

Annual Parish Meeting Minutes
Monday 20th May 2019 - 7.30 pm
Ditchingham Village Hall

Councillors present: Keith Weston (Chair), Alan Larkin (Vice Chair, AL), Brendon Bernard (District Councillor, BB), Ben Holloway (BH), Corrine Layton (CL), Alf Skippen (AS), Charlie Taylor (CT)

Clerk/RFO: Sally Chapman

Apologies: None

Also present: County Councillor Margaret Stone and 5 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 Meeting**.*

MEETING

1. The Minutes of the Annual Parish Meeting 2018

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

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

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

None arising. The Chair thanked Councillors and the Clerk for their work over the last year.

3. Acting Chair's report on the Council's Activities

The Acting Chair Alan Larkin read out his report (*report attached*).

Main points

- Dip Path & Cheyne Walk
- Streetlight Adoption
- Yard Sale 2018
- Beacon of Light
- Falcon Meadow
- Defibrillator
- All Hallows Hospital Trust
- Thanked Cllrs and the Clerk for their support and hard work.

4. Responsible Financial Officer End of Year Report

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

Councillors resolved unanimously: To approve the End of Year Budget and Balance Sheet.

Cllr Bernard asked for funds to be transferred from the Community Account to the Business Saver account.

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

Action by:

Clerk

Signed: _____ (Chair)

Date:

<p>a) Community <i>(report attached)</i> Cllrs discussed a 'red weed' widely growing on the Dip Play Area and agreed to speak to the contractor and resolve in the autumn.</p> <p>b) Finance & Resources <i>(report attached)</i></p> <p>c) Planning & Highways <i>(report attached)</i></p> <p>6. Report from the County Councillor County Councillor Stone gave a round-up of the last year <i>(full report on DPC's website https://ditchinghampc.norfolkparishes.gov.uk)</i>.</p> <p>7. Report from the District Councillor District Councillor Bernard gave a review for the year <i>(report attached)</i>.</p> <p>8. Report from Community Groups</p> <p>a) Ditchingham United Charities No report received. The Chair informed the Charities continue to support local groups and parishioners in Ditchingham and no grant will be given to DPC's Play Area's this year.</p> <p>9. To receive a report from Ditchingham Primary School No report sent.</p> <p>10. Public Questions None</p> <p style="text-align: center;">The Meeting closed at 8.12pm.</p>	Clerk
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Signed: _____ (Chair)

Date:

3. Acting Chair's Report

Chair's Report to Annual Parish Meeting - May 20th 2019

The usual Statutory and Community activity will be reported later in the meeting.

I just wish to highlight other issues and activities which have been covered over the past 12 months.

Dip Path - the path was enhanced during Spring last year.

Cheyne Walk - work has been done on a broken fence and the sign was installed.

SNC Streetlights - we have been negotiating with SNC and their solicitors. There has been a delay in the completion of the Transfer Document. A further report will be given later in the evening.

General Data Protection Regulations - we are now in full compliance.

Yard Sale - this was held on 3rd June 2018. £550 was raised and donated to the East Anglia Air Ambulance.

Chicken Roundabout sculptures - this matter is still ongoing

Beacon of Light - Councillors and residents attended a ceremony on 11th November 2018, organised by our colleagues from Broome Parish Council

Falcon Meadow - I attended a tree planting ceremony in November. The willow tree is intended to be a "Memory Tree" as a place for quiet reflection. When established it is intended that a circular bench will be put in place. In April I was asked to unveil a plaque on a bench at the end of the meadow. This is an unusual shaped bench and offers views along the river over meadowland and marshes. I am grateful to the Falcon Meadow Trust for their hard work in managing this small area in our Parish. I recommend that residents spend time there when in Bungay

Defibrillator - situated at the Village shop this is checked regularly by a local resident and parts are replaced when required

All Hallows Hospital Trust - Residents will be aware of the problems with the Hospital announced in March. At the Public Meeting it was suggested that a Liaison Group be formed to monitor the way forward. Such a group has been formed and I have attended a number of meetings over the past few weeks.

I would like to take this opportunity to thank all our paid employees for their continued hard work. As you are aware the present Chair, Cllr Weston, has been unable to attend meetings and undertake other duties due to personal family reasons. As such, I have been Acting Chair for the past 10 months. I would like to thank all Cllrs for their support and hard work during this period. I am particularly grateful to Sally, our Clerk, without whose knowledge, experience and flexibility in her working practises, I would not have been able to undertake these duties.

A R Larkin

Acting Chair, Ditchingham Parish Council 14th May 2019

Signed: _____ (Chair)

Date:

4. Responsible Financial Officer End of Year Report

Ditchingham Parish Council PC		
Year ended 31st March 2019		
	Receipts and Payments	
2017/18		2018/19
	Receipts	£
30,000	Precept	24,357
1,691	SNC Transition Money	643
245	Allotments Rents	245
5,129	Burial Grounds	1,670
500	Play Areas	500
3,885	VAT Reclaimed	3,558
220	Miscellaneous (litterpick)	68
-	Yard Sale Income	550
9,130	Grants	1,775
32	Business Account Interest	96
50,832		33,462
	Payments	
6,728	Clerk's Employment Costs	6,840
380	Clerk's Office Costs (elec, b.band, comp.equip).	380
1,163	General Admin	1,398
100	Allotments rent to land owner	100
3,945	Burial Grounds	4,805
845	Dog Waste Bins	900
876	Insurance	911
107	Miscellaneous	220
750	Parishioner Magazine/Website	750
3,213	Play Areas grass cut/litter picker	3,880
4,561	Play Area maintenance general	4,808
5,180	Village Maintenance	5,076
4,454	VAT	3,754
1,344	Tree Survey/Maintenance	1,701
8,060	Hollow Hill Footpath	-
-	SAM2 Unit	3,550
-	Proceeds Yard Sale	550
41,706		39,621
9,126	Surplus Income over Expenditure	(6,160)
64,645	Balance b/f	73,771
73,771	Balance c/f	67,611
	Balance Sheet	
	Cash at Bank	£
29,694	Current Account	22,178
47,846	Business Saving Account	47,941
-	Petty Cash	-
(3,769)	Uncleared cheques	(2,508)
-	Uncleared receipts	-
73,771		67,611
18,112	General Fund	13,538
55,659	Earmarked Reserves	54,073
73,771		67,611
<p>The above statement represents fairly the financial position of the Authority as at 31st March 2019 and reflects its receipts and payments during the year.</p>		
Signed		
	Chair	
Signed		
	Sally Chapman - Responsible Financial Officer	

Signed: _____ (Chair)

Date:

Ditchingham Parish Council

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	24357.00	24,357	100%
1,691	SN Transition monies	1,000	643.00	643	64%
245	Allotments Rents	245	245.00	245	100%
5,129	Burial Grounds	3,000	1670.00	1,670	56%
500	Play Areas	2,000	500.00	500	25%
3,885	VAT Reclaimed	1,500	3558.02	3,558	237%
41,450	Total Budgeted Income	32,102	30973.02	30,073	96%
220	Miscellaneous	0	68.00	68	-
0	Proceeds Yard Sale	0	550.00	550	-
4,030	NCC Parish Partnership Grant - Hollow Hill Footpath	0	0.00	0	-
0	NCC Parish Partnership Grant - SAM2	0	1775.00	1,775	-
100	SNC Grant	0	0.00	0	-
5,000	S106 Grant - Men's Shed	0	0.00	0	-
32	Business Account Interest	0	95.50	66	0%
50,800	Total Income	32,102	33461.52	33,462	96%
	Expenditure				
6,728	Clerk's Employment Costs	6,736	6840.00	6,840	102%
380	Clerk's Office Costs (elec, b.band, comp equip)	380	379.68	380	100%
1,163	General Admin	1,200	1398.29	1,399	117%
100	Allotments rent to land owner	100	100.00	100	100%
3,945	Burial Grounds	5,000	4804.52	4,805	96%
845	Dog Waste Bin Servicing	900	900.00	900	100%
876	Insurance	1,000	910.83	911	91%
107	Miscellaneous	500	220.00	220	44%
750	Parishioner Magazine/Website	750	750.00	750	100%
3,213	Play Areas grass cut/litter picker	3,300	3879.58	3,880	118%
4,561	Play Area maintenance general	5,000	4807.61	4,808	96%
5,180	Village Maintenance	4,000	5075.66	5,076	127%
4,454	VAT	1,500	3753.51	3,754	250%
1,344	Tree Survey/Maintenance	2,000	1701.41	1,701	85%
-	Street Light's Electricity/Maintenance	0	0.00	0	0%
-	Lychgate Reserve	0	0.00	0	0%
8,060	Hollow Hill Footpath Reserve	0	0.00	0	0%
-	Play Area Reserve	0	0.00	0	0%
41,706		32,366	35521.09	35,521	110%
0	SAM2 Unit	0	3550.00	3,550	-
0	Proceeds Yard Sale	0	550.00	550	-
41,706	Total Expenditure	32,366	39671.09	39,621	122%
9,094		(264)	-6159.57	(6,160)	
16,831	Balance per Community Acc B/F 2017/18		25925.00		
50,800	Total receipts per cash book		33461.52		
41,706	Total Payments per cash book		39671.09		
0	Transferred to Saver Account		0.00		
25,925	Community Account Balance		19669.70		
47,846	Business Saver Account		47941.45		
73,771	Total in Both Accounts		67611.16		
	Restricted Reserves		54072.68		
	General Reserves		13538.48	Year to date	
			67611.16		
			Added/Spent	Current	
	Restricted Reserves		2018/19	Balance	
15,000	Lychgate Maintenance		1586.32	13,414	
3,470	Hollow Hill Footpath Maintenance		0.00	3,470	
30,000	Play Area Reserves		0.00	30,000	
189	CIL Infrastructure Levy (SN)		0.00	189	
2,000	New strategies Reserve		0.00	2,000	
5,000	Men's Shed (S106)		0.00	5,000	
0	Streetlight Reserve		0.00	0	
55,659			1586.32	54,073	
18,112	General Reserves			13,538	
73,771				67,611	
	Precept 2018/19				
	Parish Precept Requirement	£25,000	-5000.00		
	Tax Base 2017/18	622			
	Band D property (less SNC Grant)	£ 39.16			
	A reduction of	£ 8.99	per year		
	Restricted Reserves		Current	Balance	
	Lychgate Maintenance (Cemetery building)		13,414		
	Hollow Hill Footpath Maintenance (PC's trod path)		3,470		
	Play Area Reserves (to repair/replace)		30,000		
	CIL Infrastructure Levy (SNC)		189		
	New strategies Reserve (for new projects)		2,000		
	Men's Shed (S106) (for a premise)		5,000		
	Total		54,073		

Signed: _____ (Chair)

Date:

5. a) Community Report *(report attached)*

Community Committee Report 20th May 2019

Please find below my report compiled on Saturday 18th May 2019.

Allotments

All allotments have now been let for the next year and two parishioners on the waiting list. Plots now being tended, ranging from just started through to good and excellent. One plot needs attention.

Cemetery

Work to repair and redecorate the inside of the Lynch Gate has now been completed.

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. Grass due for a cut, however there is a lot of weed on the surface. Would ask Clink's Care Farm for their advice.

Thwaite Road Play Area

Area looks smart and in good shape. All grass areas have been cut.

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. Edges have been cut and wild flower beds looking good.

Maltings Amenity Space

Some work has been carried out at the amenity. Area between beck and A143 still looks like waste land 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 looking like a field with grass path that could not be used by invalid chair or baby buggy. Rabbits are everywhere. 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. Still awaiting confirmation.

Cheyne Walk

Generally, in good shape. Edges getting near to the point of requiring strimming.

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.

2 Loddon Road

A request was made to have this hedge cut back as it was growing onto the road. This has been done.

DPC Asset Register

The asset inspection form has been completed and forwarded to Secretary.

Broken Fence

Signed: _____ (Chair)

Date:

The broken fence at the Loddon Road end of the path to Clark Road has been repaired.

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 people 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

5.b) Finance & Resources Report

Finance and Resources Report to Annual Parish Meeting May 20th 2019

In November the Precept payment for 2019/2020 was discussed and agreed.

Staff salaries have been discussed and agreed.

A new Street Lamp policy was agreed and subsequently adopted.

A R Larkin

Acting Chair, Ditchingham Parish Council 14th May 2019

5.c) Planning & Highways Report

Planning and Highways Report to Annual Parish Meeting May 20th 2019

Planning

Numerous planning applications have been received and advised at meetings. The vast majority of these were for minor amendments, change of use, extensions, replacement windows etc. These are deemed non-contentious under our Policy and have been responded to accordingly

On the 20th July 2018 a public meeting was held to discuss the building of a 2-storey dwelling in Millfield Close. Cllrs approved this application and this was subsequently agreed by SNC

Hastoe Housing - A Housing Needs survey for Social Housing was carried out and indicated a need from local residents. A Planning application to build off Loddon Road, behind Station Road has so far not been made.

Hamilton Way - Despite opposition from the Parish Council and numerous residents, outline Planning Application was approved by SNC after some delay.

Highways

SAM2 - Our machine has been moved around various sites during the year., and I am grateful to Cllrs Mulley and Taylor for their work. We have experienced difficulties with the Software which we are attempting to resolve.

Signed: _____ (Chair)

Date:

Speed limit - In conjunction with Broome Parish Council we have asked Highways to consider reducing the 60mph limit between Tunneys Lane and Sun Lane. No progress was made and we have received a copy of their policy in this respect. We are grateful to our County Councillor for her help and support in this matter.

Local Bus Service cuts - We are supporting Broome Parish Council with their efforts to re-establish a bus route through their village. We await further developments.

A R Larkin

Chair, Planning and Highways Committee, Ditchingham Parish Council 14th May 2019

7. Report from the District Councillor

District Councillor Report 2018-19

Ditchingham + Broome, Thwaite, Hedenham

This year has been dominated by Brexit, but the South Norfolk Council has got on with delivering its services.

The District council has been able to propose a balanced 5-year budget, despite receiving £2.8 million less in funding from Central Government, than it did 3 years ago, a real term reduction of 48%.

This year, in the light of the loss of all remaining revenue support grant in the local government settlement 2019/20 and considerable financial uncertainty for all councils from 2020/21, an increase of £5 is proposed for 2019/20 to assist in meeting the financial challenges over the five-year period and help maintain essential services.

The District Council has put a lot of effort into the future cooperation with Broadlands District Council. This has evolved into an agreement to work together but keeping the two District Councils identity intact - under the heading of "Two Councils One Team". New heads of team have been appointed after detailed assessments, with the aim to make significant savings, over the next 3 years. As you have seen this is a local government trend - as shown with East and West Suffolk District Councils restructuring.

Main local Issues this year,

- Cancellation of the 88Bus Service to Norwich and failure of the County Council to provide an alternative.
- Planning permission and opposition to more housing than necessary. The Sun Lane planning application was turned down, the Hamilton Way application agreed conditionally despite protest that this would lead to a dangerous rat run.
- Handing over street lights responsibilities to the local Parish Councils, only relevant to Ditchingham.
- Further fund raising for the Men's Shed and Ditchingham Village Hall Annexe.
- Continued aggravation of flies in Hedenham and efforts to control/reduce exposure.
- Speeding in the villages and efforts to control.
- Chicken Roundabout memorial and wildflower beds.

Signed: _____ (Chair)

Date:

Clearly the most important and recent issue is the possible closure of All Hallows Care Services. Following the private meeting and the public meeting in Ditchingham, the relevant authorities are well aware of the strength of feeling and support for the Hospital. It is clear that the main problem is local authorities do not have additional resources to cover the increasing costs that All Hallows has to pay (living wage etc). It is hoped a larger organisation will benefit from economies of scale, to enable all the services to continue in the long term. At present all the day care activities and meals on wheels have been confirmed as continuing, but there has been no success in finding continuing services for the long-term nursing facilities - which is a great disappointment. Interestingly Suffolk CC are the largest users of the facilities at All Hallows.

Brendon Bernard
District Councillor for Ditchingham and Earsham Ward

DRAFT

Signed: _____ (Chair)

Date: