

**Draft Minutes of Ditchingham Parish Council's Meeting
Monday 20th November 2017 at 7.30pm
The Village Hall, Ditchingham**

**Action
by:**

Councillors present: Keith Weston – Chair, Alan Larkin – Vice Chair (AL), Revd. Reg Kirkpatrick (RK), Charlie Taylor (CT) and Richard Mulley (RM).

Clerk/RFO: Sally Chapman

Also Present: Louise Vanderweele, Sarah Hornbrook and 13 members of the public.

PARISHIONER QUESTION TIME

A.

i. Louise Vanderweele Service Co-ordinator of St Anne's House, Genesis Housing Association gave a brief summary of the residents of St Anne's House and answered questions. She reported it has not been evidenced that any residents have been engaged in any anti-social behaviour and had circulated a letter to all residents reminding them they live in a community. She gave an open invitation for anyone to visit the facility.

ii. Sarah Hornbrook of Ingleton Wood (a Planning Consultant engaged by the owner of the land North of Rider Haggard Way) presented initial plans for developing this land. She informed the plans included 24 dwellings of 1-4 bedrooms including 8 affordable homes, bungalows, houses and a play area. Access would be via Hamilton Way and/or Waveney Road. Concerns were raised re the increased traffic via Hamilton Way and parking provision.

B. External Reports

i. County Councillor Stone

CC Stone, not present, report:

<http://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>

ii. District Councillor

DC Bernard, not present (*see report attached*).

Parishioners Questions

No further questions.

COUNCIL MEETING

1. To consider Apologies for Absence

Cllr Bernard – apologies accepted.

2. Declaration of Pecuniary Interests & Consider requests for Dispensation

Cllr Mulley – point 6 pecuniary interest (wife's salary and expenses claim).

Cllr Mulley – Point 9c non-pecuniary interest in Village Maintenance contract (family member at Clinks Care Farm).

3. To Confirm the Minutes of the meeting held on Monday 18th September 2017

Signed: _____ (Chair)

Date:

Councillors resolved: The Minutes to be 'taken as read and agreed as correct' – unanimous.

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

4. Matters Arising

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

- Local Governance Review

The Clerk has contacted SNDC again re reducing the Cllrs from 11 to 9 as per Government Guidelines. The second consultation is at the end of November.

- Crossroads Signpost

NCC Highways has given permission for DPC to repaint. Clerk to employ a trade person.

- Ditchingham Dam Bridge

A bridge has appeared at Ditchingham Dam onto a meadow. Clerk to request details from the Broad's Authority.

b) To Do List

The Clerk read out the list of outstanding items requiring the Council's attention and Councillors gave the Clerk an update.

5. Co-option to fill Casual Vacancies

No current requests.

6. Finance to:

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

The Chair summarised the budget report. No questions.

b) To receive the RFO's Finance Report & Approve Cheques (Annex B)
Pecuniary Interest - Cllr Mulley abstained.

The Chair gave an up-to-date report on the Council's finances since the last meeting.

Councillors resolved: To approve the reports and payments - carried.

c) Draft Budget for 2018/19 &

d) Precept for 2018/19

Pecuniary Interest - Cllr Mulley abstained.

The Chair gave a summary of the proposed budget and precept for 2018/19, informing the precept will be reduced by £5,000 to £25,000 as the reserves are now at an adequate level.

Councillors resolved: To approve the Budget & Precept 2018/19 - carried.

7. Policies Revisions and Adoption

Cllr Larkin informed he had reviewed all the policies and recommended re-adopting all the policies except the Terms of Reference (amendments to be made for the January 2018 meeting).

Councillors resolved: To adopt the Policies as is (except Terms of Reference) – unanimous.

8. To receive a report from the Planning and Highways Committee Planning Applications/Decisions (see report attached)

Cllr Larkin reported the applications and decisions since the last meeting and informed he had not been receiving the Broad's Authority Applications – now resolved.

Clerk

Clerk

AL

9. To receive Internal Reports from Advisory Committees & Decision Committees

a) Chair's Report (see report attached)

Main points:

Traffic Issues Meeting and SAM2 Machines

The Chair spoke of an incident in Loddon Road, Broome and inconsiderate and dangerous driving. A survey and a quote has been obtained for a SAM2 Machine and the Chair recommended apply for a Parish Partnership Grant to fund 50% of the total cost of £3,500.

Councillors resolved: To apply for a Parish Partnership Grant and to purchase a SAM2 Machine plus accessories – unanimous.

Amenity Area - The Maltings

Satisfactory progress is being made. BA monitoring.

National Countryside Alliance Awards Nomination - Clinks Care Farm

The Chair informed he had added DPC's support to this online nomination.

Naming the new Hollow Hill Footpath

Councillors resolved: To name and signpost the Hollow Hill Footpath: Cheyne Walk – unanimous.

Clerk to procure signage.

b) Planning and Highways Report

No further report.

c) Community (see report attached).

Cllr Kirkpatrick gave a report: Main points:

Allotments

All rented for a further year. No-one on the waiting list.

Cemetery

Another memorial bench has been requested and the plan updated.

The Dip

The goals have been moved and Cllr Mulley has top dressed and re-seeded the area. Thanks to Cllr Mulley and to Alan Nobbs for the free topsoil.

Thwaite Road Play Area

A quote has been accepted for the repairs and awaiting a start date.

Tree Inspection

The work on the trees have been completed and Cllr Mulley will check all is satisfactory.

Village Maintenance Contract

(*Non-Pecuniary Interest - Cllr Mulley abstained.*)

Cllrs discussed and agreed they were more than satisfied with the standard of work from Clinks Care Farm.

Councillors resolved: To continue Clinks Care Farm Village Maintenance contract for year 2 and 3 (as per quote given in year 1) – unanimous.

Thanks to: Mr & Mrs Mulley and Mr Paul Austin for all their hard work around the village.

d) Finance & Resources

As advised in point 6.

10. Hastoe Housing Affordable Homes

Further to September's meeting, the Chair spoke of the proposal from Hastoe re approx. 12 low cost houses for Ditchingham residents. Housing initially to

Clerk

RM

Signed: _____ (Chair)

Date:

meet the needs of Ditchingham residents on the SNC housing list. Houses could never be sold on the open market. Subsequent residents would be from Ditchingham or the very local area.

Councillors resolved: To support the proposal by Hastoe Housing to apply for a 'rural exception' in relation to the land off Loddon Road (entrance by Anglian Triumph Services) in order to provide 12 affordable home – carried

11. Issues not decided by Committees:

a) Chicken Roundabout Sculpture by Black Dog Arts

No update.

b) Future Yard Sale

Date set at: Sunday 3rd June 2018.

c) The Maltings Amenity Area update

As point 9a.

d) To consider the procurement of a SAM2 machine

As point 9a.

12. Correspondence

Cllrs noted the following correspondence:

- a) Clinks re National Countryside Alliance Awards (as point 9a)
- b) Falcon Meadow Community Trust – thank you letter for installing a litter bin.
- c) Broome Parish Council re Sand Martins – Cllrs requested to be kept informed.
- d) Broads Local Plan – update.
- e) Norfolk Constabulary 2020 Police Structure Review – proposed changes. Information to go on website. Letters from senior officer and from a police union.
- f) Solo Housing – request for rooms for lodgings. Information to go on website.

Clerk

13. Urgent Other Business

- a) Cllr Mulley reported moles at Thwaite Road Play Area and on Chicken Roundabout. Clerk to inform mole catcher.
- b) Staff Appraisals
- c) Signs for seeded areas (play areas) – Cllr Taylor offered to make these.

Clerk
KW/AL/Clerk

14. Items for Next Agenda

- a) Land Development North of Rider Haggard Way.
- b) Lychgate Refurbishment.

CT

15. Date and Time of the Next Meeting

- Monday 15th January 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 Budget Report 2017/18		November 2017 - Annex A					
Year End 2016/17	Budget 2017/18	Actual Year to Date 2017/18	Forecast 2017/18	% of Original Budget	Notes 2017/18	Draft Budget 2018/19	Notes 2018/2019
Income							
39,000	30,000	30,000	30,000	100%	Received April & September	25,000	-£5,000
2,911	1,691	1,691	1,691	0%	Not guaranteed	1,000	Decreasing yearly
2,295	245	245	245	100%		245	
2,000	3,000	3,020	3,000	101%		3,000	
3,229	2,000	500	500	25%	Ditchingham United Charities - Not guaranteed	2,000	
	1,500	2,807	2,815	187%	HH Footpath increased VAT reclaim	1,500	variable
46,769	38,436	38,263	38,251	100%		32,745	
7	0	0	0	0%	No interest now	-	
982	0	0	0	0%		-	
1,565	0	0	0	0%		-	
220	0	220	220	0%	£220 Litterpick prize	-	
701	0	0	0	0%		-	
0	0	4,030	4,030	0%	Received	-	
300	0	100	100	0%	Telephone Box	-	
0	0	5,000	5,000	0%		-	
53,448	40,127	47,613	47,601	100%		32,745	
Expenditure							
6,075	6,500	4,006	6,500	62%	inc annual move to SP32 + 24hrs overtime (3% inflat)	6,736	increase awarded in April 2017 + pay sca
380	380	253	380	67%		380	
1,308	1,200	797	1,200	66%		1,200	Data protection training/ Clerk's SLCC
100	100	100	100	100%		100	
3,840	5,000	2,678	5,000	54%	Clinks still to invoice £1267	5,000	
189	400	0	400	0%	4th bin + new charge/taken from general reserves	900	9 bins & new charge
1,134	1,150	876	1,150	76%		1,000	
0	1,000	107	1,000	11%	Village Hall, Phonebox, HH Opening Refreshments	500	
1,248	750	0	750	0%		750	
2,897	3,300	2,076	3,300	63%	Clinks still to invoice £844	3,300	PA's salary increase 3%
2,506	6,000	566	6,000	9%	Equipment repairs ordered	5,000	PA's salary increase 3%
3,384	4,000	2,806	4,000	70%	Clinks still to invoice £422	4,000	PA's & AM's salary increase 3%
3,149	1,500	2,815	2,815	188%		1,500	variable
0	2,000	354	2,000	0%	Invoice to be received	2,000	Annual inspection/maintenance
2,000	0	0	0	0%		0	
2,000	0	0	0	0%		0	Increase £5,000 from General Reserve
7,500	2,000	8,060	8,060	0%	Used 2016/17 and 2017/18 reserve	0	completed
3,356	0	0	0	0%		0	No increase
34,611	28,400	25,494	35,775	90%		32,366	
295	0	0	0	-	Refund to DUC	0	
1,565	0	0	0	-	Defibrillator & fitting	0	
700	0	0	0	-	Proceeds Yard Sale	0	
428	0	0	0	-	CIL Infrastructure Levy (SN)	0	
160	0	0	0	-	Wildflowers for Roundabout	0	
37,759	28,400	25,494	35,775	90%		32,366	
	11,727	22,119	11,826	0		379	<i>Difference</i>

Signed: _____ (Chair)

Date: _____

Annex B

Ditchingham Parish Council - November 2017				Annex B
Finance Report: Payments & Receipts, & Balances at bank				
				£
Current account cashbook b/f (as reported last meeting)				17716.20
Payments since last report				
Date	Cheque No.	Payee	Amount	
18/09/2017	101527	Mr R Mulley - Repairs	47.36	
30/09/2017	S/O	Mr P Austin - September Salary	165.75	
30/09/2017	S/O	Clerk - September Salary	537.48	
31/10/2017	S/O	Mr P Austin - October Salary	165.75	
31/10/2017	S/O	Clerk - October Salary	537.48	
31/10/2017	S/O	Mrs Mulley - October Salary	69.33	
06/11/2017	101528	Paul Austin - Expenses	39.99	
06/11/2017	101529	Mrs Cheyne - Allotment Land Rent	100.00	
20/11/2017	101530	Clerk's Oct/Nov Expenses	79.93	
20/11/2017	101531	Cawthorne Electrical - Phone Box Light	40.00	
20/11/2017	101532	Mr R Mulley - Repairs	15.04	
			Total	1798.11
Receipts since last report				
22/09/2017	Credit	Mr Ronald Hinton - burial	250.00	
25/09/2017	Credit	SNDC Precept - 2nd Payment	15,000.00	
26/09/2017	Credit	Parish Partnership Grant - Hollow Hill Footpath	4,030.00	
09/10/2017	Credit	Allotment Rents	170.00	
10/10/2017	credit	Mr & Mrs A Cook - memorial	440.00	
10/10/2017	Credit	Sally Linger - memorial	110.00	
10/10/2017	Credit	Allotment Rents	20.00	
12/10/2017	credit	VAT Reclaim 01-04-2017-30-09-2017	2,806.71	
20/10/2017	Credit	Allotment Rents	45.00	
02/11/2017	Credit	Allotment Rents	10.00	
07/11/2017	Credit	Mrs Emma Margaret Buggs - Cemetery	150.00	
			Total	23031.71
Cashbook balance (as above)				38949.80
Community Account Statement Balance 31/10/2017				36258.05
Unpresented cheques				274.96
Uncleared receipts				-2966.71
				38949.80
Business Saver Statement Balance 31/08/2017				47813.73
Total balance in both accounts				86763.53

Signed: _____ (Chair)

Date:

B.ii.

Notes from the District Councillor Ditchingham Parish Council Meeting 20th November 2017 Ditchingham Village Hall.

South Norfolk District Council

The District Council Matters - recently

- Revue of Council performance, revenue and capital budget.
- Response to Babergh and Mid Suffolk Joint Local plan
- Planning in Health, establishing a protocol between Health and housing planning
- Planning for the right homes in right places.
- Broadland + South Norfolk District Council collaborating on integration of the two District councils.
- Community Connector team roll out.

Police Matters

I recently attended a Police meeting regarding the reorganisation of the Norfolk police force, to be in place by 2020.

There are two main reasons for this reorganisation.

- Police funding reduction from Whitehall.
- Increases in crime, including a wider range of offences.

The stand out feature of the plan - is the reduction of PCSO's by 150 (8 in the south Norfolk area) at the same time there will be an increase in full time PC 's (plus 64) and Sergeants (plus 16.)

It is hoped that having these full-time police officers will help Norfolk deal with the surge in crime - coving such offences as - Adult/child abuse - indecent images - robbery - stalking - racial crimes etc.

There will also be some consolidation of police premises over the next 2 years.

Full details are on the Police web site.

Brendan Bernard
District Councillor

8. Planning Applications/Decisions

Applications

2017/2599

Applicant: Mr Alan Foyster

Location: 14 Thwaite Road Ditchingham Norfolk NR35 2QH

Proposal: Replacement of windows with white coated aluminium windows to front elevation.

2017/2541

Applicant: Mr Alan Foyster

Location: 14 Thwaite Road Ditchingham Norfolk NR35 2QH

Signed: _____ (Chair)

Date:

Proposal: Replacement of windows with white coated aluminium windows to front elevation.

2017/2441

App Type: Change of Use

Parish: Ditchingham Grid Ref: 634068 289977

Location: Waveney Valley Business Park Falcon Lane Ditchingham Norfolk Proposal: Change of use from agricultural storage to commercial storage (B8) - THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY - BA/2017/0364/CU.

Applicant: Mr S Cundy Douglas Farm

2017/2315

App Type: Householder

Parish: Ditchingham Grid Ref: 633886 290047

Location: 18A Ditchingham Dam Ditchingham Norfolk NR35 2JQ

Proposal: Demolition of existing conservatory and garage/entrance link and replacement single storey extensions.

THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY - BA/2017/0274/HOUSEH.

Applicant: Ms S Hayes & Mr A Stewart 18A Ditchingham Dam Ditchingham Norfolk NR35 2JQ

2017/2255

Applicant: Mr And Mrs J and K Pucknell

Location: 1 Woods Close Ditchingham Norfolk NR35 2RY

Proposal: Single storey front extension

2017/2178

Applicant: Mrs Loveridge

Location: Village Hall Loddon Road Ditchingham NR35 2QN

Proposal: Erection of side extension

Decisions

Appl Number: 2017/2178

App Type: Full

Parish: Ditchingham

Applicant: Mrs Loveridge

Location: Village Hall Loddon Road Ditchingham NR35 2QN

Proposal: Erection of side extension

Decision: Approval with Conditions Delegated

Date of decision: 14 November 2017

Appl Number: 2017/2255

App Type: Householder

Parish: Ditchingham

Applicant: Mr And Mrs J and K Pucknell Location: 1 Woods Close Ditchingham Norfolk NR35 2RY

Proposal: Single storey front extension

Decision: Approval with Conditions Delegated

Date of decision: 26 October 2017

Appl Number: 2017/1919

App Type: Householder

Parish: Ditchingham

Applicant: Saffron Housing Trust

Location: 16 Thwaite Road Ditchingham Norfolk NR35 2QH

Proposal: Remove crittal style windows on front elevation, replace with white coated aluminium to same design.

Decision: Approval with Conditions Delegated Date of decision: 18 September 2017

Appl Number: 2017/1920

App Type: Listed Building

Parish: Ditchingham

Applicant: Saffron Housing Trust

Signed: _____ (Chair)

Date:

Location: 16 Thwaite Road Ditchingham Norfolk NR35 2QH

Proposal: Remove crittal style windows on front elevation, replace with white coated aluminium to same design.

Decision: Approval with Conditions Delegated Date of decision: 18 September 2017

9.a. CHAIR'S REPORT TO PARISH COUNCIL NOVEMBER 2017

Meeting re traffic Issues Following an incident in Loddon Road, Broome, when a dog on a lead was hit by a passing car District Cllr, Margaret Stone called a meeting of local Council chairs to discuss traffic issues between the A146 and the A143. The meeting was attended by PC chairs from Broome and Ditchingham and the chair of the Hedenham parish meeting. Also in attendance was Gary Overland from NCC Highways. There was a long discussion about inconsiderate and dangerous driving which is not just a local problem. Gary Overland pointed out that, with seriously constrained budgets, interventions E.g. extra signage, are never resourced unless there is a history of serious accidents at a particular location. As far as Ditchingham is concerned I agreed we would consider the acquisition of a SAM2 machine through the NCC Parish Partnership Scheme. PCs are not permitted to leave SAM2 machines at one location for lengthy periods so a number of sites would be identified and agreed with NCC. The one machine would then be moved from location to location. SAM2s are powered by rechargeable batteries. I have been advised, by Gary Overland, not to wait until after the November meeting before contacting the suppliers to arrange a site meeting. Without committing the Council, I am arranging for a Westcotec rep to visit Ditchingham to discuss the possible purchase.

Amenity Area to the West of The Maltings I have spoken with Austin O'Neill of Green Leaf Contract Services (a company employed by PJ Livesey to bring the area up to a state to be handed over to a management company) and he has given me an update. Alison Cornish of the BA met him on site recently and she is satisfied with progress on the works schedule.

Two types of grass seed have been sown – one for the path, one for elsewhere. A number of trees have been planted, staked and protected from rabbits. More planting including additional hedging is planned. There will be marker posts to delineate the footpath. Sleeper steps and a handrail will be installed to facilitate maintenance of The Beck.

Proposed provision of additional low-cost housing off Loddon Road I have had a conversation with John Lefevre of Hastoe Housing so that I can brief the meeting about the agenda item where will we make the Council's initial response to Hastoe Housing. Hastoe can only apply for a "rural exception" because there are sufficient **Ditchingham** residents on the SNC Housing waiting list to warrant the build. The actual type of houses (1 bed, 2 bed etc.) would be determined later. Some units could be on a shared ownership basis but they could never be sold on the open market. If, in the future, there were insufficient Ditchingham residents to fill vacant units they would be cascaded to nearby parishes. In Hastoe's experience properties have been filled by very local people with only a tiny number of exceptions.

Hastoe will not proceed with an application for a rural exception without the Parish Council's support.

Clinks Care Farm (National Countryside Alliance Awards) Doeke informed us that Clinks has been nominated for an award (sometimes known as the "Rural Oscars") and asked us to support the nomination. The closing date was before our meeting so I responded on our behalf. I commended Clinks for the high-quality work they do in our community. I also praised their nurture of people with personal difficulties, including the grandson of one of our Councillors.

Signed: _____ (Chair)

Date:

Naming the new Hollow Hill Footpath, I have been in touch with the local authorities and I am clear about the procedure. I have contacted D and J Cheyne and they are delighted with the idea. Of the suggestions they prefer Cheyne Walk. I shall propose, at the November meeting, that we go ahead with this; the cost will not be significant.

9.c. Ditchingham Parish Council Community Committee Report: 20th November 2017

Allotments:

The allotments continue to be well used and we are grateful to councillor Larkin who continues to report on any issues that need addressing. There are no vacancies at the moment, but we will continue to monitor use.

Cemetery:

This continues to be well maintained. The clerk has confirmed the lots in relation to our plan.

We will continue to monitor for moles.

There will be another memorial bench placed in the cemetery provided by a family.

The Lychgate will continue to be checked as we have funds set aside for major refurbishment at the next decoration cycle.

The Dip:

This area continues to be well used even in the cold weather.

The goals were moved again. We are grateful to the councillor Mulley who undertakes this when required and reseeding the goal areas. There will be another bench placed at the top of the sloped path.

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.

We are still waiting for the work to be carried out on the mound platform, we are grateful for the time spent by the clerk chasing quotes.

Tree Inspection:

The work on the trees that are our responsibility has been carried out.

Hollow Hill Footpath:

There have been a number of positive comments about the footpath, which gives a very good panoramic view of the village.

Grass cutting:

We have been very pleased with the work carried out by 'Clinks Farm' this season

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.

Community Committee Chair: R.A.Kirkpatrick

Signed: _____ (Chair)

Date: