



<p align="center"><b>Minutes of Ditchingham Parish Council Meeting Monday 15<sup>th</sup> September at 7.30pm Ditchingham Village Hall</b></p>	<p align="center"><b>Action by:</b></p>
<p><b>Councillors present:</b> Julian Green - Chair (JG), Keith Weston - Vice Chair (KW), Rev. Reg Kirkpatrick (RK), Colin Mison (CM), Gillian Ogden (GO), Richard Mulley (RM), Jane Chadd and Vic Cossey.</p> <p><b>Clerk:</b> Sally Chapman (Clerk/RFO).</p> <p><b>Also present were:</b> County Councillor Margaret Somerville, PCSO Chris Rose and four members of the public.</p> <p><b>Parishioner Question Time</b> opened with the Chair welcoming those present.</p> <p><b>A. B1332</b> Councillor Weston gave a summary of DPCs concern of the stretch of road from Frogs Hall to the bottom of Hollow Hill and informed the meeting that 15 accidents have taken place this year alone. This issue has been raised over many years with NCC Highways with the Council requesting road improvements. A new "Accident Black Spot" sign has been installed.</p> <p>Councillor Somerville who had raised matters with NCC Highways stated NCC Road Casualty Reduction Team keeps statistics on serious accidents and from the 2011-2013 data most of the accidents occurred in rainy and poor weather conditions. NCC Highways are in favour of improvements surfacing dressing the road, re-alignment and improved road markings scheduled for summer 2015 at a cost of £20,000. She advised it would cost an estimated £500,000 to straighten the road, which was not an option.</p> <p>The Chair stated accidents happened from Frogs Hall to the Hollow Hill bend and asked which section of the road would be improved. Councillor Somerville informed from the top of the hill to Hollow Hill bend. The Chair asked if it was because of budget cuts why the works could not be more comprehensive. Councillor Somerville stated NCC is making cuts everywhere and not just in this area. RM stated the road needed to be dug out on Hollow Hill where the road was higher than the pavement. Councillor Somerville said she would find out exactly the intended improvements planned for the B1332. Councillors gave a vote of appreciation to Councillor Somerville for her hard work on this issue.</p> <p><b>B. Tunneys Lane</b> A parishioner raised concerns of speeding traffic in Tunneys Lane, vehicles parked in Loddon Road by Broome Heath and asked if the 30mph speed limits could be joined. Councillor Weston informed it was a 60mph speed limit in Tunneys Lane so little could be done, but acknowledged the 30mph speed signs were approximately 300 metres apart and would investigate if these speed limits could be joined. Some of the parking at Loddon Road was on a tarmac area and not on the highway, but requested PCSO Rose to investigate and see if there was any illegal parking. It was stated large vans caused the most problems, especially at weekends. The Chair said DPC would ask Ditchingham Estates to remind visitors to park safely.</p> <p>This session closed at 8.00pm.</p> <p><b>MEETING PROPER</b></p> <p><b>1. Apologies for absence</b></p>	<p>MS</p> <p>KW</p> <p>Clerk</p>

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



Received from Stephen Read, Brendan Bernard and District Councillor Allen.

## 2. Pecuniary Interests

None.

## 3. Minutes of the 21 July 2014 meeting

The minutes of the meeting had been circulated previously.

**Proposal: Minutes to be "taken as read and agreed as correct."  
Proposed RM; 2nd RK, unanimous.**

Minutes signed by the Chair upon completion of the meeting.

## 4. Matters Arising

### 4a. To report matters arising from the minutes, not on the agenda nor included in committee reports

None.

### 4b. 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 since the last meeting. This list to be revisited at future meetings. Clerk to email Councillor Allen re grant for Lych Gate maintenance.

Clerk

## 5. To consider the membership of committees

### 5a. Committee membership

It was confirmed Councillor Bernard would join the Local Development committee.

## 6. To consider for adoption the Allotment Policy and revised Tenancy Agreement (as circulated)

Councillor Kirkpatrick informed the Allotment Policy and Tenancy agreement had been updated and all allotment holders would be posted a copy of the policy and tenancy agreement before the renewal date on 1<sup>st</sup> October 2014.

### 6a. Allotment Policy

### 6b. Tenancy Agreement

**Proposal: To accept the Allotment policy and Tenancy Agreement.  
Proposed KW; 2nd GO, unanimous.**

### 6c. Revise allotment fees

It was decided to raise the allotment fees for a single plot from £9.00 to £10.00 per year and a double plot from £12.00 to £15.00 per year.

**Proposal: To raise the allotment fees (as above).**

**Proposed VC; 2nd KW, unanimous.**

The Chair asked the Clerk to check the Allotment insurance.

Clerk

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

### 7a. Police

PSCO Rose read his report (full report doc. 1) main points:

In the last three months eight crimes had been committed in Ditchingham and Police had received 118 calls from residents. It was reported there were low levels of anti-social behaviour, off road vehicle damage at Belsey Bridge crossroads and the church area is being monitored.

### 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 GO, unanimous.**

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

The Clerk updated Councillors on the Council's financial position.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



**8c. Update on Internal Audit** (full report doc. 2)

The Chair read out the 1st quarter’s internal audit report from the Internal Auditor. All was satisfactory.

**9. Planning Committee Report** (full report doc. 3) main points:

Councillor Weston reported the committee had not met since the last full Council meeting.

**9a Three new planning applications:**

- 1. 2 Crossways Cottage, Bakers Lane**
- 2. Wood Yard, Norwich Road**
- 3. 39 Ditchingham Dam**

All recommended for approval.

**9b One Decision:**

- 1. Changes to The Old Stables, Plum Tree Barn, Fen Lane**

SNC approved changes.

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

**10a Planning & Highways**

Councillor Weston read out his report (full report doc. 3) main points:

- B1332 as reported in Parishioners Question Time and two small improvements to the road: Some maintenance of the gullies has been completed including two replacements. A new warning sign “Think High Incident Accident Site” has been erected.
- BT Openworld has been contacted about the state of disrepair of the phone box and it has now been repaired.
- On 10th July a small number of properties in Station road were affected by flooding. After consultation with Anglian Water and NCC, residents have been advised to take the necessary precautions to protect their properties against flooding when torrential rain is forecast.

**10b Local Development**

Councillor Chadd reported:

- Alison McNab, Broads Authority has advised 25% of the S106 monies will soon be released after receiving further details from DPC.
- The Committee will be looking at ways to improve Broadband speed and will be researching transmitters.
- There would be a Local Development meeting in October to plan future events and ideas.
- Cllr Chadd agreed to submit a short piece for the October “Parishioner.”

JC

JC

JC

**10c Maintenance and Environment**

Councillor Kirkpatrick read out his report (full copy doc. 4) main points:

- Allotments - well-used and well maintained. The Clerk and I will be on site on Sunday 28<sup>th</sup> September 10-00-12.00noon to collect rent and receive signed agreement from allotment holders. We will then know how many allotments have been given up and can allocate to those on the waiting list.
- Cemetery - the Lych Gate has now been repaired and painted. The contractor will provide us with a report on the overall condition and council will have to consider putting funds aside for this work in the future. It was agreed to ask the contractor to paint the gates.
- Cemetery maintenance – the grass has just been cut and looks well, visitors have commented on how well the area looks.

RK

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



- The Dip - the goal posts are up and the net will be back in position this week. The hospital used the Dip on Saturday and left it as they found it. There is still rubbish in this area and the new Litter Picker is starting this week.
- Skate Park - there was an incident on the skate park last week which required an ambulance gaining access. There were no contact details of key holders on the gate; this has now been rectified with three key holders listed.
- Thwaite Road Play Area - well used and a kind parishioner checks each Monday and clears rubbish.
- Norse still have not repaired the damage to the safety surfacing. Clerk to follow up.
- Maintenance - major repairs listed on the annual report for the Play Areas will begin soon.

Clerk

**10d Finance & Resources**

The Chair read out his report (full copy doc. 5) main points:

- The committee had not met since the last full Council meeting.
- The annual review of policies, risk register, assets register, financial regulations, standing orders etc have been fully reviewed by the Chair and Vice Chair and are now available for comment by the remaining members of the Finance and Resources Committee. It is anticipated therefore that these will be distributed for approval at the November meeting.

**11. To consider external reports**

**11a. County Councillor Somerville**

As reported in Parishioners Question Time and emailed report (doc. 6)

**11b. District Councillor Allen**

Not present and the Chair read her report (full report doc.7) main points:

- Lambert's Way - the planning inspectorate is going to reconsider the planning issue. All nearby residents have received a letter with the relevant information to contact the inspector.
- Recycling – from October glass bottles and some plastics can be added to the green bin. The normal recycling centres will continue.
- Ward Members Budget – there is a small amount of uncommitted money. Any societies or projects can apply.

**12. Issues not decided by committees:**

None.

**13. Correspondence**

**13a.** Norfolk Link Councillor Booklet distributed by the Clerk.

**13b.** Rosedale invitation to a Macmillan Coffee Morning on Thursday 25th September 10.30-3.30pm and to view new premise. All invited.

**14. Urgent Other Business**

- RM reported a motorcycle accident on Wherry Bridge on Pirnough Street. The Clerk was asked to report the damaged bridge to Bungay Town Council.

Clerk

**15. Confirmation of meeting dates**

- Planning Committee meeting 20th October 2014 6:00pm (if required).
- Full Council meeting being Monday 17th November 2014 7:30pm

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



**16. Items for next agenda**

None

**The meeting closed at 9.10pm**

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

<b>Annex</b>	<b>Description</b>	<b>Ref.</b>
A	Cheques approved/RFO Finance Report	8a/8b
<b>Documents</b>		<b>Page</b>
1.	Police Report	268
2.	Internal Audit Report	268
3.	Planning Committee Report	269
4.	Maintenance and Environment Committee Report	270
5.	Finance & Resources Committee Report	270
6.	County Councillor Somerville's Report	271
7.	District Councillor Allen's Report	272

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



**Cheques Approved [Annex A]**

September 2014

Finance Report: Payments & Receipts, & Balances at bank.

Current account cashbook balance (as reported at last meeting) £ 15098.69

**Cheques issued since last report**

Date	Cheque No.	Payee	Amount
04/09/14	101301	Clerk's August Salary	342.28
04/09/14	101302	Clerk's August expenses/allowance	90.94
04/09/14	101303	Marcus Sladden salary (Litter Picker)	18.71
15/09/14	101304	Norse Maintenance	223.75
15/09/14	"	Norse Maintenance Play area	201.47
15/09/14	"	Norse Maintenance Cemetery	620.00
15/09/14	101305	Mazars fee	360.00
15/09/14	101306	Mark Harrod playing field repairs	91.44
15/09/14	101307	Paul Austin internal audit 2013-14	40.00
15/09/14	101308	Norfolk RCC Membership	20.00
15/09/14	101309	Norse Maintenance	223.75
15/09/14	"	Norse Maintenance Play area	201.47
15/09/14	"	Norse Maintenance Cemetery	620.00
15/09/14	101310	Clerk's September Salary	293.84
15/09/14	101311	Clerk's September expenses/allowance	60.33
Total			3,407.98

**Receipts paid in since last report**

22/07/14	deposit	Ditchingham Play Association	1747.40
26/08/14	DC	HMRC Vat return	560.08
04/09/14	DC	HMRC Vat return	688.08
04/09/14	deposit	Mrs B Gorgdon	100.00
Total			3,095.56

Cashbook balance 14,786.27

Last Statement Balance 4 September 2014 18,194.25

Unpresented cheques 3,407.98

Uncleared receipts 0.00

Cashbook balance (as above) 14,786.27

**Business Saver Account**

Balance c/f 4,508.37

Interest 0.56

Balance 27 June 2014 4,508.93

Total balance in both accounts £ 19,295.20

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



**Doc. 1**

**Ditchingham Parish Meeting 15/09/14 Police Report 1930 hrs**

**Crime statistics over the past 3 months**

Over the past 3 months there have been 8 crimes in Ditchingham

2 Assaults Occasioning Actual Bodily Harm

1 Theft of Pedal Cycle

1 Theft If Not Classified Elsewhere

1 Offences in relation to notification requirements

1 Take or To Make Indecent Photographs or Pseudo-Photographs of Children

1 Fear or Provocation of Violence

1 Burglary in a Building other than a Dwelling

There have been a total of 118 incident calls from residents of Ditchingham

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

1. Patrols around the skate park due to recent ASB. Youths spoken to and words of advice given.
  2. Mobile library attended for further engagement with the residents of Ditchingham
  3. Current passing attention of nuisance driving round the junction of Belsey-Bridge
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**Doc. 2.**

**Ditchingham Parish Council**  
**Independent Audit 1<sup>st</sup> Quarter Apr- Jun 2014**

I have audited the parish council accounts for the first quarter of 2014/15 and am satisfied with the figures.

I have noted that the accounts have been prepared up to the date of the July parish council meeting. I have been provided with all the required documents, including the minute book, bank statements, accounts spreadsheet, chequebooks, invoices and remittances. I have seen that the budgeted figures are those agreed prior to the setting of the precept, and that the actual figures are compared to the budget and that there are no excessive differences. I have been able to follow an acceptable audit trail.

Regarding the Internal Audit Program as this has been the first quarter I have concentrated on nos. 1 & 2 covering the main financial issues but in subsequent quarters will audit the sections that cover wider council activities.

At the time of writing I have not yet seen the record of weekly safety inspections of the play area but the clerk intends to let me view them prior to the start of the parish council meeting.

I have been able to agree the bank reconciliation and am satisfied that the reserves are neither excessive nor inadequate to meet both budgeted future expenditure and contingencies that may arise.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



Paul Austin  
14/9/14

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**Doc. 3.**

DITCHINGHAM PARISH COUNCIL

Planning & Highways Advisory Committee/Decision Committee

Chair's Report for the September 2014 Parish Council Meeting

PLANNING

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

Three new plans:

- i) **(SNC) 2 Crossways Cottage, Bakers Lane** application to replace existing single storey extension with two storey extension
- ii) **(SNC) Wood Yard, Norwich Road** application to build new single storey workshop/storage building. **(Broads Authority)**
- iii) **39 Ditchingham Dam** amendment to change external wall from acrylic render to feather edged boarding

None of these proposals was contentious nor did they impact on neighbours or the environment. Under the terms of reference of Council committees I responded (as Chair), recommending the applications for approval.

One decision: Changes to **The Old Stables, Plum Tree Barn, Fen Lane** had previously been recommended for approval by this committee. SNC has approved the changes.

GENERAL

B1332

There have been at least two further road traffic accidents on the stretch of road between Froggs Hall and the bottom of Hollow Hill since our last meeting.

There will have been some discussion, about this road, during the public session prior to the meeting proper. County Cllr Somerville may have some updates.

I am pleased to report two small improvements to the road: Some maintenance of the gullies has been done including two replacements. A new warning sign "Think High Incident Accident Site" has been erected.

As Cllrs requested, I wrote to District Cllr. Somerville expressing our disquiet with her Email about resources for the B1332.

I have communicated with BT Openworld about the state of disrepair of the phone box. They have assured me that it will be repaired.

PARISHIONER MATTERS

On 10<sup>th</sup> July a small number of properties in Station road were affected by flooding. Continuing to follow this up has proved very time-consuming with several conversations with Anglian Water and with NCC. The outcome is that the residents have been advised to take the necessary precautions to protect their properties against surface water flooding when torrential rain is forecast.

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Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_





**Doc. 4.**

Report from Maintenance & Environment Committee

Tabled Chair's Report for 15<sup>th</sup> September 2014 Parish Council

Allotments:

These continue to be a well-used amenity for residents and on the whole are well maintained. The clerk and my-self will be on site on the morning of Sunday 28<sup>th</sup> September to collect rent and receive signed agreement from allotment holders. At that time we will know how many allotments have been given up. We have people on the waiting list.

Cemetery:

The lychgate has now been repaired and painted. The contractor will provide us with a report on the overall condition, as he found that the internal wood work is in a poor condition and on the next cycle of decoration a more in-depth repair would be needed. The council will have to consider putting funds aside for this work in the future.

The cemetery has just been cut and looks well. Visitors have commented on the condition and how well the area is maintained.

The Dip:

The goal posts have finely been secured. I hoped to have the final net back in position but no time available. It will be back this week.

The hospital used the dip on Saturday and left it as they found it.

There is still a lot of rubbish around the area, I think this is going to be a fact of life and we will keep it as tidy as time allows.

There was an incident on the skate park last week which required an ambulance gaining access. There were no contact details of key holders on the gate. This has now been rectified with three key holders listed.

Thwaite Road Play Area:

This continues to be very well used and as is the Dip. The parishioner who has volunteered to check each Monday and clear rubbish seems to be working well.

Norse still haven't made good the damage to the safety surfacing, the clerk is following this up.

We will now start on some of the major repairs listed on the annual report now the summer is past.

Reg Kirkpatrick Maintenance & Environment

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**Doc. 5.**

**Report from the Finance & Resources ADVISORY Committee: 15<sup>th</sup> September 2014**

1. The Committee has not met since the last meeting.
2. 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 was not completed within the planned time frame (i.e. reporting to the July meeting) and notwithstanding assurances given by the Chair that this would be addressed by the Advisory Committee meeting before the September meeting this matter remains uncompleted. The Chair wishes to advise Council that as of the date of this meeting the papers have been fully reviewed by the Chair and vice Chair and are now available for comment by the remaining members of the Finance and Resources Committee. It is anticipated therefore that these will be distributed for approval at the November meeting.

**Julian Green**

**Chair, Ditchingham Parish Council**

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Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



Doc. 6.

Doc. 6.

Margaret Somerville. Telephone 01379 674167. [Margaret.somerville@norfolk.gov.uk](mailto:Margaret.somerville@norfolk.gov.uk)  
Member of Norfolk County Council (NCC) for **Clavering** Division

**CURRENT ISSUES AND CONCERNS [September 2014]**

1. As previously announced Dr Wendy Thomson has started work as the County Council's new Managing Director.
2. [A new campaign](#), letting residents know that there are big changes in the way we recycle waste, was launched today by the Norfolk Waste Partnership at the newly refurbished and extended materials recycling facility at Costessey. The new service [starting on 1 October 2014](#) will mean that materials, including glass bottles and jars, plastic food pots, tubs and trays and cartons, such as those used for soups and juices, will now be recycled using the green recycling bin. Collection days and dates will not be affected. [Further publicity is to follow.](#)
3. The County Council's annual [hazardous household waste "amnesty"](#) is taking place this month for toxic household chemicals, paint, etc. The nearest venue is at Station Road, Ketteringham NR9 3AZ on 20-21 September, 09:00 to 18:00.
4. The County Council as part of the East-West Rail Consortium is taking part in the ongoing promotion for an [east-west railway link](#) between East Anglia, Oxford and the South Midlands. The current obstacle is that the central route between Cambridge & Bedford was dismantled years ago, so a route needs to be found.
5. [Ofsted](#) has found that Norfolk County Council's [arrangements for supporting school improvement](#) in the County are "effective", a significant improvement in its support role for local schools during the past year. This inspection result recognises the dedication of staff, school governors and councillors in this task. Despite these improvements there remain key areas for development in the county, particularly the gap between some groups of children and their peers. Ofsted has also said that attainment in the smallest primary schools remained "stubbornly below average".
6. There is now three weeks left for young people to ["Make Your Mark"](#), the largest youth consultation in the UK run by the UK Youth Parliament. It will determine the Parliament's priorities for the coming year, including a live TV debate on the issues raised.
7. All pupils up to the age of seven in England will be entitled to a free hot school lunch (UFISM) from this week, when most schools re-open for the new term.
8. Changes to traffic flows in the centre of Norwich have started as the [Chapel Field North bus access scheme](#) reached a new stage. On 19 August, Little Bethel Street was permanently closed and both Cleveland Road and Bethel Street has become two-way, allowing traffic to enter and leave the area - including the Forum car park - via the Grapes Hill roundabout on Norwich inner ring road. The aim is for all work affecting traffic to be finished by the middle of November. The project is one of three key 'Transport for Norwich' schemes that will make bus journeys into the heart of Norwich faster and more reliable, and at the same time remove general traffic from some of the city's busiest shopping streets.
9. The latest update on Norfolk County Council's [Better Broadband campaign](#) has ensured that now almost 74,000 homes and businesses in the county now have access to superfast broadband. You can keep up to date with where and when Better Broadband for Norfolk is reaching you - and what you need to do next to benefit - on the BBfN website <http://www.betterbroadbandnorfolk.co.uk/>.
10. Whilst working within very tight budgets, the County Council is trying to keep unobstructed about 1,200 miles of "trails" and many more miles of other Public Rights of Way (PROW's). However it is heavily reliant on local action by the public, landowners and by users [reporting](#) obstructions and overgrown sections.
11. Working with South Norfolk Council and local parishes, a solution to the management of waste generated by private hire Boats on the River Yare is being sought, following withdrawal of the waste collection service from mooring sites by the Broads Authority last March. Boat hirers and all agencies are involved.
12. As mentioned previously, from June 2014, each person is required to register to vote individually, rather than by household. In the [new system](#) (IER), existing voters will be carried forward. This automatic re-registration was explained in recent letters sent out by South Norfolk Council. However new voters will be asked to provide identifying information, such as a date of birth and national insurance number. This will enable their application to be verified before they are added to the register. With Parish Council, South Norfolk Council and Parliamentary elections planned for 7<sup>th</sup> May 2015 and the need to find candidates for these elections, this has added topicality
13. We have been informed that there is likely to be a 17 million pound shortfall in the County Council budget this coming year. This is, in part because of payments to cancel the Energy from Waste facility and partly because the Better care Fund, expected to support reducing hospital admissions, will be much less than anticipated. We have to reduce unnecessary admissions to the hospital and the money saved will go into Social Care at home to avoid admissions! More information will become available soon.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



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**Doc. 7**

District Councillor Pauline Allen

Please find a short report below

I am sorry I can't be at your meeting this evening but I hope to join you in November.

Lambert's Way. I was pleased with the recent news that the planning inspectorate is going to reconsider the issue. Although it had been expected that the inspector would start again given that the previous determination was quashed, I understand that all previous views and submissions will stand. I have put out a street letter to nearby residents with the relevant information and already heard from residents that they intend writing to the inspector.

Recycling. The new system will be in place in early October. Residents will be able to re-cycle a larger number and variety of items in their green bins including glass. Information about this will be available soon.

I still have a small amount of uncommitted money from my Ward Members Budget. If there are any societies or projects that would find a small amount useful, I would like to hear from them.

Best wishes,

Pauline.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_