

**Draft Minutes of Ditchingham Parish Council's Meeting
Monday 15th May 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: County Councillor Margaret Stone and ten members of the public.

PARISHIONER QUESTION TIME

A. Community Governance Review

The Chair informed Cllrs. and Parishioners of the Community Governance review and explained the displayed information. Information had also been circulated with the village magazine, with a response section. Only four parishioners had replied stating they were happy with the current parish boundary and governance; a show of hands indicated that the majority of parishioners' present agreed.

B. EXTERNAL REPORTS

i) County Councillor Stone

No further report

ii) District Councillor

Cllr Bernard gave a report - no questions (*see report attached*).

Parishioners Questions

- A parishioner and Cllr reported a spate of shed burglaries in Broome and a suspicious white van had been seen in the area.
- A parishioner stated Annexe C had been missed from the March minutes; Council had already noted this and it will be added. The same parishioner raised a number of other minuting "errors"; one minor amendment was agreed; the rest were not.
- Another parishioner asked why the Annexes were not circulated with the agenda. A Cllr informed her that before the meeting they were for Cllr's information only and are published with the minutes.
- Eventually, another parishioner criticised the questioners for their persistence, saying they should allow the PC to get on with its business.
- A parishioner asked about fishing permits on Broome Heath - the Clerk said she would email him details.

MEETING PROPER 8:20pm

1. To appoint a Chair

The Clerk asked for nominations for Chair.

Proposal: Councillor Keith Weston

Signed: _____ (Chair)

Date:

Proposed RK, 2nd CT, unanimous.

Councillor Weston kindly agreed to be Chair for another year.

2. The Chair asked for nominations for Vice Chair

Proposal: Councillor Alan Larkin

Proposed RM, 2nd BB, unanimous.

Councillor Larkin kindly agreed to continue as Vice Chair.

3. To consider Apologies for Absence

None

4. Declaration of Pecuniary Interests & Consider requests for Dispensation

Cllr Weston – 9e non-pecuniary interest (Chair of Village Hall Committee)

Cllr Mulley – 9e pecuniary interest (wife’s salary and payment for maintenance supplies)

Cllr Larkin – 12c non-pecuniary interest (Treasurer of Men’s Shed).

Cllr Bernard – 13a non-pecuniary interest (wife a member of Black Dog Arts)

5. To Confirm the Minutes of the meeting held on Monday 20th March 2017

To add Annex C (missed in error) and one minor amendment.

Proposal: Minutes to be ‘taken as read and, after the addition of Annex C and 4a-iii unanimous/carried agreed as correct’. Proposed RM, 2nd BB, unanimous.

The Minutes were signed by the Chair upon completion of the meeting.

6. Matters Arising

a) To report matters arising from the minutes, not on the agenda nor included in committee reports

- BT Phone Box

The Clerk informed the phone box had now been adopted and a grant from SNDC for £100 had been received to convert it into a library.

- Village Sign

The Chair displayed photographs of the repaired sign and nearly all of it had been replaced and painted.

b) To Do List

The Clerk will circulate the list of outstanding items requiring the Council’s attention. Cllr Mulley gave the Clerk an updated list.

7. Co-option to fill Casual Vacancies

No current requests.

8. To elect Committees

a-c) The Chair read through the Committee list and Cllrs agreed to merge the Local Development Committee and the Maintenance and Environment Committee to be the Community (advisory) Committee. Chair to be decided. Cllr Larkin agreed to be Chair of the Planning and Highways (advisory) Committee. Clerk to update the list.

d) To appoint a member to the Village Hall Committee

Proposal: Councillor Keith Weston

Proposed RK, 2nd CT, unanimous.

Clerk

Clerk

Signed: _____ (Chair)

Date:

Councillor Weston kindly agreed to continue on the Village Hall Committee.

9. Finance to:

a) To receive a report from the Internal Auditor

The Chair read the Internal Auditor's report - no issues (*see report attached*)

b) To confirm & sign the Annual Audit Return Section 1 and 2

The Chair and Clerk/RFO signed the return.

c) Appoint an Internal Auditor for 2017/18

The RFO recommended Mr Trevor Brown CPFA, Internal Audit Services from Woodbridge.

**Proposal: Mr Trevor Brown to carry out DPC Internal Audit 2017/18
Proposed KW, 2nd RK, unanimous.**

d) To receive the Budget Report 2017/18 (Annex A)

The RFO summarised the budget report.

e) To receive the RFO's Finance Report and Approve Cheques (Annex B)

The RFO gave an up-to-date report on the Council's finances, payments and receipts received since the last meeting. No questions.

**Proposal: To approve the reports and payments.
Proposed AL, 2nd RK, carried.**

f) To review Cemetery fees for 2017-18 (Annex C, current fees)

Cllrs discussed and resolved the fees to remain the same.

**Proposal: Cemetery Fees to remain the same as 2016/17.
Proposed AL, 2nd RM, unanimous.**

10. Policies Reviews and Revisions

a) To Approve an addition to the Planning & Highways Policy and to

assign Delegated Authority to the Clerk (*to respond to planning applications, on behalf of the Council, to the Planning Authorities*) (Annex D)

b) Proposed changes to Standing Orders (Annex D)

**Cllrs discussed and agreed to the changes in Annex D.
Proposed KW, 2nd CT, unanimous.**

11. To receive a report from the Planning and Highways Committee

Planning Applications/Decisions

Cllr Larkin reported the decisions since the last meeting (*see report attached*).

12. To receive internal reports from Advisory Committees & Decision Committees

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

Main points:

- Village Hall extension
- Public Consultation over Local Governance Review
- Access to the Dip
- Questions from ex-Councillors
- Chair/Vice Chair/Clerk meetings

b) Planning and Highways

No report

c) Local Development (*see report attached*).

(Cllr Larkin left the room)

S106 Update

The Chair informed the Committee recommended requesting the Broads Authority to grant:

Clerk

Signed: _____ (Chair)

Date:

- Men's Shed £5,000

Proposal: To request the Broads Authority to grant £5,000 of S106 grant, to the Ditchingham Men's Shed

Proposed BB, 2nd RM, carried.

A parishioner asked if the public had been consulted over the spending of the S106 monies. The Chair and parishioners confirmed on numerous occasions through "The Parishioner" magazine.

(Cllr Larkin returned).

d) Maintenance and Environment

Hollow Hill Footpath

The Chair informed the Committee recommended contractor A.D.N.

Surfacing Contractors to complete the works.

Proposal: To hire A.D.N. Surfacing Contractors install the Hollow Hill Footpath

Proposed RK, 2nd CT, unanimous.

e) Finance & Resources

No report – information had been reported in the Annual Parish Meeting.

13. Issues not decided by Committees:

a) Chicken Roundabout Sculpture by Black Dog Arts

An enquiry has been received regarding the trees, asking if they could be cut down or pruned.

Cllrs resolved: The trees should be left as is and the sculpture made to complement them.

b) Wildflower Planting

The Clerk advised the plants had been received and will be planted soon.

c) Litter Pick Saturday 13th May 2017 (see report attached).

The Chair thanked Cllr Larkin for organising the event.

d) Council's response to SNC re Local Governance Review

The Chair referred to the documents on display and the earlier discussion and public comments. Cllrs discussed and agreed.

Proposal: To recommend retaining the existing parish boundary and to request a reduction in Cllr numbers from 11 to 9.

Proposed KW, 2nd RK, unanimous.

14. Correspondence

Cllrs noted the following correspondence:

a) Mr J Reed – The Dip Slope

Now complete and Clerk to inform.

b) SNDC Monitoring Officer – re a Parishioner's concerns

No action to be taken other than that already in hand. SNDC's Tim Horspole advises '...not within my remit to govern the general practices of a Parish Council and how they undertake their business. Town and Parish Councils are self-governing...'

c) Campaign to Protect Rural England (CPRE) – two emails

Cllrs resolved: No action to be taken.

15. Urgent Other Business

None

Clerk

Signed: _____ (Chair)

Date:

16. Items for next agenda

- a) Future Yard Sale
- b) To consider setting up a DPC Facebook page
- c) Resilience Planning
- d) Thwaite Road Play Area designation as a Village Green
- e) Standing Orders updates
- f) Protocol on Communications

17. Next Meeting Dates:

Full Council - Monday 17th July 2017 at 7.30pm

The meeting closed at 10:00pm

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

DRAFT

Signed: _____ (Chair)

Date:

Ditchingham Parish Council					May 2017 - Annex A
Budget Report 2017/18					
	Budget	Actual			
	2017/18	Year to Date	Forecast	% of	Notes
		2017/18	2017/18	Original	2017/18
				Budget	
Income					
Precept	30,000	15,000	30,000	50%	Received April & September
Allotments Rents	245	0	245	0%	
Burial Grounds	3,000	500	3,000	17%	Not guaranteed
Play Areas	2,000	0	2,000	0%	Not guaranteed
VAT Received	1,500	0	1,500	0%	
Total Budgeted Income	36,745	15,500	36,745	42%	
Business Account Interest					
Business Account Interest	0	0	0	0%	No interest now
SN Transition monies	1,691	1,691	1,691	0%	Not guaranteed
CIL Infrastructure Levy (SNDC)	0	0	0	0%	
Defibrillator	0	0	0	0%	
Miscellaneous	0	0	0	0%	
Proceeds Yard Sale	0	0	0	0%	
Hollow Hill Footpath	0	0	0	0%	
SNDC Grant	0	100	0	0%	
Total Income	38,436	17,291	38,436	42%	
Expenditure					
Clerks Employment Costs	6,500	537	6,500	8%	inc annual move to SP32 + extra 24hrs
Clerk's Office Costs (elec, b.band, comp.equip).	380	118	380	31%	
General Admin	1,200	434	1,200	36%	
Allotments rent to land owner	100	0	100	0%	
Burial Grounds	5,000	0	5,000	0%	
Dog waste bin emptying	400	0	400	0%	4th bin + new charge/Taken from general reserves
Insurance	1,150	0	1,150	0%	
Miscellaneous	1,000	82	1,000	8%	Village Hall Rent, Phonebox
Parishioner Magazine/Website	750	0	750	0%	
Play Areas grass cut/litter picker	3,300	55	3,300	2%	
Play Area maintenance general	6,000	85	6,000	1%	
Village Maintenance	4,000	142	4,000	4%	
VAT	1,500	71	1,500	5%	
Tree Survey/Maintenance	2,000	354	2,000	0%	complete inspection+ any required work
New strategies Reserve	0	0	0	0%	
Lychgate Reserve	0	0	0	0%	
Hollow Hill Footpath Reserve	2,000	0	2,000	0%	
Play Area Reserve	0	0	0	0%	
	28,400	1,877	28,400	7%	
Refund to DUC	0	0	0	-	
Defibrillator & fitting	0	0	0	-	
Proceeds Yard Sale	0	0	0	-	
CIL Infrastructure Levy (SN)	0	0	0	-	
Wildflowers for Roundabout	0	0	0	-	
Total Expenditure	28,400	1,877	28,400	7%	
Balance per Community Acc B/F 2016/17					
		16,830.74			
Total Receipts per cash book		17,291.00			Yellow and green boxes should match (rounded)
Total Payments per cash book		1,876.90			
Transferred to Saver Account		0.00			
Community Account Balance		32,244.84			
Business Saver Account		47,813.73			
Total in Both Accounts		80,058.57			Blue box should match the RFO Finance report
Restricted Reserves B/F from 2016/17 (as below)					
General Reserves		50,054.00			
		30,004.57	Year to date		
		80,058.57			
Restricted Reserves					
		Added/Spent			
		2017/18			
Lychgate		0			
Hollow Hill Footpath		0			£7500 grant to be received/spending spring 2017
Play Area Reserves		0			
CIL Infrastructure Levy (SN)		0			
New strategies Reserve		0			
General Reserves					
Precept 2016/2017 £39,000					
			Precept 2017/2018 lowered to:		
			<i>Equates to:</i> £30,000.00		per Band D property
			<i>Tax Base 2017/18</i> £ 48.15		(594 dwellings as last year +29)
			<i>Currently</i> 623		
			<i>A reduction of</i> £ 65.66		per year

Signed: _____ (Chair)

Date:

Ditchingham Parish Council - May 2017				Annex B
Finance Report: Payments & Receipts, & Balances at bank				
				£
Current account cashbook b/f (as reported last meeting)				16,789.71
Payments issued since last report				
Date	Cheque No.	Payee	Amount	
31/03/2017	S/O	Mr P Austin - March Salary	165.75	
31/03/2017	S/O	Clerk - March Salary	537.48	
20/03/2017	101494	Mr R Mulley - Repairs	29.98	
20/04/2017	101495	Clerk's overtime	87.95	
20/04/2017	101496	Mrs Mulley - Cleaner April	69.33	
20/03/2017	101497	Village Hall Invoice 1/4/2016-31/03/2017	80.50	
20/04/2017	101498	BT phonebox adoption	1.00	
20/04/2017	101499	Mr R Mulley - Repairs	16.95	
28/04/2017	S/O	Mr P Austin - April Salary	165.75	
28/04/2017	S/O	Clerk - April Salary	537.48	
15/05/2017	101500	NALC Subscription 2017-18	309.21	
15/05/2017	101501	Earsham Benefice Photocopying leaflet	28.50	
15/05/2017	101502	Norwich Norse - Tree Survey	424.25	
15/05/2017	101503	Mr P Austin - Asset Inspection	30.00	
15/05/2017	101503	Mr P Austin - half year audit	48.00	
15/05/2017	101503	Mr P Austin - Final 2016/17 audit	48.00	
			Total	2,580.13
Receipts paid in since last report				
30/03/2017	credit	SNDC Village Sign Grant	300.00	
31/03/2017	credit	Memorials J Bracewell & M Limmer	330.00	
31/03/2017	credit	VAT Reclaim 01/01/2017-31/03/2017	114.26	
24/04/2017	credit	SNDC Precept - 1st Payment	15000.00	
24/04/2017	credit	SNDC Grant	1691.00	
10/05/2017	Credit	Burial - Mrs C Wakeley	500.00	
12/05/2017	Credit	SNDC Grant - telephone box	100.00	
			Total	18,035.26
Cashbook balance (as above)				32,244.84
Community Account Statement Balance 12/05/2017				33,220.75
Unpresented cheques				975.91
Uncleared receipts				0.00
			32,244.84	
Business Saver Statement Balance 05/12/2016				47,813.73
Total balance in both accounts				80,058.57

Signed: _____ (Chair)

Date:

Annex C
Cemetery Fees from 1st July 2016 - June 2017

Burials	Fees
Stillborn child & under 16 years	FOC
16 years and above	£300
Double depth grave	£500
Triple depth	£625
Cremated remains in full plot	£300
Cremated remains in designated area	£200
Cremated remains in existing grave	£150
Reserved plots	£400
Plus £50 if non-resident in the last 12 months	
Memorials	
Headstones (no more than 1 metre in height)	£220
Kerbstones	£440
40cm flat stones in ashes section	£110
Vase (not exceeding 30cm high)	£110
Any other tablet	£110
Additional inscription	£110

Annex D - Policies Reviews and Revisions

A resolution for the May meeting of Ditchingham Parish Council

10a - Planning & Highways Policy

Preamble: DPC is a consultee in the planning process. South Norfolk Council and The Broads Authority are the planning authorities. When DPC receives a planning application it can respond in the following three ways:

- Recommend for approval
- Recommend for refusal
- No Comment

Up to now the Chair of the Planning and Highways Committee (P&H Comm) has responded on behalf of the Council when he /she has deemed the plan to be minor or non-contentious. In other cases the P&H Comm., or the full Council, have met to make a decision on the response. Current regulations mean that this protocol must be changed. I have taken advice from the Monitoring Officer's department at South Norfolk Council, and from NALC. The only *individual* who can respond on behalf of the Council is the Clerk and only if a resolution to this effect has been passed by full Council. To avoid the need to have frequent meetings of the P&H Comm. I recommend that the following resolution is passed by the Council:

Under Section 101, Local Government Act 72 Ditchingham Parish Council delegates the function of responding to planning applications to the Council's Clerk. The following provisos shall apply:

- **Before responding the Clerk will consult at least one of the following – Chair of P&H Comm.; Council Chair; Council Vice Chair; Council's tree warden (if any, and in the case of plans relating to trees) plus one of the foregoing (as the tree warden may, or may not, be a Cllr.)**

Signed: _____ (Chair)

Date:

- **The delegation of this function to the Clerk is only in respect of minor and non-contentious applications as described in the Council's Planning & Highways Policy**
- **In all other cases the Council will meet to decide on the response. If necessary, to meet planning deadlines, additional meetings will be convened to consider applications.**

Council recognises that, as a consequence of this resolution, some changes may be necessary to other Council documents (E.g. P&H Comm. Policy and P&H Comm. Terms of Reference). Any such proposed changes will be tabled, by the P&H Advisory Committee at the next full Council meeting.

10b - Standing Orders Policy

7. Code of conduct (England)

a All councillors shall observe the code of conduct adopted by the Council.

~~b Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.~~

9a. Ditchingham Parish Council – Independent Audit 2016/2017

I have now finished all the auditing for 2016/17 and have signed that annual return for the external auditor.

The figures in the annual return agree with the council's internal accounts and reconcile to the bank statements. The internal accounts give detailed breakdowns of income and expenses and these are backed by invoices and receipts documents. The clerks breakdown of salary and expenses are also given in detail. Accounts are prepared for each meeting and give actual and budget comparisons and this enables actual finances to be compared to the precept.

I have found all other required documents such as risk assessments, standing orders, insurance policies etc. This ensures there are formal policies for the running of all the council's activities. Contracts are also filed for the major activities together with competing quotes. I will meet Sally to return the accounts and will be able to ask any remaining questions.

Paul Austin
13/5/17

Signed: _____ (Chair)

Date:

8. Membership of Council Committees

Name of Committee	Membership (Chair shown in bold)
Finance and Resources (Decision & Advisory)	Keith Weston and Chairs of the other Committees – Alan Larkin, Brendan Bernard, Reg Kirkpatrick, plus one other Councillor – (TBA)
Planning & Highways	Alan Larkin , Richard Mulley, Keith Weston
Community	Chair (TBA) , Brendon Bernard, Reg Kirkpatrick, Richard Mulley, Charles Taylor

11. Planning Applications & Decisions since the Last Meeting

Agenda Item To receive a report (if required) from the Planning & Highways Committee

a. Planning Applications

None

b. Decisions

Appl Number : 2017/0301

App Type : Change of Use

Parish: Ditchingham

Applicant : Ms Sharon Miller

Location : 6 Clark Road Ditchingham Norfolk NR35 2QQ

Proposal : Change of use from garage to a beauty studio business

Decision : **Approval with Conditions**

Delegated Date of decision : 31 March 2017

Appl Number : 2017/0237

App Type : Householder

Parish: Ditchingham

Applicant : Mr & Mrs J Todd

Location : Glenholme 11 Norwich Road Ditchingham NR35 2JL

Proposal : Rear extension and infilling integral front porch

Decision : **Approval with Conditions**

Delegated Date of decision : 15 March 2017

12a CHAIR'S REPORT FOR MAY 2017 MEETING

This report is meant to allow the Chair an opportunity to give examples of his Council activities between meetings. There are many calls on the Chair's time and not everything is included here. Like all other Councillors the Chair cannot make decisions solo.

Village Hall extension As Chair of DPC and as Chair of the Village Hall Committee I have continued to try to progress this project. I express my thanks to Cllr Bernard who has been helping me. We recently applied for a Pre-Feasibility Grant to pay for architects fees. This has been stalled because the PC applied but it's a Village Hall project. We are seeking a way round this. We will need to decide whether to use a Community Right to Build or a conventional Planning Application.

Signed: _____ (Chair)

Date:

Public Consultation over Local Governance Review I produced an item for the May "Parishioner" then realised that any consultation over the review needed to be done now to meet the SNC timings. I produced the flyer that you will have had delivered with your copy of the magazine. There have only been four responses but people were given the opportunity.

Access to The Dip On Saturday 6th May, along with all other Cllrs.(thank you to them) I helped to finish off the slope to The Dip by installing a handrail. We have had several compliments about this improvement (and one complaint.) We are very grateful to Darren Broughton for procuring, and paying for, the materials and for supplying labour and equipment. We Cllrs. were only enthusiastic amateurs. I will thank Darren (again) in June's "Parishioner."

Questions from Ex- Councillors The Clerk and I have received many questions, and requests for information, from ex- Cllrs. This is fine but considerable time has been devoted to providing answers.

Chair/Clerk Meetings and Agenda Setting Meetings. These have been attended by our Vice Chair, me and the Clerk. A lot of useful work is done at these meetings.

Keith Weston

12c DISTRICT COUNCILLOR ANNUAL REVIEW

YEAR 2016/17

A busy year for the South Norfolk District Council.

Issues covered

- Devolution proposal which failed to gather enough support from the 7 different District Councils of Norfolk.
- Ward boundary review and decision by the Boundary committee to extend the present ward, rename it Ditchingham Earsham and include Geldeston/Kirby Cane. Two district Councillors to represent this enlarged ward
- Review of the A11 economic corridor
- Start of the Parish Governance review
- Successful implementation of the new waste bin rota.
- Grant to the Ditchingham Parish council to refurbish Village sign.

Year 2017/2018

Starting off with the General election in June.

Upcoming issues

- Parish Governance review
- Broadlands Agricultural development centre, bordering SN land.
- Supporting economic growth
- Supporting DPC applications for grants to village hall extension.

Signed: _____ (Chair)

Date:

13c. BIG LITTER PICK

Up-date to Parish Council on 15th May 2017

The Big Litter Pick was held in Ditchingham on Saturday 13th May
There were 13 volunteers comprising members of the public, Parish councillors and family members, including 1 very keen grandson.

9 areas throughout the village were covered.

Refreshments were provided by Sally, our Clerk, at no cost to the Council.

I wish to record my thanks to all volunteers

Whilst the turn-out may be considered to be disappointing, my positive view is that residents are more than happy with the general tidiness of the village, due entirely to the hard work and diligence of our Council employee
However, the amount of refuse collected, including some items of fly tipping, continue to make this a worthwhile annual event.

Cllr A R Larkin
Co-ordinator

Signed: _____ (Chair)

Date: