



**Minutes of Ditchingham Parish Council Meeting  
Monday 17<sup>th</sup> March 2014 - 7.30 p.m.  
Ditchingham Village Hall**

Action  
by:

**Councillors present:** Julian Green - Chair (JG), Keith Weston- Vice Chair (KW), Vic Cossey (VC), Rev. Reg Kirkpatrick (RK), Colin Mison (CM), Gillian Ogden (GO), Jane Chadd (JC), Richard Mulley (RM), Stephen Read (SR), Sally Chapman (Clerk/RFO).

**Also present were:** District Councillor Pauline Allen and four members of the public

**Parishioner Question Time** opened with the Vice Chair welcoming those present

**A.** DPC was addressed by a parishioner of Lamberts Way on a recent Planning Appeal Decision. Badger Homes applied for planning permission on a paddock behind Station Road, with access from Lamberts Way. DPC and SNDC declined the application, it was appealed and the Appeals Inspector overturned the decision. The District Councillor stated she had been liaising with the parishioner and SNDC regarding this issue. Legal advice had been sought from a Q.C. in London and a challenge has been put to High Court on Friday 21 March 2014 and the full information is on the SNDC website. The District Councillor said this issue will be a landmark case, as the National Planning Policy Framework (NPPF) had never been challenged before. The Vice Chair said he would return to this issue ref. point 11a.

**B.** Julie Cole from Ditchingham Estates was unable to attend

**C.** DPC was addressed by a parishioner regarding the signage for Belsey Bridge Conference Centre. He had been in correspondence with SNDC asking if the 13 signs advertising the centre complied with the required planning permission. He had been informed 2 signs were not compliant and Belsey Bridge Conference Centre had 21 days to remove them. The parishioner was concerned that the signage would set a precedent in the village. The Vice Chair said he would return to this issue ref. point 11a.

A parishioner reported a street light was out opposite the Triumph garage and Councillor Mulley said he would report this issue.

RM

This session closed at 7.50pm.

**MEETING PROPER**

A minutes silence was held in memory of the late John Smith, former Clerk of DPC.

**1. Apologies for absence:** all Councillors present

**2. Pecuniary Interests:** Chair/Norse contract  
Vice Chair, RK, VC, GO /Ditchingham United Charities

**3. Minutes of the 20 January 2014 meeting** Proposed JG; 2nd KW to be "taken as read" unanimous. Minutes signed by the Chair upon completion of the meeting.

**4. Matters Arising**

4a Report matters arising from the minutes, not on the agenda nor included in committee reports: None

4b The Clerk read out a list of outstanding items that have previously been noted

Clerk

Signed: \_\_\_\_\_Julian Green\_\_\_\_\_ (Chair)

Date: \_\_19<sup>th</sup> May 2014\_\_



as requiring the Council’s attention and action and Councillors updated the Clerk. This list will be revisited at future meetings

**5. Training opportunities** the Chair brought to the Councillors’ attention their obligations to attend training as advertised in the weekly emailed lists from the Clerk

Cllrs

**6. Systems of Internal Control** the Chair reported to the Councillors’ the Council’s weakness of Internal Audit and Control which has in the past, resulted in inadequate insurance, staffing, policies, HMRC reporting, etc. The Chair asked the Councillors to:

- Consider paper on Systems of Internal Control (circulated with agenda) in order to comply with 2003 legislation (appendix 1)
- Adopt the proposed “Internal Controls Policy” (appendix 1)
- Ensure that the Council has in place a system whereby its internal auditor has a work plan to ensure that the Council is compliant (appendix 1)

RK proposed, KW 2<sup>nd</sup>, unanimous. The current Internal Auditor’s contract expires at the end of the financial year and the new contract would adopt the new policies and work plan; with matter to be delegated to F&R ADVISORY Committee to progress.

KW

**7. To receive reports (if present) from:**

7a Police – not present, report emailed reporting 31 crimes in Ditchingham in the past month (doc. 1). RK reported that recently the churches in Ditchingham, Broome and Earsham had all been broken into on the same day, resulting in damage, vandalism and smashed windows

7b Others - none

**8. Finance**

8a The Clerk read out the cheques list [Annex A] for approval. Proposed by JG; 2<sup>nd</sup> by RK; unanimous

8b The RFO read out March’s Finance Report [Annex B] including payments, receipts and bank balances

8c The bank mandate was signed to enable the Clerk to transfer monies between accounts

8d The Chair asked the Councillors to consider extending the Council’s employee admin support to the Village Hall Management Committee and to Ditchingham United Charities. Proposed by JG; 2<sup>nd</sup> RM; unanimous.

RK asked if a cheque had been paid to ‘The Parishioner’ magazine in the last year. The Clerk said she had looked back through the current year’s accounts and no payment had been made. The Chair asked the Clerk to check the minutes from March 2012 to see if a resolution had been made regarding a payment and this matter will be resolved before the next meeting.

Clerk

**9. Planning Committee Report** (full report doc. 2) KW reported two applications for The Maltings and All Hallows/Emmaus and both were recommended for approval with conditions comments.

**10. Co-option to fill Casual Vacancy**

The Chair advised that a parishioner has shown interest in becoming a Councillor; unfortunately he was unable to attend this meeting and consistent with established practice he suggested to defer co-option until the parishioner was present; unanimous

**11. To receive tabled internal reports (if required) from Advisory Committees**

11a Planning & Highways Councillor Weston read out his report (full report doc. 2)



<ul style="list-style-type: none"> <li>• Plans for 1 Yarmouth Road approved</li> <li>• Plans for 4 new builds in Lambert Way approved on appeal</li> <li>• A verbal report was received from a forensic accident examiner regarding an accident at Hollow Hill on 11 November 2013. It was reported the state of the road was not a factor</li> <li>• Old signs have been removed from the B1332 layby and car parts from Hollow Hill banks</li> <li>• As yet the organisers of the Cycle Club have not replied regarding the car parking and offensive behaviour at the Cycling event on The Heath</li> <li>• Hastoe Housing has been informed of the electrical cabinet hazard</li> <li>• A list of Highway issues have been drawn up and sent to NCC</li> <li>• Lamberts Way – RK registered his dismay with the consultation process and the Chair stated DPC supported SNDC and the District Councillor for challenging the overturned decision. KW agreed to write to the Secretary of the State, endorsed by DPC, regarding the overturned planning and to find out why the Councils view were not taken into consideration</li> <li>• Belsey Bridge signage – KW read out a letter from Grant Farrant of Christian Conference Trust giving reasons why they need so many signs. KW advised he would write to NCC asking how the signs comply to their Highways polices; unanimous</li> </ul>	<p>KW</p> <p>KW</p>
<p>11b Local Development Councillor Chadd read out her report (full copy doc. 3)</p> <ul style="list-style-type: none"> <li>• A letter has been drafted inviting applicants to a meeting on 29 April 2014 to bid for S106 monies</li> <li>• A litter pick in the village has been booked for 26 April 2014</li> <li>• A request for parishioners to become new committee members</li> </ul>	
<p>11c Maintenance and Environment Councillor Kirkpatrick read out his report (full copy doc. 4)</p> <ul style="list-style-type: none"> <li>• Safety checks on the play areas are being carried out weekly</li> <li>• A tree which was damaging All Hallows wall has been removed</li> <li>• All Hallows has repaired a wall near the skate park</li> <li>• A meeting was held with Ditchingham Estates (DE) regarding an otter fence around the lakes. The Chair asked if Ditchingham Estates could be contacted regarding the damaged signs on Broome Heath and make it known the heath is estate land and not public</li> <li>• Clerk was asked to request DE to remind anglers that there should be no overnight parking in the Loddon Road layby</li> <li>• The allotments are going to be monitored throughout the year for their usage</li> <li>• The cemetery continues to be well maintained. The Clerk asked RK if he could advise of where the latest burial was, so the records could be updated</li> </ul>	<p>RK</p> <p>Clerk</p> <p>RK</p>
<p>11d Finance &amp; Resources The Chair read out his report (full copy doc. 5)</p> <ul style="list-style-type: none"> <li>• The Finance and Resources Advisory Committee have revised the risk register and the systems of internal control (appendix 2)</li> <li>• Employment matters for the new litter picker for Ditchingham have been formalised with regard to HMRC, Employment legislation and H&amp;S matters. He will report to the Clerk.</li> </ul>	<p>RK</p> <p>Clerk</p>
<p><b>12. To consider external reports</b></p>	
<p>12a. County Councillor Somerville had not provided a report.</p>	
<p>12b. District Councillor Pauline Allen read out her report (full copy doc. 6)</p> <ul style="list-style-type: none"> <li>• KW questioned PA about the Capital Programme and the £150,000 distributed to 3 projects and when was that amount offered. PA advised the decision where to spend the monies was made by Local Committees and she was not aware of anything in this ward needing financial support.</li> </ul>	



- KW asked that if Neighbourhood boards were being dissolved what would happen to their budgets. PA replied that the money was being re-allocated to market towns to help support businesses.

**13. Issues not decided by committees:** None

**14. Correspondence**

- 14a The Clerk received a letter from Mr and Mrs Gifford regarding dangerous signs – the Vice Chair said he would respond
- 14b Sovereign Play Equipment leaflet –RK retained

KW

**15. Urgent Other Business**

VC stated he received too many irrelevant emails from DPC. The Vice Chair responded stating some of the emails are informative and relevant. The Chair concluded that Councillors must make their own judgement on reading.

**16. Confirmation of meeting dates**

- Full Council meeting 19th May 2014 7:30pm
- Planning Committee meeting 14th April 2014 6:00pm (if required)

**17. Items for next agenda**

None

**The meeting closed at 9.40pm.**

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

<b>Annex</b>	<b>Description</b>	<b>Reference</b>
A	Cheque Approved	8a
B	RFO Finance Report	8b

**Appendix**

1	Internal Controls Policy & preliminary paper	6
2	Risk register (updated January 2014)	pages 231/232

**Documents**

	<b>Page</b>
1 - DPC 17/03/14 Police Report	233
2 - Planning Committee Report	233
3 - Community and Local Development Report	235
4 - Maintenance and Environment Report	235
5 - DPC Finance & Resources ADVISORY Committee Report	236
6 - Pauline Allen District Councillor Report	236



**Cheques Approved [Annex A]**

Date	Cheque No.	Details	Amount
41704	101270	Clerk's February Salary/Expenses	282.14
41715	101271	Mrs S Fairhead	65.63
41715	101272	Clerk's March Salary/Expenses	358.03
41714	101273	Litter Picking Equipment	39.03
41714	101274	SNDC Dog Bin emptying charge	147.12

**RFO Budget Report [Annex B]**

<b>Ditchingham Parish Council</b>			
<b>Finance Report: Payments &amp; Receipts, &amp; Balances at bank.</b>			
			<b>£</b>
<b>Current account cashbook balance (as reported at last meeting)</b>			<b>7,266.32</b>
<b>Cheques issued since last report</b>			
06/03/2014	101270	Clerk's February Salary/Expenses	282.14
17/03/2014	101271	Mrs S Fairhead	65.63
17/03/2014	101272	Clerk's March Salary/Expenses	358.03
16/03/2014	101273	Litter Picker equipment	39.03
16/03/2014	101274	SNDC Dog Bin emptying charge	147.12
			<b>891.95</b>
<b>Receipts paid in since last report</b>			
05/03/2014	Cr	Cemetery - Mrs Gower	200.00
17/03/2014	Cr	Cemetery - Mrs Limmer	250.00
			<b>450.00</b>
<b>Cashbook balance</b>			<b>6,824.37</b>
<b>Last Statement Balance 4 February 2014</b>			<b>7,266.32</b>
Unpresented cheques			891.95
Uncleared receipts			450.00
<b>Cashbook balance (as above)</b>			<b>6,824.37</b>
<b>Business Saver Account statement balance 27 December 2013</b>			<b>4,507.81</b>
<b>Total balance in both accounts</b>			<b>£11,332.18</b>

Signed: \_\_\_\_\_Julian Green\_\_\_\_\_ (Chair)

Date: \_\_19<sup>th</sup> May 2014\_\_



**Appendix 1**  
**Internal Controls Policy & Preliminary Paper**

**1 Internal Controls Policy**

1.1 **Objective:** The Accounts and Audit Regulations 2003 states that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

1.2 These same regulations also require that Councils conduct at least once a year in accordance with proper practices, a review of the effectiveness of their system of internal control and publicly report the outcome. This annual governance review must include a separate review of internal audit.

1.3 Such review must be balanced to the council's internal audit needs and usage. It should be designed to provide sufficient assurance for the council that standards are being met and that the work of internal audit is effective. It requires that Councils judge the extent and scope of the review by reference to their own individual circumstances.

**2 Purpose of Internal Controls**

2.1 The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. This includes oversight that the Council is acting within its powers and is compliant with legislation. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification, evaluation and impact of risks and to manage them efficiently, effectively and economically.

**3. Persons effecting Internal Control**

3.1 The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. In the absence of the Chair, the vice Chair assumes these responsibilities.

3.2 The Council has appointed a Finance and Resources Committee that has delegated responsibilities with regard to financial, resources, and staffing matters.

3.3 The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are maintained.

3.4 The Council has appointed an Independent Internal Auditor who is required to report to the Council on the adequacy of its:

- records
- procedures
- control systems
- regulations
- risk management
- reviews

**4. Effectiveness of Internal Audit**

4.1 The appointment of the Internal Auditor [who must be competent and independent] shall be confirmed annually.

4.2 Regulations require that the effectiveness of internal audit shall be reviewed annually and shall be minuted.

4.3 Consistent with the extant terms of reference, the Internal Auditor shall report to the Council detailing the results of the agreed [internal Audit] work program. Such report and recommendations to be minuted.

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Date: \_\_19<sup>th</sup> May 2014\_\_



4.4 The scope of the work (and charge) for the work programme shall be reviewed annually and minuted.

**5. External Audit:**

5.1 The Council's External Auditors, appointed by the Audit Commission, submit an External Auditor's Report, which is presented to the Council.

**A. Qualifications and Experience of Internal Auditor**

The law does not stipulate any particular qualification or experience requirements for the Internal Auditor, however generally accepted practice infers that the auditor can demonstrate a reasonable level of competence and that they:

- A.1 Possess a CCAB accounting, or other relevant qualification
- A.2 Have direct experience of 'auditing' organisations similar in size to the Council
- A.3 Are familiar with the regulatory framework for parish councils

**B. Scope of work for internal audit program**

The Council shall agree with the Internal Auditor a programme of work that embraces:

- B.1 Proper bookkeeping: ensuring that the primary books of account reflect an accurate record, including correct analysis of all payments and receipts, and that these are supported by correctly authorised vouchers. This process will also ensure that the cashbook is written up on a timely basis, that arithmetic is correct, and that it is balanced at least monthly.
- B.2 Standing Orders and Financial Regulations: ensuring that these are reviewed consistent with policy and that the affairs, operation, and decisions of the Council are consistent with direction as set-out therein.
- B.3 Budgetary Control: ensuring that the Council has prepared an annual budget in support of its precept; that actual expenditure against budget is regularly and accurately reported to the Council; and that any significant variance from budget is explained.
- B.4 Reserves: ensuring that the reserves that the Council maintains are appropriate for the levels of expenditure included in future plans and adequate to secure the financial stability of the Council.
- B.5 Employee matters: ensuring that all employees have written terms and conditions of employment, and that all payments made to employees are consistent with agreed contracts and HMRC regulations.
- B.6 Assets: ensuring that the Council's assets are maintained in a condition 'fit for purpose' and that they present no risk of injury to the public or impairment of local amenity.
- B.7 Risk Management: ensuring that the Council's risk management policy and risk register recognises and appropriately manages risk identified therein including Insurance matters.
- B.8 Health and safety: ensuring that the Council, its employees, contractors, and other parties comply with the requirements of the Council's H&S policy.

**Recommendation of the Finance & Resources Advisory Committee on the System of Internal Controls**

**Background**

At the January 2014 Council meeting the Chair brought to the attention of the Council matters concerning the robustness of the Council's System of Internal Controls and of Internal Audit. These concerns were voiced following observations that are indicative of an ineffective system of Internal Control:

- Formal Internal Audit reports to Council (minuted in (at least) the last 3 years) appear to have been limited to a review of the bank reconciliation. There is no reference to broader scope. It is unknown whether this is an omission of direction, or of execution.

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Date: \_\_19<sup>th</sup> May 2014\_\_





- The adequacy of the Internal Controls had been raised previously by the Chair with the then Clerk in 2013 to include understanding (sight of) the Internal Auditors letter of engagement and terms of reference and scope of review(s) planned. The Clerk at that time advised the Chair that there was no documentation in this respect. It appears that the relationship between Internal Auditor and the Council had always been direct with the Clerk, not to Council in the body corporate capacity.
- On further investigation, the current Clerk has identified an 'Internal Audit regulation' adopted by Council on 19th July 1999. The requirements of this extant regulation do not appear to have been complied with.
- Matters that this Council has found it necessary to address in the last 12 months include: adequacy of insurances, staffing and HMRC arrangements, Health and Safety and other policy revisions.

The Council will be aware that Mr. Paul Austin is appointed Internal Auditor. His remuneration is £40 per annum.

**Recommendation**

This paper proposes two recommendations:

**Proposal 1** "The Council adopts the draft policy 'Internal Controls Policy' as a framework for future operation".

This policy is based on the guidance from the Joint Practitioners' Advisory Group (JPAG) titled 'Governance and Accountability for Local Councils. A Practitioners' Guide (England) 2010'. This guidance being endorsed by NALC, SLCC, and the Audit Commission amongst others and can be downloaded from <http://www.nalc.gov.uk/>

**Proposal 2** "The Council delegates the review of existing arrangements in the context of the [draft] policy to the Finance and Resources ADVISORY Committee to report to Full Council at the May 2014 meeting".

The outcome of this proposal may be that Mr Paul Austin agrees to continue as auditor, working in accordance with the adopted policy and will operate within that framework; or alternatively; that the Council must seek alternative arrangements.

**Draft Resolution**

Councillors are asked to vote on the following resolution:

Resolution: "The Council acknowledges the proposed recommendations are accepted and resolves that the Council adopts the draft policy 'Internal Controls Policy' and delegates arrangements to formalise the system of Internal Control to the Finance and Resources ADVISORY Committee to report to Full Council at the May 2014 meeting".





**Appendix 2**

**Risk register (updated January 2014)**

DITCHINGHAM PARISH COUNCIL							
In all types of undertaking risks prevail. Risk management is a process by which potential risks are identified, evaluated, and addressed. Typically risk management includes avoidance, prevention, reduction, sharing, and retention; more simply perhaps considered as avoidance, mitigation [transfer], or acceptance.							
This Council is required to undertake a risk assessment exercise annually and to have a clear risk management policy. Greater focus is required in respect of risk management.							
Topic	Risk	HML	Management	Priority	Previous Review (13 July 2012)	Current Status (30 July 2013)	Revised (20 January 2014)
<b>Finance and Management</b>							
Risk Management	All Risks	M	No control mechanisms exist.	M	Requires urgent attention. Full Council involvement required.	Proposed Some progress. Significant change to 'culture' required. Better engagement required.	Risk management culture, eg THIS document in place. Culture to be better embedded.
Business Continuity	Catastrophic Event	L	This Council considers that the efforts necessary to implement any specific plans for events in this category outweigh the benefits. No specific plans therefore exist.	N	No action required	No action required	
Precept	Adequacy	M	No control mechanisms exist.	M	Remit of Finance & Resources Committee when adopted.	Precept now £20,000 pa. This level remains insufficient for ongoing activity. The Council has inadequate reserves.	Precept now £25,000 pa. This level now adequate for ongoing activity with current strategy/budget but the Council has inadequate reserves. Future precept capping could be problematic.
Insurances	Adequacy	L	As the scope of the Council's activities broadens, the adequacy of insurances requires review; such review to include value for money.	L	Requires urgent attention. Clerk to make enquiries. Remit of Finance Committee when adopted	Requires urgent attention. No cover for Public Liability or equipment for Play area or Dip. No cover for 'employees area cover for play area or Dip. No Clerk to make enquiries.	New insurance arrangements from August 2013.
Financial Records	Inadequate Records	L	Externally audited. Reviewed by Chair	L	Remit of Finance & Resources Committee when adopted.	Some improvement required	Better structured financial systems introduced from January 2014
Financial Governance	Financial irregularities	L	Externally audited. Reviewed by Chair	L	Remit of Finance & Resources Committee when adopted.	No action required	
Cash & Banking	Error or Loss	L	Two signatures on payments required. Bank mandate requires revision. Externally audited. Reviewed by Chair	M	Remit of Finance & Resources Committee when adopted.	No action required	
Reporting & Financial Control	Adequacy	L	Recently introduced quarterly budgeting & reporting	L	Remit of Finance & Resources Committee when adopted.	Quality of finance reporting ?	Better structured financial systems introduced from January 2014
Employee(s)	Loss/ Retention	L	The Council has only one employee (the Clerk). This is a key role within the Council. There is no succession planning.	L	Requires urgent attention. Full Council involvement required.	Requires urgent attention. Succession planning for Clerk.	New Clerk appointed January 2014
Employee(s)	Duty of care, Liabilities arising	L	Clerk as line manager of 'employees' must take active role in discharging employers duties	H	New 01/07/13	Requires urgent attention. Has potential to invalidate insurance cover and/ or increase premium.	Employee matters now regularised
Volunteers	Duty of care, Liabilities arising	M	The Council is increasingly using Volunteer's efforts to deliver a range of services or other duties; such volunteers either receiving routine or ad-hoc 'ex-gratia' sums (beyond that which may reasonably be considered expenses). Employment and insurance status' to be determined.	H	Requires urgent attention. Clerk to make enquiries. Remit of Finance Committee when adopted	Requires urgent attention. Has potential to invalidate insurance cover and/ or increase premium.	
Health & Safety	Public Liability, Employee Liability, 3rd Party Liability	M	The Council is increasingly undertaking a more active role in the community. This includes amongst a range of service areas provision and maintenance of play equipment, public space management, and similar. While insurances exist their coverage and adequacy is uncertain	M	Requires urgent attention. Remit of Finance & Resources Committee when adopted.	Requires urgent attention. Has potential to invalidate insurance cover and/ or increase premium.	H&S matters addressed re policy, but application of policy remains cultural.
Statutory Documents and Returns	Non Compliance	M	The Council is dependent on the knowledge of the Clerk. Documentation of Clerks activities required.	M	Clerk to document. Remit of Finance & Resources Committee when adopted.	Clerk to document.	
Meeting Papers	Non Compliance	L	Timely and compliant posting of notices. The Chair & vice Chair review papers as required	N	No action required	No action required	
Data Protection	Non Compliance	L	No policy or control mechanisms exist.	M	Remit of Finance & Resources Committee when adopted.	Council has policies. Must be adhered to	
FOI	Non Compliance	L	No policy or control mechanisms exist.	M	Remit of Finance & Resources Committee when adopted.	Council has policies. Must be adhered to	
Equal Opportunities	Non Compliance	L	No policy or control mechanisms exist.	M	Remit of Finance & Resources Committee when adopted.	Council has policies. Must be adhered to	
Web site	Inaccurate or out of date information displayed	M	No policy or control mechanisms exist.	M	Communities Committee	Chair maintains site. Broader Council support required. Communities Committee must assume responsibility.	Clerk and another Councillor now trained; control mechanisms still required.
Internal Audit	Non Compliance	H	Inadequate. No ToR provided to auditor. Handover of clerk matters demonstrated ineffective control testing	H	New 20/01/14		F&R tasked with establishing policy & protocols

Signed: \_\_\_\_\_ Julian Green \_\_\_\_\_ (Chair)

Date: \_\_19<sup>th</sup> May 2014\_\_



<b>Physical Equipment</b>							
Play Area	Loss; damage; and 3rd parties	M	Annual inspection. Quarterly (or more frequent) inspection required	M	Communities Committee	Requires urgent attention. Annual inspection only. More frequent review required.	Have implemented volunteer checking on weekly basis but follow through process not yet firmly embedded.
Notice Boards	Loss; damage; and 3rd parties	L	Annual inspection. Quarterly (or more frequent) inspection required	M	Communities Committee	Responsibility to be agreed	
Green spaces	Loss; damage; and 3rd parties	M	Annual inspection. Quarterly (or more frequent) inspection required	M	Environment Committee	Environment Committee	
Street Furniture	Loss; damage; and 3rd parties	M	Annual inspection. Quarterly (or more frequent) inspection required	M	Planning & Highways Committee	P&H. Recent review has upgraded assets. More still to be done. Budget to be found.	
Meeting Location(s)	Health & Safety	M	Usually held within Village Hall premises. A review of facilities, and insurances etc. is required.	M	Remit of Finance & Resources Committee when adopted.	Remit of Finance & Resources Committee when adopted.	
Allotments	Health & Safety	M	Annual inspection. Quarterly (or more frequent) inspection required	M	Environment Committee	Environment Committee	
<b>Council Records</b>							
Paper records	Loss; damage	M	Currently kept at Clerks home address, this affords no special protection.	M	Remit of Finance & Resources Committee when adopted.	F&R. Plan to be agreed	
Computer records	Loss; damage	M	Currently kept at Clerks home address, this affords no special protection. Compute storage is not routinely secured.	M	Remit of Finance & Resources Committee when adopted.	F&R. Plan to be agreed	
Prepared by Julian Green 14/02/2014 (revision v.04)							

Signed: \_\_\_\_\_Julian Green\_\_\_\_\_ (Chair)

Date: \_\_19<sup>th</sup> May 2014\_\_



**Document 1 - DPC 17/03/14 Police Report 1930 hrs**

Apologies but there is no officer available to attend the meeting tonight. Please accept the below police report. Any issues raised in the meeting let me know.

**Update on SNT Members**

Inspector Tony Abigail (based at Wymondham police station)  
Sgt Peter LOWNDES-BURT  
PC Penny FARROW  
PCSO Kevin NIGHTINGALE  
PCSO Chris ROSE

**Over the past month there have been 31 crimes in Ditchingham**

9 Assault Occasioning Actual Bodily Harm  
2 Theft From A Motor Vehicle  
4 Theft If Not Classified Elsewhere  
1 Burglary Dwelling with Intent  
1 Burglary Dwelling  
4 Burglary in a Building other than a Dwelling  
2 Attempted Burglary in a Building other than a Dwelling  
2 Robbery (Personal)  
3 Other Criminal Damage to A Dwelling  
1 Other Criminal Damage To A Vehicle  
2 Other Criminal Damage

There have been a total of 119 incident calls from residents of Ditchingham

**Our current priorities in the Ditchingham area are**

1, ASB and underage drinking at youth shelter.

PCSO 8393 Christopher Rose  
Safer Neighbourhood Team – Loddon

**Document 2 - Planning Committee Report**

The Advisory Committee met on February 26<sup>th</sup> to consider two planning applications.

**1. The Maltings, Ditchingham**

Proposal: **Changes to blocks A, E & L to meet increased demand for smaller properties. Total number of dwellings changing from 105 to 108**

Councilors' agreed, unanimously to recommend the application for approval

The following comments were appended to the response:

The Council requests that the Broads Authority liaise with the developer to ensure that the following matters have been fully considered over the whole development:

- i) Where residents' refuse bins will be kept and how they will be collected
- ii) Whether, with the increased number of dwellings, sufficient onsite parking is being provided

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Date: \_\_19<sup>th</sup> May 2014\_\_



- iii) Parking for visitors
- iv) Whether earlier calculations on the impact of increased traffic have been reviewed in the light of the increased number of dwellings

**2. All Hallows Convent, Belsey Bridge Road, Ditchingham**

Proposal: **Conversion of former convent to residential accommodation with ancillary retail and admin activities and all associated internal and external works**

Councilors' agreed, unanimously to recommend the application for approval

The following comments were appended to the response:

Some Councillors thought that some of the supporting papers, with the plans, were so dated and/or irrelevant as to be misleading.

\*\*\*\*\*

This meeting was followed by a meeting of Ditchingham Parish Council Planning and Highways Decision Committee (**Open to the public**)

1. Public participation –NO MEMBERS OF THE PUBLIC ATTENDED.
2. Make a response to the planning applications considered at the earlier meeting

All the decisions of the Advisory Committee were ratified.

THE OUTCOMES OF THE TWO APPLCATIONS ARE STILL PENDING

Other Updates:

Plans for 1 Yarmouth Road were approved and work is under way.  
Plans for 4 new builds in Lamberts Way (recommended for refusal by DPC and refused by SNC) were given approval on appeal.

As requested by the Council, I contacted the police again (using a FOI request) about the accident on 11.11.13. Eventually I received a verbal reply from a forensic accident examiner. The notes I made of the conversation are available but, in short, the state of the road was not a factor in this particular incident.

I visited the owner of the burger van in the B1332 layby to ask him to remove the large notices advertising Christmas goods for sale; he denied they were his. I have since removed them. The burger van has not been there for about three weeks; I shall try to get the Portaloo removed.

I reported the abandoned car parts, on the roadside banks at bottom of Hollow Hill to SNC. They have been removed.

We received a letter of complaint about car parking and offensive behaviour in Green Lane on the occasion of a cycling event on The Heath. Despite my efforts to talk with officers of the cycle club involved I have not made any progress.

I have been in touch with Hastoe Housing over a hazard, reported to me by Cllr Mison, in Lower Wells Place. An empty electrical cabinet has been left there unused.

Signed: \_\_\_\_\_Julian Green\_\_\_\_\_ (Chair)

Date: \_\_19<sup>th</sup> May 2014\_\_



The Advisory Committee met again on Monday 3<sup>rd</sup> March to consider outstanding highways issues. A long list of faults was drawn up. This has been sent to NCC. It is expected that some items will be attended to by the Highway Rangers (possibly this week) while others will need Bob Edwards' input. The list is available.

**Document 3 - Community and Local Development Report**

The committee met to arrange a meeting for applicants for the S106 money. A letter was drafted which will be sent out shortly. We are inviting applicants to a meeting on April 29<sup>th</sup> at 7 30pm in the village Hall. Bids from interested parties will be assessed by the committee. It would be helpful if Parish Councillors would like to submit their wishes of how the money should be spent. We wish to make the process as fair as possible so that villagers feel their wishes are being considered.

A litter pick in the village has been booked in again for April 26<sup>th</sup>. As last year posters will go up and we hope as many volunteers as we can find will come. Sadly the village is looking quite full of rubbish again so it is needed. Gill is co coordinating the morning and equipment is being provided.

We are short of members on our committee at the moment so perhaps the newer Parishioners might like to join!

Councillor Jane Chadd

**Document 4 - Maintenance and Environment Report**

The safety checks on the play areas are still being carried out and the parish council are grateful to all those parishioners who have signed up to monitor these areas.

The checks are very thorough and the council will action those items based on how urgent they are deemed. These will range from general maintenance to urgent repairs which will be carried out ASAP. We will continue to look at how we can improve and add to the facilities at both the sites in the village

I had a meeting with the estate manager for All Hallows who was concerned about a tree which was damaging the wall adjacent to their store and the main entrance to the day centre. The tree was pushing the wall out of line and over time would have caused a collapse.

The council are grateful to councillor Mulley who volunteered to remove the tree and save the parish council a considerable sum.

All Hallows have repaired the wall adjacent to the skate park which will prevent access to the rear of the hospital store from the skate park. It is hoped that no further instances of damage to the roof of the store from objects being thrown from the skate park.

I was asked to meet with Julie Cole Land agent for Ditchingham Estate on Broome Heath. I was shown the plans for the erection of an otter proof fence around two of the lakes on the heath. Julie also walked me round the proposed route. I asked for clarification as to public access and this was given. I suggested that it would be beneficial for her to come and speak to the parish council and the public at our next meeting and she agreed.

The allotments continue to be well used. There are some plots which look as if they have not been worked for some time. These will be monitored through this

Signed: \_\_\_\_\_Julian Green\_\_\_\_\_ (Chair)

Date: \_\_19<sup>th</sup> May 2014\_\_



season and notice given to those who are not maintaining their plots.

The cemetery continues to be well maintained.

Councillor R A Kirkpatrick

**Document 5 - DPC Finance & Resources ADVISORY Committee Report**

Following the January 2014 meeting the Finance & Resources ADVISORY committee (F&R Advisory) undertook to revise the Risk Register, particularly in respect of matters concerning internal audit and the system of internal control and to propose review arrangements for internal audit. These matters were addressed by F&R Advisory and papers circulated between members with revisions made as necessary. The papers as circulated at this meeting are therefore assumed as previously approved by F&R Advisory.

Councillors will be aware that Agenda item 6, System of internal control, has already been concluded this evening.

Councillors will note that this report under Agenda item 11, presents the Risk register, an update of which was circulated with the Agenda. Councillors are asked to note its content, and if appropriate to challenge any aspect of it, after agreement it will be posted on the Council's web site.

Also Councillors have been appraised earlier this evening of the appointment of a new litter picker. Employment matters are delegated to F&R Advisory, and Councillors are advised that in accordance with the requirements of the Employment Rights Act 1996 and H&S legislation that the litter picker has been issued with a memorandum of employment, safety instructions and the requisite risk assessment documentation. Council Employees line management reporting is to the Clerk.

Julian Green  
Chair, DPC. Finance & Resources ADVISORY committee

**Document 6 - Pauline Allen District Councillor Report**

John Smith - I would like to pay tribute to John for his friendship and help both when I first became the local member and throughout the last 7 years.

Lamberts Way

Last Friday (14 March) SNC challenged the planning inspectorate decision regarding Lamberts Way. This decision has serious implications for the village as it in effect sets aside the development boundary and opens the village to speculative development. This is an important challenge not just locally, but also nationally and is, apparently, the first challenge to the PPF.

Litter pick

1. SNC officers are carried out a litter pick along the A143 and the B1332 layby as requested. For a short time the A143 looked a lot better but rubbish has built up again in the Broome area probably because of the use of the lay-bys by motorists who do not take their rubbish home.
2. The SNC Litter pick event is currently live and I am pleased that Ditchingham will be taking part in this event.

CIL (Community Infrastructure Levy)

The new scheme will be implemented in May. This means that builders will be charged a levy of £75 per square metre on all new builds that are given planning

Signed: \_\_\_\_\_Julian Green\_\_\_\_\_ (Chair)

Date: \_\_19<sup>th</sup> May 2014\_\_



permission after May 1st 2014. 15% of this will be paid directly to PCs. The expected average CIL charge per dwelling is approximately £1,100.

**Budgets for SN local members**

It was agreed at a recent committee meeting to recommend the following to SNC Cabinet

1. Neighbourhood Boards will be disbanded.
2. Each of the 5 district areas will have a champion. The champion will hold a budget of £25k for his/her area to be used in close discussion with local members.
3. Each local member will have a budget of £1k to use in his/her Ward.

The details and criteria are currently being worked out so that the scheme can be implemented in May.

Other issues I have worked on include

Signage for the Belsey Bridge Conference Centre

Good Neighbour Committee

Problems with Lower Wells Close

Maltings development

Problems with telephone coverage

Pauline Allen

District Councillor for the Ditchingham and Broome Ward

Signed: \_\_\_\_\_Julian Green\_\_\_\_\_ (Chair)

Date: \_\_19<sup>th</sup> May 2014\_\_