



**Minutes of Ditchingham Parish Council Meeting
Monday 21st July 2014 – 7:30 p.m.
Ditchingham Village Hall**

**Action
by:**

Councillors present: Julian Green - Chair (JG), Keith Weston- Vice Chair (KW), Rev. Reg Kirkpatrick (RK), Colin Mison (CM), Gillian Ogden (GO), Richard Mulley (RM), Stephen Read(SR), Brendan Bernard(BB), Sally Chapman (Clerk/RFO).

Also present were: District Councillor Pauline Allen and two members of the public.

Parishioner Question Time opened with the Chair welcoming those present.

A. The Dip - DPC was addressed by a parishioner with concerns of broken glass, bottles, rubbish and drunken behaviour on the Dip. Councillors advised a Litter Picker was employed for 2.5 hours per week and at this time of year when the Play Area was in use there would be more rubbish than normal. SNDC also empty the bins weekly and should clear up any glass. Two Councillors and a parishioner volunteer also regularly litter pick the play areas, but it is a problem in the summer months. The District Councillor also advised to inform the local police of the drunken behaviour. A remark was passed that broken glass presented a risk for young children and others. Given the Fete at the weekend the Chair asked the Clerk to inform the Village Fete organisers that it was their responsibility to check the Dip for glass.

Clerk

B. B1332 - DPC was addressed by a parishioner with concerns about the accidents history this year on the B1332 from Froggs Hall to the bottom of Hollow Hill. The Chair requested that KW gave that part of his report concerning the B1332 in the public part of the meeting to allow the District Councillor to contribute and also that he [the Chair] had a personal interest in the subject matter (as residing at Froggs Hall). KW advised that NCC highway engineers has scheduled deep asphalt patching in the defective areas in spring 2015 but it may delay surface dressing. KW to follow up as Councillors thought the road needed remedial work sooner. There had been some email communications between the vice Chair and Mr Green (acting in a personal capacity) and County Councillor Somerville and this was conveyed to the meeting. Councillors considered the situation, particularly Cllr Somerville's response, unsatisfactory and the Chair suggested this subject should be now closed in the public session to be continued in the meeting proper. RM informed the drains were full of grit and need to be cleared asap to allow drainage.

KW

This session closed at 7.55pm.

MEETING PROPER

1.Apologies for absence

Jane Chadd and Vic Cossey – Received.

2.Pecuniary Interests

None.

3.Minutes of the 19 May 2014 meeting

The minutes of the meeting had been circulated previously. **Proposal: minutes to be "taken as read and agreed as correct" - proposed KW; 2nd GO, unanimous.**

Minutes signed by the Chair upon completion of the meeting.

**4. Matters Arising**

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

4a. To Do List

The Clerk read out a list of outstanding items that have previously been noted as requiring the Council's attention and action. Councillors updated the Clerk on actions taken. This list will be revisited at future meetings.

4b. Play Area Safety Checks

The Chair voiced concerns over the Play Area checks, which should be completed by Ditchingham volunteers. The volunteers are not completing the checks and DPC has obligations to evidence the checks are carried out for insurance purposes. KW suggested adding this item to the September's agenda.

Proposal: to add Play Area Safety Checks to September Agenda - proposed RK; 2nd JG, unanimous. The Chair asked RK/KW to put in place some interim measures.

Clerk
RK/KW

5. To confirm Councillor's individual responsibilities and also in respect of Sub Committee and Working Party activity

The Chair reminded Councillors of their roles and responsibilities as Councillors and working in Sub Committees and with the Sub Committee Chairs. The Chair stressed that individual Councillors must not purport to represent the Council, if the Council has not decided a course of action or given delegated authority.

6. To consider for adoption the revised Cemetery Policy and Fees schedule(as circulated)

Councillor Kirkpatrick informed the Councillors the policy had been drafted after considering other cemetery policies and would be used by funeral directors and grave diggers. The plan of the cemetery had been updated and the reserved plots will now be marked. Plots will be used systematically. The plot, policy and fees will be display in the Lych Gate.

Proposal: to accept the Cemetery policy - proposed KW; 2nd RM, unanimous.

