

**Meeting Minutes  
Monday 21st January 2019  
at 7.30pm  
The Village Hall, Ditchingham**

**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:** Two parishioners

## **PUBLIC MEETING**

### **A. Parishioner Question Time**

A parishioner asked questions re the Village Hall (the Village Hall is not DPC's responsibility), Street Lights (full information had previously been printed in the March Parishioner and Minutes) and Men's Shed grant.

### **B. External Reports**

#### **District Councillor Bernard**

Gave a verbal report on the following:

- South Norfolk and Broadland Councils working together to save money.
- Extra funding available for needy situations.

## **MAIN MEETING**

### **1. To consider Apologies for Absence**

Cllr Weston (Chair) – apologies accepted.

Cllr Larkin (Vice Chair) Chaired the meeting.

### **2. Declaration of Interests & Consider requests for Dispensation**

6.a) & 8.d) Pecuniary Interest - Cllr Mulley (wife's salary).

9.b) Non-Pecuniary Interest – Cllr Bernard (wife's a member of Black Dog Arts).

### **3. To Confirm the Minutes of the meeting held on 19th November 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**

- Loddon Road Speed Limit – The Clerk has contacted NCC and the request has been refused again. Cllr Hartwell informed Broome Parish Council fully supports this speed limit change. Cllrs suggested putting an article in the Parishioner re pedestrian safety and parking.
- A143 Road Crossing – The Clerk has contacted NCC re making the crossing more visible and NCC are going to consider the suggestion.
- Clark Road Parking – NCC Highways has advised; as it's a private estate they cannot intervene.

#### **b) To Do List**

Cllr Mulley and the Clerk are working through the list of outstanding items requiring attention and reporting.

Action

Signed: \_\_\_\_\_ (Chair)

Date:

## 5. Co-option to fill Casual Vacancies

None. The Clerk spoke about the forthcoming elections and advertising for new Councillors.

Clerk

## 6. Finance

**a) To receive the RFO's Finance Report and Approve Accounts** (see reports attached)

The RFO gave a Finance Report of all activities since the last meeting.  
Cllr Mulley - pecuniary interest (wife's salary) and did not vote.

**Councillors resolved to approve the Finance Report, Receipts and Payments.**

**b) To receive the current Budget Report 2018/19**

**Councillors resolved unanimously to approve the Budget Report.**

**c) Precept Request 2019-20**

The Clerk confirmed the Precept Request has been submitted.

## 7. To receive a report from the Planning and Highways Committee Planning Applications/Decisions (see report attached)

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

## 8. To receive Internal Reports from Advisory Committees & Decision Committees

### a) Chair's Report

The Vice Chair informed:

- The Defibrillator is regularly checked and the batteries and pads are in date.
- The Falcon Meadow Tree Planting was well attended including the Bungay Mayor, Town Reeve, Revd. Hutton, Trustees and Parishioners. The Willow tree will also have a bench placed underneath.

### b) Planning and Highways Report

- i) Hastoe Housing Affordable Homes – no update
- ii) SAM2 – no report, problem with software. Cllr Mulley requested the post map.
- iii) Street Lighting – the legal documents are now being processed.

### c) Community Report (see report attached)

Cllr Skippen read out his report and answered questions.

### d) Finance & Resources Report

Cllr Mulley - pecuniary interest (wife's salary) and did not vote.

The Chair gave his report and recommendations.

**Councillors resolved to approve the Clerk's next pay scale move and other staff a "cost of living" rise at 2.7% from 1<sup>st</sup> April 2019.**

Clerk

## 9. Issues not decided by Committees:

- a) The Maltings Amenity Area – As per the Community Report.
- b) Chicken Roundabout Sculptures (Cllr Bernard – non-pecuniary interest)  
The Chair informed an email had been received from NCC, which was not very positive. Cllrs hoped that Black Dog Arts would continue with the application. Clerk to advise

Clerk

## 10. Correspondence

- a) Clerks & Council Direct Magazine

## 11. Urgent Other Business

- a) Tree Warden - Cllr Hartwell kindly agreed to be the Tree Warden for Ditchingham. Clerk to send information.
- b) Ditchingham Litter Pick – all Cllrs agreed to hold on Sunday 12<sup>th</sup> May 2019 at 10.00-12 noon. Clerk to book hall, equipment and make posters.

Clerk

Clerk

Signed: \_\_\_\_\_ (Chair)

Date:

## 12.Items for Next Agenda

None

## 13.The Next Meeting Date:

- 18<sup>th</sup> March 2019 at 7.30pm

*Planning Meetings arranged as required.*

**The meeting closed at 8.47pm**

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

DRAFT

Signed: \_\_\_\_\_ (Chair)

Date:

## 6.a). Finance Report

Ditchingham Parish Council - January 2019				Annex A
<b>Finance Report: Payments &amp; Receipts, &amp; Balances at bank</b>				
				£
<b>Current account b/f</b>				<b>28,963.54</b>
<b>Payments since last report</b>				
Date	Cheque No.	Payee	Amount	
19/11/2018	101588	Clerk's Oct/Nov expenses	£ 67.10	
28/11/2018	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 170.73	
28/11/2018	S/O	Mrs O Mulley - Village Cleaner	£ 71.42	
28/11/2018	S/O	Ms S Chapman - Clerk	£ 570.00	
28/12/2018	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 170.73	
28/12/2018	S/O	Mrs O Mulley - Village Cleaner	£ 71.42	
28/12/2018	S/O	Ms S Chapman - Clerk	£ 570.00	
21/01/2019	101589	Norwich Norse - Tree Survey	£ 444.72	
21/01/2019	101590	Mr P Forder - Mole Control the Dip	£ 100.00	
21/01/2019	101591	Ladywell Accountancy Services - payroll	£ 115.00	
21/01/2019	101592	Robert Utting - Play Area Repairs	£ 804.00	
21/01/2019	101593	Clerk's Dec/Jan expenses	£ 86.26	
21/01/2019	101594	SNC Dog Bin - annual charge	£ 1,080.00	
21/01/2019	101595	C.C. Betts & Sons Ltd - Play Area repairs supplies	£ 67.00	
21/01/2019	101596	C.C. Betts & Sons Ltd - Play Area repairs supplies	£ 201.38	
21/01/2019	101597	Robert Utting - Village Sign Base Repairs	£ 48.00	
21/01/2019	101598	Mrs O Mulley - Village Cleaner Overtime	£ 16.48	
			<b>Total</b>	<b>4,654.24</b>
<b>Receipts since last report</b>				
29/11/2018	Credit	Cemetery - Mrs M. D Mason	£ 40.00	
10/01/2019	Credit	VAT Reclaim 01/08/2018-31/12/2018	£ 2,092.42	
			<b>Total</b>	<b>2,132.42</b>
<b>Cashbook balance (as above)</b>				<b>26,441.72</b>
<b>Community Account Statement Balance 31/12/2018</b>				<b>27,357.14</b>
Unpresented cheques				3,007.84
Uncleared receipts				(2,092.42)
				<b>26,441.72</b>
<b>Business Saver Statement Balance 31/12/2018</b>				<b>47,917.57</b>
<b>Total balance in both accounts</b>				<b>£ 74,359.29</b>

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
	<b>Income</b>					
30,000	Precept	24,357	24,357	24,357	100%	
1,691	SN Transition monies	1,000	643	643	64%	Decreasing yearly (will be £643)
245	Allotments fees	245	245	245	100%	
5,129	Burial Grounds	3,000	1,480	3,000	49%	
500	Play Areas	2,000	500	500	25%	Ditchingham United Charities - variable
3,885	VAT reclaimed	1,500	3,558	3,558	237%	variable
<b>41,450</b>	<b>Total Budgeted Income</b>	<b>32,102</b>	<b>30,783</b>	<b>32,303</b>	<b>96%</b>	
220	Miscellaneous	0	20	20	-	Litterpick
0	Proceeds Yard Sale	0	550	550	-	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	-	
3,000	SI06 Grant - Men's Shed	0	0	0	-	
<b>50,800</b>	<b>Total income</b>	<b>32,102</b>	<b>38,128</b>	<b>34,648</b>	<b>96%</b>	
32	Business Account Interest	0	0	0	0%	
	<b>Expenditure</b>					
6,728	Clerk's Employment Costs	6,736	5,130	6,736	76%	
380	Clerk's Office Costs (elec, b.band, comp.equip)	380	316	380	83%	
1,163	General Admin	1,700	1,244	1,200	70%	
100	Allotments rent to land owner	100	0	100	0%	
3,945	Burial Grounds	5,000	4,805	5,000	96%	
845	Dog Waste Bin Servicing	900	900	900	100%	
875	Insurance	1,000	911	911	91%	
107	Miscellaneous	500	220	500	44%	Armistice Commemoration & wreath
750	Parishioner Magazine/Website	750	0	750	0%	
3,213	Play Areas grass cut/litter picker	3,300	3,709	3,300	112%	
4,561	Play Area maintenance general	5,000	4,326	5,000	87%	
5,180	Village Maintenance	4,000	3,098	4,000	77%	
4,454	VAT	1,500	3,482	3,482	232%	
1,344	Tree Survey/Maintenance	2,000	371	2,000	19%	
-	Street Light's Electricity/Maintenance	0	0	0	0%	
-	Lychgate Reserve	0	0	0	0%	
8,060	Hollow Hill Footpath Reserve	0	0	0	0%	
-	Play Area Reserve	0	0	0	0%	
<b>41,706</b>		<b>32,366</b>	<b>28,511</b>	<b>34,259</b>	<b>88%</b>	
0	SAM2 Unit	0	3,550	3,550	-	
0	Proceeds Yard Sale	0	550	550	-	Paid to EAAA
<b>41,706</b>	<b>Total Expenditure</b>	<b>32,366</b>	<b>32,061</b>	<b>38,359</b>	<b>101%</b>	
9,094		(264)	517	(3,711)		Difference
16,831	<b>Balance per Community Acc B/F 2017/18</b>		<b>25,925</b>			
50,800	Total Receipts per cash book		33,128			Yellow and green boxes should match
41,706	Total Payments per cash book		32,611			
0	Transferred to Saver Account		0			
25,925	Community Account Balance		26,442			
47,846	Business Saver Account		47,918			
<b>73,771</b>	<b>Total in Both Accounts</b>		<b>74,359</b>			(Blue box should match the RFO Finance report (rounded))
	<b>Restricted Reserves B/F from 2016/17 (as below)</b>		<b>55,659</b>			
	General Reserves		18,700	Year to date		
			<b>74,359</b>			
	<b>Restricted Reserves</b>		<b>Added/Spent 2018/19</b>	<b>Current Balance</b>		
15,000	Lychgate		0	15,000		
3,470	Hollow Hill Footpath Maintenance		0	3,470		
30,000	Play Area Reserves		0	30,000		
189	CIL Infrastructure Levy (SN)		0	189		
2,000	New strategies Reserve		0	2,000		
5,000	Men's Shed (SI06)		0	5,000		
0	Streetlight Reserve		0	0		
<b>55,659</b>			<b>0</b>	<b>55,659</b>		
18,112	<b>General Reserves</b>			18,700		
<b>73,771</b>				<b>74,359</b>		

Signed: \_\_\_\_\_ (Chair)

Date:

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

**Ref. No: 2019/0132**

Applicant: Mr Neville Buggs

Location: 38 Loddon Road Ditchingham Norfolk NR35 2QN

Proposal: Single storey rear extension and new dormer

18th January 2019 | Status: Awaiting decision

**Ref. No: BA/2018/0509/HOUSEH**

Single storey extension & alterations

18 Ditchingham Dam Ditchingham NR35 2JQ

Received: Thu 20 Dec 2018 | Validated: Thu 20 Dec 2018

Status: Awaiting decision

**Ref: 2018/2625**

Applicant: Mr Peter Bettridge

Location: 4 Norwich Road Ditchingham Norfolk NR35 2JJ

Proposal: Erection of detached double garage adjacent to dwelling

Status: Pending Consideration

**Ref. No: 2018/2524**

conifer – fell 22 Scudamore Place Ditchingham Norfolk NR35 2QT

Received: Tue 13 Nov 2018 | Validated: Tue 13 Nov 2018

Status: Approved

**Ref: 2018/2532**

Location: Agricultural Buildings South Of Belsey Bridge Road Ditchingham Norfolk

Proposal: Notification for Prior Approval for a proposed change of use and associated building works of agricultural buildings to 4 no dwelling houses (QA & QB)

Application Type: Prior Notification. Change from Agricultural building to C3 Dwelling

A Prior Notification under Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the above proposal was received on 12 November 2018, and has been registered.

Status: Approval of details – Refused

**Ref No: BA/2018/0456/HOUSEH**

Proposal: Two-storey rear extension with single-storey link to garage. Proposed pitched roof to garage.

Address: Waverley, 10 Pirnhow Street, Ditchingham, NR35 2RU

Applicant: Mr & Mrs Ben & Rose Davidson

Status: Approve Subject to Conditions

**Ref. No: BA/2018/0415/HOUSEH**

Demolition of existing conservatory and replace with extension. Additional rear dormer and solar panels on front elevation.

5 Ditchingham Dam Ditchingham Norfolk NR35 2JQ

Received: Mon 15 Oct 2018 | Validated: Tue 30 Oct 2018 | Status: Awaiting decision

Status: Approved subject to conditions.

Signed: \_\_\_\_\_ (Chair)

Date:

## 8.c) Community Committee Report 21st January 2019

Please find below my report compiled on Thursday 17th January 2019.

### Allotments

All allotments with the exception of one have been let for the next year. This plot has been advertised in the Parishioner, however it is in a very neglected state and some work may be needed to give anyone a chance of getting it into good shape. Some strimming needed on paths due mainly to growth of nettles.

### Cemetery

I believe there are no matters outstanding.

A Freedom of Information request has been received from Dominic Gilbert of Archant and has been responded to.

### The Dip

There have been reports of graffiti in the shelter, and people climbing on the roof. It is proposed to use anti-graffiti paint inside and use anti-climb paint on the roof.

### Thwaite Road Play Area

The Zip wire, staging and seating on roundabout has all been done, and looks good. Fencing at the Thwaite Road end of play area next to field has been damaged. Including the chicken mesh which I feel is there to stop animals from field messing in play area. Quote to repair has been asked.

### Chicken Roundabout

Roundabout cut and wildflower seed sown in beds, which are coming through. Waiting for response from Black Dog Arts reference chickens decided at last meeting. Bobbie Watchom is waiting for a response from Highway Department.

### Maltings Amenity Space

A meeting took place on 05th December 2018 on site with Cally Smith and Linda Ibbitson-Elks of the Broads Authority, Councillors Alan Larkin and Alf Skippen. It was pointed out that the area in no way resembled the original planning agreement. We were informed that two amendments to the original agreement had been made without our knowledge. Basically, it was stated that the dumped soil and plants were a benefit to wild life as food and habitat. Little comment was made about the growth in the Beck. Rest would be allowed to turn into a field with the path being grass. It was left for Linda Ibbitson-Elks to make a report as to whether P J Liversey are complying with latest agreement.

### Tree Survey

An order has been placed with Norwich Norse Environmental to provide a tree survey covering the Dip, Thwaite Road Playground and St Marys Cemetery.

### Cheyne Walk

Generally, in good shape although a bit of edge strimming may be required especially at Hollow Hill end.

### Defibrillator

With reference to the defibrillator sited at Ditchingham Stores, Loddon Road. The Ditchingham Resident has confirmed to Acting Chairman Alan Larkin, that he is monitoring the machine and has provided some valuable information.

### Loddon Road

The Clerk has contacted Gary Overland, Highway Engineer requesting a review of the speed limit between the 30mph signs at Broome and Ditchingham. This covers our

Signed: \_\_\_\_\_ (Chair)

Date:



concern of the safety of cars racing between the two signs, when there are a number of parked cars at side of road covering, families, fishermen, and animal walkers. This request has been rejected on grounds that the majority of the area is rural. No consideration is made to safety. The Clerk has contacted Margret Stone asking if she could review.

## **Village Sign**

The base of the village sign on Hollow Hill was damaged by Saffron Housing grass cutting machine. They accepted liability and the repair has been made.

## **A143 Ditchingham Pedestrian Crossing**

A request has been made to Gary Overland, Highway Engineer if he could investigate the possibility of additional signs and lighting for this area after the recent accident.

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**

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## **8.d) Finance Report**

### **Appraisal of RFO/Clerk**

In the continued absence of the Chair it has proved difficult to organise a Committee meeting.

However, I have looked at last appraisal and Sally has, once again, provided a very useful "appraisal preparation form". The details of the appraisal are confidential. However, no negative issues were raised. Sally has completed all required tasks effectively, and has gained further experience and kept up to date with changes in legislation.

During the past year she has regularly attended relevant training courses, has introduced the Data Protection policy, and has satisfied both the Internal and External auditors with no advisory issues. She has also completed Internal auditor training.

In the absence of the Chair for 6 months she has been invaluable in helping me in my role as Acting Chair and without her experience and knowledge, I would have struggled.

Sally continues to be a real asset, providing this Council with an effective RFO and Clerk. I propose, from the Chair, that she be moved up to the next point on her pay scale.

### **Other Staff**

It is proposed, from the Chair, that the other paid staff be given a "cost of living" rise, advised as being 2.7%

**A R Larkin, Acting Chair, Finance and Resources Committee**

Signed: \_\_\_\_\_ (Chair)

Date: