

**Draft Minutes of Ditchingham Parish Council's Meeting
Monday 20th March 2017 at 7.30pm
The Village Hall, Ditchingham**

Action
by:

Councillors present: Keith Weston - Chair, Alan Larkin – Vice Chair (AL), Marie Allen (MA), Brendon Bernard District Councillor (BB), Sharon Cheer (SC), Revd. Reg Kirkpatrick (RK), Charlie Taylor (CT) and Richard Mulley (RM).

Clerk/RFO: Sally Chapman

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

The meeting was filmed by Mr D. Cheer.

PARISHIONER QUESTION TIME

A. Men's Shed - Ditchingham

Three speakers from Ditchingham Men's Shed gave an interesting and informative talk on the background of Men's Shed and requested a S106 donation for a shed to be erected at Malting's Meadow.

B. EXTERNAL REPORTS

i) County Councillor Stone gave a report:

(<http://ditchinghampc.norfolkparishes.gov.uk>) and answered Councillors' questions.

ii) District Councillor

No report

iii) Police

Not present, no report.

MEETING PROPER 8:07pm

1. To consider Apologies for Absence

None

2. Declaration of Pecuniary Interests & Consider requests for Dispensation

Cllr Larkin – 10c non-pecuniary interest.

Cllr Mulley – 10d non-pecuniary interest.

3. To Confirm the Minutes of the meeting held on Monday 16th January 2017

One minor amendment (Cllr initials).

Proposal: Minutes to be 'taken as read and agreed as correct'.

Proposed AL, 2nd RM, 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

Signed: _____ (Chair)

Date:

<p>i. Communication with Black Dog Runners The Chair read out a letter from Black Dog Runners re running in the dark without reflective clothing.</p> <p>ii. Hollow Hill Footpath The Chair advised the original contractor can no longer fulfil the agreement. The Chair of the P&H's Committee will convene a meeting in order to re-tender. Clerk to contact NCC re the grant.</p> <p>iii. BT Phone Box Cllr Bernard advised BT will not sell to an individual and proposed: DPC to adopt the telephone box in situ and find a person/group to maintain as a free library. Proposed BB, 2nd SC, unanimous.</p> <p>iv. Village Sign The Chair advised the sign had been taken away and is being repaired.</p> <p>v. Reporting Village Issues (street lights, potholes etc.) Councillors resolved to advise the Clerk of all issues to report.</p> <p>b) To Do List The Clerk will circulate the list of outstanding items requiring the Council's attention. Councillors to update the Clerk, who will follow-up on outstanding issues.</p> <p>5. Co-option to fill Casual Vacancies No current requests.</p> <p>6. Finance to:</p> <p>a) To be advised of the Budget Report 2016/17 (Annex A) The RFO summarised the budget report.</p> <p>b) To receive the RFO Report and Approve Cheques (Annex B) The RFO gave an up-to-date report on the Council's finances, payments and receipts received since the last meeting and answered Cllr's questions. Proposal: To approve the reports and payments. Proposed RK, 2nd AL, carried. The Chair signed the bank statements and reports.</p> <p>c) To approve New Dog Waste Bin at The Maltings Cllrs discussed and resolved not to place a dog waste bin at The Maltings.</p> <p>7. Policies Reviews and Revisions</p> <p>a) Proposed changes to Standing Orders</p> <p>i) re Filming of PC meetings ii) re Paper Ballots procedure Cllrs discussed and agreed to the changes in Annex C. Proposed BB, 2nd SC, unanimous.</p> <p>8. Community Governance Review The Chair gave a briefing on the Community Governance Review and Cllrs discussed. Cllrs resolved to respond to the Community Governance Review before the end date of 16th June 2017. The Chair requested LD Committee to consider ways to consult parishioners.</p> <p>9. To receive a report from the Planning and Highways Committee</p> <p>a) Planning Applications/Decisions Cllr Allen reported an application - see report (Doc. 1) attached.</p>	<p>KW/ Clerk</p> <p>Clerk</p> <p>Clerk to update</p> <p>BB</p>
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Signed: _____ (Chair)

Date:

<p>b) Planning Procedure The Chair of P&H said that the present protocol was not allowed. The planning procedure had been discussed in the last few meetings with the Chair, Vice Chair and Clerk. A new Planning Procedure Policy is being drawn up and this will be proposed at the May meeting. It will include an option to delegate the function to the Clerk by resolution (under s.101, LGA 72). <i>Cllr Allen verbally resigned.</i> The Chair advised he would Chair the Planning & Highways Committee until further notice.</p>	<p>Chair</p>
<p>10. To receive internal reports from Advisory Committees and Decision Committees</p>	
<p>a) Chair's Report (Report Doc. 2). Main points:</p> <ul style="list-style-type: none"> - Fallen Tree at Ditchingham Dam - Emmaus sign and Section 106 grant - Deposit notices - Village Hall extension - Skate boarding on Thwaite Road pavement - The Dip: Cllrs to design the handrail <i>to be made of Kee-Klump fittings.</i> Clerk to find best price. Mr Broughton has kindly agreed to order it and pay for it. He would appreciate some practical help at the time of installation. Several Cllrs said they would help. 	<p>Cllrs/Clerk</p>
<p>b) Planning and Highways (Report Doc. 1). Main points:</p> <ul style="list-style-type: none"> - Village damage Storm Doris - Green Lane - Street Naming & Numbering - Hollow Hill Footpath 	
<p>c) Local Development The Chair gave a verbal report and advised the LD Committee with meet to discuss the S106 requests from the Village Hall and Men's Shed and submit proposals to the Broad's Authority.</p>	<p>BB</p>
<p>d) Maintenance and Environment (Report Doc. 3) The Chair read out his report. Main points:</p> <ul style="list-style-type: none"> - Allotments: Well used. - Cemetery: Well maintained and thanks to Cllr Mulley for repairing a bench. - The Dip: Well used and goal posts moved. The have been moles dealt with. - Thwaite Road Play Area: The resurfaced BMX track has been appreciated by users. - Tree Inspection appointment of Contractor Three quotes have been received and there was a proposal: To appoint: Norwich Norse to carry out the Survey (quote 2482). Proposed RK, 2nd CT, carried. - Grounds Maintenance appointment of Contractor Three quotes have been received and there was a proposal: To appoint: Clinks Care Farm to carry out the grounds Maintenance 2017/18 (quote 24/02/17). Proposed RK, 2nd AL, carried. <p>The Chair thanked the Clerk for applying and chasing the quotes.</p>	<p>Clerk to advise</p> <p>Clerk to advise</p>
<p>e) Finance & Resources</p>	

Signed: _____ (Chair)

Date:

Annex A - Budget Report 2016-17

Ditchingham Parish Council Budget Report 2016/17		March 2017 - Annex A						
Year End 2015/16	Budget 2016/17	Year to Date 2016/17	Forecast 2016/17	% of Original Budget	% of Revised Forecast	Notes 2016/17	Budget 2017/18	Notes 2017/18
Income								
34,250	39,000	39,000	39,000	100%	100%	Received April & September	30,000	
245	275	245	245	89%	100%	All plots taken	245	
5,040	4,000	1,965	1,965	49%	100%		3,000	Not guaranteed
2,038	2,000	2,000	2,000	100%	100%	Grant from Ditchingham United Charities	2,000	Not guaranteed
3,336	3,000	3,114	3,149	104%	99%		1,500	
52,483	48,275	46,324	46,359	96%	100%		36,745	
Total Budgeted Income								
2,951	0	2,911	2,911	-	100%		1,691	Not guaranteed
0	0	982	982	-	100%		0	
0	0	1,565	1,565	-	100%	Grant	0	
4,622	0	220	220	-	100%	Litterpick prize	0	
0	0	701	700	-	100%	Banked on Charity's behalf	0	
0	0	0	0	-	-	Grant to claim of £7500	0	
60,056	48,275	52,703	52,737				38,436	
Total Income								
Expenditure								
1,325	2,000	1,308	1,308	65%	100%	Inc. Data Prot. £35, NALC Subs £285	1,200	
5,433	6,500	5,537	6,074	85%	91%	SP31 - March's salary to be added	6,500	Inc annual move to SP32 + extra 24hrs
380	500	380	380	76%	100%	£31.64 pcm	380	
750	750	1,248	1,248	166%	100%	£498 for website set-up + £750 hardcopy year	750	
100	250	100	100	40%	100%	Not increased for years.	100	
4,426	5,250	3,840	3,840	73%	100%	Fewer burials	5,000	
6,141	5,060	3,329	3,329	66%	100%	Cheaper contract	4,000	
0	190	189	190	100%	100%	4 bins/5 FOC	400	4th bin + new charge/Taken from general reserves
2,042	3,300	2,842	2,842	86%	100%	Cheaper contract	3,300	Litter picker pay increase 80p ph
4,698	2,500	2,450	2,450	98%	100%		6,000	Play inspector pay increase £1.30ph
3,650	750	0	0	0%	-		0	
67	1,000	0	0	0%	-		1,000	
1,181	1,181	1,134	1,134	96%	100%		1,150	
3,412	3,000	3,149	3,149	105%	100%		1,500	
0	0	0	0	0%	0%		2,000	complete inspection+ any required work
0	2,000	0	2,000	0%	0%	To be added 31st March	0	Take from general reserves
1,000	2,000	0	2,000	0%	0%	To be added 31st March	0	Take from general reserves
1,000	7,500	0	7,500	0%	0%	To be added 31st March	2,000	For extra work
2,500	3,500	3,356	3,356	96%	100%	Springer bike, Surfacing BMX track	0	Taken from general reserves
38,105	47,231	29,102	40,899	62%	61%		35,280	
Total Budgeted Expenditure								
67	0	295	295	-	100%	Bank Error	1,465	Balance
0	0	1,565	1,565	-	100%	Paid for by grant	0	
0	0	700	700	-	100%	Paid to charity	0	
0	0	428	428	-	100%	New bench (Total £982 must be spent before 2021)	0	
0	0	160	160	-	100%	Litter picking prize	0	
38,105	47,231	32,011	43,752	68%	73%			
Total Expenditure								
38,996		39,096.49	<i>plus £100 written off cheque</i>					
		52,703.28				Green and yellow boxes should match (rounded)		
		32,010.06						
		43,000.00						
		16,789.71						
4,513		47,813.73				Transferred £43,000 from Community Acc.		
		64,603.44				Blue box should match the RFO Finance report		
Total in Both Accounts								
43,509	Reserves B/F from 2015/16 (as below)		43,509.00					
		Balance	21,094.44	<i>Year to date</i>				
			64,603.44					
		Reserves planned to be added 2016/17	Reserves expenditure 2016/17	Reserves re-distributed 2016/17				
2,000		2,000	0	10,000				
0		7,500	0	7,500		and £7500 grant to be received/spending spring 2017		
5,142		3,500	3,356	30,000		plus £10k from General Reserve		
		982	428	554		Bench		
36,341		5,486	0	16,550		£10k transferred to Play Area Reserve		
26		0	0	0				
43,509		19,468	3,784	64,603				
Precept 2016/2017 £39,000								
		Proposed Precept 2017/2018 to be lowered to		£30,000				
		<i>£65.66 per Band D property</i>		<i>Equates to: £ 48.15</i>		<i>per Band D property</i>		
		<i>Tax Base 2016/17 = 594 dwellings</i>		<i>Tax Base 2017/18</i>		<i>623 (594 dwellings as last year +29)</i>		
				<i>Currently</i>		<i>£ 65.66</i>		
				<i>A reduction of</i>		<i>£ 17.51</i>		<i>per year</i>

Signed: _____ (Chair)

Date:

Annex B - RFO Report

Ditchingham Parish Council - March 2017				Annex B
Finance Report: Payments & Receipts, & Balances at bank				£
Current account cashbook balance (as reported at last meeting)				18,488.32
	101479	Incorrect cheque amount		-3.00
Payments issued since last report				
Date	Cheque No.	Payee	Amount	
15/01/2017	101480	Mrs A Mulley	89.60	
15/01/2017	101481	Clerk's Further Jan Expenses	64.70	
28/01/2017	S/O	P. Austin January Salary	130.65	
28/01/2017	S/O	Clerk's January Salary	488.70	
22/02/2017	101482	Clerk's salary increase balance (Jan 17)	40.58	
22/02/2017	101483	Mr P Austin salary increase balance (Jan 17)	35.10	
22/02/2017	101484	NPTS Training (S.Cheer/C Taylor)	90.00	
22/02/2017	101485	Ladywell Accountancy (Payroll services)	110.00	
22/02/2017	101486	JRB Enterprise (Dog bag dispenser)	130.08	
28/02/2017	S/O	P. Austin February Salary	165.75	
28/02/2017	S/O	Clerk's February Salary	537.48	
09/03/2017	101487	Mrs A Mulley February Salary	69.33	
09/03/2017	101488	Boston Seeds (wildflower plug plants)	192.48	
09/03/2017	101489	Paul Forder (Mole Catcher)	75.00	
09/03/2017	101490	The Parishioner Magazine	750.00	
20/03/2017	101491	Paul Austin	52.70	
20/03/2017	101492	Mrs A Mulley March Salary	69.33	
20/03/2017	101493	Clerk's Feb/March Expenses	93.02	
			Total	3184.50
Receipts paid in since last report				
15/02/2017	S/O	VAT Return 01/10/2016-31/12/2016	1262.89	
02/03/2017	credit	Mr Benjamin Jacks - Memorial	220.00	
			Total	1,482.89
Cashbook balance (as above)				16,789.71
Community Account Statement Balance 27/01/2017				18,337.02
Unpresented cheques from 2016/17				3,030.20
Uncleared receipts				-1,482.89
				16,789.71
Business Saver Account				
Balance c/f			4,808.00	
19/09/2016 transfer from current account			43000.00	
Interest			5.73	
Business Saver Statement Balance 29/12/2016				47,813.73
Total balance in both accounts				64,603.44

Signed: _____ (Chair)

Date:

Document 1

DPC Planning & Highways Advisory Committee Report

Jan 2017 – March 2017 Report

1. The Planning and Highways Advisory Committee has not met since the last meeting.
2. The Clerk maintains planning details on the Council's website. As of the date of drafting this report (10/03/2017) the web site reports that the Council has been notified of the details listed below. This list might not be fully comprehensive and Councillors are advised to check the planning portals of both South Norfolk and the Broads Authority respectively.

2.a Applications since the last meeting

Planning applications received since 14 January 2017

Application Number: 2017/0301

Applicant: Ms Sharon Miller

Location: 6 Clark Road Ditchingham Norfolk NR35 2QQ

Proposal:

Change of use from garage to a beauty studio business

DPC response – we have no views or opinions on the application

Application Number: 2017/0237

Applicant: Mr & Mrs J Todd

Location: Glenholme 11 Norwich Road Ditchingham NR35 2JL

Proposal: Rear extension and infilling integral front porch

DPC response – we have no views or opinions on the application

2.b Decisions since the last meeting:

None

3. Update on matters relating to the Highways Department

A number of items relating to fallen trees, fences and sign damage were reported to the Highways Department following Storm Dora. A pothole close to the bus shelter in Hollow Hill Road was reported in February.

An email was sent to Bob Edwards regarding remedial works to the road surface in Green Lane and he responded:

"I'll get it inspected next time one of the Team is in Ditchingham.

As I've explained before though, this is an unmade road so we cannot hope to keep it in the condition many would like."

A letter and map was received from Highways East England with details of 2017-2018 works. There is no work scheduled in the immediate Ditchingham area, but work continues around Norwich and the east coast area from Beccles northwards.

Correspondence was received relating to Street Naming and Numbering. South Norfolk Council is currently reviewing the Street naming and numbering policy in conjunction with the introduction of charges to developers for the service and proposed to present a report to Cabinet on 27 March 2017. This concerns new developments. South Norfolk Council will continue to advise Parish Councils accordingly.

Signed: _____ (Chair)

Date:

Hollow Hill Road Footpath – the contractor scheduled to start the work this Spring has withdrawn with no notice. A new quotation is being urgently sought as the window for doing the work over the next few months is very small.

