

**Draft Minutes of Ditchingham Parish Council's Meeting  
Monday 15<sup>th</sup> January 2018 at 7.30pm  
The Village Hall, Ditchingham**

**Action  
by:**

**Councillors present:** Keith Weston (Chair), Alan Larkin (Vice Chair, AL), Brendon Bernard (District Councillor, BB), Revd. Reg Kirkpatrick (RK) and Richard Mulley (RM).

**Clerk/RFO:** Sally Chapman

**Also Present:** 19 members of the public.

### **Parishioner Question Time**

#### **Proposed Land Development North of Rider Haggard Way**

Parishioners turned out in large numbers to express their concerns re a proposed housing development north of Rider Haggard Way. Issues were regarding a suggested access route via Hamilton Way. Parishioners stated there would be increased traffic, parking problems; it is a narrow road, has a blind junction and is near the primary school. Others objected to an approach via Waveney Road. Access via Thwaite Road was suggested as a better route. Cllrs informed the land had been earmarked for development for over 40 years on the District Council's Local Plan. Cllrs discussed this issue at Point 11.

### **A. External Reports**

#### **County Councillor Stone**

CC Stone, not present, headlines read out full report:

<http://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>

#### **District Councillor**

DC Bernard informed he would speak about Street Lighting Management at point 12d.

### **COUNCIL MEETING**

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

Cllr Taylor – apologies accepted.

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

Cllr Mulley – point 6a pecuniary interest (wife's salary).

#### **3. To Confirm the Minutes of the meeting held on 20<sup>th</sup> November 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.

#### **4. Matters Arising**

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

**i) Bus Shelter and Signpost**

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

Date:

The Chair informed of the quotes he received from Mr Robert Utting regarding the crossroad's signpost (£457) and bus shelter (£487).

**Councillors resolved: To accept the quotes as given above – unanimous.**

**ii) Lychgate**

Cllrs agreed a survey needed to be completed on the Lychgate to assess the extent of the repairs required before quotes could be sort.

**Councillors resolved: To commission a Lychgate survey – unanimous.**

**iii) The Roundabout's Wildflowers**

The Clerk was requested to contact Clink's Care Farm re maintenance on the roundabout's wildflowers.

**b) To Do List**

The Clerk read out the list of outstanding items requiring the Council's attention and Councillors gave the Clerk an update.

Clerk

**5. Co-option to fill Casual Vacancies**

No current requests. A parishioner expressed an interest and the Clerk to email details.

Clerk

**6. Finance to:**

**a) To receive the RFO's Finance Report & Approve Cheques (Annex A)**

The RFO gave an up-to-date report on the Council's finances since the last meeting.

**b) To receive the Budget Report 2017/18 (Annex B)**

The RFO summarised the budget report. No questions.

*Pecuniary Interest - Cllr Mulley abstained.*

**Councillors resolved: To approve the Reports and Payments - carried.**

**c) Precept Request Form 2018/19**

The Chair and Clerk signed the request form.

**7. To Approve the Amended Terms of Reference Policy**

C/F – still to be completed.

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

**Planning Applications/Decisions** (*see report attached*)

Cllr Larkin reported the applications and decisions.

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

**a) Chair's Report** (*see report attached*)

Main points:

- Chair, Vice Chair & Clerk Meetings
- New Neurological Unit at All Hallows
- Emmaus AGM – The community leader retiring, Clerk to send a thank you letter.
- Village Repairs
- February's Parishioner

Clerk

**b) Planning and Highways Report**

- Litterpick – Cllrs discussed and agreed to hold this on 19<sup>th</sup> May 2018 at 10.00am. Clerk to book room and equipment.

Clerk

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

Cllr Kirkpatrick gave a report - Main points:

- Allotments

<ul style="list-style-type: none"> <li>- Cemetery</li> <li>- The Dip – Clerk to request the banks are cut yearly in spring. (This will be a chargeable addition to the contract).</li> <li>- Thwaite Road Play Area</li> <li>- Thanks to Mr &amp; Mrs R. Mulley and Mr Paul Austin</li> </ul> <p><b>d) Finance &amp; Resources Report</b></p> <p>The Chair gave a report - Main points:</p> <ul style="list-style-type: none"> <li>- Clerk’s Appraisal – Confidential but appraisees disclosed that objectives had been met and the Clerk continued to give a first-rate service to the Council. New objectives were set.</li> </ul> <p><b>Councillors resolved: To raise the Clerk’s pay scale one point to SP33 – unanimous.</b></p> <ul style="list-style-type: none"> <li>- SAM2 Funding</li> </ul> <p>Cllrs discussed the funding and costs.</p> <p><b>Councillors resolved: Council to fund 100% if not successful with the 50/50 Partnership Grant – carried.</b></p>	<p>Clerk</p>
<p><b>10. Hastoe Housing Affordable Homes</b></p> <p>The Chair spoke of the ‘rural exception’ proposal from Hastoe re approx. 12 low cost houses for Ditchingham residents. DPC has received an email from Hastoe Housing stating:</p> <p><i>‘As discussed at meeting, the sisters had only gone forward for an exception site based on Hastoe submitting an open market planning application if the exception site was approved. As discussed by all councillors, and I agreed but the chances of open market site approval is not likely but there is always the possibility of approval Hastoe will first seek exception site approval then if successful submit an open market application, if or when that is rejected then we will take forward the original exception scheme’.</i></p> <p>Cllrs discussed and agreed the ‘open market planning application’ had not been mentioned and was not agreed at the November meeting, only a ‘rural exception for Ditchingham residents.’ The Chair agreed to draft and circulate, a letter to Hastoe Housing reinforcing what Council agreed.</p>	<p>Chair</p>
<p><b>11. Land Development North of Rider Haggard Way</b></p> <p>Cllrs agreed a letter should be sent to the Planning Consultants, the land owner and SNC voicing the Cllrs’ and Parishioners’ concerns (as point A) and requesting the access road be via Thwaite Road. The Chair agreed to circulate a draft.</p>	<p>Chair</p>
<p><b>12. Issues not decided by Committees:</b></p> <p><b>a) Chicken Roundabout Sculpture by Black Dog Arts</b> No update.</p> <p><b>b) Future Yard Sale - Sunday 3<sup>rd</sup> June 2018</b> Chair to email all participants of the last Yard Sale.</p> <p><b>c) The Maltings Amenity Area update</b> Trees have been planted.</p> <p><b>d) Management of Street Lighting</b> Cllr Bernard and the Chair informed of the Cabinet’s decision for the future management of Street lighting currently maintained by SNC to be handed to</p>	<p>Chair</p>

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

Date:

DPC. Cllrs discussed the cost and implications and requested Cllr Bernard to obtain a map of the 96 lights in question to discuss further at the next meeting. SNC is consulting and further information should be received shortly.

### **13. Correspondence**

- Clerks & Councils Direct Magazine

### **14. Urgent Other Business**

- Clerk to ask Mr Alan Nobbs to add a binding to the tarmac to the slope and remind Mr Broughton for the handrail joints.

### **15. Items for Next Agenda**

- Councillor Training
- To Approve the Amended Terms of Reference Policy

### **16. Date and Time of the Next Meeting**

- Monday 19<sup>th</sup> March 2018 at 7.30pm  
*Planning Meetings arranged as required.*

**The meeting closed at 9.45pm**

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

Clerk

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

Date:

## Annex A

Ditchingham Parish Council - January 2018				Annex A
<b>Finance Report: Payments &amp; Receipts, &amp; Balances at bank</b>				
				£
<b>Current account cashbook b/f (as reported last meeting)</b>				39,004.84
<b>Payments since last report</b>				
Date	Cheque No.	Payee	Amount	
20/11/2017	101531	Cawthorne Electrical - Phone Box Light	40.00	
20/11/2017	101532	Mr R Mulley - Repairs	15.04	
28/11/2017	S/O	Mr P Austin - November Salary	165.75	
28/11/2017	S/O	Clerk - November Salary	537.48	
28/11/2017	S/O	Mrs Mulley - November Salary	69.33	
14/12/2017	101533	SLCC Subscription	115.00	
14/12/2017	101534	Clinks Care Farm 3/3 Invoice	3040.00	
28/12/2017	S/O	Clerk - December Salary	537.48	
28/12/2017	S/O	Mr P Austin - December Salary	165.75	
28/12/2017	S/O	Mrs Mulley - December Salary	69.33	
04/01/2018	101535	Mr P Austin - Overtime	35.70	
04/01/2018	101536	Mrs O Mulley - Overtime	97.60	
04/01/2018	101537	Norwich Norse - Tree Maintenance	1188.98	
04/01/2018	101538	Realise Futures - Benches	1406.82	
04/01/2018	101539	Norfolk Training Partnership - Training	45.00	
04/01/2018	101540	Mrs J Wingfield - Allotment refund	15.00	
15/01/2018	101541	Mr P Forder - Moles	100.00	
15/01/2018	101542	Clerk - Expenses	108.44	
15/01/2018	101535	Mr P Austin - salary increase	4.98	
15/01/2018	101536	Mrs O Mulley - salary increase	2.09	
			<b>Total</b>	<b>7,759.77</b>
<b>Receipts since last report</b>				
17/12/2018	Credit	Mr T Jacks - Memorial Bench	594.90	
18/12/2017	Credit	Mrs M R Brown - Funeral	300.00	
29/12/2017	Credit	Mrs S. Davy - Burial	550.00	
05/01/2018	Credit	Mrs Limebear - Cemetery Plot	154.00	
			<b>Total</b>	<b>1,598.90</b>
<b>Cashbook balance (as above)</b>				<b>32,843.97</b>
<b>Community Account Statement Balance 29/12/2017</b>				<b>38,889.57</b>
Unpresented cheques				6,199.60
Uncleared receipts				(154.00)
				<b>32,843.97</b>
<b>Business Saver Statement Balance 31/12/2017</b>				<b>47,822.11</b>
<b>Total balance in both accounts</b>				<b>80,666.08</b>

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

Date:

## Annex B

Ditchingham Parish Council Budget Report 2017/18					January 2018 - Annex B		
Year End 2018/17	Budget 2017/18	Actual Year to Date 2017/18	Forecast 2017/18	% of Original Budget	Notes 2017/18	Draft Budget 2018/19	Notes 2018/2019
<b>Income</b>							
39,000	30,000	30,000	30,000	100%	Received April & September	25,000	-£5,000
2,911	1,691	1,891	1,891	100%	Not guaranteed	1,000	Decreasing early (£843)
245	245	245	245	100%		245	
2,295	3,000	4,419	4,419	147%	Variable	3,000	
2,000	2,000	500	500	25%	Ditchingham United Charities - Not guaranteed	2,000	
3,229	1,500	2,807	2,755	187%	HH Footpath increased VAT reclaim	1,500	variable
<b>46,769</b>	<b>38,435</b>	<b>39,862</b>	<b>40,410</b>	<b>103%</b>		<b>32,745</b>	
7	0	0	0	0%			No interest from 2018
982	0	0	0	0%			
1,565	0	0	0	0%			
220	0	220	220	100%	£220 litterpick prize		
701	0	0	0	0%			
0	0	4,030	4,030	100%	Received		
300	0	200	200	67%	Telephone Box		
0	0	5,000	5,000	100%	Held in reserves		
<b>53,448</b>	<b>40,127</b>	<b>49,220</b>	<b>50,168</b>	<b>123%</b>		<b>32,745</b>	
<b>Expenditure</b>							
6,075	6,500	5,981	6,100	78%	Inc annual move to SP12 + 28hrs overtime (1% inflat)	6,736	increase awarded in April 2017 + pay sca
380	380	316	380	83%		380	
1,308	1,200	1,003	1,200	84%		1,200	Data protection training/ Clerk's SECC
100	100	125	100	125%	Refunded £13	100	
3,840	3,000	5,945	5,000	198%		5,000	
189	400	0	400	0%	4th bin + new charge/taken from general reserves	500	9 bins new charge
1,134	1,150	878	878	76%		1,000	
0	1,000	107	1,000	11%	Village Hall, Phonebox, HH Opening Refreshments	300	
1,248	750	0	750	0%		750	
2,897	8,900	8,944	8,900	97%		5,100	PA's salary increase 7%
2,506	9,000	1,862	6,000	21%	Equipment repairs ordered	5,000	PA's salary increase 7%
3,384	4,000	3,860	4,000	97%		4,000	PA's & AM's salary increase 7%
3,149	1,500	2,755	2,755	184%		1,500	variable
0	2,000	1,344	1,344	67%	Inspection & Maintenance	3,000	Annual inspection/maintenance
2,000	0	0	0	0%		0	
2,000	0	0	0	0%		0	
7,500	2,000	6,880	6,880	100%	Used 2016/17 and 2017/18 reserve	0	increase £5,000 from General Reserve
3,256	0	0	0	0%		0	completed
<b>34,611</b>	<b>28,400</b>	<b>35,198</b>	<b>35,785</b>	<b>124%</b>		<b>32,386</b>	no increase
295	0	0	0	0%		0	
1,565	0	0	0	0%		0	
701	0	0	0	0%		0	
428	0	0	0	0%		0	
191	0	0	0	0%		0	
<b>57,759</b>	<b>28,400</b>	<b>35,198</b>	<b>35,785</b>	<b>124%</b>		<b>32,386</b>	
	<b>(1,777)</b>	<b>16,022</b>	<b>14,397</b>			<b>179</b>	W/versee
39,096		36,831					
53,448		49,712			Yellow and green boxes should match		
52,713		35,198					
43,000		0					
16,831		32,844					
47,814		47,822			Blue box should match the RFO Finance report		
<b>64,645</b>		<b>80,686</b>					
<b>Restricted Reserves B/P from 2016/17 (as below)</b>							
		30,054					
		30,612			Year in date		
		<b>80,686</b>					
<b>Restricted Reserves</b>							
		<b>Added/Spent</b>	<b>Current</b>			<b>Reserves C/P</b>	
		<b>2017/18</b>	<b>Balance</b>				
10,000		0	10,000			25,000	add 15k from general reserve
7,500		-4,030	3,470		Invoice £800 and 50% grant received	5,470	
30,000		0	30,000			30,000	
554		0	554			149	less bench
2,000		0	2,000			2,000	
0		5,000	5,000			5,000	
<b>50,054</b>		<b>11,024</b>	<b>61,028</b>			<b>69,699</b>	
13,591		79,647	79,647			10,154	estimate
<b>64,645</b>		<b>80,666</b>	<b>80,666</b>			<b>46,283</b>	estimate
<b>Precept 2017/2018</b>							
	Parish Precept Requirement	£30,000	-£8,000			Parish Precept Requirement	£ 25,000 -£3,000
	Tax Base 2017/18	623				Tax Base 2017/18	- 622
	Band D property (less SAC Grant)	£ 48.15				Band D property (less SAC Grant)	£ 39.16
	A reduction of	£ 17.53	per year			A reduction of	£ 8.99 per year
<b>Precept 2018/2019</b>							

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

Date:

## 7. Planning and Highways Committee Report

### Planning Applications/Decisions

#### Applications

Demolition and part demolition of outbuildings, conversion of existing barn to garage and fitness room, new attached garage building, extension to dwelling, internal and external alterations and new rooms in attic, conversion of office to study.

The Old Granary Hall Farm Belsey Bridge Road Ditchingham Norfolk NR35 2JT

Ref. No: 2017/2519 and 2520 | Received: Mon 30 Oct 2017 | Validated: Wed 22 Nov 2017 | Status: Pending Decision

#### Decisions

##### **Appl Number: 2017/2541 and 2599**

App Type: Householder

Parish: Ditchingham

Applicant: Mr Alan Foyster

Location: 14 Thwaite Road Ditchingham Norfolk NR35 2QH

Proposal: Replacement of windows with white coated aluminium windows to front elevation

Decision: Approval with Conditions Delegated Date of decision: 18 December 2017

##### **Appl Number: 2017/2441**

App Type: Change of Use

Parish: Ditchingham

Applicant: Mr S Cundy

Location: Waveney Valley Business Park Falcon Lane Ditchingham Norfolk

Proposal: Change of use from agricultural storage to commercial storage (B8) – THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY – BA/2017/0364/CU.

Decision: Approval with Conditions Date of decision: 27 November 2017

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### 9.a) Chair's Report - January 2018

These reports enable me to update the Council on any relevant activity by the Chair between meetings.

The meetings, of the Chair and the Clerk, that the Council agreed should be held, in the months when there is no full meeting, **have** taken place. I am grateful to Cllr. Larkin for attending too. The meetings have been very beneficial, enabling us to keep on top of Council business without waiting for the next Council. The three attendees have always prepared in advance and the meetings have been efficient.

On 7<sup>th</sup> December I represented the Council when I attended the opening of the new Neurological Unit at All Hallows Hospital. It is an exceptional facility of which the hospital is, rightly, proud.

On 14<sup>th</sup> December I represented the Council when I attended the AGM of Emmaus Norfolk and Waveney (previously called "Emmaus Norwich at Ditchingham.") The community is in good shape and on a sound financial footing. Cathy Hembry, the present community leader, is leaving and her successor has been appointed.

I have recently met with Robert Utting with a view to using his services to refurbish the iron signpost at the crossroads; create a concrete base for a new memorial bench in the cemetery, repaint the bus shelter and carry out repairs to the lychgate.

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

Date:

I have not sent a DPC article for the February "Parishioner" as the editor, Simon Wilkin, has been ill. We shall need to advertise for Yard Sale participants in the March issue. In the meantime, if the Council wants me to, I could Email those people who took part last time to see if they want to express an interest.

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## 9.c) Community Report - 15<sup>th</sup> January 2018

### **Allotments:**

It is fairly quiet on the allotments in preparation for the spring. It was with sadness that a long-time allotment holder passed away, Mr John Wingfield. It has been agreed that we will refund his fees for this year to his widow.

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 will advertise the vacant plots, but we will continue to monitor use.

### **Cemetery:**

This continues to be well maintained. The clerk has confirmed the lots in relation to our plan. We will continue to monitor for moles.

The Lych gate will continue to be checked as we have funds set aside for major refurbishment at the next decoration cycle.

### **The Dip:**

This area continues to be well used even in the cold weather. The goals were moved again. We are grateful to the councillor Mulley who undertakes this and or thanks him for reseeding the goal areas. There will be another bench placed at the top of the sloped path.

### **Thwaite Road Play Area:**

This area is well used even on these cold days and much appreciated by many families.

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 before spring 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.

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

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

Date:

## 9.d) Finance & Resources Report

### DITCHINGHAM PARISH COUNCIL

#### December 2017 report from Finance and Resources Committee (for January 2018 meeting)

Meeting held on 14<sup>th</sup> December 2017. The meeting was not public because the only item on the agenda was the Annual Appraisal of Clerk to the Parish Council.

Meeting attended by Chair, Vice Chair and one other Committee Chair (Cllr. Kirkpatrick) Sally Chapman also attended.

Appraisee: Sally Chapman (SC)                      Appraisers: Alan Larkin (AL), Keith Weston (KW)

Introduction: The appraisal took the form of a question and answer session with discussion. There was a good mix of self-review, of the role and of performance, feedback and the setting of future objectives. SC had again completed a very useful "appraisal preparation form."

The details of the appraisal are confidential to SC, KW and AL however, the following can be reported:

AL and KW believe Sally is a real asset, providing the Council with an effective RFO and Clerk.

The appraisers recommend that, with Sally's further growth in experience, additional training and her successful appraisal, she should move up to the next point on her pay scale.

A formal proposal to this effect will be tabled at the January 2018 meeting.

**Keith Weston**  
**Chair of Ditchingham Parish Council Finance & Resources Committee**  
**12.01.2018**

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

Date: