

**Annual Parish Meeting Minutes**  
**Monday 21<sup>st</sup> May 2018 - 7.30 pm**  
**Ditchingham Village Hall**

**Councillors present:** Keith Weston (Chair), Alan Larkin (Vice Chair, AL), Brendon Bernard (District Councillor, BB), Reg Kirkpatrick (RK), Alf Skippen (AS), and Charlie Taylor (CT)

**Clerk/RFO:** Sally Chapman

**Apologies:** County Councillor Margaret Stone

**Also present:** 4 Parishioners

*Before the meeting commenced the Chair welcomed those present and explained that two separate meetings would be taking place; the first of these being the **Annual Parish Meeting** to be followed by the **Annual General Parish Council Meeting**.*

## MEETING

**1. The Minutes of the Annual Parish Meeting 2017**

**Councillors resolved: The Minutes to be 'taken as read and agreed as correct' – unanimous.**

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

**2. Any business not on the agenda arising from those minutes.**

None

**3. Chairman's report on the Council's Activities**

The Chair read out his report (*see full report attached*). Main points:

- Thanked Councillors', past co-options and resignations. Reported with regret, Cllr Kirkpatrick has resigned because of limited time with other commitments. The Chair and Council paid him tribute for over 25 years' service.
- Thanked Council employees.
- Budget, reserves, policies and salaries.
- Parishioners questions and false accusations against Councillors.
- The year's activities including the BT phone box, the Malting's Amenity Area, Hollow Hill footpath, Clinks Care Farm, Chicken Roundabout, Village Hall Extension, Trees, Planning Applications, Yard Sale, SAM2 Machine, Greater Norwich Plan Consultation and routine Council business.

**4. End of Year Report from the Responsible Financial Officer**

The RFO gave an End of Year Budget and Balance Sheet Report (*see reports attached*).

**Councillors resolved: To approve the End of Year Budget and Balance Sheet - unanimous.**

**5. Reports giving a summary of the year's activities from the Council's Working Parties:**

- a) Planning & Highways** (*See report attached*)
- b) Community Committee** (*see report attached*)

**Action  
by:**

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

Date:

**c) Finance & Resources** *(in Chair's report point 3)*

**6. Report from the County Councillor**

The Chair read the highlights of County Councillor Stone report *(see full report on DPC's website)*.

**7. Report from the District Councillor**

District Councillor Bernard gave a verbal report. Main points:

- South Norfolk and Broadland District Councils' are forming a partnership to share services.
- SNC is keen to provide electrical car charging points.
- SNC has welcomed the announcement by the Government that everyone will have access to Broadband by 2020.
- The Parishioner Magazine and website needs more articles.
- An increase in the Adult Social Care budget.
- SNC tax budget increase for 2018/19 is set at 3.6%.
- Ward Changes - Ditchingham & Earsham District Ward will now include the Parishes of: Alburgh, Bedingham, Broome, Denton, Ditchingham, Earsham, Ellingham, Geldeston, Hedenham, Kirby Cane, Thwaite, Woodton.
- Long Stratton plans for 1,875 new homes and a £20m bypass will be going ahead.

**8. Report from Community Groups**

**a) 4 Villages Good Neighbours**

They continue to hold monthly coffee mornings and various activities, in Broome Village Hall, which are very well attended. They also offer an invaluable helpline to support parishioners getting to healthcare appointments.

**b) Ditchingham United Charities**

The Chair informed the charities continue to support local groups and parishioners in Ditchingham. At their annual meeting on 15<sup>th</sup> May 2018 £14,283 was disbursed. The Chair thanked the Trustees and Clerk for their valuable time and support.

**9. To receive a report from Ditchingham Primary School**

The Chair read out a report sent by the Head Teacher Mrs Heather Brand *(see report attached)*.

**10. Public Questions**

A parishioner reported:

- The new Dog waste bin off Loddon Road near Broome Heath has improved dog fouling.
- The hedge opposite the Triumph Car Garage need cutting back.
- Dangerous parking near the Primary School at drop off and pick up times.

**The Meeting closed at 8.20pm.**

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

Date:

## Point 3 – Chair’s Report

### Combined Parish Council Chair and Finance & Recourses Committee Chair’s Report to Annual Parish Meeting May 2018

As the retiring Chairman I will give a brief report on the Council’s activities and the thinking behind the precept for 2018-19.

I shall begin my report with a number of thanks:

The full complement of DPC is 11 Cllrs but, at the last election there were only 7 nominees, who were elected unopposed. Since that time there have been several additional Cllrs co-opted and several resignations. Cllrs. Fred Hartwell and Alf Skippen were co-opted at the March 2018 meeting – I thank them for standing.

Unfortunately, we have now received a letter of resignation from Cllr Reg. Kirkpatrick; he has many commitments within our community and I fully understand why he feels he must step back from this one. I pay tribute to his many years of service to the parish in the role of Cllr.

Reg’s resignation reduces the Council to seven members.

I should like to thank my fellow Cllrs, all of whom continue to volunteer to do the Council’s work to provide a service to all parishioners. The work of the Council being shared by this reduced number has meant the workload, for some, has become quite onerous.

We have recently learned that our request to the SNC Governance Review, to reduce our substantive number to 9, has been agreed. DPC will only need to elect 9 Cllrs. in 2019.

Secondly, I should like to thank the Council’s employees:

Sally Chapman is our Clerk and Responsible Finance Officer. These are both very important roles which have become quite complex and demanding. Sally continues to carry out these duties efficiently and diligently. The other Cllrs. and I know that we share the management of the Council’s business with a very reliable colleague, and we know that the finances are in a safe pair of hands. I thank Sally for her work behind the scenes and for helping me in the job of Chair. Without the support of a good Clerk I could not continue in the role of Chair.

Paul Austin continues in the job of litter picker. It’s a thankless task picking up the mess left by thoughtless people. Last Saturday 28 volunteers joined in the SNC “Big Litter Pick.” Some litter was collected where Paul’s routes don’t take him but basically, thanks to Paul, we have a very clean village. We are grateful to him for the care he takes over his work.

Paul also undertakes the weekly inspections of both play areas and we thank him for the conscientious way he does these

Finally, I should like to thank the people who do many practical tasks around the village. Many Cllrs. volunteer to turn their hands to maintenance jobs and, thus, save the Council considerable sums of money.

Anne Mulley, ably assisted by her husband, Cllr Richard Mulley, continues to be employed as the Council’s cleaner. She cleans the bus shelters, book exchange and lychgate. Thank you to them both.

As Chair of the Council I am also Chair of the Finance & Resources Committee. This year the committee has carried out three main functions:

- i) Preparing, for adoption at a full Council meeting, a budget with a recommended precept for 2018-9. The draft budget was approved. As I explained in “The Parishioner,” due to its good house-keeping, the Council

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

Date:

now has healthy reserves – so the precept was reduced again this year (by £5,000 to £25,000.) Each November the Council reviews its finances and sets a fair precept that reflects the foreseen expenses and maintains healthy reserves. We don't want the precept to "yo-yo" but, each April, we will levy the right amount for the needs of the parish.

- ii) Reviewing the Council's policies, terms of reference Etc. This was done.
- iii) Reviewing the salaries of the Council's employees. This was done.

A considerable sum of money (Clerk's overtime) and a lot of Cllrs' time was spent answering one parishioner's questions and in defending 3 Cllrs. who were accused, by another parishioner, of breaching the Council's Standing Orders. SNC's senior Governance Officer decided no action should be taken against the 3 Cllrs.

I shall now give a brief summary of the Council's activities, since the last annual meeting, before handing over to my committee Chairs who will tell you more about their areas of responsibility. I will be brief so I don't duplicate what they will tell you.

The redundant BT phone box was converted to a Book Exchange; thank you to Cllr. Richard Mulley. We are still engaged with the Broads Authority to try to get the Amenity Area to the west of The Maltings properly finished. There has been some progress and we are monitoring.

The Hollow Hill footpath was completed; there was an official opening and it has been named Cheyne Walk.

Clinks Care Farm had its contract for our grass maintenance renewed. Council supported Clinks in the Countryside Alliance Awards and the farm won a countryside "Oscar."

Clinks are also establishing wildflowers on Chicken Roundabout. The saga of sculptures on the roundabout goes on with sundry proposals coming forward.

The Council is still working with the Village Hall Committee to try to achieve an extension to the hall.

The village sign and the signpost at the crossroads have been beautifully renovated. The bus shelter has been redecorated.

All the trees for which we are responsible have been surveyed and remedial work carried out.

Council has dealt with many minor planning applications but most attention has been given to proposals for 12 low cost houses (Hastoe Housing – land off Loddon Road) and 24 dwellings (land to North of Hamilton Way.)

The next Yard Sale was planned for June 3<sup>rd</sup> 2018 in aid of the EAAA.

A SAM2 machine has been purchased and is in use; 50% funding each from NCC and DPC.

Council responded to the Greater Norwich Plan consultation.

In addition, there has been the more routine business of dealing with financial matters and insurance; Cllr. Training; enquiries from the public and from Cllrs; maintenance of assets Etc.

Although Parish Councils have only limited roles and responsibilities there is a lot of work going on behind the scenes.

## **Point 4 - End of Year Report from the Responsible Financial Officer**

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

Date:

Ditchingham Parish Council						March 2018 - Annex B
Budget Report 2017/18						
Year End 2016/17		Budget 2017/18	Actual Year to Date 2017/18	Forecast 2017/18	% of Original Budget	Notes 2017/18
	<b>Income</b>					
39,000	Precept	30,000	30,000	30,000	100%	Received April & September
2,911	SN Transition monies	1,691	1,691	1,691	0%	Not guaranteed
245	Allotments- Rents	245	245	245	100%	
2,295	Burial Grounds	3,000	5,129	5,129	171%	Variable
2,000	Play Areas	2,000	500	500	25%	Ditchingham United Charities - Not guaranteed
3,229	VAT Reclaimed	1,500	3,885	3,885	259%	HH Footpath increased VAT reclaim
49,680	<b>Total Budgeted Income</b>	38,436	41,450	41,450	108%	
7	Business Account Interest	0	32	32	0%	
983	CIL Infrastructure Levy (SANDC)	0	0	0	0%	
1,565	Defibrillator	0	0	0	0%	
514	Miscellaneous	0	220	220	0%	£220 Litterpick prize
701	Proceeds Yard Sale	0	0	0	0%	
-	Hollow Hill Footpath Parish Partnership Grant	0	4,030	4,030	0%	Received
300	SANDC Grant	0	100	100	0%	Telephone Box
-	S106 Grant - Men's Shed	0	5,000	5,000	0%	Held in reserves
53,750	<b>Total Income</b>	38,436	50,832	50,832	100%	
			(inc. deposit account interest)			
	<b>Expenditure</b>					
6,075	Clerk's Employment Costs	6,500	6,728	6,728	104%	inc annual move to SP32 + 24hrs overtime (3% inflat)
380	Clerk's Office Costs (elec, b.band, comp.equip)	380	380	380	100%	
1,308	General Admin	1,200	1,183	1,183	97%	
100	Allotments rent to land owner	100	100	100	100%	
3,840	Burial Grounds	5,000	3,945	3,945	79%	
-	Dog Waste Bin Servicing	400	845	845	211%	4th bin + new charge/taken from general reserves
1,134	Insurance	1,150	876	876	76%	
	Miscellaneous	1,000	107	107	11%	Village Hall, Phonebox, HH Opening Refreshments
1,248	Parishioner Magazine/Website	750	750	750	100%	
2,897	Play Areas grass cut/litter picker	3,300	3,213	3,213	97%	
5,862	Play Area maintenance general	6,000	4,561	4,561	76%	
3,573	Village Maintenance	4,000	5,180	5,180	129%	Inc. village sign, bus shelter & signpost repairs
3,149	VAT	1,500	4,454	4,454	297%	
-	Tree Survey/Maintenance	2,000	1,344	1,344	0%	Inspection & Maintenance
2,000	New strategies Reserve	0	0	0	0%	
2,000	Lychgate Reserve	0	0	0	0%	
7,500	Hollow Hill Footpath Reserve	2,000	8,060	8,060	0%	Used 2016/17 and 2017/18 reserve
3,356	Play Area Reserve	0	0	0	0%	
44,422	<b>Total Expenditure</b>	35,280	41,706	41,706	118%	
295	Refund to DUC	0	0	0	-	
1,565	Defibrillator & fitting	0	0	0	-	
700	Proceeds Yard Sale	0	0	0	-	
428	CIL Infrastructure Levy (SN)	0	0	0	-	
160	Wildflowers for Roundabout	0	0	0	-	
47,570	<b>Total Expenditure</b>	35,280	41,706	41,706	118%	
		3,156	9,126	9,126		
39,096	Balance per Community Acc B/F 2016/17		16,831			
53,448	Total Receipts per cash book		50,800			Yellow and green boxes to match
32,713	Total Payments per cash book		41,706			
43,000	Transferred to Saver Account		0			
16,831	Community Account Balance		25,925			
47,814	Business Saver Account		47,846			
64,645	<b>Total in Both Accounts</b>		73,771			Blue box should match the RFO Finance report
	<b>Restricted Reserves B/F from 2016/17 (as below)</b>		50,054			
	General Reserves		23,717	Year to date		
			73,771			
	<b>Restricted Reserves</b>		<b>Added/Spent 2017/18</b>	<b>Current Balance</b>		
10,000	Lychgate		5,000	15,000		added £5k from general reserve
7,500	Hollow Hill Footpath		-4,030	3,470		Invoice £8060 and 50% grant received
30,000	Play Area Reserves		0	30,000		
554	CIL Infrastructure Levy (SN)		-365	189		less bench
2,000	New strategies Reserve		0	2,000		
0	Men's Shed (S106)		5,000	5,000		
50,054			55,659	55,659		
14,591	General Reserves		18,117	18,117		
64,645			73,771	73,771		
	<b>Precept 2017/2018</b>					
	Parish Precept Requirement	£30,000	-£9,000			
	Tax Base 2017/18	623				
	Band D property (less SNC Grant)	£ 48.15				
	A reduction of	£ 17.51	per year			

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

Date:

Ditchingham Parish Council PC		
Year ended 31st March 2018		
<b>Receipts and Payments</b>		
<b>2016/17</b>		<b>2017/18</b>
	<b>Receipts</b>	<b>£</b>
39,000	Precept	30,000
2,911	SNC Transition Money	1,691
245	Allotments Rents	245
2,295	Burial Grounds	5,129
2,000	Play Areas	500
3,229	VAT Reclaimed	3,885
7	Business Account Interest	32
982	CIL Money	-
1,565	Defibrillator	-
220	Miscellaneous (litterpick)	220
701	Yard Sale Income	-
300	SNDC Grant for Village Sign	-
295	Transfer banked from D.U.C. in error	-
-	Grants	9,130
<b>53,750</b>		<b>50,832</b>
<b>Payments</b>		
6,075	Clerk's Employment Costs	6,728
380	Clerk's Office Costs (elec, b.band, comp.equip).	380
1,308	General Admin	1,163
100	Allotments rent to land owner	100
3,840	Burial Grounds	3,945
-	Dog Waste Bins	845
1,134	Insurance	876
2,720	Miscellaneous	107
1,248	Parishioner Magazine/Website	750
2,897	Play Areas grass cut/litter picker	3,213
5,862	Play Area maintenance general	4,561
3,573	Village Maintenance	5,180
3,149	VAT	4,454
-	Tree Survey/Maintenance	1,344
-	Hollow Hill Footpath	8,060
428	CIL Infrastructure Levy (SN)	-
<b>32,714</b>		<b>41,706</b>
21,036	Surplus Income over Expenditure	9,126
43,609	Balance b/f	64,645
<b>64,645</b>	<b>Balance c/f</b>	<b>73,771</b>
<b>Balance Sheet</b>		
<b>Cash at Bank</b>		<b>£</b>
18,337	Current Account	29,694
47,814	Business Saving Account	47,846
-	Petty Cash	-
(3,733)	Uncleared cheques	(3,769)
2,227	Uncleared receipts	-
<b>64,645</b>		<b>73,771</b>
16,591	General Fund	18,112
48,054	Earmarked Reserves	55,659
<b>64,645</b>		<b>73,771</b>
<p>The above statement represents fairly the financial position of the Authority as at 31st March 2018 and reflects its receipts and payments during the year.</p>		
Signed		
	<b>Keith Weston - Chair</b>	
Signed		
	<b>Sally Chapman - Responsible Financial Officer</b>	

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

Date:

## 5a Planning & Highways Report

### Ditchingham Parish Council, Planning and Highways Committee Report to Annual Parish Meeting 21st May 2018

1. Highway advertising - In August some temporary signs were removed as they did not comply with our Policies. The main reasons were that the signs were either sited inappropriately or insecure and considered a potential hazard to traffic.
2. Chicken Roundabout - The proposed sculptures are still in the planning stage.
3. Speed Awareness Camera - It was agreed to purchase a SAM2 camera. 50/50 funding has been agreed with Norfolk County Council and funds received. After delivery and Cllr. Training, the machine will be rotated between various sites within the Parish.
4. Hastoe Housing - Cllrs. agreed in principle to an outline Planning Application to develop 11 properties on land behind Station Road, with access from Loddon Road. This was made on the understanding that it would be for Social Housing only subject to sufficient demand and need from local residents. A survey will be undertaken during the coming months.
5. Hamilton Way - An application for outline planning permission to develop land behind Rider Haggard Way has been submitted to South Norfolk District Council. A Public Meeting was held in February. Cllrs. agreed to oppose the application on the grounds that the sole access to the site would be through a busy residential area and via Hamilton Way. This was not felt to be viable, particularly due to close proximity of the Primary School. An alternative access route from Thwaite Road was suggested. The application is still under consideration.
6. Street Lighting - South Norfolk District Council presently maintain 88 street lamps within the village. They wished to hand over future maintenance to the Parish. They only identified 10 lamps which were considered essential. Following discussions with SNDC, Cllrs. agreed to take over the maintenance of all the lamps from 2019. This is subject to a capital sum being received from SNDC to be placed in reserve to cover future replacement or decommissioning. Final negotiations are still to be completed. Annual maintenance expenditure will be raised through the Precept but, at the present, it is not thought that this will have a significant impact on overall Council Tax.

**A R Larkin**  
**Chair, Planning and Highways Committee**

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

Date:

## Point 5b - Community Committee Report

### Ditchingham Parish Council A G M Community Committee Report 21<sup>st</sup> May 2018

#### Allotments:

The allotments continue to be well used and we are grateful to councillor Larkin who continues to report on any issues that need addressing. We have only one plot available

#### Cemetery:

This continues to be well maintained. The clerk has confirmed the lots in relation to our plan and haws produced an update to the plan. We are seeking advice in relation to the data protection act if we can display this information.

We will continue to monitor for moles.

The Lych gate is to be refurbished and decorated when the contractor is available.

#### The Dip:

This area continues to be well used.

The path from Loddon Road has been resurfaced and is now much more user friendly.

The bench is now in place and makes a pleasant place to sit.

The goals will need to be moved again. We are grateful to the councillor Mulley who undertakes this and or thanks him for reseeding the goal areas. There was a suggestion of removing the nets, but I think this might cause a problem with the neighbours on the east side with no net to prevent balls entering the garden.

#### Thwaite Road Play Area:

This area is well used and much appreciated by many families from near and far There was an incident where a child was hurt and there was an ambulance and air ambulance in attendance. The child had fallen out of a tree, not off the equipment. We have had quotes to repair the zip wire. I will propose that the council accept 'Play Maintain's quote £520. The other quote was £3996!! I would assume that is for a completely new structure.

The play equipment is inspected regularly and our thanks to Mr Paul Austin who carries out through inspections on both play areas.

We are still waiting for the work to be carried out on the mound platform, and hope this will be completed soon we are grateful for the time spent by the clerk chasing quotes.

We will continue to look at ways to improve the facilities for the parishioners and consider any suggestion that come forward.

Our thanks continue to go to councillor Mulley for the odd jobs carried out on behalf of the council and Paul Austin keeping our village so tidy.

**R.A. Kirkpatrick**  
**Community Committee Chair**

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

Date:

## Point 9 - Ditchingham Primary School Report



Ditchingham Church of England Primary Academy  
Gillingham St Michael's Church of England Primary Academy  
Head teacher: Ms Heather Brand  
Email: office@gillingham.norfolksch.uk Email: office@ditchingham.norfolksch.uk



### Head Teacher's Report for Parish Council

As ever, the school has had another busy year and currently has 91 pupils on roll. This year, our children have continued their effective partnership with Gillingham St Michael's Primary – many shared visits and topic learning for the pupils as well as shared training and support for staff.

Our pupils have experienced a variety of learning experiences within our creative curriculum including Indian Dancing, a visit to Great Yarmouth to learn more about the fishing industry, an in school dance workshop on the theme of Easter, an in school rocket workshop, visits to Norwich Castle and Norwich Cathedral. We have several enrichment activities planned for the summer term including residential visits for pupils in key stage 2 and a trip to Zoo for the younger pupils. As part of our commitment to the Healthy Lifestyles, we have made great use of a nutritionist employed through our school meal provider and pupils have begun to build an allotment. This is something we hope to develop further so that pupils can become more involved in growing their own food and cooking with the produce.

The school has responded to national changes in assessment and has put in place a system of assessing and tracking pupils' progress over time. This year, the school has worked with our partner school, the local cluster and our academy trust to moderate teachers' assessment and provide quality assurance of assessment practice in both schools. With small cohorts our end of key stage data can often be meaningless when read as percentages, we focus on every individual child's achievement and progress, making sure they have the resources they need to achieve their best.

Last term we were visited by the DFE as part of their regular cycle for visiting schools. We were delighted that the Education advisor was able to recognise the progress made by our school, she wrote 'The sharing of good practice across the federation and the attention paid to promoting the professional development of all staff are key strengths. This is an outward looking school, which is always seeking opportunities to enrich the pupils' educational experience. Behaviour is good and pupils want to learn. Good attention is paid to meeting the individual needs of every child. The pace of change has accelerated and there is a strong sense that everyone is on board'. I am continually impressed by the hard work and dedication of everyone at our school. The success of our school is a result of some terrific teamwork, shared values, commitment and kindness from everyone including the Friends association, local Churches and the community. I would like to take this opportunity to convey my thanks to everyone who has helped and supported us.

**Mrs Heather Brand**  
Head Teacher

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

Date: