

**Minutes of Ditchingham Parish Council Meeting
Monday 16th May 2016 at 7.30pm
The Village Hall, Ditchingham**

Action
by:

Councillors present: Keith Weston - Chair, Brendon Bernard (BB), Alan Larkin (AL), Colin Mison (CM), Richard Mulley (RM), Rebecca Wass (RW).

Clerk/RFO: Sally Chapman.

Also present: Nine members of the public.

Parishioner Question Time opened with the Chair welcoming those present and the following business was conducted:

A. Presentation of Yard Sale Proceeds to East Anglian Children Hospices

Emma Lord, a representative from EACH, accepted a large cheque for £700, the proceeds from the recent successful Yard Sale in Ditchingham from the Chair and Councillors Mulley and Larkin.

B. Ditchingham Play Group

Two representatives from Ditchingham Play Group spoke to Councillors and the Public re their plans for Ditchingham's play group and a bid for £50,000 of the S106 monies to support this. The main points:

- A move from the village hall to the primary school.
- At the village hall they are restricted to 15 hours per week, which are not flexible for modern families. At the school they can extend their hours and include clubs, school holidays, etc.
- The play group must become more sustainable for the community.
- Difficulties in unpacking and packing up their equipment in confined spaces.
- They now have received planning permission for a 'pod' at the primary school.
- The 'pod' will hold 24 children, aged from two to school age, and the appropriate staff, a kitchen, meeting room and toilets.
- They are a separate registered charity.
- The total they need to raise in total is £120,000 for the 'pod' and installation.
- NPS Group are project managing.
- NCC can help support the running costs, but not the capital.
- District Councillor Bernard offered his support in gaining funding.

C. Emmaus Signage

Cathy Hembry, a representative of Emmaus spoke to Councillors asking if the signs could remain in place and described how they have conformed, as far as possible, to DPC's signage requests:

- Signs in black and white.
- No advertising.
- The double sided wording has now been corrected.
- No members of the public have complained about the signs.
- Since the signs have been in place, trade has increased by 30%.
- Emmaus is a self financing charity, supporting the homeless and local people back into work.

Signed: _____ (Chair)

Date:

MEETING PROPER 8.40pm

1. To appoint a Chair

The Clerk asked for nominations for Chair.

Proposal: Councillor Keith Weston

Proposed RM, 2nd RW, unanimous.

Councillor Weston agreed to be Chair for another year.

2. To appoint a Vice Chair

The Chair asked for nominations for Vice Chair.

Proposal: Councillor Julian Green

Proposed RM, 2nd AL, unanimous.

Councillor Green was not present, but had agreed he would continue as Vice Chair for another year, if required.

3. To consider Apologies for Absence

Councillors Green and Kirkpatrick – apologies accepted. County Councillor Stone

4. Declaration of Pecuniary Interests & Consider requests for Dispensation

DOI – 12b Councillor Wass (employed by Emmaus).

5. Co-option to fill Casual Vacancies

The Chair confirmed Marie Allen was standing for co-option, as per details circulated with the agenda. She briefly addressed the meeting. A secret ballot was held and Marie Allen was successful in being co-opted to the Council; she signed a Declaration of Acceptance of Office.

Clerk to forward a Pecuniary Interest form.

Clerk

6. To elect Committees

The Chair read through the Committee list and Councillor Allen joined the Planning and Highways and Maintenance and Highways Committees. Clerk to update the list.

Clerk

7. To Confirm the Minutes of the meeting held on Monday 21st March 2016

Proposal: Minutes to be 'taken as read and agreed as correct'.

Proposed KW, 2nd AL, unanimous.

The Minutes were signed by the Chair upon completion of the meeting.

8. Matters Arising

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

- Councillors asked the Clerk to contact PJ Livesey and the Broads Authority re the landscaping of the Maltings Development and the unsightly large pile of concrete beside the road.

- The Chair thanked Councillor Mulley for all his work in maintaining the street furniture.

- The Clerk advised SNDC are assisting in removing all the recycling banks and the litter picker will be sweeping and tidying the area.

- The Clerk was asked to enquire if or when the Highway Rangers will be attending the maintenance issues in the village.

Clerk

Clerk

Signed: _____ (Chair)

Date:

- The Chair informed the meeting that sandbags are now located on the village hall site and are available to parishioners in need.
- Dog fouling has lessened on the play areas, but is now becoming a problem on the pavements. Clerk to check if SNDC still have a Dog Warden. Chair to put an article in the Parishioner.
- The Chair thanked all involved in the litterpick and confirmed there was less rubbish than other years, possible due to the efficiency of the employed litter picker.

Clerk/
Chair

b) To Do List

The Clerk read out the list of outstanding items requiring the Council's attention. Councillors updated the Clerk, who will follow-up on remaining issues.

9. Finance to:

a) To receive a report from the Internal Auditor

The Chair read out a satisfactory Year End Report from the Internal Auditor. No issues.

b) 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.

c) To receive the End of Year Breakdown of Expenses Report *(circulated with the agenda)*

The Clerk summarised the report and no questions were asked.

d) To be advised of the YTD Financial Outturn 2015-16 *(circulated before the meeting)*

The Clerk summarised the report and no questions were asked.

e) To receive the RFO report and Approve Cheques *(circulated before the meeting)*

The RFO gave an up-to-date report on the Council's finances, payments and receipts received since the last meeting.

Proposal: To approve payments.

Proposed AL, 2nd RM, unanimous.

10. Internal Audit

a) Appoint an Internal Auditor for 2016-17

The Chair informed the current Internal Auditor, Mr Paul Austin, would be happy to continue.

b) Review Audit Programme for 2016-17

Currently 12 hours per year, 2 hours per quarter and 4 hours at the end of the year. The Chair advised this had been reviewed with the Clerk and Internal Auditor and proposed: 10 hours per year, 4 hours in October and 6 hours at the end of the year in April.

c) Review Internal Auditors Fee

The Chair proposed raising the hourly rate from £10.00 to £12.00.

Proposal: To continue to use the current Internal Auditor with the new terms and condition as 10b and 10c.

Proposed KW, 2nd RM, unanimous.

11. To review Cemetery Fees

a) To review Cemetery fees for 2016-17 *(current fees circulated with the agenda)*

The Chair read a report from Councillor Kirkpatrick comparing other local

Signed: _____ (Chair)

Date:

cemetery fees, finding there were no real differences.

Proposal: No change to current fees.

Proposed AL, 2nd RW, unanimous.

12. To receive a report from the Planning and Highways Committee (Doc. 1).

Main points:

a) Planning Applications/Decisions

Numerous - see report (doc. 1) attached.

b) Emmaus Signage *(RW declared a Declaration of Interest)*

Councillors discussed the Emmaus signs.

Proposal: To allow the current Emmaus signs to stay in place.

Proposed AL, 2nd RM, unanimous.

c) Forthcoming changes to Planning Applications

The Chair spoke of the forthcoming changes to Planning Applications and advised he was not sure what the implications would be. Main suggestions:

- A two-stage planning process of permission 'in principle' and 'technical details'.
- National application form.
- Parish Councils will only be consulted at application state.
- Permission could be given in 5 weeks, technical details in 5 weeks or 10 weeks if very technical.

d) Thwaite Road to Hollow Hill Road Junction

The Chair informed he had been requested by a parishioner if there could be a mirror placed on the junction of Thwaite Road to Hollow Hill Road. RM informed there had been several accidents there over the year. The Chair said he would speak to NCC Highways Dept.

Chair

13. To receive internal reports from Advisory Committees and Decision Committees

a) Planning and Highways

Chair not present and no report received.

b) Local Development

As report given at APM meeting.

Parish Seat Request

The Chair advised a parishioner had requested a bench to be placed on the old railway track (Ditchingham's side). The bench would be the same as the ones in The Dip and will cost approximately £335 and £15 for ground fixings.

Proposal: To purchase and site a bench, for approx. £360, on the old railway track, subject to approval from NCC.

Proposed AL, 2nd KW, unanimous.

c) Maintenance and Environment

As report given at APM meeting.

d) Finance & Resources

As report given at APM meeting.

14. To consider External Reports

a) County Councillor

As report given at APM meeting.

b) District Councillor

As report given at APM meeting.

c) Police

As report given at APM meeting.

d) Others (by invitation)

Signed: _____ (Chair)

Date:

| Ditchingham Parish Council: | | | | | | | | | Annex A | |
|-----------------------------------------------------|---------------------------------------|---------------|---------------|----------------|-----|-----------------|--|----------------|----------------|------|
| 16-17 Out turn, Budget & Forecast | | BUDGET | F'CAST | | | | | Outturn | | |
| Year ended: | | 16-17 | 16-17 | | | | | 16-17 | | |
| Including transactions to 42506 for Quarter ending: | | | | | | | | 16-17 Qtr 01 | | |
| | PrintMe | | | | | | | | | |
| Out Turn | | BUDGET | NEW F'CAST | | | | | OUT TURN | Out turn | |
| YR Ended | | YR Ended | YR Ended | | | Variance | | YR Ended | as % of | |
| 31/03/2016 | | 31/03/2017 | 31/03/2017 | | | FORECAST to | | 31/03/2017 | Original | |
| Fin Yr 15-16 | | Fin Yr 16-17 | Fin Yr 16-17 | | | ORIGINAL BUDGET | | Fin Yr 16-17 | Budget | |
| | | | | | | | | | Forecast | |
| 34,250 | Precept | 39,000 | 0 | -39,000 | ADV | | | 19,500 | 50% | - |
| | Inflation increase | 0 | | 0 | | | | | - | - |
| | More dwellings | 0 | | 0 | | | | | - | - |
| | HollowHill footpath | 0 | | 0 | | | | | - | - |
| 2,951 | SN Transition monies | 2,911 | 2,911 | 0 | | | | 2,911 | 100% | 100% |
| 0 | Interest | 5 | 0 | -5 | ADV | | | 0 | 0% | - |
| 5,040 | Burial Grounds | 2,200 | 0 | -2,200 | ADV | | | 680 | 31% | - |
| 245 | Allotments | 275 | 0 | -275 | ADV | | | 0 | 0% | - |
| 2,038 | Recreation Grounds | 1,750 | 0 | -1,750 | ADV | | | 0 | 0% | - |
| 0 | Honorarium | 0 | | 0 | | | | 0 | - | - |
| 4,622 | Miscellaneous | 0 | 0 | 0 | | | | 3,248 | - | - |
| 0 | Recycling | 0 | | 0 | | | | | - | - |
| 3,336 | VAT | 3,400 | 0 | -3,400 | ADV | | | 0 | 0% | - |
| 52,483 | Income | 49,541 | 2,911 | -46,630 | ADV | | | 26,339 | 53% | 905% |
| 21,964 | General Reserve | 10,738 | 21,964 | 11,226 | | | | 21,964 | | |
| 2,642 | Ring Fenced Reserves | 2,642 | 2,642 | 0 | | | | 2,642 | | |
| 24,606 | Reserves B/ Forward | 13,380 | 24,606 | 11,226 | | | | 24,606 | | |
| 77,089 | Available Resources | 62,921 | 27,517 | -35,404 | | | | 50,945 | | |
| 1,325 | General Admin | 2,700 | 0 | -2,700 | FAV | | | 75 | 3% | - |
| 5,433 | Clerks Employment Costs | 6,000 | 0 | -6,000 | FAV | | | 489 | 8% | - |
| 380 | Clerks Office Costs | 500 | 0 | -500 | FAV | | | 63 | 13% | - |
| 0 | Section 137 | 0 | 0 | 0 | | | | 0 | - | - |
| 750 | Parishionner Magazine/Website | 750 | 0 | -750 | FAV | | | 498 | 66% | - |
| 100 | Allotments | 250 | 0 | -250 | FAV | | | 0 | 0% | - |
| 4,426 | Burial Grounds | 6,000 | 0 | -6,000 | FAV | | | 0 | 0% | - |
| 6,141 | Village Maintenance | 4,000 | 0 | -4,000 | FAV | | | 647 | 16% | - |
| 0 | Honorarium | 0 | 0 | 0 | | | | 0 | - | - |
| 2,042 | Play Areas | 3,000 | 0 | -3,000 | FAV | | | 86 | 3% | - |
| 2,500 | Increased Play reserve | 2,500 | 0 | -2,500 | FAV | | | 0 | 0% | - |
| 0 | New Strategies (web site) | 2,000 | 0 | -2,000 | FAV | | | 0 | 0% | - |
| 0 | Charge Against reserve | 0 | 0 | 0 | | | | 0 | - | - |
| 4,698 | Play area maintenance | 2,000 | 0 | -2,000 | FAV | | | 1,009 | 50% | - |
| 3,650 | Bus Shelter | 0 | 0 | 0 | | | | 0 | - | - |
| 67 | Miscellaneous | 1,000 | 0 | -1,000 | FAV | | | 2,154 | 215% | - |
| 2,000 | Xfer Reserves (Lychgate & HollowHill) | 0 | 0 | 0 | | | | 0 | - | - |
| 1,181 | Insurance | 1,000 | 0 | -1,000 | FAV | | | 0 | 0% | - |
| 3,412 | VAT | 3,400 | 0 | -3,400 | FAV | | | 650 | 19% | - |
| 38,105 | Expenditure | 35,100 | 0 | -35,100 | ADV | | | 5,671 | 16% | - |
| 38,983 | Reserves C/ Forward | 27,821 | 27,517 | -304 | | | | 45,274 | | |
| 31,841 | General Reserve | 20,679 | 20,375 | -304 | ADV | | | 38,132 | 184% | 187% |
| 0 | Reserves expended | 0 | 0 | 0 | | | | 0 | - | - |
| 5,142 | Play Area | 5,142 | 5,142 | 0 | | | | 5,142 | 100% | 100% |
| 2,000 | Lychgate & HollowHill | 2,000 | 2,000 | 0 | | | | 2,000 | 100% | 100% |
| 0 | New Strategies | 0 | 0 | 0 | | | | 0 | - | - |
| 38,983 | Reserves (as above) | 27,821 | 27,517 | -304 | | | | 45,274 | | |
| 103 | VAT receivable | 0 | 0 | 0 | | | | 753 | | |
| 39,086 | Total Reserves | 27,821 | 27,517 | -304 | | | | 46,027 | | |
| 21,964 | General Reserve | 20,679 | 20,375 | -304 | | | | 38,132 | | |
| 2,642 | Ring Fenced Reserves | 7,142 | 7,142 | 0 | | | | 7,142 | | |
| 24,606 | Reserves (as above) | 27,821 | 27,517 | -304 | | | | 45,274 | | |

Signed: _____ (Chair)

Date:

| Ditchingham Parish Council - Annex B | | | | May 2016 |
|------------------------------------------------------------------------|------------|---------------------------------------------------|------------------|------------------|
| Finance Report: Payments & Receipts, & Balances at bank | | | | |
| | | | | £ |
| Current account cashbook balance (as reported at last meeting) | | | | 40,448.09 |
| Payments issued since last report | | | | |
| Date | Cheque No. | Payee | Amount | |
| 21/03/2016 | 101424 | Ditchingham Village Hall Rental | 82.25 | |
| 21/03/2016 | 101425 | The Parishioner Mazazine | 750.00 | |
| 31/03/2016 | S/O | P. Austin March Salary | 130.65 | |
| 31/03/2016 | S/O | Clerk's March Salary | 488.70 | |
| 30/04/2016 | S/O | P. Austin April Salary | 130.65 | |
| 30/04/2016 | S/O | Clerk's April Salary | 488.70 | |
| 16/05/2016 | 101426 | Imperative Training Ltd (Defibrillator) | 1818.00 | |
| 16/05/2016 | 101427 | Clerk's April Expenses | 97.34 | |
| 16/05/2016 | 101428 | Mrs A Mulley (April & May) | 138.66 | |
| 16/05/2016 | 101429 | SNDC 3 x Dog Bins | 227.30 | |
| 16/05/2016 | 101430 | Glasdon Bin & Dog Bin | 309.50 | |
| 16/05/2016 | 101431 | Ghost New Media (Parish Website) | 498.00 | |
| 16/05/2016 | 101432 | Norse Play Area Maintenance | 1158.00 | |
| 16/05/2016 | 101433 | Mr Paul Austin 4th & Final Audit | 60.00 | |
| 16/05/2016 | 101434 | Clerk's May Expenses | 45.22 | |
| 16/05/2016 | 101435 | EACH proceeds from Yard Sale | 700.00 | |
| | | | Total | 7,122.97 |
| Receipts paid in since last report | | | | |
| 23/03/2016 | DD | Norfolk Comunity Grant (Defibrillator) | 1565.00 | |
| 01/04/2016 | DD | Precept | 19500.00 | |
| 01/04/2016 | DD | SNDC Grant | 2911.00 | |
| 01/04/2016 | DD | Community Infrastructure Levy 28/10/15-28/04/2016 | 982.24 | |
| 11/04/2016 | credit | Tom Costello - Memorial balalance | 20.00 | |
| 21/04/2016 | credit | Patricia James - Memorial | 440.00 | |
| 26/04/2016 | Deposit | EACH proceeds from Yard Sale | 700.70 | |
| 03/05/2016 | credit | Frank Honeywood - Memorial | 220.00 | |
| | | | Total | 26,338.94 |
| Cashbook balance (as above) | | | | 59,664.06 |
| Last Statement Balance 9th May 2016 | | | | 64,816.08 |
| Unpresented cheques from 2014-15 | | | | 100.00 |
| Unpresented cheques from 2016/17 | | | | 5,052.02 |
| Uncleared receipts | | | | 0.00 |
| | | | 59,664.06 | |
| Business Saver Account | | | | |
| Balance c/f | | | 4,512.35 | |
| Interest | | | | |
| Balance 4th January 2016 | | | | 4,512.35 |
| Total balance in both accounts | | | | 64,176.41 |

Signed: _____ (Chair)

Date:

Document 1

Planning and Highways Report

Applications

For further details please visit SNDC website: www.south-norfolk.gov.uk/planning

27/03/2016 Application Number : App Type : 2016/0638 Householder

Parish : Ditchingham

Grid Ref : 632045 292701

Location : Ditchingham Hall Norwich Road Ditchingham Norfolk NR35 2JX

Proposal : Replacement garden summerhouse

Applicant : Lord Robert Ferrers, Ditchingham Hall, Norwich Road, Ditchingham Norfolk NR35 2JX

Agent : Mr Jamie Townson, 7 Hampstead Court, Hampstead Avenue, Mildenhall, Suffolk, IP28 7AS

27/03/2016 Application Number : App Type : 2016/0608

Listed Building

Parish : Ditchingham

Grid Ref : 633853 291242

Location : 15-21 Scudamore Place Ditchingham Norfolk NR35 2QT

Proposal : re-roofing block of bungalows.

Applicant : Mr Richard Egle, Saffron Housing Trust, Saffron Barn, Swan Lane, Long Stratton

27/03/2016 Application Number : App Type : 2016/0600

Householder

Parish : Ditchingham

Grid Ref : 633853 291242

Location : 15-21 Scudamore Place Ditchingham Norfolk NR35 2QT

Proposal : re-roofing block of bungalows.

Applicant : Mr Richard Egle, Saffron Housing Trust, Saffron Barn, Swan Lane, Long Stratton

27/03/2016 Application Number : App Type : 2016/0502

Householder

Parish : Ditchingham

Grid Ref : 634024 291367

Location : 29 Windmill Green Ditchingham Norfolk NR35 2QP

Proposal : Air Source Heating System

Applicant : Mr David Shackleton

29 Windmill Green Ditchingham Bungay Norfolk NR35 2QP

07/03/2016 Reference 2016/0452

Alternative Reference PP-04862599

Application Received Thu 25 Feb 2016

Application Validated Fri 04 Mar 2016

Address 16 Norwich Road Ditchingham Norfolk NR35 2JL

Proposal Single and two storey rear extensions to dwelling

Status Pending Consideration

Decisions

Appl Number : App Type : 2016/0243

Householder

Signed: _____ (Chair)

Date:

Parish: Ditchingham

Applicant : Mrs Tracey Kellett

Location : 4 Norwich Road Ditchingham Norfolk NR35 2JJ

Proposal : Extension and alterations to existing dwelling

Decision : Approval with Conditions

Delegated Date of decision : 14 March 2016

Appl Number : App Type : 2015/1436

Full

Parish: Ditchingham

Applicant : Mr Austin Felgate

Location : Tindall Hall Farm Thwaite Road Ditchingham Norfolk NR35 2EA

Proposal : Proposed new agricultural building for the loose housing and management of cattle and storage of machinery

Decision : Approval with Conditions

Delegated Date of decision : 10 March 2016

Signed: _____ (Chair)

Date: