

Meeting Minutes
Monday 15th July 2019
7.30pm
The Village Hall, Ditchingham

Councillors present: Alan Larkin (Chair, AL), Brendon Bernard from 8.20pm (District Councillor/Vice Chair, BB), Ben Holloway (BH), Corrine Layton (CL), Alf Skippen from 7.50pm (AS), Charlie Taylor (CT)

Clerk/RFO: Sally Chapman

Also Present: 2 Emmaus Representatives & 2 Parishioners

PUBLIC MEETING

A. Parishioner Question Time

The two Emmaus representatives spoke of their work at Emmaus and how the companions would be willing to support projects in Ditchingham. They regretted some companions had created incidents in the village and they had sent a letter of apology to the village shop owners.

B. External Reports

Country Councillor Margaret Stone sent a report and apologies. She had met briefly before the meeting congratulating Cllrs on taking the initiative and planting flowers for pollinators on Chicken Roundabout. CC Stone is keen to see more wildflower roundabouts in Norfolk. The Chair read out the main points. Full report:
<https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes/>

MAIN MEETING

1. To consider Apologies for Absence

None

2. Declaration of Interests & Consider requests for Dispensation

None

3. To Confirm the Minutes of the meeting held on 20th May 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.

4. Matters Arising

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

- a) The Dip, Cllrs discussed:
- Weeds, possibly sheep sorrel which will be kept cut and monitored.
 - Gate Key, no longer held at All Hallows and now changed to a combination padlock.
 - Goalpost nets, removed because they were classed as a Health and Safety issue as there are no metal stays to tie them to and they create grass cutting issues.

b) To Do List

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

Action

Signed: _____ (Chair)

Date:

5. Co-option to fill Casual Vacancies

None

6. Finance

- a) 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 Reports, Receipts and Payments.
- b) To Consider Insurance Renewal Invitations
The Clerk read out the Insurance renewal quotes.
Cllrs resolved to change to Community Action Suffolk Parish Protect Insurance. The Chair asked to have the now adopted Street Lamps added (additional cost).
- c) To Approve Bus Shelter Noticeboard using a S106 Grant
The Clerk read out the quotes of £906+VAT+delivery and £1,255+VAT+delivery from a parishioner and a bespoke quote gained by the Clerk of £420.37 including fitting, ex VAT.
Cllrs resolved to use the S106 grant to purchase the bespoke £420.37 noticeboard for community use.
The Broad's Authority to be informed of this expenditure and a noticeboard agreement to be drawn up.

Clerk/Chair

7. Street Lamps - update

The Chair informed the Street Lamps adoption grant had been received and the street lamps were adopted from 1st July 2019. A meeting had taken place with Pearce and Kemp maintenance contractor and terms agreed.

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

Planning Applications/Decisions (*report attached*)

- a) Cllr Larkin reported the applications and decisions since the last meeting.
- b) Hastoe Housing Development - land adjacent to 4 Loddon Road, Ditchingham.
Cllrs viewed draft housing images and the Chair informed an official planning application had not been submitted yet. A full site survey will take place in the autumn when the site is cleared after the nesting season.

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

- a) Chair's Report
The Chair officially thanked Alan Nobbs (ADN Surfacing Contractors) for completing The Dip's Skate Park tarmac repairs free of charge.
- b) Community
The Chair read out his report and answered questions (*full report attached*).
 - The Clerk was requested to contact NCC again re the pedestrian crossing on the A143.
 - Cllrs discussed the state of the Malting's Amenity area and agreed to ask a member of the Malting's Management Committee to join DPC.
- c) Finance & Resources
No further update.
- d) Planning & Highways
SAM2
 - Cllr Taylor gave an update on locations of the SAM2 since the last meeting and reported no speeding in Rider Haggard Way.
 - Cllr Layton gave an Analysis Report and Cllrs questioned the SAM2 accuracy and agreed to do some manual spot checks.

Clerk

Signed: _____ (Chair)

Date:

- Cllr Layton informed the Safer Neighbourhood Team (SNT) would be happy to review analysed data with evidence of speeding 'hot spots.'

10. Consider Issues not decided by Committees

- a) Chicken Roundabout Sculptures – update
The sculptures have been approved by NCC with conditions and waiting to hear from Black Dog Arts re insurance.
- b) Tree Warden Report
The Tree Warden Reported *'I've had a good walk around the sites, no concerns apart from the two large firs in the churchyard. Looks like a second tree is showing either some stress or just showing its age. Going brown at the end of the branches, not a safety problem in my view'*. The trees will be monitored.
- c) Community Notice Board
As point 6.c.
- d) Community Speed Watch
Cllr Layton reported she had registered an interest and informed to set the group up; at least six volunteers have to be CRB checked and trained by the Police. Then all kit will be issued and the volunteers can do their own speed watch schedule.
- e) Councillor Training
The Clerk advised of NALC's 'in house' training and will try to arrange an evening date in October. Other PC's will be invited to fill spaces and share costs.

11. Correspondence

- a) Clerks & Councils Direct Magazine
- b) Ditchingham Hall Open Garden Flyer

12. Urgent Other Business

- a) Cllr Bernard informed lottery grant funding for the village hall annexe has been applied for and it will take 2-3 months to process.

13. Items for Next Agenda

None

14. To confirm the Dates of the Next Year's Meetings

- Monday 16th September 2019 at 7.30pm
- Monday 18th November 2019 at 7.30pm
- Monday 20th January 2020 at 7.30pm
- Monday 16th March 2020 at 7.30pm
- Monday 18th May 2020 at 7.30pm
- Monday 20th July 2020 at 7.30pm

Planning Meetings arranged as required.

The meeting closed at 9.05pm

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

Signed: _____ (Chair)

Date:

9.d) Finance & Budget Report

Ditchingham Parish Council - July 2019				Annex A
Finance Report: Payments & Receipts, & Balances at bank				
				£
Community Account Balance b/f				32,424.99
Payments since last report				
Date	Cheque No.	Payee	Amount	
28/05/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33	
28/05/2019	S/O	Mrs O Mulley - Village Cleaner	73.34	
28/05/2019	S/O	Ms S Chapman - Clerk	600.75	
25/06/2019	101614	Robert Utting - Play Area Repairs (Bench)	63.47	
25/06/2019	101615	CC Betts - Maintenance Materials (Youth Shelter)	245.54	
26/06/2019	101616	Clinks Care Farm Maintenance 1/3 Invoices	3430.00	
28/06/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33	
28/06/2019	S/O	Mrs O Mulley - Village Cleaner (returned/changed banks)	0.00	
28/06/2019	S/O	Ms S Chapman - Clerk	600.75	
15/07/2019	101617	Robert Utting - Youth Shelter Painting	306.03	
15/07/2019	101618	Mrs O Mulley June - Village Cleaner (s/o stopped)	73.34	
15/07/2019	101619	Clerk's Expenses June & July	65.57	
15/07/2019	101620	Black Dog Signs Ltd - Bus Shelter Signs	60.00	
15/07/2019	101621	CAS Parish Protect Insurance	596.96	
			Total	6,466.41
Receipts since last report				
23/05/2019	credit	Arthur Hank - Memorial	200.00	
19/06/2019	credit	SNC - Litterpick	20.00	
01/07/2019	credit	SNC Street Lamps payment	77,800.00	
			Total	78,020.00
Transfers				
13/06/2019		Transfer to Business Saver Account		(97,800.00)
			Total	6,178.58
Cashbook balance (as above)				
Community Account Statement Balance 28/06/2019				10,956.02
Unpresented cheques				4,777.44
Uncleared receipts				-
			Total	6,178.58
Business Saver Statement Balance 09/07/2019				145,765.36
Total balance in both accounts				£ 151,943.94

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	Precept	28,000	14,000	28,000	50%	
643	SN Transition monies	0	-	0		
245	Allotments Rents	245	-	245	0%	
1,670	Burial Grounds	2,000	420	2,000	21%	
500	Play Areas	0	-	0		
3,558	VAT Reclaimed	1,500	574	1,500	38%	
30,973	Total Budgeted Income	31,745	14,994	31,745	47%	
68	Miscellaneous	0	20	20		Litterpick
0	SNC Street Lamp Payment	0	77,800	77,800		
550	Proceeds Yard Sale	0	-	0		
1,775	NCC Parish Partnership Grant - SAM2	0	-	0		
86	Business Account Interest	0	24	24		
33,462	Total Income	31,745	92,638	109,589	47%	
	Expenditure					
6,840	Clerk's Employment Costs	7,709	1,797	7,709	23%	
380	Clerk's Office Costs (elec, b, bond, comp equip)	380	127	380	33%	
1,398	General Expenses	1,200	254	1,200	21%	Internal Audit
100	Allotment Rent to Land Owner	100	-	100	0%	
4,805	Cemetery	4,500	1,258	4,500	28%	
900	Dog Waste Bin Servicing	1,000	-	1,000	0%	
911	Insurance	1,000	597	997	60%	Changed insurers
220	Miscellaneous	500	405	500	81%	Nak Subs, phone box signs
750	Parishioner Magazine/Website	750	-	750	0%	
3,880	Play Areas grass cut/litter picker	3,300	975	3,300	30%	
4,808	Play Area maintenance general	5,000	749	5,000	15%	
5,076	Village Maintenance	3,000	1,225	3,000	41%	
3,754	VAT	1,500	623	1,500	42%	
1,701	Tree Survey/Maintenance	1,000	-	1,000	0%	
-	Street Light's Electricity/Maintenance	3,000	-	3,000	0%	
-	Lychgate Reserve	0	495	495	0%	Repairs/painting
-	Play Area Reserve	0	-	0	0%	
35,521	Total Expenditure	33,999	8,505	34,011	25%	
3,550	SAM2 Unit	0	-	0		
550	Proceeds Yard Sale (for EAAA)	0	-	0		
39,021	Total Expenditure	33,999	8,505	34,011	25%	
(6,160)		(2,194)	84,133	75,558		Difference
16,831	Balance per Community Acc B/F 2018/19		25,925			
50,800	Total Receipts per cash book		92,614			Yellow and green boxes should match
41,706	Total Payments per cash book		3,345			
0	Transferred to Saver Account		97,800			
25,925	Community Account Balance		6,179			
47,846	Business Saver Account		145,705			
78,771	Total in Both Accounts		151,944			Blue box should match the RFD Finance report (rounded)
	Restricted Reserves		131,378			
	General Reserves		20,566	Year to Date		
			151,944			
			Added/Spent	Current		
	Restricted Reserves		2019/20	Balance		
13,414	Lychgate Maintenance		495	12,919		
3,470	Hillow Hill Footpath Maintenance		-	3,470		
30,000	Play Area Reserves		-	30,000		
189	CL Infrastructure Levy (SN)		-	189		
2,000	New strategies Reserve		-	2,000		
5,000	S106 Money		-	5,000		
0	Streetlight Reserve		-	77,800		
54,073			495	131,378		
13,538	General Reserves			20,566		
67,611				151,944		
	Precept 2019/20					
	Parish Precept Requirement		28,000.00	(+ £ 3000)		
	Tax Base 2017/18		625.00			
	Band D property (less SNC Grant - now finished)		44.80			
	An increase of		5.64	per year		

Signed: _____ (Chair)

Date:

12. Planning and Highways Committee Planning Applications/Decisions

Ref. 2019/1442

Applicant: Mr Jamal Sealey

Location: 1-28 Scudamore Place Ditchingham NR35 2QT

Proposal: Installation of air source heat pump system to rear of dwellings

Copies of the submitted plans can be viewed on-line at: <https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PUOV7VOQLIV00>

Ref: 2019/1297

Applicant: Mr Wilson

Location: 25-39 Hollow Hill Road Ditchingham NR35 2QU

Proposal: To install new Air Source Heat Pump (ASHP) heating adjacent to properties.

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

<https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PTG3ZJOQL5D00>

Ref: 2019/0794

Application Received: Thu 04 Apr 2019

Application Validated: Wed 24 Apr 2019

Address: Dark Hole Toad Lane Thwaite NR35 2EQ

Proposal: Proposed two commercial units to accommodate flexible B1/B2/B8 uses, comprising refurbishment and small extension to two existing buildings together with associated parking.

Status: Pending Consideration

Ref. No: 2019/1315

Retention of satellite dishes

1, 2, 3, 6, 7, 9, 10, 14, 16, 17, 20, 21, 24 Scudamore Place Ditchingham Norfolk NR35 2QT

Received: Tue 25 Jun 2019 | Validated: Tue 25 Jun 2019 | Status: Pending Consideration

Ref. No: 2019/1318

Retention of satellite dishes

25, 29 Hollow Hill Road Ditchingham Norfolk NR35 2QU

Received: Tue 25 Jun 2019 | Validated: Tue 25 Jun 2019 | Status: Pending Consideration

Ref. No: 2019/1241

Install satellite dish to existing aerial pole to rear of dwelling

15 Scudamore Place Ditchingham Norfolk NR35 2QT

Received: Wed 12 Jun 2019 | Validated: Thu 20 Jun 2019 | Status: Pending Consideration

Ref. No: 2019/1029

Replacement of doors and windows including partial bricking-up of openings

Emmaus House Belsey Bridge Road Ditchingham Norfolk NR35 2D

Received: Fri 10 May 2019 | Validated: Thu 20 Jun 2019 | Status: Pending Consideration

Ref. No: 2019/1023

Single storey rear extension and new dormer; UPVC windows and doors; removal of chimney; and formation of highway access.

38 Loddon Road Ditchingham Norfolk NR35 2QN

Received: Tue 07 May 2019 | Validated: Wed 19 Jun 2019 | Status: Pending Consideration

Signed: _____ (Chair)

Date:

9.b. Community Committee Report 20th May 2019

Please find below my report compiled on Saturday 18th May 2019.

Allotments

All allotments have now been let for the next year and two parishioners on the waiting list. Plots now being tended, ranging from just started through to good and excellent. One plot needs attention.

Cemetery

Work to repair and redecorate the inside of the Lynch Gate has now been completed.

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. Grass due for a cut, however there is a lot of weed on the surface. Would ask Clink's Care Farm for their advice.

Thwaite Road Play Area

Area looks smart and in good shape. All grass areas have been cut.

Chicken Roundabout

Waiting for response from Black Dog Arts reference chickens decided at last meeting. Bobbie Watchom is waiting for a response from Highway Department. Edges have been cut and wild flower beds looking good.

Maltings Amenity Space

Some work has been carried out at the amenity. Area between beck and A143 still looks like waste land although Broads Authority comment is that it is a good environmental area. Work has been carried out on beck to clear weeds and cut bank. Rest is looking like a field with grass path that could not be used by invalid chair or baby buggy. Rabbits are everywhere. Meeting will be held on 14th March between Cally Smith and Linda Ibbitson-Elks from Broads authority and P J Livesey to confirm that they are working to the latest management plan for the area. Still awaiting confirmation.

Cheyne Walk

Generally, in good shape. Edges getting near to the point of requiring strimming.

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.

2 Loddon Road

A request was made to have this hedge cut back as it was growing onto the road. This has been done.

DPC Asset Register

The asset inspection form has been completed and forwarded to Secretary.

Broken Fence

The broken fence at the Loddon Road end of the path to Clark Road has been repaired.

Signed: _____ (Chair)

Date:

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 people 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, phonebox, lychgate and anything else that needs cleaning.

Community Committee Chair: A. E. Skippen

DRAFT

Signed: _____ (Chair)

Date: