

Proposal: To approve the finances and payments.

Proposed AL, 2nd RM, unanimous.

The Chair signed the bank statements and reports.

c) To note the External Auditor's Certificate and Report 2015/16

The Chair read out the External Auditor's Report noting 'the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern...' The Clerk/RFO was commended by the meeting.

d) To receive a Six Monthly Report from the Internal Auditor

The Internal Auditor returned a satisfactory report.

7. To consider and approve Finance Matters for 2017/18

The Chair read out the recommendations from the Finance and Resources ADVISORY Committee (Doc. 1 - attached).

a) Draft Budget 2017/18

The RFO read out the proposed draft budget and Councillors discussed and agreed (Annex B).

Proposal: To approve the Recommendations and Draft Budget for 2017/18. Proposed RM, 2nd RK, unanimous.

b) Precept for 2017/18

To be signed off at the January 2017 meeting after the tax base is announced in December 2016.

The Chair spoke of Norfolk and Suffolk Association of Local Council's response to the plans outlined in the Local Government Finance Settlement: Technical Consultation Paper published 15 September 2016. The Localism Act 2011 contains provisions which allow Government to set a threshold amount above which any increase in precept (council tax) will be deemed 'excessive'. Exceeding this amount will automatically trigger a local referendum. The referendum must be held, and won, before an authority can increase council tax by more than the threshold amount. The decision was made that referendums were not to be applied for local councils for 2016-17, but Government could still bring in automatic precept referendums in the future. The discussed threshold amount: if council tax is to be increased by 2% or more and more than £5.00 on a Band D property, a referendum would be held. A referendum costs £1,000-£1,500.

8. Policies Reviews and Revisions

a) To Review and Adopt the Policies

Chairs of committees had reviewed all policies. Corrections and minor alterations to be carried out by the Clerk and C/F to the next meeting.

9. Maintenance of Village Sign

Quotes are being sought to repair the sign and Councillor Mulley has agreed to paint.

10. To receive a report from the Planning and Highways Committee

The Chair read the report and noted:

Planning Applications/Decisions

Numerous - see report (Doc. 2) attached.

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

a) Planning and Highways (Report Doc. 2). Main points:

- The Highways Maintenance Department has repaired various potholes in

Clerk

Signed: _____ (Chair)

Date:

Annex C. RFO Report

Ditchingham Parish Council - November 2016				Annex C
Finance Report: Payments & Receipts, & Balances at bank				
				£
Current account cashbook balance (as reported at last meeting)				51,770.78
Payments issued since last report				
Date	Cheque No.	Payee	Amount	
19/09/2016	101459	Padlock Thwaite Road Play Area	14.35	
19/09/2016	transfer	Transferred to Saver Account	43000.00	
28/09/2016	S/O	P. Austin September Salary	130.65	
28/09/2016	S/O	Clerk's September Salary	488.70	
31/10/2016	S/O	P. Austin October Salary	130.65	
31/10/2016	S/O	Clerk's October Salary	488.70	
21/11/2016	101460	Mrs A Mulley Salary (Oct/Nov)	138.66	
21/11/2016	101461	Clerk's Oct/Nov Expenses	99.96	
21/11/2016	101462	Mrs Cheyne - Allotments Rent	100.00	
21/11/2016	101463	APL - Play equipment repairs	720.00	
21/11/2016	101464	ADN Surfacing - BMX Track	3312.00	
21/11/2016	101465	Clinks Farm - Ground Maintenance 3/3 payment + extras	3087.98	
21/11/2016	101466	Mazars LLP - External Audit Fee	360.00	
21/11/2016	101467	Norfolk Parish Training - Finance (SC, KW, AL)	135.00	
21/11/2016	101468	Mrs Simmonds - Replacement Poster	28.80	
21/11/2016	101469	Mr P Forder - Mole Catcher	75.00	
21/11/2016	101470	Mr P Austin - Internal Audit	40.00	
			Total	52,350.45
Receipts paid in since last report				
07/10/2016	credit	Allotment Rents	205.00	
30/09/2016	credit	Precept	19500.00	
24/10/2016	credit	VAT Refund 01/07/16-30/09/16	567.49	
31/10/2016	credit	Allotment Rents	40.00	
			Total	20,312.49
Cashbook balance (as above)				19,732.82
Community Account Statement Balance 28th October 2016				27,890.22
Unpresented cheques from 2014-15				100.00
Unpresented cheques from 2016/17				8,097.40
Uncleared receipts				-40.00
				19,732.82
Business Saver Account				
Balance c/f			4,808.00	
Transfer	19/09/2016		43000.00	
Interest	01/09/2016		0.59	
Business Saver Statement Balance (estimate)				47,808.59
Total balance in both accounts				67,541.41

Signed: _____ (Chair)

Date:

Documents

1. Finance and Resources ADVISORY Committee Report

DITCHINGHAM PARISH COUNCIL

Report from Finance & Resources Committee November 2016

The Committee met on Thursday 10th November.

Present: Cllrs. Weston (in the chair) Larkin, Bernard and Kirkpatrick. The Clerk/RFO, Sally Chapman was in attendance.

Apologies Cllr. Allen gave her apologies and these were accepted.

Clerk/RFO Appraisal Cllrs. Weston and Larkin had carried out Sally Chapman's appraisal at a meeting immediately prior to the F&R Committee meeting. Whilst the details of the appraisal are confidential, a recommendation re salary was put to the F&R Committee. In the light of Sally's performance and another year's experience in the post the Committee agreed that she should move to the next increment on the NJC scale.

All the proposals which follow have been **costed** and have been included in the proposed budget. They were **unanimously agreed** by members of the F&R Committee. The Clerk would instruct Ladywell to apply all the changes.

The F&R Committee makes the following proposals to the full Council:

- 1.) As from 1st January 2017 the Clerk's annual salary should rise from LC2 pt. 31 £27,668 p.a. (pro rata) to LC" pt.32 £28,203 p.a. (pro rata)**
- 2.) As a pay rise (1st April 2016) had been missed Sally should receive a small amount of back pay being the missed months (pro rata) April to December**

Chair's bi-monthly meeting with Clerk/RFO

Cllr. Weston asked the F&R Committee to fund six additional meetings in the alternate months (in which there is no Council meeting. The Chair and the Clerk agree that two months is too long between meetings when there is so much business.

The six new meetings would be between Chair and Clerk. The Vice-Chair could attend if available. Committee chairs could attend or submit material. The purposes of the meetings would include:

- reviewing the draft minutes and progress on minuted actions (and "nudging" these on if necessary)
- reviewing progress on the "to do list" (and "nudging" items on if necessary)
- reduce the workload of the present, and future, Chairs. The Chair is a volunteer; the Clerk is paid. This may make it easier to retain Chairs.
- monitor the Chair's Email inbox and folder to delegate work to the Clerk
- increase the Council's efficiency.

- 3.) In order to facilitate six bi-monthly Chair/Clerk meetings increase the Clerk's hours by 24 per year. Review the benefits of these additional hours prior to setting the next budget.**

Litter Picker and Play Area Inspections

Paul Austin earns less per hour than the village cleaners. The F&R Committee agreed this is unfair and makes this proposal:

- 4.) With immediate effect the pay of the litter picker should reach parity with the cleaners and rise from £7.20 per hour to £8.00**

Paul Austin has received training in play area inspection; the F&R Committee agreed this should be reflected in his pay.

Signed: _____ (Chair)

Date:

5.) With immediate effect the pay for inspecting the play areas should rise to £8.50 per hour

Tree Inspections

The Clerk had received quotations for this work, which must be done to protect the Council and to satisfy our insurers. The F&R Committee considered options but decided that the first inspection should be a full one providing a tree hazard risk assessment at three sites with a report. The following is proposed:

6.) The sum of £2,000.00 should be included in the 2017/18 budget to cover the cost of a full tree inspection and any follow-up remedial work deemed necessary.

Speed monitoring equipment

The F&R Committee considered a suggestion from Cllr. Allen that the Council purchase some Speed monitoring equipment. The committee was grateful to Cllr Allen for her research but decided to continue to borrow SAMs from the police. If sufficient volunteers, to monitor speed, were to be recruited this decision would be revisited.

2. Planning and Highways Report

DPC Planning & Highways Advisory Committee Report

Sept - Nov Report

1. The Planning and Highways Advisory Committee has not met since the last meeting.
2. The Clerk maintains planning details on the Council's website. As of the date of drafting this report (10/11/2016) the web site reports that the Council has been notified of the details listed below. This list might not be fully comprehensive and Councillors are advised to check the planning portals of both South Norfolk and the Broads Authority respectively.

2.a Applications since the last meeting

Planning applications received since 9 September

03/11/2016 Application Number 2016/2539

Proposed single storey rear extension, extending 4.31m from the rear wall of the original dwelling house, with a maximum height of 3.10m and an eaves height of 2.60m

75 Loddon Road Ditchingham Norfolk NR35 2RA

Ref. No: 2016/2539 | Received: Mon 24 Oct 2016 | Validated: Mon 24 Oct 2016 |

Status: Pending Consideration

NB - Norfolk CC server down, not able to view full details

27/10/2016 Appl Number: 2016/2351

Applicant: Mr And Mrs Patrick

Location: Kiwikapers 50A Norwich Road Ditchingham Norfolk NR35 2JL

Proposal:

Retention of Shed/summerhouse and conservatory

DPC comment – Planning authority to take note of objections lodged by local residents

21/09/2016 Appl Number 2016/2197

Householder

Parish : Ditchingham

Signed: _____ (Chair)

Date:

Grid Ref : 634099 290610

Location : 76 Waterside Drive Ditchingham Norfolk NR35 2SH

Proposal : Log cabin – This application will be determined by the Broads Authority.

Applicant : Mr Colin Cornish

Location: 76 Waterside Drive, Ditchingham, Norfolk NR35 2SH

2.b Decisions since the last meeting:

Loft conversion, increase in roof pitch/ridge height, installation of staircase and alterations to flue. APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY – BA/2016/0181/HOUSEH.

36 Ditchingham Dam Ditchingham Norfolk NR35 2JQ

Ref. No: 2016/2295 | Received: Tue 20 Sep 2016 | Validated: Tue 20 Sep 2016 |

Status: Decided

06/10/2016 Appl Number : 2016/1905

App Type : Householder

Parish: Ditchingham

Applicant : Mrs Mary Gibson

Location : 19 Waveney Road Ditchingham NR35 2RF

Proposal : Proposed extension

Decision : Approval with Conditions

Delegated Date of decision : 28 September 2016

13/09/2016 Appl Number :2016/1652

App Type : Listed Building

Parish: Ditchingham

Applicant : Mrs Kim Hamer

Location : 22 Windmill Green Ditchingham Norfolk NR35 2QP

Proposal : Replace the existing windows and front and back doors.

Decision : Approval with Conditions

Delegated Date of decision : 9 September 2016

13/09/2016 Appl Number : 2016/2022

App Type : Discharge of Condition

Parish: Ditchingham

Applicant : Mr Jonathan Barber

Location : 16 Norwich Road Ditchingham Norfolk NR35 2JL

Proposal : Discharge of condition 3 - materials of permission 2016/0452 (Single and two storey rear extensions to dwelling)

Decision : Approval of details - Approved

Delegated Date of decision : 7 September 2016

Status: Decided

3. Update on matters relating to the Highways Department

Hole in footpath junction Thwaite Road and Hollow Hill Road – this has been given a reference number and is subject to being reviewed. Job Number 22458.

The Keep Left bollard sited on Loddon Road at the crossroads of Station Road/Hollow Hill Road/Loddon Road has been removed – this has been replaced.

There are a number of areas of highway and pavement which have been marked up with yellow paint presumably indicating where repairs are to be effected – this work has been completed.

Signed: _____ (Chair)

Date:

Pavement adjacent to The Dip grassed amenity area, leading from the Station Road/Hollow Hill Road/Loddon Road crossroad down to All Hallows Hospital – has been repaired.

4. The Maltings/Pirnough Street – crossing points, lack of footpath, and speeding traffic

There has been correspondence from DPC to the Broads Authority and to the Developers and to the Highways Department, but with negative results. Refer to KW's report. Costs to purchase speed reminder posts have been provided to DPC for possible inclusion in the budget for the next financial year. Members of the public who have expressed concern may get up a petition to lend weight for this matter to be re-considered by the Authorities responsible. Volunteers will be sought to carry out speed surveys in order to provide further evidence to the relevant Authorities.

Marie Allen
Chair Planning & Highways Advisory Committee
10 November 2016

DPC Planning & Highways FULL Committee report November 2016

The committee has not met since the last meeting.

3. Maintenance and Environment Report

Report from Maintenance & Environment Committee

Tabled Chair's Report for 21st November 2016 Parish Council

Allotments:

The allotments continue to be well used.

We continue to monitor their upkeep.

We are grateful for councillor Larkin for keeping us informed about the condition of the allotments.

Cemetery:

The cemetery continues to be well maintained.

Councillors are reminded that we are putting funds aside for the refurbishing the 'Lych Gate' as it was reported on the last decoration that a number of the timbers will need to be replaced on the next round of maintenance.

The Dip:

The Dip is being well used even through these cold months.

We are going to place matting in the goal mouths to reduce to wear and tear, this will also allow them to be used in wet weather without the surface turning into a mud-bath.

Thwaite Road Play Area:

This continues to be very well used and much appreciated by many young families.

Signed: _____ (Chair)

Date:

The BMX track has now been reinstalled which adds another amenity on the play area.

Inspections:

The council continue to thank Paul Austin for the through job he does on the play areas inspecting the equipment and the litter picking.

Tree Inspection:

The council have been informed by our insurers that the trees in the village under the control of the council need to be inspected and monitored.

To that end we are arranging for all the trees under our control to be inspected by 'Treecare Consultants Ltd' and a report given to the council for us to action. We will also have a volunteer tree warden to continue to monitor. This will be an ongoing expenditure, it will be up to future councillors to assess the risk and if they are prepared to take it.

Reg Kirkpatrick Maintenance & Environment

4 - District Councillor's Report

Notes from the District Councillor

October and November has been a busy time for the District council. The Government is pushing ahead with a number of consultations, which will have an important impact in our future, separate from the Brexit issues.

Changes to the Ward boundaries in the South Norfolk District.

The Boundaries Commission has published its proposals (Please see <https://consultation.lgbce.org.uk/node/851>). These are substantially different from the District council's proposals (<http://www.south-norfolk.gov.uk/CARMS/meetings/earc2016-08-30reports.pdf>) .

The main difference is Ditchingham and Earsham will become one ward with 2 councillors. Public consultation will continue until 9/01/2017, so if you have any comments or suggestions, please do not hesitate to contact the Boundary Commission. (www.lgbce.org.uk.)

Great Norwich Local Plan Consultation.

Developers and landowners have presented future building sites across the whole of Greater Norwich and over 500 sites have been submitted for residential, commercial and/or other uses.

Details of the sites have been released to the public (via the GNLP website, www.greaternorwichlocalplan.org.uk). In addition to a unique site reference number, each site includes the promoter's details, the site location/address, the site area and a brief description of the proposed development (e.g. approximately 300 new dwellings plus a site for a new primary school and a small retail area), along with a map showing the site's location. Sites are arranged into parish order. No large scale developments have been proposed for our ward.

Devolution

Devolution Issue is rumbling along. If the NCC vote against pursuing the next step then the deal will be dead in the water meantime Cllr Fuller has received a letter from - Mr

Signed: _____ (Chair)

Date:

Sajid Javid - Secretary of State for Communities and Local Government - which aims to make clear the advantages of the Devolution Deal -

Quote

Government has been clear that a directly accountable, strong leadership model is essential for significant new powers and funding streams – such as those on offer in your prospective Devolution Deal. The international experience is striking: Mayors are a common feature, almost a constant, of sub-national governance in advanced economies across the globe, providing a powerful voice for their areas in national debates and on the global stage. Ultimately it will be for the people to decide, through their votes, who should hold such a position in Norfolk and Suffolk.

The Mayor will need to work very closely with councils to deliver growth and jobs across Norfolk, enabling leaders to deliver genuine and tangible benefits for local communities while working collaboratively in the interests of the area as a whole. For these reasons, a directly-elected mayor is a fundamental requirement for ambitious devolution deals. Indeed, all of the most ambitious and forward-looking devolution deals to date have included a Mayor.

The deal on the table for Norfolk and Suffolk is indeed ambitious. As you know, it includes new funding of £750m to invest in new infrastructure, £100m of funding to support new homes and an additional £30m to meet housing need in the cities of Ipswich and Norwich; a multi-year transport budget; new powers to improve bus services; devolution of adult education funding and greater local influence in shaping apprenticeship provision; commitments to develop innovative proposals that seek to support people back into work; and commitments to joint working around improving the management of flood risk, boosting productivity and reforming public services. In addition, further benefits will flow to devolution areas that have the appropriate structure – a Mayoral Combined Authority – to receive new powers and funding. Unquote.

Further information is available online at <https://www.eastangliadevo.co.uk/> .

Some reading over the Christmas period !!, but hoping that you all have a great festive holiday and a Happy and Healthy New Year.

Brendon Bernard

District Councillor For Ditchingham, Broome, Hedenham and Thwaite.

Signed: _____ (Chair)

Date: