

Minutes of Ditchingham Annual Parish Meeting
Monday 15th May 2017 - 7.30 pm
Ditchingham Village Hall

Councillors present: Keith Weston (Chair), Alan Larkin (Vice Chair), Brendon Bernard (BB), Rev. Kirkpatrick (RK), Richard Mulley (RM), Charlie Taylor (CT)

Clerk/RFO: Sally Chapman

Apologies: None

Also present: County Councillor Margaret Stone District, District Councillor Brendon Bernard and 10 members of the public.

*Before the meeting commenced the Chair welcomed those present and explained that two separate meetings would be taking place; the first of these being the **Annual Parish Meeting** to be followed by the **Annual General Parish Council Meeting**.*

MEETING

**Action
by:**

1. The minutes of the Annual Parish Meeting 2016

To be "taken as read and confirmed as accurate" proposed RM; 2nd AL, unanimous.
Minutes signed by the Chair upon completion of the meeting.

2. Any business not on the agenda arising from those minutes.

None

3. Chairman's report on the Council's activities

The Chair read out his report (*see report attached*) Main points:

- Thanked Councillors and employees
- The responsibilities of the Finance & Resources Committee
- The PC's activities 2016/17

4. End of Year Report from the Responsible Financial Officer

The RFO gave end of year Budget and Balance Sheet *reports (see reports attached)*. No questions.

5. Reports giving a summary of the year's activities from the Council's Working Parties:

- a) Planning & Highways** (*no report*)
- b) Local Development** (*see report attached*)
- c) Maintenance & Environment** (*see report attached*)
- d) Finance & Resources** (*included in Chair's report*)

6. Report from the County Councillor

County Councillor Stone gave a report and said she was delighted to continue as the County Councillor for Ditchingham (*see report attached*). No questions.

7. Report from the District Councillor

District Councillor Bernard gave a report (*see report attached*). No questions.

8. Report from Community Groups.

The Chair informed Ditchingham United Charities were holding their annual meeting on 16th May 2017 and they had £13,842 to disburse.

9. To receive a report from Ditchingham Primary School

Governor/Cllr Rev. Kirkpatrick gave a report (*see report attached*).

10. Public Questions

A parishioner asked Cllr Kirkpatrick if there would be a gate in the proposed new quiet area and voiced concerns regarding the safety of children leaving the area. Governor Kirkpatrick said he would inform the school of his concerns.

Meeting closed at 8.10pm.

DRAFT

3. Combined Parish Council Chair and Finance & Recourses Committee Chair's Report to Annual Parish Meeting May 2017

As the retiring Chairman I will give a brief report on the Council's activities and the thinking behind the precept for 2017-18.

I shall begin my report with a number of thanks:

The full complement of DPC is 11 Cllrs but, at the last election there were only 7 nominees, who were elected unopposed. Since that time there have been several additional Cllrs co-opted and several resignations. Sadly Cllr. Colin Myson died at the turn of the year; I pay tribute to his many years of service to the community. We currently have only six members. I should like to thank my fellow Cllrs, all of whom continue to volunteer to do the Council's work to provide a service to all parishioners. I also acknowledge the efforts of those who have resigned. The work of the Council being shared by this reduced number has meant the workload, for some, has become quite onerous.

Secondly, I should like to thank the Council's employees:

Sally Chapman is our Clerk and Responsible Finance Officer. These are both very important roles and she continues to carry out these duties efficiently and diligently. The other Cllrs. and I know that we share the management of the Council's business with a very reliable colleague, and we know that the finances are in a safe pair of hands. I thank Sally for her work behind the scenes and for helping me in the job of Chair. Without the support of a good Clerk I would not continue in the role of Chair.

Paul Austin continues in the job of litter picker. It's a thankless task picking up the mess left by thoughtless people but he does the work to a very high standard and we thank him for the care he takes over it. Paul also undertakes the weekly inspections of both play areas and we thank him for the conscientious way he does these. In a third role Paul has been the Council's internal auditor. Current rules mean that councils can't employ, as auditors, people they employ in other roles so, unfortunately, we have to change our auditor. Thank you to Paul.

Finally, I should like to thank the people who do many practical tasks around the village. Many Cllrs. turn their hands to maintenance jobs and save the Council considerable sums of money.

Anne Mulley, ably assisted by her husband, Cllr Richard Mulley, continues to be employed as the Council's cleaner. She cleans the bus shelters and the lychgate. Thank you to them both.

As Chair of the Council I am also Chair of the Finance & Resources Committee. This year the committee has carried out three main functions:

- i) Preparing, for adoption at a full Council meeting, a budget with a recommended precept for 2017-8. As I explained in "The Parishioner," Due to its good house-keeping, the Council now has healthy reserves – so the precept has been reduced this year. Each November the Council will review its finances and set a fair precept that reflects the foreseen expenses and maintains healthy reserves. We don't want the precept to "yo-yo" but, each April, we will levy the right amount for the needs of the parish.
- ii) Reviewing the Council's policies, terms of reference Etc. This was done.
- iii) Reviewing the salaries of the Council's employees. This was done.

I shall now give a brief summary of the Council's activities, since the last annual meeting, before handing over to my committee Chairs who will tell you more about their areas of responsibility. I **will** be brief so I don't duplicate what they will tell you.

An automatic electric defibrillator (AED) was installed outside The Stores and is available 24/7. Our local First Responders provided training.

There is mixed news on footpaths – we are still engaged with the Broads Authority to try to get the one to the west of The Maltings properly reinstated. The contractor assigned to the Hollow Hill fp. Pulled out but it should be provided soon.

In July Mr Doeke Dobma, from Clinks Care Farm (which hold the contract for our grass maintenance) attended the meeting to talk to Councillors regarding the work and rehabilitation that takes place at the farm at Toft Monks.

The BMX track, at the Play Area has been reinstated.

The Council is still working with the Village Hall Committee to try to achieve an extension to the hall.

DPC has taken over responsibility for the redundant BT `phone box in Hollow Hill Road.

The village sign has been taken down and is being renovated.

In March speakers from the Ditchingham Men's Shed addressed the meeting.

In addition, there has been the more routine business of dealing with financial matters and insurance; Cllr. Training; enquiries from the public and from Cllrs; maintenance of assets Etc.

Although Parish Councils have only limited roles and responsibilities there is a lot of work going on behind the scenes.

Ditchingham Parish Council

Ditchingham Parish Council		2016/17 - Final					
Budget Report							
Year End 2015/16		Budget 2016/17	Year to Date 2016/17	Forecast 2016/17	% of Original Budget	% of Revised Forecast	Notes 2016/17
Income							
34,250	Precept	39,000	39,000	39,000	100%	100%	Received April & September
245	Allotments Rents	275	245	245	89%	100%	All plots taken
5,040	Cemetary	4,000	2,295	2,295	57%	100%	
2,038	Play Areas	2,000	2,000	2,000	100%	100%	Grant from Ditchingham United Charities
3,336	VAT Received	3,000	3,229	3,229	108%	100%	
0	Business Account Interest	0	0	0	-	-	
44,909	Total Budgeted Income	48,275	46,769	46,769	97%	100%	
Expenditure							
2,951	SN Transition monies	0	2,911	2,911	-	100%	
0	CIL Infrastructure Levy (SNDC)	0	982	982	-	100%	
0	Defibrillator	0	1,565	1,565	-	100%	Grant
4,622	Miscellaneous	0	220	220	-	100%	Litterpick prize
0	Proceeds Yard Sale	0	701	701	-	100%	Banked on Charity's behalf
0	Hollow Hill Footpath	0	0	0	-	-	Grant to claim of £7500
0	SNDC Grant	0	300	300	-	100%	Village Hall Sign
52,482	Total Income	48,275	53,448	53,448	112%	100%	
Expenditure							
1,325	General Admin	2,000	1,308	1,308	65%	100%	Inc. Data Prot. E35, NALC Subs E285
5,433	Clerks Employment Costs	6,500	6,075	6,075	93%	100%	SP31 - March's salary to be added
380	Clerk's Office Costs (elec, b.band, comp.equip)	500	380	380	76%	100%	£31.64 pcm
750	Parishoner Magazine/Website	750	1,248	1,248	166%	100%	£498 for website set-up + £750 hardcopy yearly
100	Allotments rent to land owner	250	100	100	40%	100%	Not increased for years.
4,426	Burial Grounds	5,250	3,840	3,840	73%	100%	Fewer burials
5,141	Village Maintenance	5,060	3,384	3,384	67%	100%	Cheaper contract
0	Dog waste bin emptying	190	189	189	100%	100%	4 bins/5 FOC
2,642	Play Areas grass cut/litter picker	3,300	2,897	2,897	88%	100%	Cheaper contract
4,698	Play Area maintenance general	2,500	2,506	2,506	100%	100%	
3,650	Bus Shelter Maintenance	750	0	0	0%	-	
57	Miscellaneous	1,000	0	0	0%	-	
1,181	Insurance	1,181	1,134	1,134	96%	100%	
3,412	VAT	3,000	3,149	3,149	105%	100%	
0	Tree Maintenance	0	0	0	0%	0%	
0	New strategies Reserve	2,000	2,000	2,000	100%	100%	To be added 31st March
1,000	Lychgate Reserve	2,000	2,000	2,000	100%	100%	To be added 31st March
1,000	Hollow Hill Footpath Reserve	7,500	7,500	7,500	100%	100%	To be added 31st March
2,500	Play Area Reserve	3,500	3,356	3,356	96%	100%	Springer bike, Surfacing BMX track
38,105	Total Expenditure	47,231	41,065	41,065	87%	100%	
67	Refund to DUC	0	295	295	-	100%	Bank Error
0	Defibrillator & fitting	0	1,565	1,565	-	100%	Paid for by grant
0	Proceeds Yard Sale	0	700	701	-	100%	Paid to charity
0	CIL Infrastructure Levy (SN)	0	428	428	-	100%	New bench (Total £982 must be spent before 2021)
0	Wildflowers for Roundabout	0	160	160	-	100%	Litter picking prize
36,172	Total Expenditure	47,231	44,214	44,214	94%	100%	
(32,714 without amounts added to four reserve pots)							
Reserves							
38,996	Balance per Community Acc B/F 2015/16		39,096.49				plus £100 written off cheque
	Total Receipts per cash book		53,447.54				
	Total Payments per cash book		32,713.29				
	Transferred to Saver Account		43,000.00				
	Total year to date in Community Acc.		16,830.74				
4,513	Business Saver Account		47,814.29				Transferred £43,000 from Community Acc.
	Total in Both Accounts		64,645.03				Blue box should match the RFO Finance report
43,509	Reserves B/F from 2015/16 (as below)		43,509.00				
	Balance		21,136.03				Year to date
			64,645.03				
		Reserves planned to be added 2016/17	Reserves expenditure 2016/17	Reserves re-distributed 2016/17			
2,000	Lychgate	4,000	0	10,000			
0	Hollow Hill Footpath	7,500	0	7,500			and £7500 grant to be received/spending spring 2017
5,142	Play Area Reserves	3,500	3,356	30,000			plus £10k from General Reserve
0	CIL Infrastructure Levy (SN)	982	428	554			Bench
36,341	General Reserves	5,730	0	16,591			£10k transferred to Play Area Reserve
26	Balance added to the General reserves	0	0	0			
43,509		21,712	3,784	64,645			



Ditchingham Parish Council

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Ditchingham Parish Council PC		
Year ended 31st March 2017		
Receipts and Payments		
		2017
Receipts		£
Precept		39,000
Grants/Cil		3,894
VAT Reclaimed		3,229
Sundries		2,486
Cemetery		2,295
Allotments Rents		245
Play Areas		2,000
SNDC Grant for Village Sign		300
Transfer banked from D.U.C. in error		295
Business Account Interest		7
		53,750
Payments		
VAT		3,149
General Admin		1,308
Clerks Employment Costs		6,075
Clerk's Office Costs (elec, b.band, comp.equip).		380
CIL Infrastructure Levy (SN)		428
Parishioner Magazine/Website		1,248
Allotments rent to land owner		100
Burial Grounds		3,840
Village Maintenance		3,573
Play Areas grass cut/litter picker		2,897
Play Area maintenance general		5,862
Miscellaneous		2,720
Insurance		1,134
		32,714
Surplus Income over Expenditure		21,036
Balance b/f		43,609
Transfer to Reserves		-
cheque written off		-
Balance c/f		64,645
Balance Sheet		
		2017
Cash at Bank		£
Current Account		18,337
Business Saving Account		47,814
Petty Cash		-
Uncleared cheques		(3,733)
Uncleared receipts		2,227
		64,645
General Fund		16,591
Earmarked Reserves		48,054
		64,645
<p>The above statement represents fairly the financial position of the Authority as at 31st March 2017 and reflects its receipts and payments during the year.</p>		
Signed		
	Keith Weston - Chair	
Signed		
	Sally Chapman - Responsible Financial Officer	

5b. Local Development Report

DITCHINGHAM PARISH COUNCIL LOCAL DEVELOPMENT COMMITTEE

YEAR 2016/17

Main interest asking for proposals to use Section 106 balance to the benefit of the Parish but subject to Broads Authority approval.

Two possible projects have crystallised:

- Ditchingham Village hall extension
- Men's shed

Both will be progressed in the new Parish year.

Otherwise

- Bus shelter next to the Village Hall has been refurbished, free of charge.
- Bench on footpath along A143
- Village sign being refurbished
- BT telephone booth has been taken over by the Parish to be used as a lending library - take it or leave it basis.
- Delay to the Hollow Hill footpath
- Wild Flower proposal for the Chicken roundabout

5c. Maintenance & Environment Report

Ditchingham Parish Council Maintenance & Environment Report to the AGM 15 May 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.

Cemetery:

This continues to be well maintained. The committee recommends that fees are increased by inflation or in line with neighbouring authorities whichever is highest. The Lych Gate is still in reasonable condition. Councillors are aware that funds are set aside for work that will need to be done during the next cycle of decoration.

The Dip:

This area continues to be well used. Some of items of equipment on the Skate Park have sunk creating a small lip with the surface. Installation contractor is to be contacted to rectify.

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

The committee are very grateful to Mr Darren Broughton, his workers and councillors for the installation of the footpath to the Dip. There was some discussion about the surface and it was agreed to let nature take its course which would need minimum maintenance.

Thwaite Road Play Area:

This area is well used and much appreciated by many families. The BMX track is now well established.

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

Tree Inspection:

All the trees that the council are responsible for have been inspected and we expect the report in the very near future. Mr Trevor Pucknell accompanied the inspector and will monitor the trees through the year for the council and report any that need attention.

Hollow Hill Footpath:

After the original contractor withdrew, other tenders were sought and the committee are grateful for the time the clerk spent chasing up quotes.

The committee considered the four tenders for the Hollow Hill Footpath and it was resolved to recommend the contract be awarded to A.D.N Surfacing & Groundwork Contractors

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

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

Maintenance & Environment Committee Chair: R.A.Kirkpatrick

6. Report from the County Councillor

Margaret Stone Norfolk County Councillor

Vice Chairman of Norfolk Council

Parish report. County councillors:

55 Conservative: 17. Labour 11 Liberal Democrat. 1

Independent. New committees established with proportional representation.

Apprenticeships Norfolk

Less able students who fail either at interview or on application, who are still able, will be offered apprenticeship in small business and have independent one to one mentoring. This supports small business who are unable to recruit in the conventional way

Norfolk economic Snapshot

We have a higher rate of people in employment than the rest of the country of 76.7%

A47 Alliance. Highways England awarded £300 million 2014/2020. New funding discussion now prioritise following

Blofield to north Burlingham dualling

Priorities now will include the Acle straight Duelling.

Roundabouts at Hales and Heckingham Norfolk County council already funded and start within a couple of months' gas pipe delay with Loddon

Roundabout at Loddon/Mundham: Developer funding with new housing supported by NCC and South Norfolk

Thickthorn junction improvement

- International Aviation Academy. £12 .5 million development. Collaboration with NORSE and NCC

Pledge:

Protect the frontline services:

Keep costs down. Financial stability

Work within our budgets

More opportunities for young people

Finishing the Northern Distributer route

Commercially minded and maximise opportunities to create income.

Supporting NORSE our wholly owned company to expand and bringing back profits the re invest in Norfolk ie. Refuse collection, property services, supported housing. Transport for other councils. Buses etc

Redevelop surplus office space

Early intervention and integrated services to ensure only those who need hospital care are admitted and supporting people with social needs at home as far as possible

Support independent living in supported housing

7. Report from the District Councillor

YEAR 2017/18

Starting off with the General Election, but our work continues to make this Parish a better place for all.

Main items of work to be sorted

- Start and complete work on the Hollow Hill Road footpath
- Apply to Broads Authority to allocate a portion of the S106 moneys to building a Men's shed on the Pavillion grounds (**subject to approval from full Council**).
- Progress grant applications for building plans and planning approval - for the Village Hall extension.
- Progress building costs, apply for grants to cover the estimated costs.
- Install library in EX BT phone booth.
- Review Chicken roundabout memorial proposals.
- Install refurbished Village sign.

9. To receive a report from Ditchingham Primary School

Report from Ditchingham Primary Academy 15th May 2017

Pupil Numbers:

The Academy now runs with four classes of mixed ages. The past three years' admission numbers are as planned for reception. There have also been a number entering the school further up having transferred from other areas.

Working with local schools:

We continue good working relationships with Hobart cluster schools for various activities. Some activities also take place with Bungay High School.

Relationship with our Church:

These continue to be strong. With regular services in St Mary's and school. The children make wreaths for remembrance for the three churches this side of the benefice. The benefice schools and youth leader Caroline Hutton is working with a group of children to lead more services.

Governance:

Governors are always keen to work with the local community more. They are looking for a wide range of skills, particularly in relation to finance. Please contact if interested.

Visit from Department of Education:

This is part of regular review of their academies (separate to OFSTED). A very positive report received of progress made.

Memorial Garden:

As the Play Group are not now moving onto the site the shelter will not now need to be relocated.

The intention is to create a quieter area in the corner of the playing field.

Eventually if we find significant funds to further develop this area it is hoped to allow the community access outside of school hours.

Governor & Councillor: Revd R. A. Kirkpatrick.