

**Draft Minutes of Ditchingham Parish Council's Meeting
Monday 18th September 2017 at 7.30pm
The Village Hall, Ditchingham**

**Action
by:**

Councillors present: Keith Weston - Chair, Alan Larkin – Vice Chair (AL), Revd. Reg Kirkpatrick (RK), Charlie Taylor (CT) and Richard Mulley (RM).

Clerk/RFO: Sally Chapman

Also Present: County Councillor Margaret Stone and four members of the public.

PARISHIONER QUESTION TIME

A. Hastoe Housing – Proposed new affordable housing for local people Ditchingham

Mr John Lefever from Hastoe Housing informed the meeting of a proposed housing development in Ditchingham of 12 units for local people which includes shared ownership and rental housing. He stated there was a recognised need (SNC Housing Dept.) for 11 homes and the scheme would only proceed with the support of DPC. Cllrs to discuss at the next meeting.

Clerk

B. External Reports

- i. **County Councillor Stone**
CC Stone gave a full report:
<http://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>
- ii. **District Councillor**
Not present.

Parishioners Questions

- i. A parishioner asked about the wildflowers on the roundabout (over for this year) and requested the minutes to be placed in the shop. The Chair informed he had already organised this.
- ii. Two parishioners expressed concerns re the alleged behaviour of some residents of Genesis Housing Association's St Anne's House. The Chair informed he would invite the manager to the next meeting.
- iii. Mr Fred Hartnell, Chair of Men's Shed gave his thanks to DPC for all the support regarding Men's Shed.

COUNCIL MEETING

1. To consider Apologies for Absence

Cllr Bernard – apologies accepted.

2. Declaration of Pecuniary Interests & Consider requests for Dispensation

Cllr Mulley – 7b pecuniary interest (wife's salary and expenses claim)

Cllr Larkin – 8 and 10 non-pecuniary (other) interest (wife has an Allotment and Treasurer of Men's Shed).

Signed: _____ (Chair)

Date:

3. To Confirm the Minutes of the meeting held on Monday 18th September 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

- BT Phone Box

The phone box has now been shelved and filled with books. The Chair gave thanks to Cllr Taylor and Cllr Mulley for materials and completing the work and Mrs Mulley for ongoing cleaning. Clerk to contact BT re a light.

Clerk

b) To Do List

The Clerk read out the list of outstanding items requiring the Council's attention. Cllr Mulley gave the Clerk an update. The Clerk was asked to obtain quotes for a new sign on The Dip's gate and Cllrs discussed a sign for Hollow Hill's footpath.

Clerk

Councillors resolved: The Clerk to spend up to £1,000 on skateboard park repairs – unanimous.

c) Local Governance Review

The Chair requested the Clerk to contact SNDC re reducing the Cllrs from 11 to 9 as per Government Guidelines. (Information from SNC indicated that the previous formal request had not resulted in a proposed change.)

Clerk

5. Co-option to fill Casual Vacancies

No current requests.

6. Special Motion Village Hall Committee

Councillors resolved: To elect Cllr Bernard as the Village Hall Committee Representative – unanimous.

7. Finance to:

a) To receive the Budget Report 2017/18 (Annex A)

The RFO summarised the budget report. No questions.

b) To receive the RFO's Finance Report and Approve Cheques (Annex B)

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

Councillors resolved: To approve the reports and payments - unanimous.

Cllr Mulley did not take part.

c) Annual Return 2016/17

Cllrs noted the External Auditor's Report. The Chair reiterated his confidence in the RFO's management of the Council's financial affairs.

d) Insurance Premium update

The Chair confirmed the latest insurance policy included the Lychgate.

e) To consider the provision for two New Benches

Councillors resolved: To replace the two damaged benches in the Play Area and place a new bench at The Dip's slope (reserves from CIL money, Litter-picking prize money and the play area budget,) – unanimous.

8. Policies Revisions and Adoption

Signed: _____ (Chair)

Date:

Councillors resolved: To adopt the Allotment Policy and Agreement – unanimous.

Cllr Larkin did not take part.

**9. To receive a report from the Planning and Highways Committee
Planning Applications/Decisions**

Cllr Larkin reported the applications and decisions since the last meeting (*see report attached*).

10. To receive internal reports from Advisory Committees & Decision Committees

a) Chair’s Report (*see report attached*).

Main points:

Complaints against Councillors and Questions from Parishioners - The Chair spoke of the complaints and questions over several months from two parishioners and the significant financial expense it has caused parishioners in the Clerk’s overtime. The Chair asked Cllrs if they endorsed his view that no extra training re Declarations of Interests is needed. Chair to inform SNC Monitoring Officer.

Councillors resolved: Not to seek training – unanimous

Hollow Hill Footpath - The Chair spoke of the official opening and thanked the Clerk and Cllrs for making this a successful event.

Amenity Area to East of the Maltings - The Council is continuing to badger the Broads Authority to improve the state of the area and manage the land. The Council has been given the contact details of the company delegated to do the work. Cllrs. KW and RK to meet with rep.

Streetlights - The future management and the possible changes to the way lighting is funded – PCs to be consulted going forward.

Help Hub, Social Prescribing and Community Connectors - A new SNC initiative with a Community Connector. Leaflets to be distributed with “The Parishioner.”

Village Hall Extension – a planning application is being submitted.

b) Planning and Highways Report (*see report attached*).

Cllr Larkin gave a report: Main points:

Meadow land between A143, Loddon Road, Lamberts Way, and Station Road - Residents’ concerns re the usage of the entrance on the A143.

Miscellaneous Temporary Road Signage - Signs were removed which did not comply with DPC policies.

c) Community (*see report attached*).

Cllr Kirkpatrick gave a report: Main points:

Allotments: Some untended plots leases will not be renewed on 1st October

Cemetery: Families have remarked on how beautifully the area is maintained.

The Dip: The surfacing of the skate park will be improved. (*see 4b above*)

Thwaite Road Play Area: Quotes are being sought for the repairs. The goal posts have been repositioned and previous area to be restored with topsoil and seed.

Tree Inspection: Norwich Norse’s still to confirm a start date on the tree maintenance.

KW

KW, RK

KW

RM

Clerk/RM

Signed: _____ (Chair)

Date:

Thanks to: Mr & Mrs Mulley and Mr Paul Austin for all their hard work around the village.

d) Finance & Resources

No report.

Clerk

11. Issues not decided by Committees:

a) Chicken Roundabout Sculpture by Black Dog Arts

No update.

b) Litter Pick prize Money Expenditure

As per point 7e.

c) Litter Bin Falcon Meadow – update

Thanks to Cllr Mulley for installing the new bin. Clerk to ask SNDC to empty.

d) Future Yard Sale – choice of Charity

Councillors resolved: To nominate EAAA – unanimous

e) Public Space Protection Order (PSPO)

Councillors resolved: To support an expression of interest re PSPOs for Ditchingham's open spaces.

f) Tree Warden update

As per point 10c.

g) The Maltings Amenity Area update

As per point 10a.

Clerk

12. Correspondence

Cllrs noted the following correspondence:

a) All Hallow Community Letter –Community dispersal

b) CPRE Norfolk 'Vision for Norfolk' new contact from SNC – no action

c) SNC and Broadland Council possible merger

AL

13. Urgent Other Business

Cllr Larkin reported he had met with the Manager of St. Anne's House after concerns from residents and will invite the Manager to the next meeting.

14. Items for Next Agenda

a) Hastoe Housing

b) Genesis Housing Association (Public session)

15. Date and Time of the Next Meeting

- Monday 20th November 2017 at 7.30pm

Planning Meetings arranged as required.

The meeting closed at 9.30pm

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

Signed: _____ (Chair)

Date:

Annex A

Ditchingham Parish Council						September 2017 - Annex A
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
	Income					
39,000	Precept	30,000	15,000	30,000	50%	Received April & September
245	Allotments Rents	245	0	245	0%	
2,295	Burial Grounds	3,000	2,070	3,000	69%	Not guaranteed
2,000	Play Areas	2,000	0	2,000	0%	Not guaranteed
3,229	VAT to Reclaim	1,500	0	2,744	0%	
46,769	Total Budgeted Income	36,745	17,070	37,989	46%	
7	Business Account Interest	0	0	0	0%	No interest now
2,911	SN Transition monies	1,691	1,691	1,691	0%	Not guaranteed
982	CIL Infrastructure Levy (SNDC)	0	0	0	0%	
1,565	Defibrillator	0	0	0	0%	
220	Miscellaneous	0	720	720	0%	£500 DUC Grant/£220 Litterpick prize
701	Proceeds Yard Sale	0	0	0	0%	
0	Hollow Hill Footpath	0	0	0	0%	
300	SNDC Grant	0	100	100	0%	
0	S106 Grant - Men's Shed	0	5,000	5,000	0%	
53,448	Total Income	38,436	24,581	45,500	46%	
	Expenditure					
6,075	Clerks Employment Costs	6,500	2,931	6,500	45%	inc annual move to SP32 + extra 24hrs
380	Clerk's Office Costs (elec, b.band, comp.equip).	380	190	380	50%	
1,308	General Admin	1,200	843	1,200	70%	£35 data protection
100	Allotments rent to land owner	100	0	100	0%	
3,840	Burial Grounds Costs	5,000	2,678	5,000	54%	
189	Dog waste bin emptying	400	0	400	0%	4th bin + new charge/Taken from general reserves
1,134	Insurance	1,150	876	1,150	76%	
0	Miscellaneous	1,000	107	1,000	11%	Village Hall, Phonebox, HH Opening Refreshments
1,248	Parishioner Magazine/Website	750	0	750	0%	
2,897	Play Areas grass cut/litter picker	3,300	1,965	3,300	60%	
2,506	Play Area maintenance general	6,000	411	6,000	7%	
3,384	Village Maintenance	4,000	2,538	4,000	63%	
3,149	VAT	1,500	2,744	1,500	183%	
0	Tree Survey/Maintenance	2,000	354	2,000	0%	complete inspection + any required work
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	2,000	0%	
3,356	Play Area Reserve	0	0	0	0%	
34,611		28,400	23,696	28,400	83%	
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	-	
37,759	Total Expenditure	28,400	23,696	28,400	83%	
39,096	Balance per Community Acc B/F 2016/17		16,831			
53,448	Total Receipts per cash book		24,581			Yellow and green boxes should match
32,713	Total Payments per cash book		23,696			
43,000	Transferred to Saver Account		0			
16,831	Community Account Balance		17,716			
47,814	Business Saver Account		47,814			
64,645	Total in Both Accounts		65,530			Blue box should match the RFO Finance report
	Restricted Reserves B/F from 2016/17 (as below)		50,054			
	General Reserves		15,476	Year to date		
			65,530			
	Restricted Reserves		Added/Spent 2017/18	Current Balance		
10,000	Lychgate		0	10,000		
7,500	Hollow Hill Footpath		-8,060	-560		50% grant to be received
30,000	Play Area Reserves		0	30,000		
554	CIL Infrastructure Levy (SN)		0	554		
2,000	New strategies Reserve		0	2,000		
0	Men's Shed		5,000	5,000		
50,054			46,994	46,994		
14,591	General Reserves		18,536	18,536		
64,645			65,530	65,530		
	Precept 2016/2017 £39,000		Precept 2017/2018 lowered to:			
	<i>£65.66 per Band D property</i>		<i>Equates to:</i> £30,000.00 per Band D property			
	<i>Tax Base 2016/17 = 594 dwellings</i>		<i>Tax Base 2017/18</i> £ 48.15 (594 dwellings as last year +29)			
			<i>Currently</i> 623			
			<i>A reduction of</i> £ 65.66 per year			

Signed: _____ (Chair)

Date:

Annex B

Ditchingham Parish Council - September 2017			Annex B
Finance Report: Payments & Receipts, & Balances at bank			
			£
Current account cashbook b/f (as reported last meeting)			33,141.50
Payments since last report			
Date	Cheque No.	Payee	Amount
	101517	Void	
17/07/2017	101518	Came & Company Insurance	875.80
28/07/2017	S/O	Mr P Austin - July Salary	165.75
28/07/2017	S/O	Clerk - July Salary	537.48
28/08/2017	S/O	Mr P Austin - August Salary	165.75
28/08/2017	S/O	Clerk - August Salary	537.48
23/08/2017	101519	Mrs Mulley - Cleaner August	69.33
23/08/2017	101520	Mr P Forder - Moles	75.00
23/08/2017	101521	D.U.C. Refund of Cemetery Payment	70.00
18/09/2017	101522	Mrs Mulley - Cleaner September	69.33
18/09/2017	101523	Mazars External Audit	360.00
18/09/2017	101524	Clinks Care Farm 2/3 Invoice	3040.00
18/09/2017	101525	A.N.D. Surfacing & Roadworks - Hollow Hill Footpath	9672.00
18/09/2017	101526	Clerk's Aug/Sept Expenses	117.38
			Total
			15,755.30
Receipts since last report			
04/07/2017	Credit	SNDC Litterpicking prize	220.00
07/08/2017	Credit	Mr & Mrs B Goldspink - Memorial	110.00
			Total
			330.00
Cashbook balance (as above)			17,716.20
Community Account Statement Balance 31/08/2017			31,189.24
Unpresented cheques			13,473.04
Uncleared receipts			0.00
			17,716.20
Business Saver Statement Balance 31/08/2017			47,813.73
Total balance in both accounts			65,529.93

Signed: _____ (Chair)

Date:

9a Planning and Highways Committee Report Planning Applications/Decisions

Applications

Remove crittal style windows on front elevation, replace with white coated aluminium to same design.

16 Thwaite Road Ditchingham Norfolk NR35 2QH

Ref. No: 2017/1920 | Received: Tue 15 Aug 2017 | Validated: Tue 15 Aug 2017

Remove crittal style windows on front elevation, replace with white coated aluminium to same design.

16 Thwaite Road Ditchingham Norfolk NR35 2QH

Ref. No: 2017/1919 | Received: Tue 15 Aug 2017 | Validated: Tue 15 Aug 2017

Proposed rear and two storey side extension

50 Norwich Road Ditchingham NR35 2JL

Ref. No: 2017/1756 | Received: Sat 22 Jul 2017 | Validated: Wed 26 Jul 2017

Replace front windows

14 Windmill Green Ditchingham Norfolk NR35 2QP

Ref. No: 2017/1750 | Received: Thu 20 Jul 2017 | Validated: Thu 20 Jul 2017 | Status: Pending Consideration

Replace front windows.

14 Windmill Green Ditchingham Norfolk NR35 2QP

Ref. No: 2017/1846 | Received: Thu 20 Jul 2017 | Validated: Thu 20 Jul 2017

Proposed Shed – THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY – BA/2017/0221/HOUSEH.

12 Waterside Drive Ditchingham Norfolk NR35 2SH

Ref. No: 2017/1875 | Received: Mon 17 Jul 2017 | Validated: Mon 17 Jul 2017

Decisions

Appl Number : 2017/1750

App Type : Listed Building

Parish: Ditchingham

Applicant : .

Location : 14 Windmill Green Ditchingham Norfolk NR35 2QP

Proposal : Replace front windows

Decision : **Approval with Conditions Delegated**

Date of decision : 8 September 2017

Appl Number : 2017/1846

App Type : Householder

Parish: Ditchingham

Applicant : Saffron Housing Trust

Location : 14 Windmill Green Ditchingham Norfolk NR35 2QP

Proposal : Replace front windows.

Decision : **Approval with Conditions Delegated**

Date of decision : 8 September 2017

Appl Number : 2017/1756

App Type : Householder

Parish: Ditchingham

Applicant : Mr Seaman

Location : 50 Norwich Road Ditchingham NR35 2JL

Proposal : Proposed rear and two storey side extension

Decision : **Approval with Conditions Delegated**

Date of decision : 7 September 2017

Appl Number : 2017/1457

App Type : Full

Parish: Ditchingham

Applicant : Saffron Housing Trust

Location : Scudamore Place And Beevors Garden Ditchingham

Signed: _____ (Chair)

Date:

Proposal : Upgrade footpaths from concrete slab to asphalt

Decision : **Approval with Conditions Delegated**

Date of decision : 9 August

2017Appl Number : 2017/1189

App Type : Householder

Parish: Ditchingham

Applicant : Mr Keith Challis

Location : The Grove 2 Loddon Road Ditchingham Norfolk NR35 2QY

Proposal : Three bay carport with roof store.

Decision : **Approval with Conditions**

10a Chair's Report September 2017

Complaints against Councillors and Questions from Parishioners

Following complaints, from a parishioner, that three Cllrs breached the PC's Standing Orders the SNC Monitoring Officer concluded (as previously minuted) that no further investigation should be undertaken. S/he also recommended training for all Cllrs on the subject of Declarations of Interest. I replied that we did not consider this necessary but this has been questioned. At this meeting, I shall seek the endorsement of the Council for this approach.

There has been a continued flow of questions from another member of the public, who also used her right as a parishioner to inspect the Council's (finance) books. This inspection was followed by another long list of questions. I believe our affairs are managed honestly and expertly by our clerk/RFO and our internal and external audits show this to be the case. We, therefore, have nothing to hide and, following advice about what personnel and tendering data is judged confidential, we replied fully. Council should know that dealing with the complaints and questions has cost the Chair and, to a lesser extent, other Cllrs a great deal of time. There has also been a significant financial cost to the Council (and, therefore, to the community) due to the amount of Clerk's overtime needed.

Official Opening of the Hollow Hill Footpath

I have written a paragraph on this for the October "Parishioner." I should like to thank Cllrs and our Clerk for making the event successful. We should be proud that our Council can improve the parish with such projects as the skate park, Play Area upgrade, bus shelter and now the footpath. The latter is an important new asset for the village and it is, already, well used. Several parishioners have expressed appreciation and thanks.

Amenity Area to East of The Maltings

We continue to badger the Broads Authority (BA) to get action; their officers are concerned about the state of the area. We now have the contact details of the company engaged, by the developers (PJ Livesey,) to manage the land. They have provided a schedule of work and the BA should be monitoring it. Let's hope for a timely resolution of this problem.

Streetlights

Cllr Bernard shared with me a document on the future management of streetlights. The subject was discussed in July by SNC Cabinet

1. That a more detailed report is considered by Cabinet at its September meeting, to include:
2. To agree in principle, to an amendment to the capital programme to include an additional £600,000 for street lighting for the period 2017/18 to 2018/19.

Apparently, PCs will be consulted as this matter progresses.

Help Hub, Social Prescribing and Community Connectors

At Cllr Bernard's invitation I attended a meeting, in Loddon, about this SNC initiative. I am posting the following in the October "Parishioner":

Signed: _____ (Chair)

Date:

This service is intended to "Help to improve your health and wellbeing." Social prescribing is an opportunity to have a face-to-face chat with someone about your life and any concerns you wish to deal with. A doctor or nurse may refer you to a Community Connector who can meet with you and advise you how to get the help you need. Our Community Connector is Jake Kubala and you may well meet him at events in the village as he tries to get himself and the service better known. If you would like Jake's help you can also contact him yourself by 'phone 07758139076 or Email: jkubala@s-norfolk.gov.uk

Keith Weston
September 2017

10B Planning and Highways Report September 2017

Meadow land between A143, Loddon Road, Lamberts Way, and Station Road

Cllrs. will be aware that this meadow is now land-locked, following the building of a 3rd Chalet bungalow in Station Road.

Residents have reported access to this land via a gate off the A143. Concern has been expressed as this opening could be used by non-residents in general, which would potentially disturb the neighbouring residents.

The owner uses this gate occasionally as access in order to cut the grass in the meadow which can get out of control. The meadow also contains Ragwort, which is the owner's responsibility to control.

This is not directly an issue for this Council but the question of the gate has been referred to Highway's to take action if they deem this access to be a potential danger to A143 traffic.

A R Larkin
Chair, Planning and Highways Committee

Miscellaneous Temporary Road Signage

Cllrs. will be aware of the amount of temporary signage in the village prior to the Bank Holiday weekend.

Following discussion with the Chair, and in accordance with our Policy, a number of signs were removed. These included some on the A143, east of the Chicken Roundabout and immediately prior to the Broome junction, and the one attached to the fixed sign at the Loddon Road crossroads.

Reasons for their removal included:

1) Not of a local nature 2) Too numerous 3) Considered placed in a dangerous location 4) sign unstable and a potential hazard

1 sign was returned to the owner, others have been retained and available for collection

2 e-mails have been sent advising owners of our actions.

1 owner unable to contact.

A R Larkin
Chair, Planning and Highways Committee

10c Community Report 18th September 2017

Allotments:

The allotments continue to be well used and the committee are grateful to councillor Larkin who continues to report on any issues that need addressing. There are a number of plots that have been identified which will not have their leases renewed on the 1st October. Some allotment holders have been given advisory letters and no action has

Signed: _____ (Chair)

Date:

taken place.

Cemetery:

Families have been very grateful for the way the cemetery is maintained, saying that it is a beautiful area for their loved ones.

Annual Inspection:

We continue to work through the items identified on the annual report none of which have been red flagged.

The Dip:

This area continues to be well used. We are waiting for the repair of the surfacing on the skate park.

The goals have been moved again to allow the ground recover. We are grateful to the councillors who undertake this when required.

Thwaite Road Play Area:

This area is well used and much appreciated by many families.

The clerk has asked three companies to quote for repairs on equipment, and has to chase them to get a quote, hopefully these will be provided now that schools have returned as they have been tied up with work on school sites during the summer.

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

Tree Inspection:

As reported at our last meeting having received a comprehensive report on all the trees the council are responsible for we are waiting for the contractor, Norse to carry out the work.

Hollow Hill Footpath:

The footpath has now been completed and officially opened. Our thanks to Mr Alan Nobbs for the swift installation.

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.

Maintenance & Environment Committee Chair: R.A.Kirkpatrick

Signed: _____ (Chair)

Date: