

**Draft Minutes of Ditchingham Parish Council's Meeting  
Monday 17<sup>th</sup> July 2017 at 7.30pm  
The Village Hall, Ditchingham**

**Action  
by:**

**Councillors present:** Keith Weston - Chair, Alan Larkin – Vice Chair (AL), Brendon Bernard District Councillor (BB), Revd. Reg Kirkpatrick (RK), Charlie Taylor (CT) and Richard Mulley (RM).

**Clerk/RFO:** Sally Chapman

**Also Present:** Four members of the public.

## **PARISHIONER QUESTION TIME**

### **A. External Reports**

- i. **County Councillor Stone**  
Not present – full report:  
<http://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>
- ii. **District Councillor**  
Cllr Bernard gave a report. Main points:
  - Refuse Collection Review. South Norfolk is the highest recyclers in all districts, although some items cannot be recycled because of contamination. New stickers for wheelie bins are to be issued.
  - Grants Committee. Grants of £50,000 are available and there have been 21 applications.

### **B. Parishioners Questions**

- i. A parishioner commented on the condition of the pavement on Loddon Road and the uneven surface. Clerk to inform NCC Highways.
- ii. A parishioner queried the fishing permits on Broome Heath. The Chair advised DPC has no jurisdiction over them.

Clerk

## **COUNCIL MEETING**

### **1. To consider Apologies for Absence**

None

### **2. Declaration of Pecuniary Interests & Consider requests for Dispensation**

Cllr Mulley – 7b pecuniary interest (wife's salary)

Cllr Larkin – 10 non-pecuniary (other) interest (Treasurer of Men's Shed).

Cllr Bernard – 11a non-pecuniary (other) interest (wife's a member of Black Dog Arts)

The Chair informed: A Council has the power to grant a dispensation for up to 4 years. The restrictions on members with a DPI do not apply where the business is the taking of a decision about a dispensation (S.33(4) Localism Act 2011).

### **3. To Confirm the Minutes of the meeting held on Monday 15<sup>th</sup> May 2017**

Signed: \_\_\_\_\_ (Chair)

Date:

<p><b>Councillors resolved: The Minutes to be 'taken as read and agreed as correct' – unanimous.</b></p> <p>The Minutes were signed by the Chair upon completion of the meeting.</p> <p><b>4. Matters Arising</b></p> <p><b>a) To report matters arising from the minutes, not on the agenda nor included in committee reports</b></p> <p><b>- BT Phone Box</b></p> <p>Cllr Mulley and Cllr Taylor agreed to shelve out the phone box for books and Mrs Mulley has agreed to monitor as required.</p> <p><b>b) To Do List</b></p> <p>The Clerk read out the list of outstanding items requiring the Council's attention. Cllr Mulley gave the Clerk an update.</p> <p><b>5. Co-option to fill Casual Vacancies</b></p> <p>No current requests.</p> <p><b>6. To Select the Community Committee Chair</b></p> <p><b>Councillors resolved: To elect Cllr Kirkpatrick as Chair - unanimous.</b></p> <p>It was suggested to elect Cllr Bernard to replace the Chair as the Village Hall representative. This will be done by special motion at the September meeting.</p> <p><b>7. Finance to:</b></p> <p><b>a) To receive the Budget Report 2017/18 (Annex A)</b></p> <p>The RFO summarised the budget report. No questions.</p> <p><b>b) To receive the RFO's Finance Report and Approve Cheques (Annex B)</b></p> <p>The RFO gave an up-to-date report on the Council's finances, payments and receipts received since the last meeting.</p> <p>RFO to check payment No. 101504 (should have read: <del>May</del>/April).</p> <p><b>Cllrs resolved: To approve the reports and payments - unanimous.</b></p> <p><i>Cllr Mulley did not take part.</i></p> <p><b>c) To consider Cemetery Fees for Addition Inscription</b></p> <p>Cllr Kirkpatrick informed that the current fee was incorrect and it should be changed to reflect other Council's current fees.</p> <p><b>Councillors resolved: To reduce the inscription fee to £40.00 and refund any overpayments made in this financial year – unanimous.</b></p> <p><b>8. Policies Reviews and Revisions</b></p> <p>a) A Special Motion to adopt new Standing Orders</p> <p>b) Communications Policy</p> <p>c) Financial Regulations Policy – Section 12</p> <p>d) Planning and Highways Committee Policy</p> <p>e) Sub Committee &amp; Advisory Committee Terms of Reference</p> <p><b>Councillors resolved: To adopt all the new policies and revisions - unanimous.</b></p> <p>The Chair thanked Cllr Larkin for all his hard work on updating the policies. The policies to be updated on DPC's website.</p> <p><b>9. To receive a report from the Planning and Highways Committee</b></p> <p><b>Planning Applications/Decisions</b></p> <p>Cllr Larkin reported the decisions since the last meeting (<i>see report attached</i>).</p> <p><b>10. To receive internal reports from Advisory Committees &amp; Decision Committees</b></p>	<p>RM/CT</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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Signed: \_\_\_\_\_ (Chair)

Date:

**a) Chair's Report** (see report attached).

Main points:

- Village Hall Extension
- Consultation over Local Governance Review
- Village Sign
- Water Supply to Allotments
- Hollow Hill Footpath: Contractors have started on the foot-path up Hollow Hill. After further discussion of the project it was agreed to extend the path as the initial entry and exit at the lower end brought users out at a dangerous part of the road.

**Councillors resolved: To extend the footpath by approx. 30 metres. The cost, in addition to the original quote, is affordable from NCC grant plus budget already set aside - unanimous.**

- S106 Update: The Chair informed the grant for Men's Shed of £5,000 has been received from the Broad's Authority. Premises are now being sought at Broome Village Hall.

**Councillors resolved: The funding would still be available if the Men's Shed is sited in Broome - unanimous.**

*Cllr Larkin did not take part.*

*A parishioner thanked Cllrs for agreeing to retain the grant.*

- Access to the Dip
- Amenity Area to East of the Maltings
- Chair/Vice Chair/Clerk Meetings

**b) Planning and Highways**

Cllr Larkin informed SNDC is consulting on draft Guidelines for Recreation Provision in New Residential Developments Supplementary Planning Document (SPD) and a number of charges to developers which will come into effect on 1 September 2017. The draft SPD is of particular relevance to Parish/Town Councils because it outlines the Councils' agreed policy on the adoption and maintenance of open spaces and play areas in new developments. From the date of adoption of the SPD the District Council will no longer take on responsibility for such areas and this will fall to either Parish/Town Councils or a designated Management Company.

**c) Community** (see report attached).

Cllr Kirkpatrick gave a report: Main points

**Allotments:** Some well used and others need attention. The entrance is overgrown and need strimming. Cllr Taylor offered to strim.

**Cemetery:** Moles in the Ashes Section.

**Play Equipment Annual Inspection:** Recently completed and the report circulated.

**Councillors resolved: To gain a quote from Action, Play and Leisure to repair the Climbing Frame and Junior Multi Play equipment as flagged as moderate risk – unanimous.**

Cllr Mulley and Cllr Taylor kindly agreed to attend to the minor repairs.

**The Dip:** Well used and the goals to be moved again. The Dip will be used for the village fete on 30th July 2017. The Friends of All Hallows Hospital used the Dip for their fete but did not provide evidence of insurance cover in a timely manner.

**Thwaite Road Play Area:** The BMX track is now well established; the surface

CT

Clerk

RM/CT

Clerk  
RM

Signed: \_\_\_\_\_ (Chair)

Date:

will need treating to control weeds. Cllr Mulley informed of a damaged bench to be removed.

**Tree Inspection:** Norwich Norse's comprehensive report has been received and a quote.

**Councillors resolved: To accept Norwich Norse's quote of £990.81 for tree works as recommended in the survey sheets – unanimous.**

The Clerk was requested to inform NCC Highways of overgrown Ash trees and footpath at Ditchingham Dam.

**d) Finance & Resources**

No report.

**11. Issues not decided by Committees:**

**a) Chicken Roundabout Sculpture by Black Dog Arts**

Black Dog Arts had submitted two chicken designs.

**Cllrs resolved: To tell Black Dog Arts the Council favoured the 3D metal chickens option – unanimous.**

*Cllr Bernard did not take part.*

**b) Litter Pick Saturday 13<sup>th</sup> May 2017**

Cllr Larkin was pleased to inform DPC had won the £200 prize again and asked for suggestions to spend the money at the next meeting.

**c) The Malting's Amenity Land**

As Chair's report.

**d) Litter Bin – Falcon Meadow**

**Cllrs resolved: To install a litterbin at the entrance of Falcon Meadow – unanimous.**

Cllr Mulley informed he had a spare litterbin.

**e) Future Yard Sale**

**Cllrs resolved: To hold a yard sale in 2018 and to decide the charity at the next meeting – unanimous.**

*A parishioner suggested combining it with one in Broome Village.*

**f) Facebook Page**

**Cllrs resolved: Not to go ahead with a Facebook page, as the website is adequate – unanimous.**

**g) Resilience Planning**

**Cllrs resolved: Not to go ahead with a plan – carried**

Cllr Mulley requested that the Ditchingham sandbags are advertised in the parish magazine and noticeboards.

**h) Thwaite Road Play Area designation as a Village Green**

The Chair advised this will not be pursued.

**12. Correspondence**

Cllrs noted the following correspondence:

**a) Freedom of Information and Exercise of Public Rights 2016/17**

A parishioner has submitted the above requests.

**b) Complaint of Councillors Alleged Breach of Code of Conduct**

The Chair informed the meeting that SNC had contacted the Clerk re three Councillors alleged by a parishioner to have breached the PC's Code of Conduct. The Chair read from SNDC Senior Governance Officer's email: 'In conclusion, we consider that no further investigation should be undertaken in all three instances...'

*A number of parishioners, attending the meeting, expressed their appreciation for the work that volunteer Councillors do.*

Clerk

RM

Chair

Signed: \_\_\_\_\_ (Chair)

Date:

Clerk

**13. Urgent Other Business**

Clerk to report fallen tree on A143 between the Bungay and Ditchingham roundabouts (Bungay end).

**14. Items for next agenda**

- a) Special Motion to elect Cllr Bernard to rep on Village Hall Committee.
- b) £200 litter picking prize – suggestions on how to spend.
- c) Future Yard Sale – decide charity.

**15. Dates and Times of the Next Year's Meetings**

- Monday 18<sup>th</sup> September 2017 at 7.30pm
- Monday 20<sup>th</sup> November 2017 at 7.30pm
- Monday 15<sup>th</sup> January 2018 at 7.30pm
- Monday 19<sup>th</sup> March 2018 at 7.30pm
- Monday 21<sup>st</sup> May 2018 at 7.30pm

Planning Meetings arranged as required.

**The meeting closed at 9.35pm**

***The following attached reports and papers should be regarded as part of the minutes:***

Signed: \_\_\_\_\_ (Chair)

Date:

## Annex A

Ditchingham Parish Council						July 2017 - Annex A
Budget Report 2017/18						
Year End 2016/17		Budget 2017/18	Actual Year to Date 2017/18	Forecast 2017/18	% of Original Budget	Notes 2017/18
<b>Income</b>						
39,000	Precept	30,000	15,000	30,000	50%	Received April & September
245	Allotments Rents	245	0	245	0%	
2,295	Burial Grounds	3,000	1,960	3,000	65%	Not guaranteed
2,000	Play Areas	2,000	0	2,000	0%	Not guaranteed
3,229	VAT to Reclaim	1,500	0	622	0%	
<b>46,769</b>	<b>Total Budgeted Income</b>	<b>36,745</b>	<b>16,960</b>	<b>35,867</b>	<b>46%</b>	
7	Business Account Interest	0	0	0	0%	No interest now
2,911	SN Transition monies	1,691	1,691	1,691	0%	Not guaranteed
982	CIL Infrastructure Levy (SNDC)	0	0	0	0%	
1,565	Defibrillator	0	0	0	0%	
220	Miscellaneous	0	500	500	0%	DUC Grant
701	Proceeds Yard Sale	0	0	0	0%	
0	Hollow Hill Footpath	0	0	0	0%	
300	SNDC Grant	0	100	100	0%	
0	S106 Grant - Men's Shed	0	5,000	5,000	0%	
<b>53,448</b>	<b>Total Income</b>	<b>38,436</b>	<b>24,251</b>	<b>43,158</b>	<b>46%</b>	
<b>Expenditure</b>						
6,075	Clerks Employment Costs	6,500	1,856	6,500	29%	inc annual move to SP32 + extra 24hrs
380	Clerk's Office Costs (elec, b.band, comp.equip).	380	127	380	33%	
1,308	General Admin	1,200	478	1,200	40%	£35 data protection
100	Allotments rent to land owner	100	0	100	0%	
3,840	Burial Grounds Costs	5,000	1,267	5,000	25%	
189	Dog waste bin emptying	400	0	400	0%	4th bin + new charge/Taken from general reserves
1,134	Insurance	1,150	0	1,150	0%	
0	Miscellaneous	1,000	82	1,000	8%	Village Hall Rent, Phonebox
1,248	Parishioner Magazine/Website	750	0	750	0%	
2,897	Play Areas grass cut/litter picker	3,300	1,010	3,300	31%	
2,506	Play Area maintenance general	6,000	296	6,000	5%	
3,384	Village Maintenance	4,000	1,850	4,000	46%	
3,149	VAT	1,500	622	1,500	41%	
0	Tree Survey/Maintenance	2,000	354	2,000	0%	complete inspection + any required work
2,000	New strategies Reserve	0	0	0	0%	
2,000	Lychgate Reserve	0	0	0	0%	
7,500	Hollow Hill Footpath Reserve	2,000	0	2,000	0%	
3,356	Play Area Reserve	0	0	0	0%	
<b>34,611</b>		<b>28,400</b>	<b>7,940</b>	<b>28,400</b>	<b>28%</b>	
295	Refund to DUC	0	0	0	-	
1,565	Defibrillator & fitting	0	0	0	-	
700	Proceeds Yard Sale	0	0	0	-	
428	CIL Infrastructure Levy (SN)	0	0	0	-	
160	Wildflowers for Roundabout	0	0	0	-	
<b>37,759</b>	<b>Total Expenditure</b>	<b>28,400</b>	<b>7,940</b>	<b>28,400</b>	<b>28%</b>	
39,096	Balance per Community Acc B/F 2016/17		16,830.74			
53,448	Total Receipts per cash book		24,251.00			Yellow and green boxes should match (rounded)
32,713	Total Payments per cash book		7,940.24			
43,000	Transferred to Saver Account		0.00			
16,831	Community Account Balance		33,141.50			
47,814	Business Saver Account		47,813.73			
<b>64,645</b>	<b>Total in Both Accounts</b>		<b>80,955.23</b>			Blue box should match the RFO Finance report
<b>Restricted Reserves B/F from 2016/17 (as below)</b>						
	General Reserves		30,901.23			Year to date
			<b>80,955.23</b>			
<b>Restricted Reserves</b>						
			<b>Added/Spent 2017/18</b>			
10,000	Lychgate		0			
7,500	Hollow Hill Footpath		0			£7500 grant to be received/spending spring 2017
30,000	Play Area Reserves		0			
554	CIL Infrastructure Levy (SN)		0			
2,000	New strategies Reserve		0			
0	Men's Shed		5,000			
<b>50,054</b>			<b>55,054</b>			
14,591	General Reserves		25,901			
<b>64,645</b>			<b>80,955</b>			

Signed: \_\_\_\_\_ (Chair)

Date:

Ditchingham Parish Council - July 2017				Annex B
<b>Finance Report: Payments &amp; Receipts, &amp; Balances at bank</b>				
				<b>£</b>
<b>Current account cashbook b/f (as reported last meeting)</b>				32,244.84
<b>Payments issued since last report</b>				
Date	Cheque No.	Payee	Amount	
15/05/2017	101504	Mrs Mulley - Cleaner April	£ 69.33	
31/05/2017	S/O	Mr P Austin - May Salary	£ 165.75	
31/05/2017	S/O	Clerk - May Salary	£ 537.48	
08/06/2017	101505	Robert Utting - Village Sign repair	£ 742.99	
27/06/2017	101506	Mrs Mulley - Cleaner May	£ 69.33	
27/06/2017	101507	Clerk - May's overtime	£ 124.60	
27/06/2017	101508	HMRC PAYE	£ 31.40	
27/06/2017	101509	Clinks Care Farm Grounds Maintenance - Invoice 1/3	£ 3,040.01	
27/06/2017	101510	Clinks Care Farm Wildflower Planting	£ 114.00	
27/06/2017	101511	Mrs Mulley - Cleaner June	£ 69.33	
27/06/2017	101512	Clerk's Apr/May/June Expenses	£ 99.92	
27/06/2017	101513	Data Protection renewal	£ 35.00	
28/06/2017	S/O	Mr P Austin - June Salary	£ 165.75	
28/06/2017	S/O	Clerk - June Salary	£ 537.48	
17/07/2017	101514	Mrs Mulley - Cleaner July	£ 69.33	
17/07/2017	101515	Play Equipment Annual Inspection	£ 156.00	
17/07/2017	101516	Clerk's July Expenses	£ 35.64	
			<b>Total</b>	<b>6,063.34</b>
<b>Receipts paid in since last report</b>				
17/05/2017	Credit	Mr Albert Coe - Burial	£ 150.00	
08/06/2017	Credit	Mrs Leonora Morris - inscription	£ 110.00	
08/06/2017	Credit	Mr Tom Jack - inscription	£ 220.00	
08/06/2017	Credit	Ditchingham United Charities - Grant	£ 500.00	
12/06/2017	Credit	Ross Basey-Fisher - memorial	£ 220.00	
22/06/2017	credit	Mrs Hannell - inscription	£ 110.00	
22/06/2017	Credit	Broads Authority - S106 Men's Shed	£ 5,000.00	
22/06/2017	Credit	Mrs Sally Linger - Burial	£ 200.00	
22/06/2017	Credit	Mr Basil Goldspink - Burial	£ 250.00	
22/06/2017	Credit	Mrs Florence Goldspink - Burial	£ 200.00	
			<b>Total</b>	<b>6,960.00</b>
<b>Cashbook balance (as above)</b>				<b>33,141.50</b>
<b>Community Account Statement Balance 30/06/2017</b>				<b>37,410.31</b>
Unpresented cheques				4,268.81
Uncleared receipts				0.00
				<b>33,141.50</b>
<b>Business Saver Statement Balance 30/06/2017</b>				<b>47,813.73</b>
<b>Total balance in both accounts</b>				<b>80,955.23</b>

Signed: \_\_\_\_\_ (Chair)

Date:

## 9. a) Planning and Highways Committee Report Planning Applications/Decisions

- Upgrade footpaths from concrete slab to asphalt  
Location : Beevors Garden Ditchingham  
Applicant : Saffron Housing Trust Swan Lane Long Stratton NR15 2XP  
Ref. 2017/1457 (*Information via residents who had heard as consultees*)  
**To be included on September agenda**
- Three bay car-port with roof store.  
The Grove 2 Loddon Road Ditchingham Norfolk NR35 2QY  
Ref. No: 2017/1189 | Received: Thu 18 May 2017 | Validated: Thu 18 May 2017 |  
Status: Pending Consideration
- Change of use from garage to a beauty studio business  
6 Clark Road Ditchingham Norfolk NR35 2QQ  
Ref. No: 2017/0301 | Received: Mon 06 Feb 2017 | Validated: Mon 06 Feb 2017 |  
Status: Decided Approval with Conditions

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## 10 a) Chair's Report

### CHAIR'S REPORT FOR JULY 2017 MEETING

Village Hall extension The Village Hall Committee having agreed to pay for the fees, Cllr. Bernard and I met with two architects and assigned the work to one. We are still awaiting the plans that will enable the Committee to make a planning application. I brought the public up to date with this through our July/August "Parishioner" article.

Consultation over Local Governance Review I responded to SNC in line with our decision at the May DPC meeting (see minutes.) I shared this info, too, with the public through our July/August "Parishioner" article.  
I dealt with an enquiry from Broome PC's clerk asking if we had replied on their behalf too; I said, "No."

Village Sign I displayed the pictures of the repairs, in the redundant 'phone box, for members of the public to see.

Water supply to the Allotments I received an enquiry (as we have in the past) about the possibility of laying on a water supply to the Allotments. I asked the parishioner to look into it further and to provide some info – no reply as yet.

Hollow Hill Footpath The work is underway and I have liaised with the contractor on a number of occasions.

Access to The Dip There was a further Email from a parishioner asking two questions – did all Cllrs. agree that the access is satisfactory and did it comply with Government requirements re access to public places? I replied, "Yes" to the first. To the second, I replied that we did not know of such requirements and requested a link to the info. There has been no reply.

Signed: \_\_\_\_\_ (Chair)

Date:

Amenity Area to East of The Maltings I have, again, lobbied the BA about this but there is no progress. I also mentioned this in our July/August "Parishioner" article to tell the community that it is not DPC's fault.

Chair/Clerk Meetings and Agenda Setting Meetings. The two meetings were combined into one this time as diaries were difficult. A lot of useful work is done at these meetings.

Keith Weston

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## 10c Community Report

### Ditchingham Parish Council Community Report: 17th July 2017

#### Allotments:

The allotments continue to be well used and the committee are grateful to councillor Larkin who continues to report on any issues that need addressing. There are a number of plots that have been identified which may need addressing at the next renewal. We will also need to arrange to have the entrance and parking area cut as it is becoming untidy.

#### Cemetery:

This continues to be well maintained. We have had another visit from moles in the ashes area which have been dealt with, (3 were trapped). There has been a mistake when this years prices for the updating of inscriptions on stones in the cemetery. An amendment will be put to the council.

#### Annual Inspection:

We have received the report on the play areas. There are no red flagged areas. Those areas identified needing attention will be addressed

#### The Dip:

This area continues to be well used.

The goals will need to be moved again. We are grateful to the councillors who undertake this when required.

The Dip will be used for the village fete on the 30th of this month. The community should be very grateful to Mrs Georgina Simmons for all the time and effort she puts into this.

All Hallows also used the Dip for their fete but did not provide evidence of insurance cover in a timely manner. They have been asked to do so in future.

#### Thwaite Road Play Area:

This area is well used and much appreciated by many families. The BMX track is now well established, the surface will need treating to control weeds.

The play equipment is inspected regularly and our thanks to Mr Paul Austin who carries out through inspections on both play areas.

#### Tree Inspection:

We have now received a comprehensive report on all the trees the council are responsible for.

A proposal to address the report will be brought to the meeting.

Signed: \_\_\_\_\_ (Chair)

Date:

**Hollow Hill Footpath:**

A.D.N Surfacing & Groundwork Contractors have started on the foot-path up Hollow Hill. After further examination of the project it was agreed to extend the path as the initial entry and exit at the lower end brought users out at a dangerous part of the road.

We will continue to look at ways to improve the facilities for the parishioners and consider any suggestion that come forward.

Our thanks continue to go to councillor Mulley for the odd jobs carried out on behalf of the council and Paul Austin keeping our village so tidy.

**R.A.Kirkpatrick  
Community Committee Chair:**

DRAFT

Signed: \_\_\_\_\_ (Chair)

Date: