



Minutes of Ditchingham Parish Council Meeting
Monday 16th March 2015 at 7.30pm
Ditchingham Village Hall

Action
by:

Councillors present: Julian Green - Chair, Keith Weston - Vice Chair (KW), Revd. Reg Kirkpatrick, Gillian Ogden, Richard Mulley, Vic Cossey, Brendan Bernard, Jane Chadd and Stephen Read.

Clerk/RFO: Sally Chapman.

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

Parishioner Question Time opened with the Chair welcoming those present.

A. Election Matters

The Clerk gave an overview of the procedures and timeline for the elections on 7th May 2015 and distributed nomination papers for those wishing to be elected to the Parish Council. It was noted all nominations have to be returned by hand to SNDC by the 9th April 2015 before 4pm.

B. Hollow Hill Footpath

Mr Richard Mulley (acting as a member of the public) presented the Council a petition of 111 signatures supporting the necessity for an improved footpath along Hollow Hill. An application for funding, through the NCC Partnership Scheme, had not been approved at the February 2015 meeting. Mr Mulley stated that on 14th February over 50 people used the current footpath showing a need for footpath improvements. He requested the Council revisit the issue.

C. Good Neighbourhood Community Group

County Councillor Allen informed Councillors that she had nominated the Four Villages Good Neighbour Project for the SNC Community Awards. The project was awarded first prize in the volunteer group category and had received a certificate and plaque.

This session closed at 7.50pm.

MEETING PROPER

1. Apologies for absence

Received from Councillor Mison, County Councillor Somerville (report received) and PC Farrow (report received).

2. Declaration of Pecuniary Interests and to Consider requests for Dispensation

None.

3. Minutes of the Monday 19th January 2015 meeting (previously circulated)

Proposal: Minutes to be "taken as read and agreed as correct." Subject to the Chair informed the Council of the following proposed amendment as requested by Robert Ferrers with regard to the public session "... He was very apologetic to the residents of Ditchingham and stated if asked to host another event, he ~~will consult~~ DPC would endeavour to facilitate better communication.

Proposed RK; 2nd JC, unanimous as amended above.

Minutes signed by the Chair upon completion of the meeting.

4. Matters Arising

Signed: _____ (Chair)

Date: _____

**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 the shorter 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 and the Clerk will follow-up on outstanding items. The list will be revisited at future meetings.

5. Finance**5a. To receive report by the RFO and Approve Cheques** (Annex A - circulated with the agenda)

The Clerk updated Councillors on the Council's financial position and tabled the cheque list for approval. The Clerk informed it was difficult to complete an up-to-date financial position in time for the meeting because the bank statement was received so late in the month. It was suggested to request the bank to issue the statements earlier in the month.

Proposal: To approve cheques. Proposed JG; 2nd KW, unanimous.

Clerk

5b. 14-15 Out turn, Budget & Forecast (Annex B - circulated with the agenda)

The Clerk [as RFO] referred to Outturn, Budget & Forecast for Q4 and circulated a Cashbook Analysis report 2014-15 giving a summary for each expenditure group. Councillors agreed it was a useful document and requested the [Cashbook Analysis] report twice yearly and circulated in advance of the meeting.

Clerk

6. To receive a report from the Planning Committee (Doc. 1)

Councillor Weston reported the committee had met once since the last full Council meeting. Main points:

Applications

- Change of use of land to domestic curtilage and erection of 3 bay Cartshed - Seven Meadows, Pound Lane.

Decisions

- Agricultural Storage Buildings - 26 Tunneys Lane.
- Discharge of Condition - slab levels and soft landscaping - Lynfield, 22 Norwich Road.
- Proposed extension to the front of semi-detached house - 19 Woods Close.

DPC Policy on the Display of Posters in the Village (Paper 1)

The Chair circulated a paper from the Chair of Planning & Highways Committee to clarify the Council's policy on the display of posters in the village. It was noted that complaints had been received regarding posters been taken down advertising local events. After discussion Councillors resolved to revise the policy on fly-posting to clarify the appropriate regulations and the actions that the Council may take if such regulations were breached. Proposed text of Policy included in circulated paper.

Proposal: To adopt amendment to Planning and Highways Committee Policy (Highways). Proposed RK; 2nd KW, - approved by majority.

Clerk to update the policy.

Clerk

7. To receive internal reports from Advisory Committees and Decision Committees**Planning and Highways** (full report Doc. 1).

Councillor Weston read out his report. Main points:



- B1332 - night time closures 12/13th for road repairs (now complete), prior to surface dressing around May.
- High Risk Accident Site signs removed.
- Damaged road signs have been reported.
- Speed Awareness Monitors - FOI request to SNDC answers had been received.
- Resident in Free Lane/B1132 junction has requested a grit bin. Councillors discussed the request and DPC policy, Health and Safety issues and costs. Clerk to write to the resident with decision

Proposal: To supply a grit bin. Resolved no action proposed VC, 2nd RK, unanimous.

Clerk

7b. Local Development (full report Doc. 2)

Councillor Chadd read out her report. Main points:

- Thank Councillor Ogden for organising the successful litter pick and for Cllr. Mulley's hard work in preparatory activities
- The first tranche of the S106 monies is due shortly and suggested the next tranches totalling £60,000 may be saved for some significant infrastructure.
- WiSpire Broadband has been slow to respond and other Broadband suppliers have been contacted for comparison.
- A community website was proposed for the parishes of Ditchingham, Hedenham and Broome; this however would be an action for the next Council.

7c. Maintenance and Environment (full report Doc. 3)

Councillor Kirkpatrick read out his report. Main points:

- Mr Frank James has reported on the condition of the trees and some will need attention. Councillor Kirkpatrick to find a suitable contractor.
- Allotments – the whole area is looking well-tended. It had previously been noted that there was no opportunity to extend the area being leased.
- Cemetery – a memorial bench from the Cotton family will be installed soon.
- The Dip –A considerable amount of rubbish was cleared from the edges during the village tidy.
- Thwaite Road Play Area – work has started today on the play area to restore the BMX track. Teams from Community Payback are carrying out this work.
- Other village green areas – being used to tether ponies and SNC has been contacted and is dealing with the problem.

RK

7d. Finance & Resources (full report Doc. 4)

Councillor Green read out his report. Main points:

- The Committee has not met since the last meeting.
- The Chair, with the Vice Chair, has authorised the payment, by Standing Order, of the net salary payments of the Clerk & the Litter Picker.

8. To consider external reports

8a. County Councillor Somerville (Doc. 5)

Not present and report received read by the Chair. Clerk to circulate to Councillors.

8b. District Councillor Allen

The District Councillor did not forward a report as requested by the Clerk. The Chair agreed to adjourn the meeting to allow the Council to receive a verbal update from Councillor Allen.

Clerk

Signed: _____ (Chair)

Date: _____



(The Chair adjourned the meeting at 8.45pm and reconvened the meeting at 8.50pm)

Councillor Kirkpatrick thanked District Councillor Allen for all her hard work for Ditchingham and wished her a happy retirement. Agreed unanimously.

Councillor Kirkpatrick commenting on Cllr. Allen's update was surprised village land could be sold off without the Council's knowledge. The Clerk was asked to contact the Land Registry

Clerk

9. Issues not decided by Committees:

None.

10. Correspondence

Councillors noted the correspondence:

- Police Report (Doc. 6)
- Thank you letter from Tim Spurrier for organising the litter pick.
- Copies of letters from Bob Edwards Highway Engineer and Mrs Marfleet re speeding.
- NCC Highways Team Framework Agreement – Councillor Weston asked the Clerk to register an interest. Agreed by Council.

Clerk

11. Urgent Other Business

- No Other Urgent Business
- Councillor Mulley reported a damaged Angles Way footpath sign at Ditchingham Dam. Clerk to report.

Clerk

12. Items for next agenda

- To consider Parishioner/Community Website

13. Confirmation of meeting dates

- **Planning Committee meeting**
Monday 20th April 2015 - 6:00pm (if required)
- **Full Council meeting**
Monday 18th May 2015 - 7:30pm

The Chair reported it was the last meeting of the existing Council and thanked all Councillors and District Councillor Allen for all their contribution and hard work.

The meeting closed at 9.15pm

Signed: _____ (Chair)

Date: _____



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

Annex	Description	Page
A	Cheques approved/RFO Finance Report	321
B	14-15 Out turn, Budget & Forecast	322
Documents		
1.	Planning & Highways Report Advisory & Decision Committee Report	325
2.	Community and Local Development Advisory Report	326
3.	Maintenance and Environment Advisory Committee Report	327
4.	Finance and Resources Advisory Committee Report	328
5.	County Councillor Somerville Report	328
6.	Police Report	329
Papers		
1.	DPC Policy on the Display of Posters in the Village	330

DRAFT



Ditchingham Parish Council - Annex A

March 2015

Finance Report: Payments & Receipts, & Balances at bank

£

Current account cashbook balance (as reported at last meeting)

18090.94

Cheques issued since last report

Date	Cheque No.	Payee	Amount	
21/01/2015	101340	Void	0.00	
21/01/2015	101341	Three Bells Furniture	145.00	
25/02/2015	101342	Norfolk RCC - Training P. Austin	40.00	
26/02/2015	101343	Paul Austin - February Salary	101.35	
16/03/2015	101344	Clerk's February Salary	414.30	
16/03/2015	101345	Clerk's January expenses/allowance	68.15	
16/03/2015	S/O	Paul Austin - March Salary	101.35	
16/03/2015	S/O	Clerk's March Salary	414.30	
16/03/2015	101346	Clerk's February expenses/allowance	65.34	
16/03/2015	101346	Clerk's March expenses/allowance	35.24	
16/03/2015	101347	NI & PAYE - Quarter 4	76.00	
16/03/2015	101348	Clerk's Election Training	30.00	
16/03/2015	101349	Paul Austin - 1st quarter audit	20.00	
16/03/2015	101349	Paul Austin - 2nd quarter audit	20.00	
16/03/2015	101350	Hall Hire April 2013 - March 2014	87.50	
16/03/2015	101350	Hall Hire April 2014 - March 2015	91.00	
16/03/2015	101351	Parishioner Magazine	500.00	
16/03/2015	101352	Cawthornes Electrical - Bus stop light	121.00	
		Total		2,330.53

Receipts paid in since last report

19/01/2015	deposit	Mr M Beamish - burial	229.00	
11/02/2015	deposit	Mr M Beamish - burial	21.00	
11/02/2015	deposit	HMRC Vat return 01/10/14-31/01/15	931.16	
26/02/2015	deposit	Mrs Hannel - Burial	250.00	
16/03/2015	deposit	Alan Powley - memorial	200.00	
16/03/2015	deposit	Maurice Beamish - inscription	25.00	
		Total		1,656.16

Cashbook balance

17,416.57

Last Statement Balance 4th March 2015

19,578.45

Unpresented cheques

2386.88

Uncleared receipts

225.00

Cashbook balance (as above)

17,416.57

Business Saver Account

Balance c/f 4,510.10

Interest 08/03/2015 0.52

Balance 29 December 2014

4,510.62

Total balance in both accounts

£ 21,927.19

Signed: _____ (Chair)

Date: _____



Ditchingham Parish Council:

Revised

Annex B

14-15 Out turn, Budget & Forecast

Year ended:

Q 04

BUDGET

F'CAST

14-15

14-15

14-15

Actual		OUT TURN	BUDGET	NEW F'CAST	Variance Forecast	
YR Ended		YR Ended	YR Ended	YR Ended	to Budget 14-15	
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	25,000	25,000	25,000	0	
0	Increase in Precept		-	-	0	
0	New Strategies		-	-	0	
0	General reserve increase		-	-	0	
2,091	SN Transition monies	2,604	-	2,604	2,604	FAV
5	Interest	0	5	5	0	
2,800	Burial fees	2,675	2,200	2,500	300	FAV
216	Allotments	255	275	255	-20	ADV
1,159	Recreation Grounds	1,933	1,300	1,933	633	FAV
0	Honorarium		-	-	0	
0	Miscellaneous		-	-	0	
598	Recycling	300	200	300	100	FAV
2,979	VAT	3,126	2,000	3,200	1,200	FAV
29,848	Income	35,892	30,980	35,797	4,817	FAV
1,305	General Reserve	10,692	11,434	10,692	-742	ADV
3,000	Play Area	142	-	142	142	
4,305	Reserves B/ Forward	10,834	11,434	10,834	-600	ADV
34,153	Available Resources	46,726	42,414	46,631	4,217	FAV
2,869	General Admin	1,217	2,500	1,200	1,300	FAV
4,556	Clerks Employment Costs	6,372	5,000	6,400	-1,400	ADV
0	Clerks home office	380	1,000	400	600	FAV
0	Section 137	0	-	-	0	
500	Parishioner	500	750	500	250	FAV
100	Allotments	100	150	100	50	FAV
3,613	Burial Grounds	3,617	3,800	3,620	180	FAV
3,226	Village Tidy	4,715	3,000	4,700	-1,700	ADV
0	Honorarium	0	-	-	0	
2,168	Recreation Grounds	1,409	2,800	1,400	1,400	FAV
1,500	Increase Play reserve	2,500	2,500	2,500	0	

Signed: _____ (Chair)

Date: _____



0	New Strategies	0	2,000	-	2,000	FAV
0	Charge Against reserve	0	-	-	0	
0	Play area maintenance	3,126	1,000	3,020	-2,020	ADV
0	Bus Shelter	249	500	250	250	FAV
140	Miscellaneous	125	1,000	150	850	FAV
0	Transfer to reserves	0	-	-		
0	Insurance	1,192	1,000	1,200	-200	ADV
1,788	VAT	2,093	2,000	2,100	-100	ADV
20,461	Expenditure	27,594	29,000	27,540	1,460	FAV
13,692	Reserves C/ Forward	19,132	13,414	19,091	5,677	FAV
13,692	General Reserve	19,132	13,414	19,091	5,677	FAV
-2,858	Reserves expended (play area)	2,500	2,500	2,500	0	
4,500	Play Area	2,642	2,500	2,642	142	FAV
-4,358	New Strategies	0				
10,834	Reserves (as above)	21,632	15,914	21,591	5,677	FAV
904	VAT receivable	2,093	-	0	0	
11,738	Total Reserves	23,725	15,914	21,591	5,677	FAV
10,692	General Reserve	18,990	13,414	18,949	5,535	FAV
142	Play Area Reserve	2,642	2,500	2,642	142	FAV
0	New Strategies	0	0	0	0	
10,834		21,632	15,914	21,591	5,677	FAV

Other adjustments

Grants	294
Grants VAT	0
Transfers	0

Grants	0
Grants VAT	0

Balance Bfwd. Saver account	4,508
Balance Bfwd. Community account	6,324
Total Receipts per cash book	36,187
Total Payments per cash book	-25,094
	21,925

Signed: _____ (Chair)

Date: _____



Non Cash	2,500
Play area contribution	0
Play area net spend	0

Reconciliation with Bank

Reserves as above	<u>21,632</u>	
Cashbook Community account	17417	17416.57
Cashbook Saver account	4511	4510.62
Balance at bank	<u>21,927</u>	
Difference	-295	

DRAFT

Signed: _____ (Chair)

Date: _____



Doc. 1

**Planning & Highways Advisory Committee/Decision Committee
Chair's Report for the March 2015 Parish Council Meeting**

PLANNING

The Committee met only once, prior to the March Council meeting, to consider:
SNC 2015/0473 Seven Meadows, POUND Lane, Ditchingham
Proposal: Change of use of land to domestic curtilage and erection of 3 bay cartshed.
Our recommendation will be shared at the main meeting.

Between meetings we have been notified of the following decisions:

(i) Appl Number :2015/0024
Location : 26 Tunneys Lane Ditchingham Norfolk NR35 2RQ
Proposal : Agricultural Storage Buildings - Buildings required for expansion of agricultural use
Decision : Prior Approval Required
Delegated Date of decision : 2 February 2015
(No paper work received)

(ii) Application 2015/0299
Discharge of Condition
Location : Lynfield 22 Norwich Road Ditchingham Norfolk NR35 2JL
Proposal : Discharge of conditions 4 and 6 of planning permission 2012/2305/F - slab levels and soft landscaping
(No paper work received)

Appl Number : 2015/0015
(iii)
Location : 19 Woods Close Ditchingham Norfolk NR35 2RY
Proposal : Proposed extension to the front of semi-detached house.
Decision : Approval with Conditions
Delegated Date of decision : 26 February 2015

B1332

We received advanced warning of night time closures 12th and 13th March and displayed the notices sent by NCC's legal team. Bob Edwards has told me that the road will be repaired on these dates prior to surface dressing around May.

I asked what had happened to the signs warning drivers of the "High Risk Accident Site." Bob wasn't aware they had been taken down. His reply continues, "These signs a not a 'Regulation Sign' however and were originally used by our old Casualty Reduction Department, where a site didn't meet intervention level for improved signage or surfacing. They are a temporary sign and there was a tacit agreement that they should be displayed for no more than 3 months. These have clearly been up for longer than the recommended time. I realise some people would say "it's still an accident site" but the truth is they have very little influence on driver behaviour when they first go in and this reduces to no influence after 3 months (which is the reason they are removed after this time period)."

We reported other defects:

Speed Limit sign at Hedenham boundary
this is already programmed as Defect: 880814.

Bungay Road, Speed Limit signs

These are inspected every 4 weeks so I'll ensure my Highway Inspector programmes these on the current visit.

Signed: _____ (Chair)

Date: _____



Church Lane sign This has been reported (again) to SNC. It will be replaced. I have completed the paperwork!

Speed Awareness Monitors

On 19th Feb. I made a FOI request to SNC with the following questions. This was passed to Council's Scrutiny and Information Rights officer on 23rd Feb. The replies are in blue:

- How many speed awareness monitors have been purchased by SNC? **Six**
- When were they purchased? **One was purchased in 2012 and five in 2013.**
- How much money was spent on them? **Each machine cost £3600.**
- How long are the warranties? **Three years**
- Where are the SAMs kept? **Stored when not in use at South Norfolk Council offices, Long Stratton, when operational kept with a local community member.**
- If you have logged their usage, how many days has each machine been out, for use, in the community? **The machines use are not logged, as the aim is a community initiative rather than a front line Council function where the machine are lent out to communities who requested them.**
- How many SAMs are fully functional (including their ability to store data) at present? **All 6 machines are fully functional.**
- If any SAMs are faulty, what steps are being taken to get them repaired; will this be under warranty? **n/a**
- If any SAMs are faulty, when do you expect them to be fully functional; the days are getting longer and SAMs may be needed more? **n/a**

Keith Weston (March 2015)

Doc. 2

LOCAL DEVELOPMENT REPORT - 16TH MARCH 2015

The Section 106 money is to be paid finally to the recipients by the end of this week. Hopefully I can confirm this at the Parish meeting. It has been mooted that the money from the next tranches could then accumulate to allow spending on a larger capital project.

Wi Spire has been very slow to respond so Brendon contacted another company Thinking wisp to compare. This company do not use Church towers so there are a lot of costs to contend with individually. If only we knew how quickly the broadband speeds will improve!

Following the presentation at the last meeting about a web site we have had a few discussions and tried to answer questions about how this could work for Ditchingham.

Everyone agrees that a better web site is essential for the village and for our future. This web site will be the reference point for villagers as most people use the internet. We have some proposals also discussed with Simon Wilkin the Parishioners editor.

We see it as a community site with links to the parish Council, Church, School, Village Hall and events. It would be a fairly fixed site with someone attending to it monthly. There might be scope in the future for it to become interactive and a forum.

Simon feels that the Parishioner is struggling in its present form and could fail before long. In 10 years who will want to read it? At present 1100 copies are printed. Another 100 are required for the Maltings. Delivery is proving harder and adverts down.

Signed: _____ (Chair)

Date: _____



Over a period of months the name of the magazine could be changed and the web site advertised to a more general title e.g. Village Life. Then half the copies could be printed and left at strategic points say in a box at the Hall, the village shop and perhaps All Hallows. People would need to get used to the changes and given warning.

The person who would be trained to administer the web site could be paid for 3 hours a month to check the links are working and post the latest info. This is a cost that Ditchingham Parish council could fund? Simon has not got the time for this but happy to send all appropriate material. We would need to find someone else.

Articles could be submitted although these have fallen considerably. Ditchingham could restart a monthly article on line. Nature notes etc. might start up again.

There could be a directory of advertisers who could pay a sum for the magazine and the web site. The Bungay directory has taken away some of the advertising already.

We feel it is vital to adapt to the times we are in even if we do not know exactly what will happen. You never know who is about the place and might be willing to take the mantle. Certainly it would be much more appealing to younger people.

Councillor J Chadd.

Doc. 3

Report from Maintenance & Environment Committee

Tabled Chair's Report for 16th March 2015 Parish Council

Allotments:

Having visited the allotments the holders need to be complemented on how well they look in preparation for this growing season. A number of sheds which were near the entrance have been removed and the whole area is looking well-tended.

Cemetery:

The cemetery continues to be well looked after. The memorial bench for the ashes area will be installed within the next few weeks and the visitors to that area will I am sure be grateful to the Cotton family for this amenity.

The Dip:

The Dip is starting to be used more now the lighter evenings are coming. A considerable amount of rubbish was cleared from the edges and hedges during the village tidy.

Thwaite Road Play Area:

Work has started today on the play area to restore the BMX track, this work is being carried out by Norfolk and Suffolk Community Rehabilitation Company. We have signed up for ten days. Having visited the area after they had been only there for the morning they will clear a large area in ten days. We will then assess what needs to be done to the surface of the track to bring it into use again. The inspections of the areas are working well and is highlighting small problems which can be addressed before they get any worse.

Other green areas in the village:

It is concerning that an area of open space between Clark Rd and Windmill Green is now being used to tether a pony and indications are that another area between Clark Rd and Longrigg Rd may be used to tether 6! more.

Signed: _____ (Chair)

Date: _____



I have contacted our district councillor and hope she can give us some indication as to what can be done in relation to this situation at our meeting.

Reg Kirkpatrick Maintenance & Environment

Doc 4

**Ditchingham Parish Council
Report from the Finance & Resources ADVISORY Committee: 16th March 2015**

1. The Committee has not met since the last meeting.
2. The Chair with the vice Chair of the Council have authorised (i.e. have instructed the Bank) for the payment by Standing Order the normal net salary payments of the Clerk & the Litter Picker; this being in accordance with the employees contracts and the authority delegated to the Committee by the Council. Any balance accruing (e.g. extra hours) will be settled by cheque payment.

Julian Green

Doc. 5

Norfolk County Councillor Report:

Please accept my apologies for not attending your Parish Council next week but would you accept my report as the following

Norfolk County Council has been reviewing the "Committee system" of decision making which was introduced a year ago. We certainly have had teething problems and the governance has not afforded as much transparency of decision making as we had hoped.

Decisions are supposed to be taken by Committee now rather than individual Cabinet members as in our National, Government, but some Chairman have thought that more power rested with them as individuals than was appropriate. Recent discussions have now resulted in a more transparent, committee lead decision making process

A balanced budget has been delivered for the coming year albeit with many reductions in overall funding and further tightening up on efficiencies and savings. My party fought the reductions in adult Social care and were able to persuade the Council to make some more money available to reduce the impact of cuts.

The Adult Social Care Service is now part of an integrated service with Health and sharing some parts of the budget to try and reduce avoidable admissions to hospital.

Better Care Fund: not more money but the pooling of some money from the NHS to avoid hospital admissions being made because help has been unavailable during a medical/social crisis at home such as a fall resulting in no physical injury but necessitating more social support. This was not available until the releasing of some NHS resources specifically for this initiative, rather than using it on hospital care. The emphasis is in keeping or returning people to their own home rather than remaining in hospital.

More support is available from social services to both avoid admissions and initiate earlier discharges in order to free beds for urgent care rather than block beds because a social care package was a not available as happened in the past.

Signed: _____ (Chair)

Date: _____



Our roads are suffering as the budget cuts hit, but potholes are being repaired and top dressings applied to some road surfaces. Keep the county Council informed of potholes through the NCC website and they should be dealt with rapidly. We inevitably have concerns that this is stirring up problems for the future however, so please keep us informed if you would please, if a local road deteriorates and has not been dealt with quickly

All in all, austerity measure are in place but we have been trying to ensure that essential services are not hit and that as far as possible, vulnerable people are protected

Please do let me know if there are issues which are having a negative impact in your community and I will endeavour to address them ASAP
With kind regards

Margaret Somerville MSc. BA(hons)
Norfolk County Councillor for Clavering Division

Doc. 6

Police Report For Ditchingham Parish Council Meeting on 16th March 2015

Crimes

There have been 7 crimes since the last meeting 19th January 2015.

- 1 Burglary dwelling
- 1 Possession of cannabis
- 1 ABH
- 1 Criminal damage to a motor vehicle
- 1 Sexual offence
- 2 Domestic (non-crime) All domestic incidents are recorded on our crime recording system regardless of any offences.

Calls To Police

26 in total.

- RTC & other road related 9
- Missing People 3
- Domestics 2
- Concern for safety 2
- Suspicious circumstances 2
- Admin no Police action required 2
- Animal/wildlife 2
- Burglary 1
- Violence 1
- Theft 1
- Anti Social Behaviour 1

Any questions regarding these figures please get back to me or Kevin at Loddon SNT office tel.101.

Thanks

Signed: _____ (Chair)

Date: _____

**Paper 1****DITCHINGHAM PARISH COUNCIL PLANNING AND HIGHWAYS COMMITTEE****Policy on Posters advertising local events (fly-posting)**

(Paper to be tabled at March 2015 Parish Council Meeting)

Not all ad-hoc posting is fly-posting, although much is. There is no formal definition of 'fly-posting'. However, it is generally taken to be the display of advertising material on buildings and street furniture without the consent of the owner, contrary to the provisions of the Town and Country Planning (Control of Advertisements) Regulations 2007.

Local organisations, from this parish and neighbouring ones, often display posters advertising their forthcoming events. To avoid potential misinformation and/or disputes over advertising or the display of posters the Council's policy needs to be clear.

Ditchingham Parish Council's current policy documents state, "**DPC discourages all advertising or other artefacts on the highway, specifically the B1332 and within in the village, but note that this is not illegal provided that other regulations including safety, fly posting and planning issues are not breached.**" [paragraph B.7]

There are laws to protect us from indiscriminate fly-posting:

Advertising of all kinds is regulated by section 224 of the **Town and Country Planning Act 1990** (s224), **The Town and Country Planning (Control of Advertisements) (England) Regulations 2007** and the **Highways Act 1990** (s225).

Together these make up a quite complex body of regulation which regulate advertising for events, products, organisations and indeed most other kinds of advertising visible from somewhere to which the public has a right of access (note that the rules apply if the advert is visible from a public place even if the advert itself is on private land).

For many practical purposes they can be summarised as:

1. Advertising of any kind requires express consent from the planning authority unless the advertising falls into a list of exceptions or deemed consents specified in the 2007 regulations. Display of advertising contrary to these regulations is an offence
2. Advertising on highways property is an offence without the permission of the highways authority
3. All advertising requires the permission of the owner of the land on which the advert is displayed.

Under Planning regulations a possible deemed consents for temporary advertisements which otherwise might be considered 'fly-posting' include:

3D. An advertisement, not more than 0.6sq m in area, displayed no more than 28 days before the event and removed no more than 14 days after the event

Signed: _____ (Chair)

Date: _____



- (a) announcing any local event of a religious, educational, cultural, political, social or recreational character, or
- (b) relating to any temporary matter in connection with an event or local activity of such a character, not being an event or activity promoted or carried on for commercial purposes.

Under Highways regulations the prohibition against advertising on highways property without the consent of the highways authority) operates independently.

DPC are mindful that 'fly-posting' is an accustomed and 'cost effective' method that many local organisations use to advertise their events; DPC are also mindful that some residents may find such display intrusive and anti-social, particularly when advertising is excessive, is not removed in a timely fashion, or becomes unsightly due to damage (for example through wet weather).

Recommendation and Proposal

A. To append to existing Highways and Planning Policy, paragraph B.7 the following:

- *DPC encourages all advertisers to include a full contact name and number (so that we can reasonably request the advertiser to remove posters if inappropriate; or that are displayed in excessive numbers.*
- *DPC reminds advertisers that the decision to 'fly-post' is at the sole discretion of the advertiser and that there are penalties for breaking the law.*
- *DPC may remove any advertising that, in the opinion (and absolute discretion) of the Chair of the Highways & Planning Committee:*
 - *includes inappropriate content *(e.g. commercial content)*
 - *is displayed in excessive numbers*
 - *does not include relevant contact details*
 - *is affixed to such street furniture as to be a distraction or a danger*
 - *is not of a 'local' nature*
 - **is displayed sooner than 14 days before, or 7 days after the event*

** Items amended/added at the meeting.*

B. To include in the Litter Picker Job Description the following:

- *The removal of 'fly-posting' as instructed.*

Chair & Vice Chair, DPC

Signed: _____ (Chair)

Date: _____