Clerk

The Cemetery fees had been reviewed last year and these fees will be carried forward and reviewed again next year. The Chair advised DPC may need to charge VAT on memorials (Clerk waiting for confirmations from SNDC) and to conclude this fact before adopting. It was agreed, if applicable, VAT will be added to existing fees.

Proposal: to accept the Cemetery Fees (and VAT if applicable) - proposed BB; 2nd RM, unanimous.

Clerk

7. To receive reports (if present) from:

7a. Police – not present, report received by email and read by Chair.

7b. Others- none

8. Finance**8a. Approve cheques** [Annex A]

The Clerk referred to the cheque list (previously circulated) for approval.

Proposal: to approve cheques - proposed RK; 2nd KW, unanimous.

8b. Receive a report by the RFO [Annex B].

The Chair updated Councillors on the Outturn, Budget and Forecast.

8c. Update on Internal Audit

The Clerk informed Councillors the Internal Auditor had been appointed and had collected the required information that evening to complete the 1st quarter's internal audit.

9. Planning Committee Report(full report doc. 1) KW reported the committee had not met since the last full Council meeting. There were three new planning



applications:

- 1. Waveney Road** – summerhouse. Recommended for approval.
- 2. Pirnough Street** – The Old Grain Store. No comment.
- 3. The Maltings** – further amendments and change of plans to better meet the market conditions. Recommended for approval.

10. To inform the Council of the need for Succession Planning. The Chair advised Councillors of the need for succession planning in the Parish Council. Since the last election there has been a turnover of Councillors and currently there is one casual vacancy, which the Council has been unable to fill despite reasonable effort. The next election will be in May 2015 if there are more than 11 nominations. It was discussed that the Council must elevate the profile of Councillors their roles in the Community. In the past the Chair, Vice Chair and District Councillor tried to engage the Community in Community Led Planning, with no uptake. KW asked if any further actions will be taken to fill the casual vacancy this term and suggested no action is taken.

Proposal: no further action to fill casual vacancy -proposed RM; 2nd BB, unanimous.

KW agreed with the Chair's views expressed at item 5 on the agenda; there is a distinction between the Council, the Committees and individuals and the need to be clear, when completing tasks around the village, that sometimes we are working as individuals and not as instructed by the Council. We do need to take steps to advise parishioners that in May 2015 there is a chance for others to take on a Councillor role. GO stated; people do not always understand what the Council does and that is what we need to inform them. Chair; if we do nothing there may not be a council in May 2015, so we must take on some responsibility to promote the Council and the role of a Councillor.

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

11a Planning & Highways Councillor Weston read out his report (full report doc. 1)

- Two heavy empty electrical cabinets in Lower Wells Close have been removed.
- B1332 Given the views expressed in the public part of the meeting KW enquired how he should respond, recognising that he implied no criticism of Bob Edwards, Highways Engineer. After some further discussion the Chair summarised his understanding of the Council's view. KW was asked to write to County Councillor Somerville expressing the Council's dissatisfaction with her response (to be copied widely to include: the Leader of the Council, Chief Executive of the Council, District Councillors, Local MP, and others.) Before sending, the wording of the letter to be agreed by members of the Planning & Highways Committee.

Proposal: to send letter to County Councillor Somerville - proposed JG; 2nd RM, unanimous.

- Waterside Maltings – pedestrian walkway does comply with the original plans.
- Parishioner communication re dangerous crossing area from Ditchingham Dam to Pirnough Street. DPC is already aware of this issue.
- Parishioner communication re vegetation covering 'no through road' sign at Ditchingham Dam and large lorries U-turning. Vegetation now cut back.
- Speed Awareness Monitoring – 27 hours monitored on weeks beginning 9th and 16th June. Thanks recorded to Cllr Mulley. Most drivers driving at or below speed limit, many slightly above and a significant minority

KW



<p>driving well above a safe speed.</p> <ul style="list-style-type: none"> • Parishioner communication re land to east of The Maltings. The Broads Authority has said this will be the responsibility of the management company which will “put it to good use that will have a number of both ecology and community benefits.” • Properties in Station Road were flooded on 10th July. One resident visited The Maltings developers to ensure the new works were not “to blame” and received a written assurance that no surface water (from the site) is being discharged into the foul water system. Anglian Water sanitised the properties. KW to contact Anglian Water to ask for an explanation of what went wrong and what steps are being taken (and when) to prevent such problems in the future. • Parishioner communication re the lower branches of the trees along Station Road need trimming, when wet they dip and can obstruct pedestrians. KW to seek guidance on whether the Council will take any immediate action. 	<p>KW</p>
<p>11b Local Development Councillor Ogden read the report (full copy doc. 2)</p> <ul style="list-style-type: none"> • Suggestions for the Section 106 money were sent to Alison McNab at the Broads Authority. She is expected to offer a view on the suitability of the schemes recommended, by DPC, for support. • Councillor Bernard has joined the Local Development Committee. • The Ditchingham village fete is on 27th July, the organisers are hoping for a good turnout. It was a good event last year. 	
<p>11c Maintenance and Environment Councillor Kirkpatrick read out his report (full copy doc. 3)</p> <ul style="list-style-type: none"> • Allotments -a well-used amenity for residents and on the whole well maintained. The police have offered advice to allotment holders regarding security. • Cemetery - there was a complaint about the grass cutting, but this was due to a mechanical problem with machinery. • Cemetery - the Lych Gate at the entrance to the cemetery needs to be refurbished and quotes are being obtained. • The Dip – the goal posts have been relocated but the posts have not set sufficiently so this is to be rectified ASAP. • The Dip - youths damaged a tree by the skate park and were reported to the police. Motorbikes were being taken down onto the skate park, registrations were taken and police contacted the youths. Youths were attempting to light a fire in the area and police were contacted immediately. • Cycle Club - it has been agreed to allow the cycle club to use the Dip for parking in December. Clerk to send letter of conditions. • The Dip - All Hallows used it last week to encourage people to exercise at work and displayed pieces of equipment. All Hallows Fete is going to be held in September. Councillors asked the Clerk to remind the organisers, dogs are not allowed on the Dip. • The Dip – as a result of the Dip being used, more rubbish is being generated. It was suggested the PC to pay the Litter Picker to visit more frequently over summer, or rely on public spirited individuals to collect litter. • Thwaite Road Play Area - well used and as in the Dip there is a build up of rubbish, another bin has been installed and a kind parishioner will check the area after each weekend. Damage to the safety surface was 	<p>RK RK/KW Clerk Clerk</p>



<p>reported caused by the Norse grass cutting team, who have agreed to replace the damaged section.</p> <ul style="list-style-type: none"> Annual (professional) inspection reports for both the Dip and the Thwaite Rd play areas have been received. The PC is awaiting a quote from Action Play & Leisure to make necessary repairs. 	RK
<p>11d Finance & Resources The Chair read out his report (full copy doc. 5)</p> <ul style="list-style-type: none"> The Chair & the Clerk met with the internal auditor and he accepted the appointment and the outline 'audit programme' for 2014-15 Councillors were informed that the annual review of: policies, risk register, assets register, financial regulations, standing orders etc. delegated to the F&R Committee has not been completed within the planned time frame (July meeting). The annual review will be ready to make recommendations (if any) for the September meeting. 	Chair
<p>12. To consider external reports</p> <p>12a. County Councillor Somerville had not provided a report. The Chair asked the Clerk to contact and ask when she will attend next.</p> <p>12b. District Councillor Allen read out her report:</p> <ul style="list-style-type: none"> Pirnough Street/Ditchingham Dam dangerous junction – the Broads Authority has advised they are no longer involved in this issue and it's now in the hands of the County Council, although the white lining has been completed. Three residents are forming an action group. Lower Wells Close – hedge is in a poor state; it has been reported to SNDC and is scheduled to be cut. Food Outlet B1332 – checked by Environmental Health and approved. Belsey Bridge Signage – 1 sign removed, 1 sign moved and the 3 remaining are approved. Recycling – from October, glass bottles and some plastics can be added to the green bin. The normal recycling centres will continue. 	Clerk
<p><i>Meeting adjourned 9:25pm for member of the public to make a remark. Reopened 9:30pm.</i></p>	
<p>District Councillor Allen continued:</p> <ul style="list-style-type: none"> Grants – 3 types available: <ol style="list-style-type: none"> £1,000 grant, need DPC ideas and will contact local groups, minimum funding £100. £2,000 Neighbourhood grant, DPC can apply with Councillor Allen's support. £25,000 Neighbourhood Chairman's grant, no application from anyone in Ditchingham as yet. Emmaus has been contacted and not, as they were not going ahead with some of their schemes. 	KW
<p>KW suggested deleting Emmaus bid off the S106 grants if they are not proceeding with the Community Repair, Reuse and Recycle facility. PA suggested contacting them regarding this proposal, KW agreed. Proposal: to delete Emmaus item from the S106 grant proposal (if they are not proceeding with the Community Repair, Reuse and Recycle facility) proposed KW; 2nd JG, unanimous.</p>	KW
<p>KW asked PA if any grants would be available towards the repairs to the Cemetery Lych Gate. PA stated she would find out and advise.</p>	PA
<p>13. Issues not decided by committees: None.</p>	
<p>14. Correspondence</p>	



14a Norfolk RCC newsletter and subscription - given to GO.
14b Play Equipment leaflet - given to RK.
14c Community Emergency Planning .The Clerk asked Councillors if they would like to attend the Community Emergency Planning Workshop on 30th July at River Waveney Study Centre. The Chair and RM agreed to attend. Clerk to book.

Chair/RM
/Clerk

15. Urgent Other Business

- RM raised issues concerning blocked drains on B1332 and, the telephone box, the bridleway near the cycle track, and the village sign. The Chair noted that these were important but not urgent (under this agenda heading) and that they would be progressed through the Committee procedures.

16. Confirmation of meeting dates

- Planning Committee meeting 18th August 2014 6:00pm (if required).
- Full Council meeting being 15th September 2014 7:30pm

17. Items for next agenda

None

The meeting closed at 9.38pm.

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

Annex	Description	Ref.
A	Cheques approved	8a
B	RFO Finance Report	8b

Documents Page

1. Planning Committee Report	258
2. Community and Local Development Report	259
3. Maintenance and Environment Report	260
4. DPC Finance & Resources ADVISORY Committee Report	261

**Cheques Approved [Annex A]****Ditchingham Parish Council****July 2014****Payments & Receipts, & Balances at bank.****£****Current account cashbook balance (as reported at last meeting)****20172.76****Cheques issued since last report**

Date	Cheque No.	Payee	Amount	
19/05/2014	101285	Marcus Sladden salary (Litter Picker)	88.56	
19/05/2014	101286	Clerk's May Salary	293.84	
19/05/2014	101287	Clerk's May's expenses/allowance	83.42	
23/06/2014	101288	Clerk's June Salary	400.40	
23/06/2014	101289	Marcus Sladden salary (Litter Picker)	88.20	
23/06/2014	101290	Mrs S Fairhead	82.03	
23/06/2014	101291	Clerk's June's expenses/allowance	120.99	
21/07/2014	101292	Norse Maintenance Play area	201.47	
21/07/2014	101293	Norse Maintenance Cemetery	620.00	
21/07/2014	101294	Norse Maintenance	223.75	
21/07/2014	101295	Norse Grounds Maintenance Six Monthly charge	512.02	
21/07/2014	101296	Norse Maintenance	223.75	
21/07/2014	101297	Mark Harrod Goal Post Nets	132.60	
21/07/2014	101298	Mark Harrod Goal Post pegs	8.40	
21/07/2014	101299	Play Inspection Company	150.00	
21/07/2014	101300	Norse Maintenance Play area	201.47	
21/07/2014	101301	Norse Maintenance Cemetery	620.00	
21/07/2014	101302	Mark Harrod sockets for steel	102.00	
21/07/2014	101303	ICO data protection registration	35.00	
21/07/2014	101304	Marcus Sladden salary (Litter Picker)	82.03	
21/07/2014	101305	Clerk's July Salary	322.90	
21/07/2014	101306	Clerk's July expenses/allowance	163.44	
21/07/2014	101307	Came & Company Insurance	1,111.85	
		Total		5,868.12

Receipts paid in since last report

29/05/2014	deposit	Mrs JE Gorbell - memorial	100.00	
29/05/2014	deposit	Mr J. Smiths - memorial	100.00	
29/05/2014	deposit	Mrs JA Cotton - memorial	100.00	
29/05/2014	deposit	Mrs PD Brown - memorial	200.00	
03/07/2014	deposit	Ditchingham Play Association	294.05	
		Total		794.05

Cashbook balance**15,098.69****Last Statement Balance 4 July 2014****19,891.40**



Unpresented cheques	4,792.71
Uncleared receipts	0.00

Cashbook balance (as above)	<u>15,098.69</u>
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**Business Saver
Account**

Balance c/f	4,508.37
Interest	0.56
Balance 27 June 2014	<u>4,508.93</u>

Total balance in both accounts	<u>£ 19,607.62</u>
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Annex B RFO Finance Report

Ditchingham Parish Council:

14-15 Out turn, Budget & Forecast

Year ended: **Q 02** **BUDGET** **F'CAST**
14-15 **14-15** **14-15**

Actual **OUT TURN** **BUDGET** **F'CAST**
 YR Ended **YR Ended** **YR Ended** **YR Ended**
 31/03/2014 **31/03/2015** **31/03/2015** **31/03/2015**
 Fin Yr13-14 **Fin Yr 14-15** **Fin Yr 14-15** **Fin Yr 14-15**

20,000	Precept	12,500	25000	25,000
0	Increase in Precept		0	0
0	New Strategies		0	0
0	General reserve increase		0	0
2,091	SN Transition monies	2,604	0	2,604
5	Interest	0	5	5
2,800	Burial fees	1,300	2200	2,200
216	Allotments	0	275	275
1,159	Recreation Grounds	0	1300	1,300
0	Honorarium		0	0
0	Miscellaneous		0	0
598	Recycling	185	200	200
2,979	VAT	0	2000	2,000
29,848	Income	16,589	30,980	33,584
1,305	General Reserve	10,692	11434	11,434
3,000	Play Area	142	0	0
4,305	Reserves B/ Forward	10,834	11,434	11,434
34,153	Available Resources	27,423	42,414	45,018
2,869	General Admin	96	2500	2,500
4,556	Clerks Employment Costs	1,910	5000	5,000
0	Clerks home office	127	1000	1,000
0	Section 137		0	0
500	Parishioner		750	750
100	Allotments	0	150	150
3,613	Burial Grounds	1,550	3800	3,800
3,226	Village Tidy	1,515	3000	3,000
0	Honorarium		0	0
2,168	Recreation Grounds	1,943	2800	2,800
1,500	Increase Play reserve	2,500	2500	2,500
0	New Strategies		2000	2,000
0	Charge Against reserve		0	0



0	Play area maintenance	0	1000	1,000
0	Bus Shelter		500	500
140	Miscellaneous	259	1000	1,000
0	Transfer to reserves		0	0
0	Other estimated costs		1000	1,000
1,788	VAT	710	2000	2,000
20,461	Expenditure	10,609	29,000	29,000
13,692	Reserves C/ Forward	16,814	13,414	16,018
13,692	General Reserve	16,814	8414	11,018
-2,858	Reserves expended (play area)	2,500	2500	2,500
4,500	Play Area	2,642	2500	2,500
-4,358		0		
	New Strategies			
10,834	Reserves (as above)	19,314	13,414	16,018
904	VAT receivable	710	0	0
11,738	Total Reserves	20,024	13,414	16,018
10,692	General Reserve	16,672	8,414	11,018
142	Play Area Reserve	2,642	2,500	2,500
0	New Strategies	0	0	0
10,834		19,314	10,914	13,518



Document 1

DITCHINGHAM PARISH COUNCIL

Planning & Highways Advisory Committee/Decision Committee

Chair's Report for the July 2014 Parish Council Meeting

PLANNING

The Committee has not met since the last full Council meeting.

Three new plans: Waveney Road application for a summerhouse in the garden. Decision by committee – to recommend for approval.(Unan.)

PirnoughStreet application, to BA, for internal changes to The Old Grain Store.Probably not in our parish but made response as Chair, “No Comment.”

The Maltings: Further amendments. These plans were received after notice of this meeting was posted. They were viewed by the committee immediately prior to the meeting.

One decision: Changes to **The Maltings** plans to better meet the market conditions were recommended for approval by this committee. The Broads Authority has approved the changes.

Re plans for 4 new builds in Lamberts Way which, were recommended for refusal by DPC and were refused by SNC but were given approval on appeal to Sec of State: Up to date news will be given in our District Councillor's report.

GENERAL

Two heavy empty electrical cabinets left unused in Lower Wells Close have, at last been removed by Hastoe Housing.

B1332

I am indebted to Cllr. Mulley for this information. During 2014 there have, so far, been **eleven** road traffic accidents on the stretch of road between Froggs Hall and the bottom of Hollow Hill:

- 03.01.14 Car rolled over at bottom of Hollow Hill (No injuries)
- 24.01.14 Car in field between Drapers Lane and top of Hollow Hill
- 01.02.14 Single car accident (No injuries)
- 25.02.14 Single car accident, Hollow Hill
- 25.02.14 Norwich bound PO lorry struck rear of car waiting to turn right into Church Lane. Roof cut off car to release occupants who were taken to hospital
- April 14 Car in oil seed rape field at bottom of Hollow Hill
- 26.04.14 Hollow Hill.4x4 out of control. Cllr Mulley, who was litter picking, was almost struck but went on to warn other drivers of the blocked road. His actions averted a worse accident. (No injuries)
- 28.05.14 Single car accident, Hollow Hill. Driver had cuts and bruises.
- 08.06.14 Car upside down in garden opp. Froggs Hall
- 06.07.14 Car rolled on bend, Hollow Hill. (No injuries)
- 06.07.14 Car rolled.Hollow Hill. (No injuries)

I have kept NCC highway engineers informed but it is clear that resources are not available, at this time of cutbacks, to remedy the problems with this road (surface) which some Cllrs., drivers and police officers think contribute to the accidents. As well as the distress, inconvenience and cost to those drivers involved in these incidents there is the huge cost of police, fire, ambulance and hospital responses. I copy my communications to our County Councillor because it is politicians, not highways engineers, who decide what resources are available.

WATERSIDE MALTINGS



The pedestrian walkway planned to cross The Beck at Ditchingham Dam does comply with the original plans. The developer is awaiting delivery of the new bridge which will allow completion of the crossing.

PIRNOUGH STREET/DITCHINGHAM DAM JUNCTION

We have received a communication from a resident who says it is dangerous to cross from Ditchingham Dam across Pirnough Street. She has written to Pauline Allen, The Broads Authority and NCC. This resident makes the case we have already made at length.

Another resident wrote to us about drivers of large lorries missing the “no through road” signage and having to turn round at the entrance to Falcon Lane. The “no access” bar on the sign was obscured by vegetation. I have cut it back.

SPEED AWARENESS MONITORING (SAM)

The SAM was deployed at a number of sites in the parish w/b 09/06/14 and 16/06/14. Cllr Mulley did some 23 hours and I did 4! I record the Council’s thanks.

Full data is available on paper but the machines did not log data. I have asked SNC for info on how many SAMs are in full working order.

I am pleased to report that the majority of road users were driving at or below the speed limit. Many were slightly above the limit and, worryingly, there was a significant minority driving well above the safe speed.

PARISHIONER MATTERS

A parishioner enquired about the land to the east of The Maltings. We, in turn, made enquiries and have learned, from the BA, that this area will be managed and maintained by the Management Company. “The land, and its future use, has been identified as an integral part of the overall development of this site and therefore there will not be an opportunity for it to be used as allotments or for any other community use as suggested by your parishioner. However I am confident that the proposed uses and Management Schemes will ensure that this land is put to good use that will have a number of benefits to both ecology and the community. “

On 10th July a small number of properties in Station road were affected by flooding. Following torrential rain gardens and some ground floor rooms were affected by foul water. One resident visited The Maltings developers to ensure that the new works were not “to blame.” He received a written assurance that no surface water (from the site) is being discharged into the Foul Water System. Anglian water took steps to sanitise the properties. I have written to Anglian Water to ask for an explanation of what went wrong and to ask what steps are being taken (and when) to prevent such problems in the future.

A parishioner (Frank James, who is still the Council’s Tree Warden), has said that the lower branches of the trees along Station Road need trimming. When they are wet they dip and can obstruct pedestrians. I seek guidance on whether the Council will take any immediate action.

Document 2

COMMUNITY AND LOCAL DEVELOPMENT REPORT 21st JULY

There is not a great deal to report since the last meeting.

Suggestions for the Section 106 money were sent to Alison McNab at the Broads Authority. I spoke to her on the 18th July and got an update. She will contact Norfolk County Council and PJ Livesey to determine how many houses have been sold and when the money is forthcoming. Also she will have a look at the schemes to see if they qualify. She plans to get back to us soon.

Brendon has kindly agreed to join the committee and we look forward to working with him.

The Ditchingham village fete is on 27th July which we hope all the councillors will go to if they can. It was a really good event last year.



Document 3

Report from Maintenance & Environment Committee

Tabled Chair's Report for July 20th 2014 Parish Council

Allotments:

These continue to be a well-used amenity for residents and on the whole are well maintained. The police have offered advice to allotment holders regarding the security of their sheds and the equipment they store there.

Cemetery:

There was a complaint about the grass cutting from a relative but this was due to a mechanical problem with machinery. The clerk dealt with this.

The lychgate at the entrance to the cemetery needs to be refurbished, mainly painting. I am obtaining quotes for this. The first has come in at £850 for the lychgate with a further £350 for the metal gate fence and double gates into the cemetery. I should have the other quote for the meeting for councillors to consider.

The Dip:

The issue with the position of the goal posts on the Dip was looked at and the consensus was that they should be relocated. Since moving no further instances of balls going into gardens have been reported. The relocation (on a very hot day) has not been so successful in terms of the posts not having set sufficiently so that is another job on the list.

We have had instances of youths damaging a tree by the skate a member of the public took photographs at the time and these were passed on to the police. There are also motor bikes being taken down onto the skate park, registrations were taken and these were also passed to the police who contacted the youths. It was reported that youths were attempting to light a fire in the area, police were contacted immediately. I have had no feedback from them from the incident.

It has been agreed to allow the cycle club to use the Dip for parking to avoid the chaos of last year. All Hallows are also using it for their fete and of course Ditchingham's fete on the 27th July. All Hallows also used it last week to encourage people to exercise at work and took down a number of pieces of equipment to the Dip.

The other issue in the Dip is as a result of it being used so much; the amount of rubbish generated in the area. We either have to pay our village cleaner to visit more frequently or rely on public spirited individuals to visit occasionally.

Thwaite Road Play Area:

This continues to be very well used and as in the Dip there is a build up of rubbish but we have installed another bin and a parishioner has said he will check the area after each weekend.

Damage to the safety surface was reported which was caused by the Norse grass cutting team. I met on site with a representative and he agreed that that was how it was damaged and agreed to have to section replaced.

Having had the extensive inspection report for both the Dip and the Thwaite Rd play areas I have asked Action Play & Leisure to quote for some of what could be considered the most pressing work. I am awaiting their quote and will meet on site when they visit.

Some of the work can be DIY as the budget wouldn't cover all the work. But none of the items would result in injury, we will work through them as time and money allow.

Reg Kirkpatrick Maintenance & Environment



Document 4

Ditchingham Parish Council

Report from the Finance & Resources ADVISORY Committee: 21st July 2014

1. The Committee has not met since the last meeting.
2. The Chair & the Clerk met with the internal auditor (Mr. Paul Austin) where he accepted appointment for the year 2014-15 and the outline 'audit programme' for 2014-15 as discussed at the May 2014 meeting (this being noted as business separately on the Agenda).
3. The Council are asked to note that the annual review of: policies, risk register, assets register, financial regulations, standing orders etc delegated to the F&R Committee has not been completed within the planned time frame (i.e. reporting to this July meeting). This will be corrected with the Advisory Committee meeting before the September meeting to consider the issues for review and preparing the necessary recommendations (if any) for the September meeting.

Julian Green

Chair, Ditchingham Parish Council