

## Minutes of Ditchingham Parish Council Annual Meeting

Monday 18<sup>th</sup> May 2015 – 8.15pm

Ditchingham Village Hall

Action  
by:

**Councillors present:** Julian Green - Chair (JG), Keith Weston - Vice Chair (KW), Brendon Bernard (BB who is also District Councillor), Rev Reg Kirkpatrick (RK), Colin Mison (CM), Richard Mulley (RM), Stephen Read (SR).

**Clerk/RFO:** Sally Chapman.

**Also present:** County Councillor Somerville and six members of the public.

The Chair introduced the meeting reminding those present that, as advised at the Annual Parish Meeting, this meeting, the Annual Parish Council Meeting would not include an opportunity for public participation.

*Before the start of the meeting all newly elected Councillors completed a Declaration of Acceptance of Office which was signed by a witness.*

### MEETING PROPER

#### 1. To appoint a Chairman

The retiring Chair advised the meeting that in the interest of conducting the meeting promptly he would temporarily adjourn the meeting for a show of hands for those who would be willing (i) to stand for Chair and (ii) to stand as Vice Chair.

The meeting was adjourned temporarily. In respect of Chair, only Councillor Weston indicated a willingness to stand, and in respect of Vice Chair, only Councillor Green indicated willingness. The meeting was reconvened at 8.20pm.

Councillor Weston agreed to be Chair.

**Nominated by RK; 2nd RW; unanimous.**

The acceptance of Chairman declaration was completed.

*The remainder of the meeting was presided by the new Chair (KW)*

#### 2. To appoint a Vice Chairman

Councillor Green agreed to be Vice Chair.

**Nominated by RK; 2nd BB; carried.**

The acceptance of Vice Chairman declaration was completed.

#### 3. To consider Apologies for Absence

None.

#### 4. Declaration of Pecuniary Interests and Consider requests for Dispensation

None.

#### 5. Co-option to fill Casual Vacancies

Councillors discussed the new policy (Annex A, previously circulated) and the need to proactively looking for suitable Councillors. Two parishioners expressed an interest - the Chair spoke them after the meeting.

**Proposal: To adopt the Co-option Policy.**

**Proposed JG, 2nd RK, unanimous.**

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

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

**6. To elect Committees**

The following Committees were elected. Temporary Chairs were identified pending convening of next committee meetings. (Chairs in bold):

**a) Planning & Highways** (both Full & Advisory Committee) - **Julian Green**, Colin Mison, Richard Mulley, Stephen Read. Ex-officio Keith Weston.

**b) Local Development** (both Full & Advisory Committee) - **Brendon Bernard**, Richard Mulley, two vacancies. Ex-officio Keith Weston, Julian Green.

**c) Maintenance & Environment** (both Full & Advisory Committee) - **Reg Kirkpatrick**, Richard Mulley, Stephen Read.

One vacancy. Ex-officio – Keith Weston, Julian Green.

**d) Finance & Resources** (both Full & Advisory Committee) - **Keith Weston**, Julian Green, Brendan Bernard, Reg Kirkpatrick, one vacancy.

**7. To Confirm the Minutes of the meeting held on Monday 16<sup>th</sup> March 2015**

**Proposal: Minutes to be “taken as read and agreed as correct.”**

**Proposed BB, 2nd RK, unanimous.**

Minutes signed by the Chair upon completion of the meeting.

**8. Matters Arising**

**8a. To report matters arising from the minutes, not on the agenda nor included in committee reports**

- RM reported damaged railings at Thwaite Road/Belsey Bridge. Clerk to report.
- RM reported gap in hedge onto heath Loddon Road/Tunneys Lane (previously reported to Ditchingham Estates).

Clerk

**8b. To Do List**

The Clerk read out the shorter list of outstanding items requiring the Council’s attention and action. Councillors updated and the Clerk will follow-up on remaining items.

Clerk

**9. To appoint a member to the Village Hall Committee**

Councillors were reminded that Councillor Weston was an independent village hall committee member, not a member appointed through the council. Councillors discussed the Village Hall Committee.

**Proposal: as an independent member of the Village Hall Management Committee KW to continue to represent the Council.**

**Proposed JG, 2nd RK, unanimous.**

**10. Finance to:**

**a) To be advised of the Financial outturn 2014-15** (Annex B)

No questions.

**b) To receive a report from the Internal Auditor**

The Chair read out the Year End Report from the Internal Auditor (Doc. 1).

No issues.

**c) To confirm & sign the Annual Audit return Section 1 and 2**

The Chair and Clerk signed the annual External Audit return, which had been signed off by the Internal Auditor.

**d) To receive a report by RFO and Approve Cheques** (Annex C)

The RFO gave an up-to-date report on the Council’s finances and the payments outstanding for approval.

**Proposal: To approve cheques.**

**Proposed KW, 2nd RK, unanimous.**

**e) To consider the spending of S106 sum allocated to the Council**

The Chair informed Councillors £2665 was now available to spend on outdoor furniture for the village.

**Proposal: To spend approximately £2665 on outdoor furniture.**

**Proposed JG, 2nd RM, unanimous.**

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

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



**b) Local Development**

Councillor Bernard gave a verbal report on future expenditure of the S106 monies under consideration. Main points:

- Solar panels on the village hall.
- Bus Shelter near the village hall.

Councillors discussed the bus shelter and the Chair asked the Committee to supply some costings at the next meeting.

**Proposal: To spend up to half of the next £20,000 tranche of S106 monies on a bus shelter near the village hall.**

**Proposed KW, 2nd RK, carried.**

BB

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

Councillor Kirkpatrick gave his report. Main points:

- The Dip's goal posts sites are showing signs of wear and may have to be re-sited.
- The BMX track has now been cleared, but getting weedy. Maintenance may have to be added to the Norse contract to, or offered to another operator. The Chair asked RK to research some prices to resurface.
- All Hallows wall on the Dip is to be repaired by them.
- Trees on the Dip need surgery – Clerk to organise
- The Chair welcomes any ideas of how the community would like to see any of the village facilities improved.

RK  
Clerk

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

Councillor Green read out his report. Main points:

- The Committee has not met since the last meeting.
- The Internal Audit report, the Final Accounts as prepared by the RFO and the Statutory Annual Return for the External Auditors were reviewed.
- The Accounts and the Annual Return will be posted on the web site following approval by this meeting.

**16. To consider External Reports**

**a) County Councillor**

Report as given in the earlier Parish Meeting.

**b) District Councillor**

Report as given in the earlier Parish Meeting.

**c) Police**

Not present – no report sent.

**d) Others (by invitation)**

None.

**17. Issues not decided by Committees:**

None.

**18. Correspondence**

None.

**19. Urgent Other Business**

None.

**20. Items for next agenda**

None.

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

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

<p><b>21. Confirmation of meeting dates</b></p> <ul style="list-style-type: none"> <li>• <b>Planning Committee meeting</b> Monday 15th June 2015- 6:00pm (if required)</li>   <li>• <b>Full Council meeting</b> Monday 20th July 2015 - 7:30pm</li> </ul> <p style="text-align: center;"><b>The meeting closed at 9.30pm</b></p>	
<p><b>The following attached papers should be regarded as part of the minutes:</b></p> <p><b>Annex</b></p> <p>A - Draft policy on Co-Option          B - Financial outturn 2014-15          C - Report by RFO          D- Review Audit Programme for 2015-16          E - Cemetery fees for 2015-16</p> <p><b>Document</b></p> <p>1 - Internal Auditor Year End Report          2 - Planning and Highways Committee Report          3 - Maintenance and Environment Committee Report          4 - Finance &amp; Resources Committee Report</p>	<p style="text-align: right;"><b>Page</b></p> <p style="text-align: right;">346          349          351          352          352</p> <p style="text-align: right;">353          353          354          354</p>

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

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

## Annex A

### Council Vacancies Policy

#### INTRODUCTION

Council vacancies are normally filled by election (every 4 years). However in the event that an election fails to fill the full number of available seats on the Council (11 for DPC), or that a Casual Vacancy arises, and subject to qualifying criteria: (i) a further poll may be called, (ii) vacancies may be filled by through co-option, or (iii) should South Norfolk Council order, they will appoint.

This note sets out the policy by which Council vacancies are filled through co-opting in respect of: (A) following an election that was non-contested because there were insufficient nominations; and (B) a Casual Vacancy.

**Qualification for Councillor:** In general terms to be a councillor, a candidate must be a British, Commonwealth, Irish or European Union citizen; 18 years of age or over; and fulfil one or more of the following four criteria: (a) being and remaining to be on the register of electors for the Parish: or, during the whole of the twelve months preceding the nomination: (b) have lived in, (c) worked in or (d) lived within 3 miles of the parish boundary. Further details can be obtained at <http://www.cpalc.org.uk/becoming-a-parish-councillor>

**Resignation:** A councillor may resign at any time by written notice delivered to the Chair of the Council. The Chair must accept the resignation: there is no procedure for withdrawing a notice of resignation once it is made. The resignation takes effect immediately upon receipt, even if some future date has been specified in the letter of resignation. A verbal statement of resignation will not be accepted unless made in a Full Council meeting and minuted as such.

**Disqualification:** Reasons for disqualification include bankruptcy; being employed by or doing paid work for the council; a criminal conviction with a prison sentence of three months or more; illegal expenditure; or being found guilty of corrupt or illegal practices in election law.

**Other causes of a vacancy:** Death, failure to sign the Declaration of Acceptance of Office, and failure to attend meetings for a period of six consecutive months without prior approval of the Council.

#### A. Vacancies after ordinary Parish Council Elections

**A.1** If eleven, or fewer, valid nominations were received for the Parish Council quadrennial elections, all those validly nominated will be declared elected.

**A.2** If enough Councillors were elected to form a quorum (3), the Council shall fill any remaining vacant seats by co-option.

**A.3** Should it fail to fill the vacant seats within 35 days (excluding bank holidays and weekends), or if not enough councillors were elected to form a quorum South Norfolk Council may order a fresh election.

#### B. Casual vacancies

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

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

**B.1 Vacancy arising:** When a vacancy arises on the Council after a councillor's resignation, death, disqualification, or failure to remain qualified, the Clerk must notify the Returning Officer at South Norfolk Council of the vacancy. Then either:

- The Council must display a notice informing the residents of the parish of the vacancy. The notice runs for 14 days (not counting weekends or bank holidays) from the date it is displayed on parish notice boards, and gives residents the opportunity to call for an election to fill the vacancy during this period. The Council will also post the notice on the Council website and, if the publication schedule allows, in the Parishioner Magazine.
- If the vacancy occurs within six months of the next scheduled elections for the Parish Council a poll cannot be claimed and the council may, but is not bound, to fill the vacancy by cooption.

**B.2 Election called:** During the period of fourteen days from the date the public notice of the vacancy was displayed, ten electors from the parish can claim for a poll to be held to fill the vacancy. They must make their request in writing to the Returning Officer. If such a request is received within the 14 days, the Returning Officer will set a date for the election (which must be within 60 days of the date of the vacancy notice). Notices will be displayed announcing the election and explaining how to apply to be a candidate for election. If there are not enough nominated candidates at the election to fill the vacancies, a further election must be called. Co-option is not an option. The cost of any election is borne by the Council.

**B.3 Election NOT called:** If an election is not called the Council is notified by the Returning Officer, and must fill the position by co-option as soon as practicable.

## COOPTING POLICY

The process of co-option is not prescribed by law. Save as directed by South Norfolk Council, the Council is not obliged to advertise [as distinct from the display of the statutory Notice] any Casual Vacancy, and/ or if it does so, it is not obliged to appoint any member as a consequence of any application there from. Nevertheless, the Council's policy is to try to achieve a full complement of members and its policy for co-opting is as follows:

**1.1 Attracting Candidates:** In order to attract potential candidates, the Councillors will use some, or all of these actions:

- i) advertise for interested candidates by placing details on the Council's notice board and website. (Required)
- ii) advertise more widely using locally issued publications and notice boards
- iii) make a direct approach to such local organisations as they consider appropriate.  
E.g. parents at the primary school
- iv) make direct approaches to individuals

Any such candidates so identified will be required to comply with the remainder of this policy. (See also "Qualification for Councillor" in the Introduction above.)

**1.2 Responsibilities:** On application, the Clerk will provide prospective candidates with relevant information on the responsibilities of being a Councillor, qualification criteria and the nature of their duties and will provide the prospective candidate with a copy of this policy.

**1.3 Applications:** The Council requires that prospective candidates:

- Apply in writing, to the Council providing such personal details and other information to support their application as they consider appropriate for consideration by the Councillors. Candidates can choose how to present this but must demonstrate that they meet the qualification criteria.

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

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

- Attend the meeting of the Full Council at which their application is to be considered.

**1.4 Information:** The Clerk will circulate to all Councillors the prospective candidate's application and such information will be deemed to be in the public domain.

**1.5 Meeting:** If necessary an extra meeting of the Parish Council will be held to specifically consider the [proposed] co-option(s).

**1.6 Ballot:** At the co-option meeting:

- Each candidate will be invited to introduce themselves to Members if they wish to add to their written information and to explain why they wish to become a Member of the Council. This will be informal and should take no more than 5 minutes.
- Not more than ten minutes (per candidate) will be available for existing Councillors to ask prospective candidates any clarification question(s).
- The process will be carried out in public session and there will be no private discussions between Members prior to a vote being taken.
- Voting will be by confidential ballot as soon as all candidates have finished giving their submissions.

**1.7 Majority decision:** In order for a candidate to be elected to the Council, it is necessary for them to obtain an overall majority of votes cast (50% + 1 of the votes available at the meeting). This means that:

- If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will be eliminated from the process; and
- Further rounds of voting will continue with the process repeated until a candidate has an overall majority.

**1.8 Insufficient candidates:** If insufficient candidates come forward for co-option, the process may continue at the Council's discretion, whereby the vacancies are again advertised, save for the final 6 months prior to the next scheduled election date.

**1.9 Appointment:** After the Vote

- The clerk will notify the candidates of the results by email, as soon as is reasonably possible (usually within 24 hours) albeit that all candidates will have attended the meeting at which the ballot was held (and publicly declared)
- Successfully co-opted candidates become councillors in their own right, with immediate effect, and are no different to any other member. As such, they must sign the Declaration of Acceptance of Office and Registration of Interests Form at their first meeting, or within 28 calendar days of election, whichever is the sooner. Their term of office runs until the next quadrennial elections for the Council.

## General

**2.1 Complaints:** Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.

**2.2 Adoption & Revision:** This policy was originally adopted [18/05/2015] and was last reviewed [18/05/2015]. This policy will be next reviewed before [31/07/2015].

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

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



## Annex B

**Ditchingham Parish Council:**

**Revised**

**14-15 Out turn, Budget & Forecast**

Year ended:

**Q 04**

**BUDGET**

**F'CAST**

**14-15**

**14-15**

**14-15**

Actual YR Ended 31/03/2014 Fin Yr13-14	OUT TURN YR Ended 31/03/2015 Fin Yr 14-15	BUDGET YR Ended 31/03/2015 Fin Yr 14-15	NEW F'CAST YR Ended 31/03/2015 Fin Yr 14-15	<i>Variance Forecast to Budget 14-15</i>	
20,000	25,000	25,000	25,000	0	
0		-	-	0	
0		-	-	0	
0		-	-	0	
2,091	2,604	-	2,604	2,604	FAV
5	0	5	5	0	
2,800	2,675	2,200	2,500	300	FAV
216	255	275	255	-20	ADV
1,159	1,933	1,300	1,933	633	FAV
0		-	-	0	
0	2,974	-	-	0	
598	300	200	300	100	FAV
2,979	3,126	2,000	3,200	1,200	FAV
29,848	38,867	30,980	35,797	4,817	FAV
1,305	10,692	11,434	10,692	-742	ADV
3,000	142	-	142	142	
4,305	10,834	11,434	10,834	-600	ADV
<b>34,153</b>	<b>49,700</b>	<b>42,414</b>	<b>46,631</b>	<b>4,217</b>	<b>FAV</b>
2,869	1,217	2,500	1,200	1,300	FAV
4,556	6,372	5,000	6,400	-1,400	ADV
0	380	1,000	400	600	FAV
0	0	-	-	0	
500	500	750	500	250	FAV
100	100	150	100	50	FAV
3,613	3,617	3,800	3,620	180	FAV
3,226	4,715	3,000	4,700	-1,700	ADV
0	0	-	-	0	
2,168	1,409	2,800	1,400	1,400	FAV
1,500	2,500	2,500	2,500	0	

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

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

# Ditchingham Parish Council

350

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
<b>20,461</b>	<b>Expenditure</b>	<b>27,594</b>	<b>29,000</b>	<b>27,540</b>	<b>1,460</b>	<b>FAV</b>
<b>13,692</b>	<b>GENERAL Reserves C/ Forward</b>	<b>22,106</b>	<b>13,414</b>	<b>19,091</b>	<b>5,677</b>	<b>FAV</b>
13,692	General Reserve (as above)	22,106	13,414	19,091	5,677	FAV
	General Reserve (as above)	-142				
-2,858	Specific Reserves (see schedule)	2,500	2,500	2,500	0	
	Specific Reserves (see schedule)	142				
	New Strategies					
10,834	Reserves (as above)	24,606	15,914	21,591	5,677	FAV
904	VAT receivable	27	-	0	0	
<b>11,738</b>	<b>Total Reserves</b>	<b>24,633</b>	<b>15,914</b>	<b>21,591</b>	<b>5,677</b>	<b>FAV</b>
10,692	General Reserve	21,964	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	
<b>10,834</b>		<b>24,606</b>	<b>15,914</b>	<b>21,591</b>	<b>5,677</b>	<b>FAV</b>

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

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

## Annex C

**Ditchingham Parish Council**  
**Finance Report: Payments & Receipts, & Balances at bank**

**May 2015**

**Current account cashbook balance (as reported at last meeting)** **£**  
17,416.57

**Payments issued since last report**

Date	Cheque No.	Payee	Amount	
22/04/2015	101353	Mr S Tobin - paint play area	73.42	
22/04/2015	101354	N&S Community Rehab Company - BMX track	300.00	
22/04/2015	101355	SNDC - Dog bins	65.94	
22/04/2015	101355	SNDC - Dog bins	147.12	
22/04/2015	101356	Clerk's April Expenses	564.70	
28/04/2015	S/O	P. Austin Salary	101.35	
28/04/2015	S/O	Clerk's April Salary	414.30	
18/05/2015	101357	Norse - grass cutting Churchyard/Cemetery 1/7 payments	629.30	
18/05/2015	101357	Norse - grass cutting Play Areas 1/7 payments	204.48	
18/05/2015	101357	Norse - grass cutting Village Areas 1/7 payments	227.11	
18/05/2015	101360	NALC - subscription	260.59	
18/05/2015	101361	Glasdon - bins	1,161.50	
18/05/2015	101362	Norfolk CC - P. Austin DBS check	69.00	
18/05/2015	101363	Anglian Water - Thwaite Road Play Area	1.23	
18/05/2015	101364	Clerk's May Expenses	184.33	
18/05/2015	101365	Norfolk NCC Membership	20.00	
18/05/2015	101366	P. Austin April Salary difference to S/O	61.15	
18/05/2015	101365	Tony Swan Repairs	265.00	
			<b>Total</b>	<b>4,750.52</b>

**Receipts paid in since last report**

16/03/2015	Commonwealth Wargraves	15.00	
20/03/2015	Broads Authority Grant	2,665.00	
01/04/2015	Mrs Hubbard - burial	250.00	
01/04/2015	Mr Cotton - memorial	559.95	
07/04/2015	SNDC Precept	20,076.00	
08/04/2015	Mrs Hancy - burial	300.00	
		<b>Total</b>	<b>23,865.95</b>

**Cashbook balance** **36,532.00**

**Last Statement Balance 1st May 2015** **40,015.69**

Unpresented cheques from 2014-15 100.00  
 Unpresented cheques from 2015-16 3,383.69  
 Uncleared receipts 0.00

**Cashbook balance (as above)** **36,532.00**

**Business Saver Account**  
 Balance c/f 4,510.62  
 Balance 27 March 2015 **4,510.62**

**Total balance in both accounts** **41,042.62**

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

## Annex D

### Internal Auditor Arrangement

**Hours:** 12 hours per year (2 hours per quarter and 4 hours at the end of the year).

**Fees:** £10.00 per hour.

### Internal Audits Programme

- Internal Audits are carried out in the months of August, November, February and April (last two weeks).
- The last internal audit is completed by 30 April 2015.
- The Internal Audit Programme check list is used when auditing.

## Annex E

### Cemetery Fees 2014 onwards

#### Burials

	FOC	Proposed 2015 FOC
Stillborn child & under 16 years	£250	£300
16 years and above		£500
Double depth grave		£625
Triple depth		

#### Plus £50 if non-resident in the last 12 months - remain

Cremated remains in full plot	£250	£300
Cremated remains in designated area	£150	£200
Cremated remains in existing grave	£100	£150
Reserved plots	£350	£400

#### Memorials

Headstones (no more than 1 metre in height)	£200	£220
Kerbstones	£400	£440
40cm flat stones in ashes section	£100	£110
Vase (not exceeding 30cm high)	£100	£110
Any other tablet	£100	£110
Additional inscription	£100	£110

Proposals for the erection of a memorial, together with a drawing, showing the design and intended inscription, must be submitted to the Parish Clerk for approval. The decision of the Clerk is final.

For further details please refer to DPC Cemetery and Churchyard Policy.

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

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

**Doc. 1****Ditchingham Parish Council – Independent Audit 2014/2015**

I have now completed the audit of the parish council accounts for all four quarters and the full year.

I am satisfied with the overall figures and have completed my section of the annual return. The accuracy of the figures is correct and the budgeting procedure is effective and has resulted in what are considered adequate reserves.

I have also audited the other activities of the council including the allotments, play area inspections, and the conditions of its assets. I have looked at the details of the council's procedures and policies and have seen that they are comprehensive and have been adhered to.

All the documents are well maintained and are in a condition which makes finding information straightforward.

**Paul Austin**  
**16/5/15**

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**Doc. 2****Planning and Highways Committee  
Chair's Report for May 2015****Decision**

Application Number :2014/1889

Parish: Ditchingham

Applicant : Mr Martin Wallace

Location : All Hallows Farm Drapers Lane Ditchingham Norfolk NR35 2JW

Proposal : Erection of new timber framed outbuilding

Decision : Approval with Conditions

Delegated Date of decision : 13 March 2015

**Applications**

2015/0790

Little House Farm, Tunneys Lane

Three new storage buildings

Recommended for refusal (by Chair) as insufficient info

2015/0773

Sub-division of garden to rear of 10 Norwich Road

Erection of bungalow

Recommended for refusal by Chair (delegated responsibility) – breaches DPC policy

2015/0855

22 Tunneys Lane, Ditchingham

Two storey side extension, single storey back extension, replacement of garage flat roof with pitched

Recommended for approval by Chair (delegated responsibility) Non-contentious and suitable for the plot; no local impact.

2015/0437

Home Farm, Norwich Road

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

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

Change of use of redundant agricultural buildings to form three workshop and storage units.

Recommended for approval by Chair (delegated responsibility)

Change of use unlikely to result in additional vehicle movements. Better to use the buildings than to let them fall into disrepair if they remain redundant

**Keith Weston**  
**Chair Planning and Highways Committee**

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**Doc. 3**

**Report from Maintenance & Environment Committee**

**Tabled Chair's Report for May 2015 Annual Meeting**

**Play Areas:**

Both play areas continue to be well used. The area around the goal posts at both sites is showing considerable signs of wear and we may have to look at moving the posts to give the ground time to recover. The maintenance to the areas is our biggest expenditure and we are grateful that Paul Austin has taken over the responsibility of checking the equipment and providing a detailed report to the clerk for matters that need to be addressed.

The Waveney & Yare Community Payback Unit have done a very good job clearing the old BMX track and a number of young people are using it. We will continue to monitor the area and assess if we need any more work done by this team.

**Allotments:**

The allotments continue to be well used and well maintained. We will monitor their use over this growing season and any that seem to be being neglected the holder will be contacted with a view to either work the plot or give it up.

**Cemetery:**

The cemetery continues to be well maintained. A bench has now been placed in the ashes area, paid for by a family and will be appreciated by those visiting that area. We will review the cemetery fees this year as they have fallen considerably behind adjoining authorities.

I would like to thank my committee for their support this year.

The council are very happy to receive ideas of how the community would like to see any these facilities improved.

**Reg Kirkpatrick**  
**Chair of Maintenance & Environment Committee**

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**Doc. 4**

**DPC Finance & Resources ADVISORY Committee report May 2015**

The Chair of the Council together with Chairs of the other ADVISORY committees has provided a Summary of the years' activity in the Annual Parish Meeting that immediately preceded this Annual Parish Council meeting.

The Finance & Resources ADVISORY committee has not met since the last meeting.

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

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

The Chair, as Chair of the Council's Finance & Resources ADVISORY committee notes that he has reviewed the internal audit report, the final accounts as prepared by the RFO and the Statutory Annual Return for the external auditors.

The Accounts and the Annual Return will be posted on the web site following approval by this meeting

**Julian Green**  
**Chair Finance and Resources Advisory Committee**  
**Chair Ditchingham Parish Council**

DRAFT

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

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