note to allotment holders requesting they manage and clear up if their dogs are brought onto the site. **ACTION** - Cllr. P. Reekie to send letter. Clerk to add a note into the Village Voice (formerly Parish News)
 - d. Community Facilities Grant progress** - an outline of the scope of the project was presented, there were three phases: urgent matters – the circuit boards, internal doors and ceiling tiles; Less critical work - external work – front lap-boarding repairs, solar panels, petanque court ; Internal work - repaint work, new boiler, radiators. **ACTION** - the RFO, M. Hill will call Dist. Cllr. D. Thompson to gain advice and discover the percentage the Parish Council contribution would be towards the grant total.
- 44. APPROVAL OF THE FOLLOWING POLICIES:** a. Dickleburgh's use of SNC's LGA Code of Conduct
b. paperwork and training linked to the Freedom of Information (FOI), Information Technology (IT) and Data Protection paperwork.
Following discussion it was agreed to approve these above actions
- 45. Information pertaining to the Bus Stop layby on The Street, Dickleburgh,** opposite the Church - the Chair Cllr. A. Goodman had been in touch with Daniel Yellop regarding the addition of a 'bus cage' – this is a designated bus stop area marked in yellow lining on the carriageway. General parking is prohibited in this area and is enforceable by law. It was agreed

that this would be the solution. **ACTION** - Cllr. A. Goodman to correspond with D. Yellop at NCC to confirm agreement to a 'bus cage.'

46. PLANNING APPLICATIONS AS RECEIVED FROM SOUTH NORFOLK COUNCIL:

- a. **Planning application 2026/1202 - 18 Millers Drive, Dickleburgh**, demolition of fire damaged dwelling and erection of a replacement single dwelling including associated works and a single semi-detached garage – it was resolved to approve this proposal
- b. **Planning Application 2026/1101 Rose Cottage, Norwich Road, Dickleburgh**, repair roof, renew fascias, soffits, guttering, replace windows, front and side doors - it was resolved to approve this application
- c. **The Half Moon Inn, Rushall** - Rushall Parochial Church Council have agreed to 'house' the defibrillator temporarily in the Church. There has been no update regarding the re-opening of the pub. The Clerk has updated F. Field, Community Asset Officer of the current status.
- d. **Receipt of any applications received prior to the meeting and which Councillors have been advised** - none
- e. **Planning Decisions - Receipt of Consultees reports made by SNC: Planning Application 2026/0597 Dickleburgh Manor, Ipswich Road, Dickleburgh**, remedial works to ground floor and basement due to flooding – Approved 3rd June 2026, with conditions

47. HIGHWAYS AND PROW REPORTS:

- a. **Highways:** manhole damage outside Barbridge Cottage, The Street, Dickleburgh, IP21 4NQ – reported, update awaited **ACTION** Clerk to contact
- b. **PROW:** Green Lane off Langmere Road – response from F. Salway received with form attached to apply for the path to be registered with NCC. **ACTION** – Clerk to approach Angus Paterson or Hadleigh Drake to cut the path back

48. PLAYING FIELD REPORT: Receipt of play inspection weekly reports:

- a. **Monthly Play Inspections** - Cllr. J. Kerr reported the weekly inspections and monthly inspections are continuing, **ACTION** – Clerk to invite to the Caretaker to join the Commons Committee, once he returns from paternity leave. Joint inspection – nothing urgent, monthly to be arranged
- b. **Annual Inspection** – Clerk had contacted SNC to participate in their scheme, cost would be circa £260, inspection in October (12/16wks). The insurance company have been informed of the change from July to October.
- c. **Document relating to the use of an inflatable on the Playing Field** – document had been prepared. If an application comes to Parish Council, the document will be signed, which states confirms it would be part of a planned, organised activity, copies of insurance documents and risk assessments would be required too
- d. **Dickleburgh Football Club** – revision of the document – hire charges current £175, £250 this season, suggested increase to £300 for next season. Clerk will liaise with DFC
- e. **Request from Mikey's Bar for use of the Playing Field** on Sat. 25th July - this is an event that has been held for a number of years. The Charity event includes a variety of stalls and events – food stalls, stalls, games, raffle, bouncy castle, penalty shoot-out etc. . It was resolved to approve the permission with the necessary forms signed by the bouncy castle company and organiser agreed. **ACTION** - Clerk to prepare the documents and liaise with Mikeys Bar.

The Chair thanked Cllr. J. Kerr for his report

49. ARRANGEMENTS FOR THE VILLAGE FESTIVAL, SAT. 27TH JUNE 4.00 – 7.00PM - at the May meeting it agreed to have a stall to promote the Parish Council, demonstrating its presence in the community - a flier had been suggested detailing for example - 'what does your parish council do for you?' - how the precept is used. **ACTION** - Graphs and colourful images to be prepared – Cllr. A. Goodman

50. INFORMATION TO NOTE: a. confirmation from SNC that the Neighbourhood Plan is part of the Statutory Development Plan for South Norfolk. **ACTION** – Clerk to remind Cllr. R. Theobald to load the You Tube video onto the website

- b. Letter received from Norfolk Assoc. County Officer - noted
- c. Norfolk Wildlife Trust (NWT) - pond restoration funding – Cllr. A. Cheer will circulate the information around the Commons Committee to consider an application. Norfolk Wildlife Trust were very interested - **ACTION** - Cllr. A. Goodman to liaise with Cllr. A. Cheer to arrange with Chloe at NWT
- d. Recycling clothes bank information received from a company – the School already had one installed.

51. MATTERS OF INFORMATION FROM COUNCILLORS:

- **Clerk** – Celebrating Local Council Clerk’s week – Afternoon Tea, the Orangery, Kettering, also it’s the tenth year since NPTS was established, afternoon tea 10th July
- **Cllr. D. Leyserman** – reminded Councillors of the performance by the Pantaloons at St. Clements Common - tickets can be ordered or pay on the door, parking at Shorelands.
- **Cllr. A. Cheer** – any follow up Solar Farm – Clerk had contacted R. Smith at SNC for an extension to the date for a response and also the Regener8 community fund
- **Cllr. A. Goodman** – the land around The Gables, Rectory Road, Dickleburgh – **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.
Re bus service - the Clerk had received an email from Simmonds indicating they had not been consulted about appointments and linking in with the bus service. **ACTION** - Cllr. A Goodman to liaise with D. Yellop at NCC to contact the Simmonds in supporting the initiative;
South Norfolk in Bloom grant - £500.00 received from SNBDC
A number of deer are being killed on the by-pass, contact with Highways to see if signage can be erected to alerting drivers.
- **Cllr. P. Reekie** - the passageway to Smiths Close is in need of cutting, Clerk to request Hadleigh to attend too.

52. DATE FOR THE NEXT MEETING & RECEIVE ITEMS FOR THE AGENDA: **20TH JULY 2026, 7.00PM AT DICKLEBURGH & RUSHALL VILLAGE CENTRE**

The Chair thanked all Councillors for their attendance and contributions.
The meeting closed at 10.14 p.m.

SIGNED

DATE