

Meeting Minutes
Monday 19th November 2018
at 7.30pm
The Village Hall, Ditchingham

Councillors present: Alan Larkin (Vice Chair, AL), Fred Hartwell (FH), Richard Mulley (RM), Alf Skippen and Charlie Taylor (CT)

Clerk/RFO: Sally Chapman

Also Present:

PUBLIC MEETING

A. Parishioner Question Time

None present

B. External Reports

County Councillor Stone

Not present, no report.

District Councillor Bernard

Not present, report:

- New Managing Director starts in January.
- Council business continuing as normal, budgets review, more planning applications have been made recently, affecting Broome also. Further cuts to expenditure expected due to Government support reductions.

MAIN MEETING

1. To consider Apologies for Absence

Cllr Weston (Chair) and Cllr Bernard – apologies accepted.
Cllr Larkin (Vice Chair) Chaired the meeting.

2. Declaration of Interests & Consider requests for Dispensation

6.a) Pecuniary interest Cllr Hartwell (invoice).

3. To Confirm the Minutes of the meeting held on 17th September 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) Hollow Hill footpath posts repaired – Clerk has sent email of thanks to landowner.
- ii) WW1 Beacons of Light update - In Chair's report.
- iii) Loddon Road Speed Limit – The Chair advised DPC had received a response from NCC Highways and they will not restrict the speed limit to 30 mph on the short stretch from Waveney Road (Rider Haggard) to just past Tunney's Lane. Cllr Hartwell agreed to contact Broome PC and the Clerk to ask the District Councillor to ask for their support.

b) To Do List

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

Cllr
Hartwell
/Clerk

Signed: _____ (Chair)

Date:

<p>5. Co-option to fill Casual Vacancies None</p> <p>6. Finance a) To receive the RFO's Finance Report and Approve Accounts (<i>see reports attached</i>) The RFO gave a Finance Report of all activities since the last meeting. <i>Pecuniary interest Cllr Hartwell (invoice).</i> Councillors resolved to approve the Finance Report and Receipts and Payments. Cllr Hartwell did not vote. b) To receive the current Budget Report 2018/19 Councillors resolved unanimously to approve the Budget Report. c) To agree the Budget and Precept for 2019/20 Cllrs agreed unanimously to raise the precept by £3,000 to £28,000 and the 2019/20 budget as attached.</p> <p>7. To receive a report from the Planning and Highways Committee Planning Applications/Decisions (<i>see report attached</i>) Cllr Larkin reported the applications and decisions since the last meeting.</p> <p>8. To receive Internal Reports from Advisory Committees & Decision Committees a) Chair's Report (<i>see report attached</i>) The Vice Chair spoke of the events held in Broome on 11th November. b) Planning and Highways Report i) Hastoe Housing Affordable Homes – a full update will be given at the January meeting. ii) SAM2 – no report, problem with software. iii) Street Lighting – the legal documents are now being processed and DPC is awaiting clarification on a few points before signing. c) Community Report (<i>see report attached</i>) Cllr Skippen read out his report and answered questions. d) Finance & Resources Report No further report.</p> <p>9. Issues not decided by Committees: a) The Maltings Amenity Area – As per the Community Report. b) Chicken Roundabout Sculptures – no update.</p> <p>10. Correspondence a) Parishioner email re Chicken Roundabout driver's anti-social behaviour and the response from The Safer Neighbourhood Team (attached). b) Parishioner email re parking in Clark Road – waiting for a response from NCC Highways c) Invitation to The Falcon Meadow Charitable Trust's Tree Planting 24th November. Cllr Larkin said he would attend. d) Clerks & Council Direct Magazine</p> <p>12. Urgent Other Business a) Ditchingham Village Hall extension - Cllr Bernard (not present) sent the following report: Presently have about £ 70,000 funding accounted for, with total cost of £103,000 - shortfall of £ 33,000. I have started to reapply for the balance, but funding grants very tight. It has been suggested that the village hall could take out a Village Loan, and now investigating this alternative, to get this project off the ground. b) A143 Pedestrian Crossing – Cllrs discussed and requested the Clerk to contact NCC Highways and request pedestrian crossing signs and a street light.</p>	
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Signed: _____ (Chair)

Date:

<p>13. Items for Next Agenda None</p> <p>14. The Next Meeting Date:</p> <ul style="list-style-type: none">• 21st January 2019 at 7.30pm <p><i>Planning Meetings arranged as required.</i></p> <p>The meeting closed at 9.00pm</p> <p><i>The following attached reports and papers should be regarded as part of the minutes</i></p>	
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DRAFT

Signed: _____ (Chair)

Date:

6.a). Finance Report

Ditchingham Parish Council - November 2018				Annex A
Finance Report: Payments & Receipts, & Balances at bank				
				£
Current account b/f				24,286.34
Payments since last report				
Date	Cheque No.	Payee	Amount	
28/09/2018	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 170.73	
28/09/2018	S/O	Mrs O Mulley - Village Cleaner	£ 71.42	
28/09/2018	S/O	Ms S Chapman - Clerk	£ 570.00	
28/10/2018	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 170.73	
28/10/2018	S/O	Mrs O Mulley - Village Cleaner	£ 71.42	
28/10/2018	S/O	Ms S Chapman - Clerk	£ 570.00	
08/11/2018	101583	Playquip - Zipwire repairs	£ 1,182.00	
08/11/2018	101584	Broome Parish Council - Armistice Commemoration	£ 200.00	
08/11/2018	101585	Clinks Care Farm - Grounds Maintenance 2/2	£ 4,890.00	
08/11/2018	101586	Mr P Forder - Wasp Nest	£ 45.00	
19/11/2018	101587	Mr F Hartwell - Remembrance Wreath	£ 20.00	
19/11/2018	101588	Clerk's Oct/Nov expenses	£ 67.10	
			Total	8028.40
Receipts since last report				
28/09/2018	Credit	SNC Precept & Grant	£ 12,178.50	
19/10/2018	Credit	Allotment Rents	£ 200.00	
07/11/2018	Credit	Allotment Rents	£ 30.00	
08/11/2018	Credit	Cemetery - Mrs M R Brown	£ 220.00	
08/11/2018	Credit	Allotment Rents	£ 10.00	
			Total	12638.50
Cashbook balance (as above)				28896.44
Community Account Statement Balance 31/10/2018				36199.62
Unpresented cheques				7563.18
Uncleared receipts				-260.00
				28896.44
Business Saver Statement Balance 31/10/2018				47893.69
Total balance in both accounts				76790.13

Signed: _____ (Chair)

Date:

6.b) & c) 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	Draft Budget 2019/20
	Income					
30,000	Precept	24,357	24,357	24,357	100%	28,000
1,691	SN Transition monies	1,000	643	643	64%	0
245	Allotments Rents	245	245	245	100%	245
5,129	Burial Grounds	3,000	1,440	3,000	48%	2,000
500	Play Areas	2,000	500	500	25%	0
3,885	VAT Reclaimed	1,500	1,466	1,500	98%	1,500
41,450	Total Budgeted Income	32,102	28,651	30,245	89%	31,745
220	Miscellaneous	0	20	20	-	0
0	Proceeds Yard Sale	0	550	550	-	0
4,030	NCC Parish Partnership Grant - Hollow Hill Footpath	0	0	0	-	0
0	NCC Parish Partnership Grant - SAM2	0	1,775	1,775	-	0
100	SNC Grant	0	0	0	-	0
5,000	S106 Grant - Men's Shed	0	0	0	-	0
50,800	Total Income	32,102	30,996	32,590	89%	31,745
32	Business Account Interest	0	0	0	0%	0
	Expenditure					
6,728	Clerk's Employment Costs	6,736	3,990	6,736	59%	7,236
380	Clerk's Office Costs (elec, b.band, comp.equip).	380	253	380	67%	380
1,163	General Admin	1,200	1,110	1,200	92%	1,200
100	Allotments rent to land owner	100	0	100	0%	100
3,945	Burial Grounds	5,000	4,805	5,000	96%	4,500
845	Dog Waste Bin Servicing	900	0	900	0%	1,000
876	Insurance	1,000	911	911	91%	1,000
107	Miscellaneous	500	220	500	44%	500
750	Parishioner Magazine/Website	750	0	750	0%	750
3,213	Play Areas grass cut/litter picker	3,300	3,595	3,300	109%	3,300
4,561	Play Area maintenance general	5,000	3,184	5,000	64%	5,000
5,180	Village Maintenance	4,000	2,677	4,000	67%	3,000
4,454	VAT	1,500	3,180	3,180	212%	1,500
1,344	Tree Survey/Maintenance	2,000	0	2,000	0%	1,000
-	Street Light's Electricity/Maintenance	0	0	0	0%	3,000
-	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	23,924	33,957	74%	33,466
0	SAM2 Unit	0	3,550	3,550	-	0
0	Proceeds Yard Sale	0	550	550	-	0
41,706	Total Expenditure	32,366	28,024	38,057	87%	33,466
9,094		(264)	2,972	(5,467)		(1,721)
	<i>Difference</i>					Take from General Reseerve.
16,831	Balance per Community Acc B/F 2017/18		25,925			
50,800	Total Receipts per cash book		30,996			
41,706	Total Payments per cash book		28,024			
0	Transferred to Saver Account		0			
25,925	Community Account Balance		28,896			
47,846	Business Saver Account		47,894			
73,771	Total in Both Accounts		76,790			
	<i>Yellow and green boxes should match</i>					
	Restricted Reserves B/F from 2016/17 (as below)		55,659			
	General Reserves		21,131	Year to date		Year to date
			76,790			
			Added/Spent 2018/19	Current Balance		Current Balance
15,000	Lychgate		0	15,000		15,000
3,470	Hollow Hill Footpath Maintenance		0	3,470		3,470
30,000	Play Area Reserves		0	30,000		30,000
189	CIL Infrastructure Levy (SN)		0	189		189
2,000	New strategies Reserve		0	2,000		2,000
5,000	Men's Shed (S106)		0	5,000		5,000
0	Streetlight Reserve		0	0		80,300
55,659			0	55,659		135,959
18,112	General Reserves			21,131		21,131
73,771				76,790		157,090
	Precept 2018/2019					
	Parish Precept Requirement	£25,000	-£5,000			
	Tax Base 2017/18	622				
	Band 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

- **Conifer - fell**
22 Scudamore Place Ditchingham Norfolk NR35 2QT
Ref. No: 2018/2524 | Status: Pending Consideration
 - **Agricultural Buildings South Of Belsey Bridge Road Ditchingham Norfolk**
Notification for Prior Approval for a proposed change of use and associated building works of agricultural buildings to 4 no dwelling houses (QA & QB)
Ref. No: 2018/2532 | Status: Pending Consideration
 - **12 Windmill Green Ditchingham Norfolk NR35 2QP**
Discharge of condition 2 following 2018/0551 - materials
Ref. No: 2018/2441 | Status: Decided
 - **15 Windmill Green Ditchingham NR35 2QP**
Install replacement windows and entrance to front of property
Ref. No: 2018/2180 | Status: Pending Consideration
 - **15 Windmill Green Ditchingham NR35 2QP**
Install replacement windows and entrance to front of property
Ref. No: 2018/2181 | Status: Pending Consideration
 - **50 Norwich Road Ditchingham NR35 2JL**
Non-material amendment to permission 2017/1756/H - Alter window WD12 to patio doors in front elevation
Ref. No: 2018/1930 | Status: Decided
 - **Church Of St Mary Belsey Bridge Road Ditchingham NR35 2JS**
Stripping and re-slating North Aisle roof. Extending the roof approx 2.5m to west to meet with vestry roof and demolition of redundant chimney.
Ref. No: 2018/1784 | Status: Decided
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8.a) Chair Report 19th November 2018

I would like to congratulate our neighbours, Broome Parish Council, for organising the unveiling and dedication of a new War Memorial at their Village Hall, and for joining in with others across the UK, by lighting a beacon to commemorate peace.

I thank them for inviting this Council and Ditchingham residents to what were both moving and enjoyable events. The afternoon and evening events, held on the 11th November, were well attended.

I am grateful to all Councillors and residents who attended, with particular thanks to Cllr Mulley, who laid a wreath on our behalf. I am also aware that Cllr Hartwell played a leading role in the organisation and I am sure that he is pleased that his hard work, and that of others, proved to make the events so successful.

It shows that with organisation, willing volunteers, and a bit of publicity, that our rural communities can come together and support such occasions.

Alan Larkin
Vice Chair, Ditchingham Parish Council

Signed: _____ (Chair)

Date:

8. c) Community Committee Report 19th November 2018

Please find below my report compiled on Thursday 15th November 2018.

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.

The Dip

The work to raise level of tarmac under the skateboard ramps has been done. Goal posts have been moved.

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.

We have had a request from a Station Road Resident to plant some Daffodil bulbs in the bank of the dip, which has been done.

Thwaite Road Play Area

The Zip wire has now been repaired and is in good working order.

Work to replace seating on roundabout and staging still outstanding.

Mole mounds have appeared on part of the play area.

Bushes around the perimeter to be cut.

Chicken Roundabout

Roundabout cut and wildflower seed sown in beds.

Waiting for response from Black Dog Arts reference chickens decided at last meeting.

Maltings Amenity Space

A response has finally been received from Cally Smith of the Broads Authority. She has finally spoken to P J Livesey. She wants a meeting with ourselves to listen to our points.

A Planning Contravention Notice will then be sent to P J Livesey, which is a formal request for information. This can be compared to the approved Management Plan.

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. Broken posts have been replaced including the strengthen of some uprights.

Defibrillator

With reference to the defibrillator sited at Ditchingham Stores, Loddon Road. This should be checked on a monthly basis to make sure it is in full working order. This check was put in the hands of Ditchingham Resident, who also volunteered to be first contact point. Concern has been raised whether this is being done. Acting Chairman Alan Larkin, will visit him to confirm the position. A second defibrillator has been installed by the Black Dog Runners at their base on Pirnow Street.

Signed: _____ (Chair)

Date:

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 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.

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

10. a) Safer Neighbourhood email

From: SNT Loddon <SNTLoddon@norfolk.pnn.police.uk>
To: XXXXXXXXXXXX
CC: 'clerkdpc@aol.co.uk'
Sent: Sun, 18 Nov 2018 23:02
Subject: RE: Chicken Roundabout

Good evening Ms XXXXX,

I have this evening sat up at the roundabout in an unmarked vehicle to monitor the traffic and to see whether any drivers were skidding and screeching. I did not witness any such behaviour during my static patrol, however, I appreciate this is occurring on a regular basis hence your need to contact us.

I will continue to do regular patrols of the area and have also requested colleagues do the same in the hope we can stop the drivers in the act and deal accordingly.

Please do not hesitate to contact me further with any further queries or incidents or if you do manage to capture any indexes of those involved.

Kind regards,

Sherry

PC 1151 Sherry Locke

SNT Patrol Officer
Wymondham Police Station
Norfolk Constabulary
Falconers Chase
Wymondham, Norfolk
Tel: 101 or 01953 424164

Signed: _____ (Chair)

Date: