

**Meeting Minutes
Monday 16th July 2018
at 8.30pm
The Village Hall, Ditchingham**

**Action
by:**

Councillors present: Alan Larkin (Vice Chair, AL), Brendon Bernard (District Councillor, BB), Fred Hartwell (FH), Richard Mulley (RM), Alf Skippen (AS), and Charlie Taylor (CT)

Clerk/RFO: Sally Chapman

Also Present: One parishioner

PUBLIC

A. Parishioner Question Time

No questions

B. External Reports

County Councillor Stone

Not present, full report:

<http://ditchinghampc.norfolkparishes.gov.uk/2014/06/14/minutes>

District Councillor Bernard reported:

South Norfolk and Broadland Councils are now sharing Senior Planning Officers and agreed on a collaboration at their Council meetings on 12th July 2018.

There will be a joint Managing Director and along with other measures, a saving of over £0.5 million per year per District Council is expected.

COUNCIL MEETING

1. To consider Apologies for Absence

Cllr Weston (Chair), – apologies accepted.
Alan Larkin (Vice Chair) Chaired the meeting.

2. Declaration of Interests & Consider requests for Dispensation

None

3. To Confirm the Minutes of the meeting held on 21st May 2018

Councillors resolved unanimously: The Minutes to be 'taken as read and agreed as correct'.

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

4. Matters Arising

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

i) SAM2

A laptop has been purchased to download data from the SAM2 machine and excessive speeding and trends will be reported to the Police. The Clerk will be emailed data to analyse.

ii) Yard Sale

The proceeds of £550 have been banked and a cheque sent to East Anglian Air Ambulance.

iii) Hollow Hill Footpath

The fence between the Hollow Hill Footpath and field has been damaged by the Farmer and he has agreed to repair.

Signed: _____ (Chair)

Date:

- The Maltings Amenity Area. Cllrs agreed the area is still not satisfactory and asked the Clerk to contact.

d) Finance & Resources Report

No further report.

Clerk

9. To Approve the General Data Protection Regulations (GDPR) Policies & Documents

- a) Data Information Audit Policy
- b) Data Protection Privacy Policy
- c) Staff, Councillors' and Role Holders Privacy Notice
- d) GDPR Awareness Checklist for Councillors'
- e) Allotment Tenants Privacy Notice Consent Form
- f) Purchase of Exclusive Rights of Burial Privacy Notice Consent Form

Councillors resolved unanimously to adopt the above Policies & Documents.

10. Issues not decided by Committees:

- a) The Maltings Amenity Area – update
As above.
- b) Councillor Training
Cllrs agreed to wait until after the May 2019 elections.
- c) Chicken Roundabout Sculpture - update
As above.
- d) Wildflower Planting – update
The Clerk informed the wild flower seeds would be planted in autumn when the weather is more suitable.

11. Correspondence

- a) Green Lane – Parishioner's email re condition
No further comments.

12. Urgent Other Business

- Cllr Skippen spoke of the 30/60/30mph speed limit on Loddon Road and asked why this was not 30mph all the way. The Clerk informed it had been requested previously and was rejected by NCC. Clerk to forward emails.
- Cllr Mulley requested a letter to be sent re overgrown hedge.

Clerk

13. Items for Next Agenda

None

14. Meeting Dates for the Next Year:

- 23rd July 2018 at 7.30pm – Planning Meeting
- 17th September 2018 at 7.30pm
- 19th November 2018 at 7.30pm
- 21st January 2019 at 7.30pm
- 18th March 2019 at 7.30pm
- 20th May 2019 at 7.30pm – APM & AGM
- 22nd July 2019 at 7.30pm

Planning Meetings arranged as required.

The meeting closed at 8.55pm

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

Signed: _____ (Chair)

Date:

6.a). Finance Report

Ditchingham Parish Council - July 2018	Annex A			
Finance Report: Payments & Receipts, & Balances at bank				
Current account b/f	£ 34,742.95			
adjustment - cheque 101561 made out for £105.48 instead of £138.00	32.52			
Payments since last report				
Date	Cheque No.	Payee	Amount	
21/05/2018	101563	AND Surfacing & Groundworks - Dip Path	810.00	
21/05/2018	101564	Paul Austin - Asset Check	30.00	
21/05/2018	101565	Richard Mulley - Maintenance Supplies	9.18	
28/05/2018	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	170.78	
28/05/2018	S/O	Mrs D Mulley - Village Cleaner	71.42	
28/05/2018	S/O	Ms S Chapman - Clerk	370.00	
22/06/2018	101566	CC. Betts & Son Ltd - Materials Play Area	1159.08	
22/06/2018	101567	Memorial Bench - T. Jacks	444.90	
28/06/2018	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	170.78	
28/06/2018	S/O	Mrs D Mulley - Village Cleaner	71.42	
28/06/2018	S/O	Ms S Chapman - Clerk	370.00	
16/07/2018	101658	Play Inspection Company - Annual Insection	156.00	
16/07/2018	101659	East Anglian Air Ambulance - Yard Sale Proceeds	350.00	
16/07/2018	101660	Came & Company Insurance	910.88	
16/07/2018	101661	Robert Utting - Memorial Bench slab	248.77	
16/07/2018	101662	Clerks Expenses - June & July	132.85	
16/07/2018	101663	Mrs D Mulley - Village Cleaner Overtime	24.72	
16/07/2018	D/D	ICO - Data Protection Registration Department	40.00	
		Total		6,140.63
Receipts since last report				
16/05/2018	Credit	Albert Coe - inscription	40.00	
16/05/2018	Credit	Allotment Rent - Mrs J Croft	10.00	
24/05/2018	Credit	Mrs Lenora Morris - interment	150.00	
13/06/2018	Credit	Ditchingham United Charities - Donation	300.00	
15/06/2018	Credit	SVC - Litterpick	20.00	
22/06/2018	Credit	Yard Sale Proceeds	350.00	
		Total		1,270.00
Cashbook balance (as above)				29,904.84
Community Account Statement Balance 29/06/2018				33,571.99
Unpresented cheques				3,667.15
Uncleared receipts				-
				29,904.84
Business Sever Statement Balance 29/06/2018				47,869.32
Total balance in both accounts				77,774.66



Signed: _____ (Chair)

Date:

6.b). Budget Report

Ditchingham Parish Council
Budget Report 2018/19

Annex B

Year End 2017/18		Budget 2018/19	Actual Year to Date 2018/19	Forecast 2018/19	% of Original Budget	Notes 2018/19
30,000	Income	25,000	12,179	25,000	49%	
1,691	Precept	1,000	643	1,000	64%	Decreasing yearly (will be £643)
245	SN Transition monies	245	0	245	0%	
5,129	Allotments Rents	3,000	420	3,000	14%	
500	Burial Grounds	2,000	500	2,000	25%	Ditchingham United Charities
3,885	Play Areas	1,500	571	1,500	38%	variable
41,450	VAT Reclaimed	32,745	14,313	32,745	44%	
	Total Budgeted Income					
220	Miscellaneous	0	20	20	-	Litterpick
0	Proceeds Yard Sale	0	550	550	-	To be paid to EAAA
4,030	NCC Parish Partnership Grant - Hollow Hill Footpath	0	0	0	-	
0	NCC Parish Partnership Grant - SAM2	0	1,775	1,775	-	
100	SNC Grant	0	0	0	-	
5,000	S106 Grant - Men's Shed	0	0	0	-	
50,800	Total Income	32,745	16,658	35,090	44%	
32	Business Account Interest	0	0	0	0%	
	Expenditure					
6,728	Clerk's Employment Costs	6,736	1,710	6,736	25%	
380	Clerk's Office Costs (elec, b.band, comp.equip)	380	127	380	33%	
1,163	General Admin	1,200	709	1,200	59%	
100	Allotments rent to land owner	100	0	100	0%	
3,943	Burial Grounds	3,000	695	5,000	14%	
843	Dog Waste Bin Servicing	900	0	900	0%	
876	Insurance	1,000	911	1,000	91%	
107	Miscellaneous	500	0	500	0%	
750	Parishioner Magazine/Website	750	0	750	0%	
3,213	Play Areas grass cut/litter picker	3,300	651	3,300	20%	
4,561	Play Area maintenance general	3,000	1,942	5,000	39%	
3,180	Village Maintenance	4,000	569	4,000	14%	
4,454	VAT	1,500	1,266	1,500	84%	
1,344	Tree Survey/Maintenance	2,000	0	2,000	0%	
-	Lychgate Reserve	0	0	0	-	
8,060	Hollow Hill Footpath Reserve	0	0	0	-	
-	Play Area Reserve	0	0	0	-	
41,706	Total Expenditure	32,366	8,578	32,366	27%	
0	SAM2 Unit	0	3,550	3,550	-	
0	Proceeds Yard Sale	0	550	550	-	Paid to EAAA
41,706	Total Expenditure	32,366	12,678	36,466	39%	
9,094		379	3,980	(1,376)		Difference

15,831	Balance per Community Acc B/F 2017/18	25,925	
30,800	Total Receipts per cash book	16,658	
41,706	Total Payments per cash book	12,678	Yellow and green boxes should match
0	Transferred to Saver Account	0	
25,925	Community Account Balance	29,905	
47,846	Business Saver Account	47,870	
73,771	Total in Both Accounts	77,775	Blue box should match the RFD Finance report (rounded)
	Restricted Reserves B/F from 2016/17 (as below)	50,659	
	General Reserves	27,116	Year to date
		77,775	
		Added/Spent	Current
15,000	Restricted Reserves	2018/19	Balance
	Lychgate		15,000
3,470	Hollow Hill Footpath		3,470
30,000	Play Area Reserves		30,000
189	CIL Infrastructure Levy (SN)		189
2,000	New strategies Reserve		2,000
5,000	Men's Shed (S106)		5,000
55,659		50,659	50,659
18,112	General Reserves	27,116	27,116
73,771		77,775	77,775
	Precept 2018/2019		
	Parish Precept Requirement	£ 25,000	-£5,000
	Tax Base 2017/18	622	
	Bend D property (less SNC Grant)	£ 39.16	
	A reduction of	£ 8.99	per year

Signed: _____ (Chair)

Date:

7. a) Planning and Highways Committee Planning Applications/Decisions

Applications

- **2018/1567**
Applicant: Mr Jamie Curtis
Location: Elmwood 22 Tunneys Lane Ditchingham NR35 2RQ
Proposal: Rear first floor extension
- **BA/2018/0260/HOUSEH**
Erection of single storey rear extension
20 Ditchingham Dam Ditchingham NR35 2JQ
- **2018/1521**
Applicant: Mr Neil Genn-Bromley
Location: Land To The North Of Millfield Close Ditchingham Norfolk
Proposal: Erection of two storey end terrace dwelling
- **2018/1525**
Applicant: Mr/Mrs Mann
Location: 33 Loddon Road Ditchingham Norfolk NR35 2RA
Proposal:
Rear Single storey extension

Decisions

- **2018/0933**
Applicant: Mr & Mrs P Goward
Location: 52 Loddon Road Ditchingham NR35 2QN
Proposal: Two storey side extension and front porch
Status: Approval with Conditions
- **2018/0925**
Applicant: Ms Dorothy Cheyne
Location: Naboths Norwich Road Ditchingham NR35 2JP
Proposal: To demolish existing brick outbuilding and replace with smaller timber framed outbuilding.
Status: Approval with Conditions
- **2018/0781**
Applicant: Mr J Skipper
Location: St Aidens 1 Yarmouth Road Ditchingham NR35 2PF
Proposal: New single storey detached home office building
Status: Approval with Conditions
- **Ref. No: 2018/0719**
Retrospective erection of rear boundary timber fence.
22 Scudamore Place Ditchingham Norfolk NR35 2QT
Status: Approval with Conditions
- **Ref. No: 2018/0648**
Change of use from summer house to foot health clinic
10 Waveney Road Ditchingham NR35 2RF
Status: Approval with Conditions
- **2018/0551**
Listed Building
Parish: Ditchingham Grid Ref: 634064 291246
Location: 12 Windmill Green Ditchingham NR35 2QP
Proposal: Replacement of front door and surrounding windows.
Status: Approval with Conditions

Signed: _____ (Chair)

Date:

8.c) Community Report

Ditchingham Parish Council **Community Committee Report 16th July 2018**

May I start my first report by thanking the Rev. Kirkpatrick for his many years of work for the benefit of the community.

Allotments

All allotments let, overall well maintained apart from 1, who clerk has written to. If 1 double plot owner wants to give up, there may be some changes so that tenants will 2 individual plots can double up. We have 2 people on waiting list plus 1 other, who turned down a plot because it was too near the main road. Allotment renewal date 01st October.

Cemetery

Robert Utting has just fitted the memorial bench, paid for by a parishioner. There had been some issues with grass cutting, which have now been resolved. Clerk has updated lists in Lychgate to comply with GDPR.

The Dip

We are currently waiting for Alan Nobbs to raise level of tarmac under the skateboard ramps. Clerk contacted Clink Care Farm concerning request to supply and install two new sets of goal post sockets. They could not carry out work till after October. The situation will be reviewed at a later date. Goal posts have been left up as agreed at last meeting for continued use during the summer, although ground very dry.

Thwaite Road Play Area

We are waiting for a date from Play Maintain to repair Zipwire. Robert Utting is going to replace the decking hopefully before the school holidays. Clerk will order smart decking and get it delivered to his home when he is ready. Unfortunately, Robert Utting has hurt his back so we do not know when the decking will be replaced. However, Councillor Mulley has made temporary repairs to make the decking safe.

Chicken Roundabout

Grass cut around edge. Waiting for response from Black Dog Arts reference chickens decided at last meeting. Clinks have prepared wildflower 'patches' and have sown seeds about 5 weeks ago having prepared the ground broadcasted the seeds and rolled them in. Clink are buying autumn wildflower seeds (at no cost to Parish) will re-drill as soon as it gets wet.

Maltings Amenity Space

A maintenance programme has been provided by Greenleaf Contract Services. Grass area has been cut although surface rough. Programme shows that embankment should be strimmed, but do not think this has been done.

Hollow Hill Path

Path has been sprayed by councillors for weeds.

Emmaus Signs

These have now been repaired and cleaned.

Play Equipment

Signed: _____ (Chair)

Date:

We have just received the annual play equipment report and the clerk will gain quotes for repair to some items.

We will continue to look at ways to improve the facilities for the parishioners and consider any suggestion that come forward.

Our thanks go to Councillor Mulley, and others, for the odd jobs carried out on behalf of the council and Paul Austin keeping our village so tidy. We would also like to thank Mrs Mulley who is the village cleaner of the bus shelter, phone box, lychgate and anything else that needs cleaning.

Community Committee Chair: A. E. Skippen

DRAFT

Signed: _____ (Chair)

Date: