

**Meeting Minutes
Monday 18th March 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: County Councillor Margaret Stone, County Councillor Barry Stone & 13 parishioners

PUBLIC MEETING

A. Parishioner Question Time

Parishioners asked questions/requested:

- Funding for table tennis equipment for a community group.
- Street lights.
- Speeding Loddon Road/Hollow Hill Road/Thwaite Road.
- Community Speed Watch.
- Planning application.
- Advertising Meetings in Parish Magazine.
- Parked cars, HGV's mounting kerbs.
- Community Noticeboard.

County Councillor Margaret Stone answered questions re speeding, parking and village issues. She gave a full reason why the 60mph speed limit could not be changed in Loddon Road (speed limits set by NCC Policy) and advised parishioners they could email her directly with any of these concerns on:

margaret.stone.cllr@norfolk.gov.uk

B. External Reports

County Councillor Margaret Stone

Full budget report:

<https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes/> and gave a verbal report.

The Chair thanked her for her input to the meeting.

District Councillor Brendon Bernard gave a verbal report on:

- The SNC budget restraint.
- SNC is one of the few District Council's which has a balanced budget and only an 8% tax increase for 2019/20.

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.c) Non-Pecuniary Interest – Cllr Larkin & Cllr Taylor (members of Men's Shed).

Action

Signed: _____ (Chair)

Date:

3. **To Confirm the Minutes of the meeting held on 21st January 2019**
Councillors resolved unanimously the Minutes to be 'taken as read and agreed as correct'.
To Confirm the Minutes of the meeting held on 18th February 2019
Councillors who attended this meeting 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) Loddon Road Speed Limit – as advised by CC Stone, speed limits set by NCC Policy.
 - b) **To Do List**
The Chair read out a list of other items presently being dealt with and Cllr Mulley and the Clerk are working through the list of outstanding items requiring attention and reporting.
5. **Co-option to fill Casual Vacancies**
None.
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.
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) **Men's Shed Grant Review (£5,000)**
Non-Pecuniary Interest – Cllr Larkin & Cllr Taylor (members of Men's Shed) did not vote.
Cllr Bernard spoke of the Village Hall extension project which is short of £40,000 and the committee can now go to phase 2 of the lottery grant. He suggested the £5,000 Men's Shed Grant be added to the \$106 money, which is only available for a limited time.
Councillors agreed to write to Men's Shed and ask them of their current position re a base in Ditchingham.
 - d) **Internal Audit**
Cllrs noted the internal audit for 2018/19 has been set for 16th April 2019.
7. **Street Lamps Deed Resolution**
Councillors resolved unanimously to sign the Legal Deed to adopt the street lamps in Ditchingham. Signed by Cllr Larkin, Cllr Bernard and the Clerk (Proper Officer).
Full details have been minuted in previous meetings.
8. **New Policy Adoption**
Councillors resolved unanimously to adopt the Street Lamps Policy (attached).
9. **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.
10. **To receive Internal Reports from Advisory Committees & Decision Committees**
 - a) **Chair's Report**
The Vice Chair informed:

Clerk

Signed: _____ (Chair)

Date:

- As report and thanked the Clerk and Councillors for all their hard work.

b) Planning and Highways Report

i) SAM2 – no report, problem with software, now being resolved.

ii) Street Lighting – as above.

c) Community Report (*see report attached*)

Clr Skippen read out his report and answered questions.

d) Finance & Resources Report

No further report.

11. Issues not decided by Committees:

a) The Maltings Amenity Area – as per the Community Report.

b) Chicken Roundabout Sculptures – no further progress.

c) Tree Warden - Clr Hartwell informed he will inspect the trees after the recent storms and will be looking for sites to place the free trees on offer from the Woodland Trust.

d) Ditchingham Litter Pick Sunday 12th May 2019 at 10.00-12 noon
Advertised and equipment ordered.

FH

12. Correspondence

a) Carers Matters Newsletter (attached)

b) Clerks & Council Direct Magazine

c) Email re Community Noticeboard

13. Urgent Other Business

a) Local Bus Service Cuts

The Clerk from Broome PC has requested DPC support in challenging the recent cuts to local Bus Services. The Clerk to request further details and offer support.

b) Clr Mulley reported Hollow Hill/Norwich Road junction. Buses/traffic are pulling onto the verge with little support underneath above a deep ditch.

Clerk

Clerk

14. Items for Next Agenda

a) Community Noticeboard

b) Community Speedwatch

c) Policies and Documents Review

15. The Next Meeting Date:

Monday 20th May 2019 at 7.30pm - AGM & APM

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:

6.a). Finance Report

Ditchingham Parish Council - March 2019				Annex A
Finance Report: Payments & Receipts, & Balances at bank				
				£
Current account b/f				26,441.72
Payments since last report				
Date	Cheque No.	Payee	Amount	
21/01/2019	101599	NTP Clerk's Training	£ 35.00	
28/01/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 170.73	
28/01/2019	S/O	Mrs O Mulley - Village Cleaner	£ 71.42	
28/01/2019	S/O	Ms S Chapman - Clerk	£ 570.00	
18/02/2019	101600	Mr R Utting - Lychgate Maintenance	£ 1,586.32	
28/02/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 170.73	
28/02/2019	S/O	Mrs O Mulley - Village Cleaner	£ 71.42	
28/02/2019	S/O	Ms S Chapman - Clerk	£ 570.00	
18/03/2019	101601	The Parishioner Magazine	£ 750.00	
18/03/2019	101602	Richard Mulley Maintenance	£ 6.39	
18/03/2019	101603	Norse Tree Works (3 Areas)	£ 1,596.98	
18/03/2019	101604	Mr Cheyne - Allotment Rent	£ 100.00	
18/03/2019	101605	Clerk's Expenses - February-March	£ 126.49	
18/03/2019	101606	Ditchingham Village Hall Rent	£ 61.25	
			Total	5,886.73
Receipts since last report				
28/02/2019	Credit	Mr A. Crisp Memorial	£ 40.00	
28/02/2019	Credit	Saffron Housing - sign repair	£ 48.00	
				88.00
			Total	
				20,642.99
Cashbook balance (as above)				
Community Account Statement Balance 28/2/2019				23,284.10
Unpresented cheques				2,641.11
Uncleared receipts				-
				20,642.99
Business Saver Statement Balance 28/02/2019				47,917.57
Total balance in both accounts				£ 68,560.56

Signed: _____ (Chair)

Date:

6.b) Budget Report

Ditchingham Parish Council Budget Report 2018/19					
Year End 2017/18		Budget 2018/19	Actual Year to Date 2018/19	Forecast 2018/19	% of Original Budget
	Income				
30,000	Precept	24,357	24,357	24,357	100%
1,691	SN Transition monies	1,000	643	643	64%
245	Allotments Rents	245	245	245	100%
5,129	Burial Grounds	3,000	1,670	3,000	56%
500	Play Areas	2,000	500	500	25%
3,885	VAT Reclaimed	1,500	3,558	3,558	237%
41,450	Total Budgeted Income	32,102	30,973	32,303	96%
220	Miscellaneous	0	68	68	-
0	Proceeds Yard Sale	0	550	550	-
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	32,102	33,366	34,696	96%
32	Business Account Interest	0	0	0	0%
	Expenditure				
6,728	Clerk's Employment Costs	6,736	6,270	6,736	93%
380	Clerk's Office Costs (elec, b.band, comp.equip).	380	380	380	100%
1,163	General Admin	1,200	1,398	1,200	117%
100	Allotments rent to land owner	100	100	100	100%
3,945	Burial Grounds	5,000	4,805	5,000	96%
845	Dog Waste Bin Servicing	900	900	900	100%
876	Insurance	1,000	911	911	91%
107	Miscellaneous	500	220	500	44%
750	Parishioner Magazine/Website	750	750	750	100%
3,213	Play Areas grass cut/litter picker	3,300	3,823	3,300	116%
4,561	Play Area maintenance general	5,000	4,440	5,000	89%
5,180	Village Maintenance	4,000	4,947	4,000	124%
4,454	VAT	1,500	3,754	3,754	250%
1,344	Tree Survey/Maintenance	2,000	1,701	2,000	85%
-	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%
41,706		32,366	34,398	34,531	106%
0	SAM2 Unit	0	3,550	3,550	-
0	Proceeds Yard Sale	0	550	550	-
41,706	Total Expenditure	32,366	38,498	38,631	119%
9,094		(264)	(5,132)	(3,934)	
16,831	Balance per Community Acc B/F 2017/18		25,925		
50,800	Total Receipts per cash book		33,366		
41,706	Total Payments per cash book		38,498		
0	Transferred to Saver Account		0		
25,925	Community Account Balance		20,793		
47,846	Business Saver Account		47,918		
73,771	Total in Both Accounts		68,711		
	Restricted Reserves B/F from 2016/17 (as below)		55,659		
	General Reserves		13,052	Year to date	
			68,711		
			Added/Spent 2018/19	Current Balance	
15,000	Lychgate Maintenance		0	13,414	
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 (S106)		0	5,000	
0	Streetlight Reserve		0	0	
55,659			0	54,073	
18,112	General Reserves			13,052	
73,771				67,124	

Signed: _____ (Chair)

Date:

8. Street Light Policy

Street Lamps Policy

Objective

With effect from 1st April 2019 the Council will take over responsibility for the maintenance of 89 streetlamps, previously maintained by South Norfolk Council. During negotiations, SNC identified 10 lamps which they considered to be essential. The Council identified a further 10 lamps which they also considered to be essential.

Policy

- 1.1 The Council will receive an initial sum of £80,300 which is to be kept in Reserve and used solely for future maintenance, replacement and removal.
- 1.2 The Precept will increase to cover annual electricity and other costs.
- 1.3 The 20 lamps identified as essential will continue to be maintained, subject to any changes in circumstances.
- 1.4 Other lamps will be considered by the Planning and Highways Committee at an appropriate renewal time.
- 1.5 Any plan to decommission a lamp will be discussed with neighbouring residents.
- 1.6 Renewal of lamps will be undertaken with LED bulbs.
- 1.7 The streetlamps will be added to the asset list and relevant insurance for public liability and damage will be added to the Council's existing Policy.
- 1.8 The lamps will be physically examined for damage on a quarterly basis and a report will be made and held by the Clerk.
- 1.9 Residents are asked to report malfunctioning lighting to the Clerk.
- 1.10 This Street Lamp Policy should be used in conjunction with DPC Planning and Highways Committee Policy (Page 55 of DPC Council Policies).

General

2.1 Complaints: Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.

2.2 Adoption & Revision: This policy was originally adopted [19/03/2019] and will be next reviewed before [19/3/2020].

Signed: _____ (Chair)

Date:

9. Planning and Highways Committee Planning Applications/Decisions

Ref. 2019/0633

Applicant: Mr Alfie Boggis

Location: 8 Clark Road Ditchingham NR35 2QQ

Proposal: Single storey rear extension.

Ref: 2019/0561

Applicant: Mr G Hayes

Location: 69 Loddon Road Ditchingham Norfolk NR35 2RA

Proposal: Change of use from builder's yard and offices to 3no. two bedroom single storey dwellings.

Ref. No: 2019/0534

Change of use of land from Agricultural to B8 Storage and removal of existing stables building (THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY BA/2019/0064/FUL)

Building At Waveney Valley Business Park Falcon Lane Ditchingham Norfolk

Ref. No: BA/2019/0064/FUL

Change of use of land from Agricultural to B8 Storage and removal of existing stables building

Waveney Valley Business Park Falcon Lane Ditchingham NR35 2JG

2019/0297

Applicant: Mr Lee Wakefield

Location: 9 Poppy Close Ditchingham Norfolk NR35 2SG

Proposal: 2 storey and single storey rear extension.

2019/0223

Applicant: Mr Mark Gray

Location: Land West Of 21 Tunneys Lane Ditchingham Norfolk

Proposal: Erection of single storey dwelling

Signed: _____ (Chair)

Date:

10. c) Community Report

Ditchingham Parish Council **Community Committee Report 18th March 2019**

Please find below my report compiled on Thursday 14th March 2019.

Allotments

All allotments have now been let for the next year and two parishioners on the waiting list. Final plot let to a parishioner who will have help from son. All plots now being tended, ranging from just started through to good and excellent.

Cemetery

Roof of Lychgate was damaged by a falling branch. This has now been repaired by Robert Utting along with some necessary general maintenance work. We are waiting for a further quote to repair and redecorate the inside.

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. Clink's Care Farm are aerating, scarifying and maintaining the area and grass cutting will commence when required from late March.

Thwaite Road Play Area

Fencing at the Thwaite Road end of play area next to field has now been replaced. Clink Care Farm has been asked to do some additional strimming around the edge near Poppy Close and across to the farmers field.

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.

Maltings Amenity Space

Some work has been carried out at the amenity. Area between beck and A143 is still in a state. 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 a field with grass path that could not be used by invalid chair or baby buggy. 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.

Tree Survey

An order was placed with Norwich Norse Environmental to provide a tree survey covering the Dip, Thwaite Road Playground and St Marys Cemetery to carry out any work required. This has been completed.

Cheyne Walk

Generally, in good shape. Order has been placed with Clint's Care Farm for strimming. This has always been done.

Defibrillator

With reference to the defibrillator sited at Ditchingham Stores, Loddon Road is confirmed as being monitored by a local resident.

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.

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 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:

10. Correspondence



'with Carers at the heart of everything we do'

Dear Parish Clerk,

Would you be so kind as to read this letter out at your next Parish Council meeting to the respective Councillors and Residents in attendance, as well as recording in the minutes and any such communications in the local Parish news.

We're really keen to make everyone aware of CarersMatterNorfolk. It is a service to support unpaid carers across Norfolk, commissioned by Norfolk County Council and the five NHS Clinical Commissioning Groups.

The support is for young carers, young adult carers and adult carers, working in partnership with many organisations and community groups. Including those which have been established for many years, as well as new ones that have formed.

In your Parish we have local Carer Connectors providing face-to-face support, within a carers own home or a place of their choice. This could be helping to navigate and understand local services, benefits, housing and adaptations or providing emotional support and assisting them to attend local activities.

Our Carer Connectors can assess their needs and those of their cared-for and help them access the support which will benefit them most.

CarersMatterNorfolk provide a full breadth of support through:

- 7 days a week Freephone Advice Line
- Emotional Wellbeing support in the caring role (counselling)
- Education and Training through events and sessions for peer support groups
- An online e-learning portal (designed by carers for carers)

Signed: _____ (Chair)

Date:

- Online community in The Pod, where carers can engage in peer support and speak to other carers
- Live Chat support on our website with our Advice Line
- Grants for local peer support groups
- Membership of Carers Voice – carers can have their voice on services and decisions which affect them and the person they care for.

Whatever the question or need of support the Advice Line Team are available:

8am – 8pm Monday to Friday

4pm – 8pm Saturday

8am – 12noon Sunday

Just call **0800 083 1148** or visit the website www.CarersMatterNorfolk.org.uk to find out more and access support.

Many carers are hidden, often not aware that they're in a caring role or don't know where or how to access support. Accessing support at an early stage, rather than being discovered or reaching out at crisis, makes a transformational difference in the outcomes for families and our communities.

A Parish Council can play a critical role in identifying and helping carers to access the right support at the right time. We value and appreciate your help in raising awareness of CarersMatterNorfolk.

Thank You,

Kevin Vaughan

Kevin Vaughan

CarersMatterNorfolk

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CarersMatterNorfolk c/o Voluntary Norfolk.

St Clements House

2-16 Colegate

Norwich

NR3 1BQ

Our mailing address is:

comms@carersmatternorfolk.org.uk

Signed: _____ (Chair)

Date: