Draft Minutes of Ditchingham Parish Council's Meeting Monday 21st November 2016 at 7.30pm The Village Hall, Ditchingham

Action by:

Councillors present: Keith Weston - Chair, Alan Larkin – Vice Chair (AL), Brendon Bernard (District Councillor) (BB), Revd. Reg Kirkpatrick (RK) and Richard Mulley (RM).

Clerk/RFO: Sally Chapman

Parishioner Question Time

No parishioners present

MEETING PROPER 7.30pm

1. To consider Apologies for Absence

Councillors Allen and Mison – apologies accepted. County Councillor Stone.

- **2. Declaration of Pecuniary Interests & Consider requests for Dispensation** None.
- 3. To Confirm the Minutes of the meeting held on Monday 19th September 2016

Proposal: Minutes to be 'taken as read and agreed as correct'. Proposed RM, 2nd BB, unanimous.

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

4. Co-option to fill Casual Vacancies

None.

- 5. Matters Arising
 - a) To report matters arising from the minutes, not on the agenda nor included in committee reports

Black Dog Runners: Councillors expressed their concern at the poor visibility of the Black Dog Runners on the dark evenings and that they are using the 'Residents and Visitors Only' slip road along Hollow Hill Road. Clerk to contact them.

nd

Clerk

Clerk

Dog Fouling: Councillors reported an increase in dog fouling in the village and asked the Clerk to contact the Dog Warden (if any).

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 outstanding issues.

- 6. Finance to:
 - a) To be advised of the Budget Report 2016/17 (Annex B)

The RFO summarised the budget report - no questions.

b) To receive the RFO Report and Approve Cheques (Annex C)

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

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SIMPAM'	(Chair)	Date

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.

Clerk

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

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pavements and bollards in Ditchingham.

- The Broads Authority had refused to consider changes to the Ditchingham Dam/Pirnough Street junction despite the concerns of residents and Cllrs.
- The footpath through the public amenity area from The Maltings to Alma Bridge is now open. (PC to publicise)

Local Development

- S106 Monies: Discussions and application advice to expand the village hall facilities are being carried out. There may be an archaeological and ecological interest.

c) Maintenance and Environment (Report Doc. 3)

The Chair read out his report. Main points:

- Allotments: Well used.
- Cemetery: Well maintained and funds are being put aside to replace timbers in the Lych Gate in due course.
- The Dip: Well used and quotes are being sort to place all weather matting in the goal mouths.
- The Dip: A slope has replaced the steps down to the Dip and still has to be surfaced. The Chair to speak to the contractor.
- Thwaite Road Play Area: The BMX resurfacing has taken place this week and adds another amenity.
- Tree Warden: It is being planned to have a full report on the trees, before the tree warden commences.

d) Finance & Resources

As above - point 7.

e) Chair's Report (This item to be first internal report in future)

The Chair advised he had attended the following meetings:

- The Broads Flood Management Forum Special meeting. Stakeholders discussed flood risk management on Norfolk's coast line, rivers and Great Yarmouth Harbour.
- Norfolk & Waveney Sustainability and Transformation Plan meeting. The NHS, Norfolk County Council and partners in health and social care have come together across Norfolk and Waveney (North Suffolk) to develop an important programme to transform health and social care over the next five years to meet growing financial pressures and demand.
- Bus Service 581 Consultation: the Chair has spoken with a number of parishioners who use this service and they have informed the earliest Ditchingham to Beccles bus arrives far too late. Chair has responded to consultation.

12. To consider External Reports

a) County Councillor

Not present – report received:

http://ditchinghampc.norfolkparishes.gov.uk/files/2016/11/County-Councillor-November-2016-Report.pdf

- **b) District Councillor** (Report Doc. 4). Main points:
- Changes to the Ward boundaries in the South Norfolk District
- Great Norwich Local Plan Consultation
- Devolution Update

c) Police

None

d) Others (by invitation)

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Signed.	((nair)	Date

KW

RK

None

13. Issues not decided by Committees:

a) Consultation over Closure of Payphones

Clerk

Councillors discussed and decided the Council would not be adopting the payphone box. District Councillor Bernard said he was interested and would like to move it to the village hall for use as a mini library. Clerk to confirm it will be removed.

b) Maintenance of Cemetery Benches

Councillor Mulley has inspected the benches in the Cemetery and advised he will be removing the bench in the F section for refurbishment over winter.

c) Chicken Roundabout Sculpture purposed by Black Dog Arts

Councillors agreed in principle to a chicken sculpture on the roundabout; as long as there are no costs to the Council, now or in the future and maintenance and public liability insurance to be the responsibility of Black Dog Arts.

14. Correspondence

The Chair informed he had responded to an email from a parishioner regarding the dangerous junction, speeding at the Maltings development and the footpath through the public amenity area.

15. Urgent Other Business

None

16. Items for next agenda

None

17. Confirmation of next meeting dates:

Planning Committee

Monday 19th December 2016 at 6.00pm

Full Council Meeting

Monday 16th January 2017 at 7.30pm

The meeting closed at 9.35pm

The following attached papers should be regarded as part of the minutes: Annex B. Budget Report 2016-17 C. RFO Report	Page No. 481 482
Documents 1. Finance and Resources ADVISORY Committee Report 2. Planning and Highways Report 3. Maintenance and Environment Report 4. District Councillor's Report	483 484 486 487

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Annex B. Budget Report 2016-17

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Hollow Hill Footpath 7,500 0 7,500		7,500 spending spring 2017
Play Area Reserves 3,500 0 18,642		30,000
General Reserves 5,288 0 31,629	£10k transferred to Play Area Reserve	14,271
Balance added to the General reserves 0 0		0
18,288 0 61,771		61,//1

Signed: _____ (Chair) Date:

Ditchingham Parish Council

Annex C. RFO Report

Signed: ____ (Chair)

	m Parish Co	ouncil - November 2016		Annex C
Finance Repo	ort: Payment:	s & Receipts, & Balances at bank		
C		k balance (as reported at last meeting)		£
current acco	unt cashbool	k balance (as reported at last meeting)		51,770.7
•	ued since las	•		
	Cheque No.		Amount	
19/09/2016		Padlock Thwaite Road Play Area	14.35	
19/09/2016		Transferred to Saver Account	43000.00	
28/09/2016		P. Austin September Salary	130.65	
28/09/2016		Clerk's September Salary	488.70	
31/10/2016		P. Austin October Salary	130.65	
31/10/2016		Clerk's October Salary	488.70	
21/11/2016		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 Surfacining - 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	52,350.4
Receipts paid	d 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 ba	lance (as abo	ve)		19,732.82
				25,752.0
Community	Account State	ement Balance 28th October 2016		27,890.22
Unpresented	cheques from	2014-15		100.00
•	cheques from			8,097.40
Uncleared re		,		-40.00
				19,732.82
Business Sav	er Account			
Balance c/f			4,808.00	
Transfer	19/09/2016		43000.00	
Interest	01/09/2016		0.59	
meerese	C4-4	Balance (estimate)		47,808.59
	er Statement			,

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.

<u>Present:</u> 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.

<u>Clerk/RFO Appraisal</u> 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.

<u>Litter Picker and Play Area Inspections</u>

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:
Siunea:	(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 tosatisfy 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

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Sianea:	(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.

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JIUHEU.	(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)	Data
Siunea:	(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

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Ditchingham Parish Council

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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:
	(Grian)	Date