

DITCHINGHAM PARISH COUNCIL

<p><u>The 2013 November meeting</u> was held on the 18th at 7.30pm in the village hall with Cllr. Green in the Chair &amp; the following present: Cllrs. Cossey, Kirkpatrick, Mison, Ogden, Chadd, Mulley &amp; Weston. The clerk, John Smith, was unwell and Cllr. Weston took the minutes.</p>	Action by:
<p>Also present were District Cllr. Allen and eleven members of the public.</p>	
<p><u>Parishioner Question Time</u> opened with the Chair welcoming those present.</p>	
<p><b>Simon Wilkin</b> reported that he had written to his neighbours on Ditchingham Dam about the possibility of their properties being joined up to the newly laid gas main installed to supply the Maltings development. Given that these householders are experiencing some inconvenience from the works, he asked if the Council would support their request to P J Livesey for the developers to contribute to the costs of connections. The Chair deferred this matter to Cllr Weston, as Chair of P&amp;H Comm. Although not in the formal part of the meeting, he sought the views of Cllrs. who unanimously agreed to a Council letter in support of the parishioners.</p>	KW
<p><b>Sharon Cheer</b> offered suggestions for future Council spending, namely S106 grant:</p> <ol style="list-style-type: none"> <li>1. Picnic benches for The Dip</li> <li>2. Bus shelter(s) at Village Hall</li> <li>3. A fully equipped office to be provided at the Village Hall for the use of the Parish Council and its Clerk</li> </ol>	
<p><b>Sharon Cheer</b> gave information about the proposed Open Gardens in 2014. 9 gardens so far; 2 more were added at this meeting. Any funds raised may be used to install large planters in the village. Mrs Cheer was asked to liaise with the Local Development Advisory Committee's Chair, Cllr. Chadd.</p>	JC
<p><b>Sharon Cheer</b> told the meeting that she had informed NCC highways about Japanese Knotwood apparently growing in Tunneys Lane. No action so far. Cllr Weston would follow up.</p>	KW
<p><b>Sharon Cheer</b> reported that vegetation is reducing motorists' sight line at the junction of Hollow Hill road and B1332. Cllr Weston would follow up.</p>	KW
<p><b>Mark Powers</b> (and others) raised the issue of the safety of drivers and pedestrians at the Ditchingham Dam/Pirnough Street junction. Lines of sight may be impaired by a solid brick wall which has recently been built. Cllr. Allen told the meeting that she had raised the matter with the Broads Authority and that she was trying to convene a site meeting with all interested parties. Although not in the formal part of the meeting, Cllrs. Unanimously agreed with this action. Cllr. Cossey stated that, on two previous occasions, he had put forward (to NCC) the notion of a mini roundabout at this junction.</p>	PA
<p>This session then closed at 7.55pm.</p>	
<p><b>MEETING PROPER</b></p>	
<p>1. <u>Apologies for absence</u> were received from Cllrs. M.A. &amp; M.C. Ankrett.</p>	
<p>2. No <u>Members Interests</u> were declared.</p>	
<p>3. <u>Minutes of the 16th September meeting</u> Proposed (KW, 2nded R K) to be "taken as read" Unanimous. Minutes were confirmed to be signed by the Chair upon completion of the meeting.</p>	

DITCHINGHAM PARISH COUNCIL

4. There were no <u>Matters Arising</u> not covered on the agenda.	
5. <u>Appointment of new clerk</u> Cllr. Green described the advertising. There are currently six applicants, all credible; three were present at the meeting. Finance & Resources Comm. will progress the recruitment hopefully appointing in December for January start.	JG
6. No <u>Reports</u> .	
7. Cllr. Weston read out the 7a. <u>Cheques</u> list (as distributed with the minutes). Approval proposed by JG; seconded by RK and agreed unanimously. 7b <u>Forward budget planning</u> The Finance & Resources Comm. had previously met and made recommendations to Council. The F&R Chair, JG, tabled papers and explained the Committee's proposals. The tabled papers are attached to these minutes. JG invited Cllr. Allen to comment with regard to the SNC Transitional Grant her noting that a decision is expected 9 <sup>th</sup> December. If there is a grant it is likely to be less than in 2012/13. 7c <u>Draft Budget</u> Cllr. Weston proposed adoption of Finance & Resources Comm's recommendation with a budget of £29,000 and 7d. a <u>Precept</u> of £25,000 (2 <sup>nd</sup> JC) Cllr Cossey proposed an amendment proposing a precept of £23,000 (2 <sup>nd</sup> RM) Voting on the amendment: For 3 Against 5. The Council then confirmed by majority vote that SNC will be asked to levy a precept, for Ditchingham, of £25,000.	Clerk
8. <u>Planning Committee Report</u> . Cllr. Weston read out his report; a copy is attached to these minutes. This item also covering the planning business of Item 9 in the Agenda.	
9. Internal <u>ADVISORY Committee reports</u> . 9a. <u>Planning</u> as above. 9b. <u>Community Development</u> Cllr. Chadd read out her report; a copy is attached to these minutes. Some discussion followed about the proposed Yard Sale. Cllr. Chadd will advertise for volunteers to plan it. 9c. <u>Recreation &amp; Maintenance</u> Cllr. Kirkpatrick read out his report; a copy is attached to these minutes. 9d. <u>Finance &amp; Resources</u> . The business discussed under 7b and 7c above.	JC
10. <u>Co-option of new Councillor</u> There was only one candidate – Mr Steven Read who introduced himself and explained why he wanted to be a Councillor. A secret ballot followed and, by a very large majority, Steven Read was elected. He was given the relevant statutory papers to sign.	Clerk
11. <u>External Reports</u> 11a. County Cllr. Summerville was not present and no report had been advised. 11b. <u>District Cllr</u> . Pauline Allen gave her report; a copy is attached to these minutes.	
12. <u>Issues not decided by committees</u> None	
13. <u>Correspondence</u> None	
14. <u>Urgent Other Business</u> . Cllr. Kirkpatrick had had a last-minute call from Chair of Gobs, Ditchingham PS. Cllrs are invited to contribute, on an individual basis on the school becoming an Academy. Cllr Mulley raised the issue of an unlit footpath to the rear of Beevors Gardens. (Cllr. Weston to assess). Cllr Mulley suggested that the "Reduce Speed Now" sign on B1332 be moved further up the hill; (to be referred to the Highways & Planning Advisory Committee).	All Cllrs. KW

DITCHINGHAM PARISH COUNCIL

15. Confirmation of meeting dates: Full Council 20<sup>th</sup> January 2014. Planning & Highways (if necessary.) 16<sup>th</sup> December 2013 & 17<sup>th</sup> February 2014.

16. Items for next agenda. None

The meeting closed at 9.06pm.

The following attached papers should be regarded as part of the minutes.

- Recommendations of Finance & Resources Comm. A (3 pages)
- Planning & Highways Committee Chair's report B (2 pages)
- Community Development Committee Chair's report C (1 page)
- Recreation & Maintenance Committee Chair's report D (1 page)
- District Councillor's report E (1 page)

A.1

# Council Meeting 18<sup>th</sup> November 2013.

<b>Ditchingham Parish Council:</b>		<b>6 Months</b>	<b>BUDGET</b>	<b>F'CAST</b>	<b>BUDGET</b>
Budget forecast & Precept estimate 2013-14 (14-15)		13-14	13-14	13-14	14-15
Actual YR Ended 31/03/2013 Fin Yr 12-13		OUTTURN 6 Mths Ended 30/09/2013 Fin Yr 13-14	BUDGET YR Ended 31/03/2014 Fin Yr 13-14	F'CAST YR Ended 31/03/2014 Fin Yr 13-14	BUDGET YR Ended 31/03/2015 Fin Yr 14-15
15,000	Precept	20,000	16,000	20,000	20,000
	Increase in Precept	0	3,000	0	3,000
	New Strategies	0	2,000	0	2,000
	General reserve increase	0	0	0	0
	SN Transition monies	2,091	2,000	2,000	0
3	Interest	4	0	0	5
1,644	Burial fees	1,500	2,000	2,000	2,200
216	Allotments	216	250	216	275
1,165	Recreation Grounds	826	1,200	1,166	1,300
100	Honorary	0	0	0	0
	Miscellaneous	59	0	200	0
300	Recycling	300	300	300	200
1,497	VAT	3,279	1,705	3,923	2,000
<b>19,925</b>	<b>Income</b>	<b>28,814</b>	<b>27,455</b>	<b>30,246</b>	<b>30,980</b>
888	General Reserve	1,305	2,431	1,006	11,434
3,000	Play Area	2,000	2,458	3,000	0
<b>3,888</b>	<b>Reserves B/ Forward</b>	<b>4,305</b>	<b>4,889</b>	<b>4,006</b>	<b>11,434</b>
<b>23,793</b>	<b>Available Resources</b>	<b>33,119</b>	<b>32,374</b>	<b>34,751</b>	<b>42,414</b>
1,850	General Admin	2,276	2,100	1,728	2,600
4,964	Clerks Employment Costs	2,005	5,100	5,030	5,000
	Clerks home office	0	0	0	1,000
	Section 137	0	0	0	0
750	Parishioner	0	600	600	750
120	Allotments	0	100	100	160
3,578	Burial Grounds	2,585	3,600	3,215 v	3,800
2,222	Village Tidy	2,228	2,000	2,168 v	3,000
100	Honorary	0	0	0	0
2,700	Recreation Grounds	1,383	2,600	2,215 v	2,800
0	Increase Play reserve	1,500	1,500	1,500	2,500
	New Strategies	0	2,000	0	2,000
	Charge Against reserve	0	0	0	0
600	Play area maintenance	700	1,000	1,000 v	1,000
250	Bus Shelter	126	250	250	500
412	Miscellaneous	0	1,000	1,000 v	1,000
	Transfer to reserves	0	0	0	0
	Other estimated costs	0	0	0	1,000
1,923	VAT	1,647	2,000	1,891	2,000
<b>19,489</b>	<b>Expenditure</b>	<b>14,370</b>	<b>23,800</b>	<b>23,317</b>	<b>29,000</b>
<b>4,304</b>	<b>Reserves C/ Forward</b>	<b>18,749</b>	<b>8,579</b>	<b>11,434</b>	<b>13,414</b>
1,305	General Reserve	18,749	4,079	11,434	10,914
3,000	Play Area	4,500	4,500	4,500	2,500
	New Strategies	-4,500	0	-4,500	0
<b>4,304</b>	<b>Reserves (as above)</b>	<b>18,749</b>	<b>8,579</b>	<b>11,434</b>	<b>13,414</b>
1,923	VAT receivable (following year)	0	2,000	0	0
<b>6,227</b>	<b>Total Reserves</b>	<b>18,749</b>	<b>10,579</b>	<b>11,434</b>	<b>13,414</b>
1,305	General Reserve	18,749	4,079	11,434	10,914
3,000	Play Area Reserve	0	4,500	0	2,500
0	New Strategies	0	0	0	0
<b>4,305</b>		<b>18,749</b>	<b>8,579</b>	<b>11,434</b>	<b>13,414</b>

The Finance and Resources (F&R) ADVISORY Committee including the Chairs of the Environment, Community, and Planning & Highways ADVISORY Committees, has reviewed the Council's income and expenditure forecasts for the remainder of the current year, and in the context of continuing the Council's strategy and policies recommend to Councillors the above noted budget for 2014-15; this budget being the key driver in establishing the requirements in the setting of the precept for 2014-15.

This budget should be read in the context of the following notes:

Julian Green

Chair Ditchingham Parish Council (15/11/2013)

## Process

- This paper builds on the process established in 2012-13 where each budget line is examined for realism and adequacy. The objective of this paper before this meeting is to determine the level of precept necessary for 2014-15 considering:
  - What level of services and amenities DPC wishes (or can afford) to deliver to the village and the community on a 'status quo' basis?
  - What new initiatives (if any) should DPC support?
  - What is the impact of this 'per household'?

## Income

- Currently the only sources of income that DPC can directly influence are:
  - The Precept: This will be decided through the process of this decision. It must be determined at a level adequate to 'balance the books'
  - Cemetery (Burial fees): The Council's policy is to review these fees annually in line with national levels with local adjustments.

## Expenditure

- In considering expenditure there is very little opportunity for discretion. Identified below are the core cost pressures reconciling the 2013-14 forecast outturn with the recommended budget 2014-15:
  - General admin. Insurance. +£1k
  - Clerk's home office, allowance in lieu of purchase new equipment & software. +£1k
  - Grounds contracts & amenities. +£1k
  - Village handyman. +£1k
  - New strategies (community engagement). +£2k
  - Play area reserve and maintenance. +£1k
- Less one time costs 2012-13:
  - Unbudgeted amenities spend. -£1k

**The Finance & Resources ADVISORY committee recommend a 2014-15 budget of £29,000.**

**To support this budget recommendation the Finance & Resources ADVISORY committee recommend that this Council determine a precept of £25,000 for the financial year 2014-15.**

## Notes

### Play Area Reserve

- The play area reserve was fully drawn-down in 2013-14. While much new kit has been acquired, this reserve must fund renewals & emergencies in two locations, the Thwaite Road play area, and the Dip. The F&R ADVISORY Committee recommend that the Council provide for these costs at £2,500 per annum; this being the minimum figure necessary to generate an adequate reserve (on a recurring basis) for works considered likely within a 5 year time horizon.

## Maintaining the status quo

- To support a continuation of existing strategy the F&R ADVISORY Committee recommend that the core precept must increase from the current level of £20,000 to £23,000.

## New Strategies

- Councillors are aware that we are pursuing a number of new strategies particularly around young people; this involves requesting significant grant funding from third parties; however many grant givers require that the applicant 'pump prime' the initiatives... ie requiring that DPC introduce their own contribution. Councillors are therefore requested to support the inclusion of an additional line in the precept as an enabler of £2,000. This initiative had been intended for 2013-14, but was not proceeded with as funds were vired in favour of essential maintenance works to core amenities.

## Cost per Household

- The proposed precept of £25,000 equates to an average £34.72 per household (£0.67 per week), and an annual increase of £6.75 (just 13p per week). Clearly averages must be explained, the tax base on which the actual precept is calculated makes allowance for varying reliefs (eg for the least able to pay and empty properties) and for adjustments between Council tax bands... the effect being that the increase for properties in band A will be less and in band H more.

## SN Grant & Transition monies

- In 2012-13, in addition to the precept the Council received a grant of £2,091 from SN arising from reorganisation of national government funding. An equivalent (albeit lesser) grant may be available for 2014-15. The Council are reminded of their concerns for 2013-14 that the Secretary of State for Communities and Local Government, had indicated a preference for capping local precepts and Councillor's should again be concerned with regard to this for 2014-15 or the following year. The F&R ADVISORY Committee recommend that in the event that a grant is available this year that this is used to support reserves and not to reduce the underlying precept which could have serious ramifications for future years in terms of a [reduced] capped precept.

## Summary Proposal

Precept	BUDGET	BUDGET
	13-14	14-15
	£	£
2012-13 Actual	15,000	20,000
Increase to maintain Status Quo	3,000	3,000
New Strategies	2,000	2,000
Reserves	0	0
2013-14 Proposed	<u>20,000</u>	<u>25,000</u>
# of Households (estimate)	715	720
£ per Year	£27.97	£34.72
£ per Week	£0.54	£0.67
# of Residents (estimate)	1,660	1,714
£ per Year	£11.90	£14.59
£ per Week	£0.23	£0.28
<b>Impact of increase</b>		
<b>Baseline</b>		
Current		£27.97
Proposed (as above)		£34.72
<b>Increases</b>		
Per Household per Year		£6.75
Per Household per Week		£0.13
Per Resident per Year		£2.84
Per Resident per Week		£0.05

B1

DITCHINGHAM PARISH COUNCIL

Planning & Highways Advisory Committee/Decision Committee

Tabled Chair's Report for the November 2013 Parish Council Meeting

B1332 Hollow Hill The pavement was cleared of silt by NCC but needs doing again; the Clerk has requested this.

A serious accident occurred on the evening of Sunday 9<sup>th</sup> October. One driver apparently sustained serious head injuries and the road was closed for approx. 5 hours for police accident investigators to complete their work.

Through PC Penny Farrow I have requested a copy of their findings and I have asked Bob Edwards to look at the incident to see if the road surface played any part in the cause. He had previously said that it might be possible to bring forward the scheduled resurfacing of this stretch of road.

Also in the last month a car ended up in the ditch opposite Froggs Hall; the driver apparently absconded.

Pirnough Street/Ditchingham Dam Junction I have discussed with District Councillor Margaret Somerville concerns about poor lines of site for drivers and pedestrians at this junction especially now that the developers have built a solid wall here. Cllr Somerville is contacting NCC highways dept and will report back at our meeting.

VASs I have informed NCC that we are unable to afford our 25% of the cost and have withdrawn from the scheme.

Windmill Green Work is underway to make standing rain water drain away.

Lamberts Way The proposal, from Badger Homes, to extend Lamberts Way, previously recommended for refusal by this committee, and refused by SNC is now subject to an appeal by the applicant.

South Norfolk Local Plan Consultation CD and response form

No new information is included.

NOTES:

- I have responded seeking clarification over name of the (future) development site DIT 1. It IS the site we already knew about with access through Hamilton Way.
- The site referred to as Simpsons Maltings IS the maltings currently being developed.

On 30<sup>th</sup> September 2013 As permitted by the Council's Standing Orders the applications below were deemed, by the Chair, to be non-contentious so members' views were sought by circular letter.

2013/1606 Ditchingham Cottage This is an amendment. Committee had already recommended the application for approval.

**Unanimously agreed to make no further comment**

BA/2013/0299/FUL 27 Ditchingham Dam Proposal doesn't appear to affect any neighbours and wouldn't be visible from the road so no grounds to refuse.

**Unanimously agreed to recommend for approval (No conditions)**

**2013/1616 38 Norwich Road** A building in a back garden larger than the one being demolished, barely visible from the road, more or less adjacent to a building in the neighbour's garden. At this stage SNC has not had any objection from the neighbours. B:

**Unanimously agreed to recommend for approval (No conditions)**

As permitted by the Council's Standing Orders the applications below were deemed, by the Chair, to be non-contentious so members' views were sought by circular letter.

Immediately prior to this meeting, members of the committee considered a non-contentious planning application:

Ref: SNC 2013/1980

Location: Annexe at 9 The Loke, Ditchingham

Retrospective Application

Proposal: **Single storey extension altered to two storey by using roof space for disabled and medically unfit relatives.**

Apart from No.4 new roof lights all the changes are internal.

The committee decided:- no comment    recommend approval    recommend refusal \* (Delete 2 options)

\*As this paper is being tabled, Councillors will be asked to strike out two options when the Committee's decision is known.



## LOCAL DEVELOPMENT

Monday 18<sup>th</sup> November 2013

Since the charity MAP left Ditchingham this Summer after a 3 month project with young people, the committee has been concerned that this work should be continued. I met with Jacqui Doran from the charity Momentum to discuss forming a Youth Council to keep the channels open between the Parish Council and young people who wish to take part in their community.

If we were to become members of momentum for a fee of £30 we would have access to support with small grants, advice on setting up a council or any new group or project. Their aim is to involve and empower young people.

I feel that their expertise would be helpful to us in exploring the next steps and we would recommend joining the membership which also offers training for members. Jacqui is happy to meet us and 3 or 4 young people for a meeting after we join.

[www.momentumnorfolk.org.uk](http://www.momentumnorfolk.org.uk)

Sharon Cheer has taken plans for the Ditchingham Open Gardens day further. Presently, she has 9 gardens on the list and has a proposed date of Sunday July 13<sup>th</sup> between 12pm to 4pm. We think this is a very good idea as Ditchingham certainly has not done this before anyway in the last 30 years!

Maps would be printed and an entry charge of between £2 – 50 to £ 3-50. It is up to garden openers whether they sell cakes and tea for donations.

The sum raised after expenses would be spent on “something” for the village possibly a Planter centrally which Sharon would keep up. It would be good to put back a bench at the crossroads so the money could go towards that. Room for discussion.

Richard Mulley has a few words to say about the Yard sale . We have had some interest from a parishioner Stacey Richards about helping but we need more volunteers to put this into practice.

Report from the Maintenance & Environment Committee  
18<sup>th</sup> November 2013

As I reported at the September meeting the official opening took place on Saturday 28<sup>th</sup> September.

It was very encouraging to see so many parents and children attending.

A representative from WREN also attended along with a number of councillors and Pauline Allen our district councillor.

There were a number of comments as to what a good community event it was and the council would like to record their thanks to Mrs Vanessa Doddington and her friends for organising the BBQ, refreshments and face painting. The village shop very generously provided the rolls and drinks.

Councillor Weston was very successful in persuading a large number of people to carry out inspections of the play areas; Thwaite Road and The Dip. These take place every *week* ~~month~~, and have already alerted us to items that need repair. Our thanks to all those who have volunteered.

Action Play & Leisure have been back to carry out repairs and to tension the zip wire, they have left us with a tool that we can tighten any nuts that many come loose on the Dome climbing frame.

We have met with Norse on site to assess the hedge along the Thwaite Road and they have agreed to level it off and to add it to their existing cutting of the play area.

South Norfolk have now repaired the fencing adjacent to Poppy Close which had been broken for some time.

Some young people have asked for the BMX track to be reinstalled at the bottom end of the play area. This would be a major project but it is something that we will consider.

The allotments and cemetery continue to be well maintained.

# District Councillor Report.

E1

DPC report - November 2013

## Maltings boundary treatment

- 5 households and Broome PC have made representations to me expressing concern
- I have contacted the BA and visited the site to hold discussions
- Have suggested to the BA that we have a meeting with PJ Livesey, BA, PC, Highways and self to look at the problem; BA to contact me later this week

## Precept support grant

- SNC will formally make a decision at full council on 9 Dec whether to offer a grant to help PC's offset the change in Council Tax benefit that was introduced by the gov last year.
- PC's are asked to finalise and send their precept requirements to SNC by 20 January

## Eastern Rivers Neighbourhood Board

- The recent scheduled meeting in Broome VH was postponed
- Meanwhile SNC has been focussing on their Market Towns initiative that includes Loddon
- The idea is that benefits from working with and focussing on these 4 towns will spill into nearby communities
- Festive Fusion is the first step in this plan; more info can be found on the DNC website

## Ward statistics

- a SNC officer has been working with statistics from the 2011 census to provide an overview of issues; both strengths and weaknesses
- The 5 issues in D&B are the small percentage of adults that exercise regularly, obesity in 10/11 year old pupils, obese adults, anti-social behaviour and fuel poverty

## Four Villages Good Neighbour Scheme

- there will be a committee meeting tomorrow evening
- The recent coffee morning was not well attended but we met some new clients who we will be supporting; this made the event worth while
- We continue to help a steady but small number of residents

Pauline Allen