Marie Allen
Chair Planning & Highways Advisory Committee
10 March 2017

DPC Planning & Highways Full Committee report March 2017

1. The committee has not met since the last meeting.

Marie Allen
Chair Planning & Highways Advisory Committee
10 March 2017

Document 2

CHAIR'S REPORT FOR MARCH 2017 MEETING

This report is meant to allow the Chair an opportunity to give examples of his Council activities between meetings. There are many calls on the Chair's time and not everything is included here. Like all other Councillors the Chair cannot make decisions solo.

Fallen Tree Storm Doris brought down a large tree in Ditchingham Dam and the road was blocked for several days. NCC Highways were in contact trying to establish who owned the land. There was no immediate way of letting the community know why there was a delay – hence item 11d on the agenda, to consider DPC using social media.

Emmaus sign and Section 106 grant The sign beyond Belsey Bridge Road (Norwich bound) was misleading. At my request, Emmaus replaced the masking. Following a question from me Cathy Hembry, Scheme Manager, replied, "The Section 106 money has been awaiting match funding to redevelop the workshops as a whole. We are delighted to report that we have just received a grant from Awards for All for £10,000 to undertake the work. This is great news, we should have completed the project and workshop kit out by the end of this calendar year. Thanks for being patient with us and if you need any further detail please do say."

Deposit notices I have dealt with several more enquiries about these and have been in touch with NCC and with Ditchingham Estates. I have been able to reassure parishioners that the notices do not indicate any change to open spaces nor to existing footpaths. Under item 14 I shall suggest that the Council considers designating the Play Area as a Village Green. (The Dip is already designated.)

Village Hall extension As Chair of DPC and as Chair of the Village Hall Committee I have continued to try to progress this project. I express my thanks to Cllr. Allen who has also spent a good deal of time on research for us. Actual progress has been postponed pending a reply from the Broads Authority about whether, or not, S106 grant can be spent on modular buildings. Eventually we received a negative. The next stage will be to make a planning application

Questions from colleague Councillors The Clerk and I have received many questions from fellow Cllrs. This is fine but considerable time has been devoted to providing answers.

Signed: _____ (Chair)

Date:

Cllrs Reporting Issues One of the questions was about the protocol of reporting issues. AS this was mentioned in the January minutes (Item 13) I am returning to the subject in Matters Arising at the March meeting so that we can reach agreement.

Skate boarding on Thwaite Rd. pavement A resident has complained that young people use the pavement, outside the Saffron Housing bungalows fronting the Thwaite Road, for skate-boarding. A sign banning it is requested.

Chair/Clerk Meetings We have had two of these so far and we are agreed that they are very useful.

Keith Weston
Chair

Document 3

Report from Maintenance & Environment Committee Tabled Chair's Report for 20th March 2017 Parish Council

Allotments:

The allotments continue to be well used and we still have people waiting to use them. We are grateful for councillor Larkin for keeping us informed about the condition of the allotments, and will address any holders who are not working their allotments

Cemetery:

The cemetery continues to be well maintained. We are grateful to councillor Mulley for refurbishing the bench in this area. We would ask that any items that are removed for refurbishing; that a notice be placed so members of the public don't worry that they have been stolen.

The Dip:

The Dip continues to be well used, including the skate park. The wall that was giving some concern has now been removed and replaced with fence panels. The goal posts have been moved to allow the grass to recover. The plan to insert protective surfacing has proved too expensive and could create other problems. Moles had started to damage areas on the Dip, these have been dealt with. The council are grateful to Mr Darren Broughton for creating a path down into the Dip from Loddon Road.

Thwaite Road Play Area:

This continues to be very well used and much appreciated by many young families. The resurfaced BMX track is being used and the surface will be monitored for any signs of vegetation.

The maintenance contract for the coming year will be brought to the council for a decision.

A contract for the inspection of the trees the council are responsible for will be brought to the council for a decision.

The council continue to thank Paul Austin for the thorough job he does on the play areas inspecting the equipment and the litter picking in the village.

Reg Kirkpatrick
Chair Maintenance & Environment

Signed: _____ (Chair)

Date: