

Meeting Minutes
Monday 20th May 2019
7.30pm
The Village Hall, Ditchingham

Councillors present: Alan Larkin (Vice Chair, AL), Brendon Bernard (District Councillor, BB), Ben Holloway (BH), Corrine Layton (CL), Alf Skippen (AS), Charlie Taylor (CT)

Clerk/RFO: Sally Chapman

Also Present: 2 Parishioners

PUBLIC MEETING

A. Parishioner Question Time

Parishioners informed:

Blocked drains near the Thwaite Road Play Area and a damaged street lamp on Loddon Road. The Chair confirmed they had already been reported.

B. External Reports

No further reports.

All Councillors completed a Declaration of Acceptance of Office & Register of Interests Form before the start of the meeting.

MAIN MEETING

1. To Appoint a Chair

Councillor Alan Larkin was elected unanimously as Chair.

2. To Appoint a Vice Chair

Councillor Brendan Bernard was elected unanimously as Vice Chair.

3. To consider Apologies for Absence

None

4. Declaration of Interests & Consider requests for Dispensation

None

5. To Confirm the Minutes of the meeting held on 18th March 2019

Councillors resolved the Minutes to be 'taken as read and agreed as correct'.

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

6. Matters Arising

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

None

b) To Do List

The Chair read out a list of items presently being dealt with.

7. Co-option to fill Casual Vacancies

None

Action

Signed: _____ (Chair)

Date:

Chair

8. To Elect Committees and Representatives

Cllrs were elected to the following Committees:

- a) Community (advisory) - Cllrs Skippen, Bernard & Taylor
- b) Planning & Highways (advisory) - Cllr Larkin, Holloway & Layton
- c) Finance & Resources (decision & advisory) - Cllr Larkin, Bernard & Skippen
- d) To appoint a Member to the Village Hall Committee - Cllr Bernard
- e) To appoint a Trustee to Ditchingham United Charities – not required Trustee currently in term.

9. Finance

- a) To receive the Internal Auditor Report 2018/19
The Chair read the main points and thanked the Clerk, full report to be placed on the website.
- b) To confirm & sign the Annual Governance & Accountability Return Section 1 and 2
Cllrs agreed the Annual Governance & Accountability Return and the Chair and Clerk signed.
- c) Appoint an Internal Auditor for 2019/20
Cllrs resolved Trevor Brown to be the Internal Auditor for 2019/20.
- d) To receive the Finance & Budget Report and Approve Cheques (*reports attached*)
The RFO gave a report of all activities since the last meeting.
Cllrs resolved to approve the Finance Report, Receipts and Payments.
- e) Men's Shed Grant – update
Cllr Bernard informed Men's Shed has been contacted re the grant and they have advised they cannot use it in Ditchingham. The Broad's Authority have been informed and it can be used for other projects with approval from them. Clerk to amend the reserves list.

Clerk

Clerk

10. Policies & Documents Review

The Chair and Clerk had reviewed the following and Cllrs agreed unanimously to re-adopt:

- a) Asset List - updated
- b) Code of Conduct Policy
- c) Council Policies with the Sub Committee & Advisory Committee Terms of Reference
(*Including the Clerk's Delegated Function: under Section 101, Local Government Act 72. DPC delegates the function of responding to planning applications to the Council's Clerk*)
- d) General Data Protection Regulations Policy
- e) Risk Assessment
- f) Standing Orders
- g) Street Light Policy Amendment (2 lamps duplicated: adopting 86, not 88)
Cllrs approved the new Streeep Lamp payment to be £77,800
- h) To consider Adopting the General Power of Competence
Cllrs agreed unanimously to adopt the General Power of Competence

11. Street Lamps - update

The Chair gave an update on the Street Lamp adoption process and hoped the lamps would be adopted by 1st June 2019.

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

Planning Applications/Decisions (*report attached*)

Signed: _____ (Chair)

Date:

Cllr Larkin reported the applications and decisions since the last meeting.

13. To receive Internal Reports from Advisory Committees & Decision Committees

a) Chair's Report

The Chair gave a verbal report:

- Thanked the retiring Councillors Keith Weston, Richard Mulley and Fred Hartwell for all their hard work and great service to Ditchingham over many, many years and sent his best wishes to them and their families.
- Richard Mulley will still continue with maintenance and reporting.
- Fred Hartwell will still continue as the tree warden.
- Welcomed the two new Cllrs Layton and Holloway to the meeting.

b) Community Report

No further report and Cllrs discussed the weed on the Dip.

c) Finance & Resources Report

No further report.

d) Planning and Highways Report

i) SAM2 – the Clerk reported the SAM was situated in Ditchingham Dam between 25/04/2019-03/05/2019. Total vehicles 31,937, average speed 29.14mph (30mph limit). Top speed 70mph on 28/04/2019 at 22:55.

Cllrs discussed and Cllr Layton agreed to analyse and collate future reports and liaise with the Safer Neighbourhood Team in Loddon.

14. Consider Issues not decided by Committees

a) Chicken Roundabout Sculptures – update

- Cllr Bernard informed he was waiting for a report from NCC.

b) Tree Warden – update

- The Chair advised he and the tree Warden had recently inspected all DPC's trees. One fir tree was going brown in the cemetery, but not unsafe.
- The Clerk confirmed she had ordered the free trees for delivery in the autumn. Seven to be planted in the Dip near All Hallows and three for the play area.

c) Ditchingham Litter Pick Sunday (report attached)

- The Chair read out his report informing 10 volunteers attended. Cllr Taylor regretted he could not attend but has recently picked a big bag of rubbish from Hollow Hill.

d) Community Notice Board

- The Chair advised DPC cannot use precept money to fund a noticeboard, as per their no grants policy. S106 money could be used with approval from the Broads Authority. The Clerk to contact the bus shelter supplier to gain a quote for a bespoke noticeboard.

e) Community Speed Watch

- Cllrs discussed and agreed Cllr Layton to organise with support from parishioners.

Clerk

15. Correspondence

- a) Clerks & Council Direct Magazine

16. Urgent Other Business

a) The Dip's Gate Key – a key is currently held at All Hallows' Nurses Station. The Chair agreed to speak to them re its availability. Both the Play Area signs contact details need updating, Chair to advise details.

b) Cllr Bernard informed funding for the village hall annexe is moving forward and they had received a cheaper quote for the first stage. Funding is still being applied for and they hope to start building in July.

Chair

Signed: _____ (Chair)

Date:

c) The Dip's Goalposts – a parishioner has asked on behalf of the users, if the nets could be put back on. Previously there were some issues with the net's safety. Community Committee to discuss.

d) Cllr Layton asked about Cllr training, which will be arranged ASAP.

A.S.

Clerk

17. Items for Next Agenda

None

18. The Next Meeting Date:

Monday 15th July 2019 at 7.30pm

Planning Meetings arranged as required.

The meeting closed at 9.45pm

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

DRAFT

Signed: _____ (Chair)

Date:

9.d) Finance & Budget Report

Ditchingham Parish Council - May 2019				Annex A
Finance Report: Payments & Receipts, & Balances at bank				
				£
Current account b/f				20,706.74
Payments since last report				
Date	Cheque No.	Payee	Amount	
18/03/2019	101603	Mr Mulley Maintenance Supplies (added to cheque 101603)	2.50	
18/03/2019	101607	Ditchingham Village Hall Rent	61.25	
19/03/2019	101608	Robert Utting Fence	311.14	
28/03/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	170.73	
28/03/2019	S/O	Mrs O Mulley - Village Cleaner	71.42	
28/03/2019	S/O	Ms S Chapman - Clerk	570.00	
28/04/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33	
28/04/2019	S/O	Mrs O Mulley - Village Cleaner	73.34	
28/04/2019	S/O	Ms S Chapman - Clerk	600.75	
12/05/2019	101609	Robert Utting - Lychgate Repairs	494.72	
20/05/2019	101610	NALC Subscription	354.88	
20/05/2019	101611	Trevor Brown - Internal Auditor	207.20	
20/05/2019	101612	Paul Austin - Asset Inspection & Admin	60.00	
20/05/2019	101613	Clerk's Expenses April & May	72.22	
			Total	3,225.48
Receipts since last report				
26/03/2019	credit	Mr JAV Crisp - Memorial	150.00	
10/04/2019	credit	Memorial - Neville Rose	220.00	
16/04/2019	credit	VAT Reclaim - 01/01/2019-31/03/2019	573.73	
26/04/2019	credit	SNC Precept	14000.00	
			Total	14,943.73
			Total	32,424.99
Cashbook balance (as above)				
Community Account Statement Balance 30/04/2019				33,040.28
Unpresented cheques				1,189.02
Uncleared receipts				573.73
			Total	32,424.99
Business Saver Statement Balance 30/04/2019				47,941.46
Total balance in both accounts				£ 80,366.45

Signed: _____ (Chair)

Date:

Ditchingham Parish Council - Budget Report 2019-20					Annex B
Year End 2018/19	Budget 2019/20	Actual Year to Date 2018/19	Forecast 2018/19	% of Original Budget	Notes
Income					
24,357	28,000	14000.00	28,000	50%	
643	0	0.00	0		
245	245	0.00	245	0%	
1,670	2,000	220.00	2,000	11%	
500	0	0.00	0		
3,358	1,500	573.73	1,500	38%	
30,973	31,745	14793.73	31,745	47%	
Total Budgeted Income					
68	0	0.00	0		
550	0	0.00	0		
1,775	0	0.00	0		
86	0	0.00	0		
33,462	31,745	14793.73	31,745	47%	
Total Income					
Expenditure					
6,840	7,709	598.04	7,709	8%	
380	380	63.28	380	17%	
1,398	1,200	248.85	1,200	21%	Internal Audit
100	100	0.00	100	0%	
4,805	4,500	0.00	4,500	0%	
900	1,000	0.00	1,000	0%	
911	1,000	0.00	1,000	0%	
270	500	354.88	500	71%	Naic Subs,
750	750	0.00	750	0%	
3,880	3,300	58.44	3,300	2%	
4,808	5,000	58.45	5,000	1%	
5,076	3,000	696.50	3,000	23%	Lychgate repairs
3,754	1,500	0.00	1,500	0%	
1,701	1,000	0.00	1,000	0%	
-	3,000	0.00	3,000	0%	
-	0	0.00	0	0%	
-	0	0.00	0	0%	
35,521	33,939	2038.44	33,939	6%	
3,550	0	0.00	0		
550	0	0.00	0		
39,621	33,939	2038.44	33,939	6%	
(6,140)	(2,194)	12755.29	(2,194)		Difference
Balance per Community Acc B/F 2018/19					
16,831		25925.00			
50,800		14793.73			Yellow and green boxes should match
41,706		2038.44			
0		0.00			
25,925		32424.99			
47,846		47941.46			
78,773		80366.45			Blue box should match the RFD Finance report (rounded)
Restricted Reserves					
		53578.00			
		26788.45	Year to date		
		80366.45			
Restricted Reserves					
		2019/20	Current		
13,414		495.00	12,919		
3,470		0.00	3,470		
30,000		0.00	30,000		
189		0.00	189		
2,000		0.00	2,000		
5,000		0.00	5,000		
0		0.00	0		To be received
54,073		695.00	53,378		
13,538			26,788		
67,611			80,366		
Precept 2019/20					
		£ 28,000	(+ £ 3000)		
		625			
		£ 44.80			
		£ 5.64	per year		

Signed: _____ (Chair)

Date:

12. Planning and Highways Committee Planning Applications/Decisions

Ref. No: 2019/1099

Ditchingham Farms Estate Office Norwich Road Ditchingham NR35 2JU

Received: Mon 20 May 2019 | Validated: Mon 20 May 2019

Status: Pending Consideration

Copies of the submitted plans can be viewed on-line at:

Ref. No: 2019/0901

Applicant: Mr David Shackleton

Location: 29 Windmill Green Ditchingham NR35 2QP

Proposal: Replacement of windows on front and rear elevation and replacement french doors.

Copies of the submitted plans can be viewed on-line at:

Ref. No: BA/2019/0133/HOUSEH

Remove conservatory & construct single storey rear extension

36 Ditchingham Dam Ditchingham Norfolk NR35 2JQ

Received: Thu 04 Apr 2019 | Validated: Fri 12 Apr 2019

Status: Approved subject to conditions.

Ref. 2019/0703

App Type : Works to trees in Conservation Area

Parish : Ditchingham Grid Ref : 632008 292776

Location : Ditchingham Farms Estate Office Norwich Road Ditchingham NR35 2JU

Proposal :

T1801 Cedar- reduce the over-extended branch back to the main stem.

T1815 Yew – reduce the dead top of the crown.

T1817 Oak- monolith to 9m. T1825 Lime – Remove basal & stem growth to 5m.

T1826 Lime- remove basal growth to 4m.

T1834 Beech- fell to ground level due to weak forks at base & the presence of Honey Fungus (Armillaria mellea).

T1838 Oak- pollard to 8m.

T1844 Oak- reduce large lateral limbs over the road to south east by approximately 4m.

Status: No objections.

Ref. 2019/0730

Applicant: Mr Ivan Cooper

Proposal: Change of use of building (previously approved for B1 and B8 under 2015/1549) and associated land to include class B2 use.

Copies of the submitted plans can be viewed on-line at:

Change of use of building (previously approved for B1 and B8 under 2015/1549) and associated land to include class B2 use.

Status: Approved subject to conditions.

Signed: _____ (Chair)

Date:

14.c) Litterpick Report

BIG LITTER PICK Up-date to Parish Council on 20th May 2019

The Big Litter Pick was held in Ditchingham on Sunday 12th May.

My thanks go to 10 volunteers comprising members of the public and Councillors. My particular thanks also go to 1 Companion and 2 Support Workers from Emmaus who continue to support this event.

8 areas throughout the village were covered, concentrated mainly on areas not covered by our regular paid employee.

Refreshments were provided by Sally, our Clerk, at no cost to residents.

My view is that residents are more than happy with the general tidiness of the village, due entirely to the hard work and diligence of our Council employee.

However, the amount of refuse collected, particularly from outlying areas, and some items of fly tipping, continue to make this a worthwhile annual event.

**A R Larkin
Co-ordinator**

Signed: _____ (Chair)

Date: