

**Annual General Meeting Minutes  
Monday 21st May 2018  
at 8.30pm  
The Village Hall, Ditchingham**

**Action  
by:**

**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

**Also Present:** 4 members of the public.

**PUBLIC**

**A. Parishioner Question Time**

No questions

**B. External Reports**

**County Councillor Stone**

Not present, full report:

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

**District Councillor**

No further report

**COUNCIL MEETING**

**1. To appoint a Chair**

The Clerk asked for nominations for Chair.

**Proposal: Councillor Keith Weston  
Councillors resolved unanimously.**

Councillor Weston kindly agreed to be Chair for another year.

**2. The Chair asked for nominations for Vice Chair**

**Proposal: Councillor Alan Larkin  
Councillors resolved unanimously.**

Councillor Larkin kindly agreed to be Vice Chair for another year.

**3. To consider Apologies for Absence**

Cllr Hartwell and Cllr Mulley – apologies accepted.

**4. Declaration of Interests & Consider requests for Dispensation**

None

**5. To Confirm the Minutes of the meeting held on 19<sup>th</sup> March 2018**

**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.

**6. Matters Arising**

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

**i) SAM2**

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

Date:

The Chair was pleased to inform the SAM2 machine has been received, training completed and is now in location.

**ii) The Dip**

A top dressing on the path has now been completed.

**iii) Cheyne Walk Sign**

Now in place and the Chair thanked Cllrs Bernard and Mulley for maintenance on the footpath.

**iv) Play Area's Mound Decking**

Cllrs discussed various options for the decking and considered four quotes.

**Councillors resolved: To accept the Smart Deck quote of £965.90 and a contingency up to £1,000 to replace the timber supports if necessary (unable to evaluate until the decking is removed) – unanimous.**

**b) To Do List**

The Clerk and Cllr Mulley are working through the list of outstanding items requiring attention and reporting.

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

None

**8. To Elect Committees and Representatives**

Cllrs discussed and the Chair confirmed the following committees (Chairs' in bold);

**a) Planning & Highways (advisory)**

**Cllrs Alan Larkin**, Richard Mulley, Charlie Taylor, Keith Weston.

**b) Community (advisory)**

**Cllrs Alf Skippen**, Brendon Bernard, Fred Hartwell, Richard Mulley.

**c) Finance & Resources (decision & advisory)**

**Cllrs Keith Weston**, Alan Larkin, Alf Skippen.

**d) To appoint a Member to the Village Hall Committee**

Cllr Brendon Bernard

**e) To appoint Nominative Trustees to Ditchingham United Charities**

Cllr Keith Weston and Parishioners Eric Earl and Reg Kirkpatrick.

**Councillors resolved: To approve the above Committees and Representatives – unanimous.**

**9. Finance**

**a) To receive a report from the Internal Auditor for 2017/18**

The Chair read out the first two points of the summary (full report on DPC's website):

**1.1** During the 2017/18 year the Parish Council maintained effective governance arrangements including a robust framework of financial administration and internal control. The Council has a wide range of formal policies and procedures in place. This Internal Audit review has confirmed the overall adequacy of the financial arrangements in place within the Council.

**1.2** By examination of the 2017/18 accounts and supporting documentation it was confirmed that the Clerk, in the role as the Council's Responsible Financial Officer (RFO), satisfactorily undertook the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions.

*The Chair and Cllrs gave a vote of thanks to the Clerk/RFO.*

**b) To Confirm & Sign the Annual Governance & Accountability Return Section 1 and 2**

**Cllrs agreed the Annual Governance & Accountability Return Section 1 and 2, which was signed by the Chair and Clerk/RFO.**

**c) Appoint an Internal Auditor for 2018/19**

**Councillors resolved: to re-appoint Mr Trevor Brown to complete the Internal Audit for 2018/19 - unanimous.**

**d) To receive the RFO's Finance Report and Approve Cheques** (reports attached)

The RFO gave an up-to-date report (including late payments/receipts) on the Council's finances and Budget since the last meeting.

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

**e) To review Cemetery Fees for 2018-19**

**Councillors resolved: Only to increase the non-resident fee from £50 to £100 from 1st July 2018 (other fees to remain as now) - unanimous.**

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

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

Cllr Larkin reported the applications and decisions since the last meeting.

## **11. To receive Internal Reports from Advisory Committees & Decision Committees**

### **a) Chair's Report**

- Hastoe Housing Affordable Homes – The Chair informed a survey of housing needs has been circulated to Ditchingham and neighbouring villages.

- Land off Hamilton Way Planning Application - A decision meeting is being held on 23<sup>rd</sup> May 2018 at 10.00am.

### **b) Planning and Highways Report**

SNC Street Lights - still waiting for adoption confirmation.

### **b) Community Report**

- Cllrs discussed four quotes and the Chair recommended Play Maintain's quote to repair the Play Area's Cable Runway (it was noted the main cable may need replacing and cannot be assessed until removed).

**Councillors resolved: To accept Play Maintain's quote of £520 - unanimous.**

- The Dip's goal posts need moving. Clerk to contact Clinks Care Farm about the supply and fitting of two new pairs of sockets (positions to be negotiated). Council did not approve of the removal of the goals during the Summer.

### **d) Finance & Resources Report**

No further report.

## **12. General Data Protection Regulations (GDPR)**

The Clerk informed the Government has tabled an amendment to its own Data Protection Bill to exempt all parish councils in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials have confirmed with National ALC that, whilst all other measures still apply, appointing a Data Protection Officer to support a council's approach to data protection would then become discretionary and just regarded as good practice.

Cllrs were advised the regulations would still apply from the 25<sup>th</sup> May 2018 and at the July meeting a Data Protection Policy, Privacy Notices and other documents will be adopted. The current status of DPC is '*working towards full compliancy of the GDPR Regulations*'.

## **13. Issues not decided by Committees:**

a) Litterpick – Saturday 19<sup>th</sup> May 2018 (*see report attached*)

The Chair thanked Cllr Larkin for co-ordinating the event.

b) Ditchingham Yard Sale - Sunday 3<sup>rd</sup> June 2018

30 yards will be selling so far and stalls, raffle etc will be in the hall.

c) The Maltings Amenity Area - update

Clerk

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

Date:

The Clerk has reported the thistles and is awaiting the Maintenance Schedule for 2018.

d) Councillor Training

C/F – to be organised and other local parishes invited to attend and share costs.

e) Chicken Roundabout Sculptures - update

Cllrs discussed the recent correspondence and new proposals and asked the Clerk to contact the organisers over points of concern.

f) Chicken Roundabout Wildflower Planting – update

More wildflowers have been planted.

#### 14. Correspondence

a) SNC email re feasibility study collaboration with Broadland District Council

b) Parishioner Letter - Street Lighting Suggestion

c) Clerks and Council Direct Magazine

d) Broadland & South Norfolk Community-led Planning Programme

e) Dulls Road – A146 to Ditchingham – review and repair of signs.

#### 15. Urgent Other Business

- Damaged railings on bridge between the roundabouts.

- Damaged Hollow Hill Footpath posts.

- WWI Beacons of Light 11th November 2018 – Clerk to contact Robert Earl.

#### 16. Items for Next Agenda

- GDPR Policies and Notices

#### 17. Date and Time of the Next Meeting

- Monday 16<sup>th</sup> July 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

Clerk  
CT/RM  
Clerk

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

Date:

## 9d. Finance Reports

Ditchingham Parish Council - May 2018				Annex A
<b>Finance Report: Payments &amp; Receipts, &amp; Balances at bank</b>				
				£
<b>Current account b/f</b>				<b>25,924.78</b>
<b>Payments since last report</b>				
Date	Cheque No.	Payee	Amount	
28/04/2018	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	170.73	
28/04/2018	S/O	Mrs O Mulley - Village Cleaner	71.42	
28/04/2018	S/O	Ms S Chapman - Clerk	537.48	
01/05/2018	101556	Mr P Forder - Mole Catcher	75.00	
01/05/2018	101557	Ditchingham Village Hall - Room Charge	56.00	
01/05/2018	101558	NALC - Subs & Website Hosting	343.91	
01/05/2018	101559	Clinks Care Farm - Extra Maintenance	720.00	
01/05/2018	101560	Trevor Brown - Internal Audit	197.20	
01/05/2018	101561	Clerk's April & May Backpay/Expenses	138.00	
21/05/2018	101562	Westcote - SAM 2 Unit	4260.00	
21/05/2018	101563	AND Surfacing & Groundworks - Dip Path	810.00	
21/05/2018	101564	Paul Austin - Asset Check	30.00	
21/05/2018	101565	Richard Mulley - Maintenance Supplies	9.18	
			<b>Total</b>	<b>7418.92</b>
<b>Receipts since last report</b>				
11/04/2018	Credit	VAT Reclaim (01/02/2018-31/03/2018)	571.42	
11/04/2018	Credit	Memorial - Mr & Mrs Buggs	220.00	
13/04/2018	Credit	NCC Parish Partnership Grant - SAM2 Unit	1775.00	
25/04/2018	Credit	SNC Precept & Grant	12821.50	
16/05/2018	Credit	Albert Coe - inscription	40.00	
			<b>Total</b>	<b>15427.92</b>
<b>Cashbook balance (as above)</b>				<b>33933.78</b>
<b>Community Account Statement Balance 30/04/2018</b>				<b>39961.65</b>
Unpresented cheques				6639.29
Uncleared receipts				-611.42
				<b>33933.78</b>
<b>Business Saver Statement Balance 30/04/2018</b>				<b>47845.96</b>
<b>Total balance in both accounts</b>				<b>81779.74</b>

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

Date:

Ditchingham Parish Council Budget Report 2018/19					Annex B	
Year End 2017/18		Budget 2018/19	Actual Year to Date 2018/19	Forecast 2018/19	% of Original Budget	Notes 2018/19
	<b>Income</b>					
30,000	Precept	25,000	12,179	25,000	49%	
1,691	SN Transition monies	1,000	643	1,000	64%	Decreasing yearly (will be £643)
245	Allotments Rents	245	0	245	0%	
5,129	Burial Grounds	3,000	260	3,000	9%	
500	Play Areas	2,000	0	2,000	0%	variable
3,885	VAT Reclaimed	1,500	571	1,500	38%	variable
<b>41,450</b>	<b>Total Budgeted Income</b>	<b>32,745</b>	<b>13,653</b>	<b>32,745</b>	<b>42%</b>	
220	Miscellaneous	0	0	0	-	
0	Proceeds Yard Sale	0	0	0	-	
4,030	NCC Parish Partnership Grant - Hollow Hill Footpath	0	0	0	-	
0	NCC Parish Partnership Grant - SAM2	0	1,775	1,775	-	
100	SNC Grant	0	0	0	-	
5,000	S106 Grant - Men's Shed	0	0	0	-	
<b>50,800</b>	<b>Total Income</b>	<b>32,745</b>	<b>15,428</b>	<b>34,520</b>	<b>42%</b>	
32	Business Account Interest	0	0	0	0%	
	<b>Expenditure</b>					
6,728	Clerk's Employment Costs	6,736	570	6,736	8%	
380	Clerk's Office Costs (elec, b.band, comp.equip)	380	63	380	17%	
1,163	General Admin	1,200	637	1,200	33%	
100	Allotments rent to land owner	100	0	100	0%	
3,945	Burial Grounds	5,000	75	5,000	2%	
845	Dog Waste Bin Servicing	900	0	900	0%	
876	Insurance	1,000	0	1,000	0%	
107	Miscellaneous	500	0	500	0%	
750	Parishioner Magazine/Website	750	0	750	0%	
3,213	Play Areas grass cut/litter picker	3,300	537	3,400	16%	
4,561	Play Area maintenance general	5,000	732	5,000	15%	
5,180	Village Maintenance	4,000	287	4,000	7%	
4,454	VAT	1,500	967	1,500	64%	
1,344	Tree Survey/Maintenance	2,000	0	2,000	0%	
-	Lychgate Reserve	0	0	0	-	
8,060	Hollow Hill Footpath Reserve	0	0	0	-	
-	Play Area Reserve	0	0	0	-	
<b>41,706</b>		<b>32,366</b>	<b>3,869</b>	<b>32,366</b>	<b>12%</b>	
0	SAM2 Unit	0	3,550	0	-	
<b>41,706</b>	<b>Total Expenditure</b>	<b>32,366</b>	<b>7,419</b>	<b>32,366</b>	<b>23%</b>	
<b>9,094</b>		<b>379</b>	<b>8,009</b>	<b>2,154</b>		<i>Difference</i>
16,831	<b>Balance per Community Acc B/F 2017/18</b>		<b>25,925</b>			
50,800	Total Receipts per cash book		15,428			Yellow and green boxes should match
41,706	Total Payments per cash book		7,419			
0	Transferred to Saver Account		0			
25,925	Community Account Balance		33,934			
47,846	Business Saver Account		47,846			
<b>73,771</b>	<b>Total in Both Accounts</b>		<b>81,780</b>			Blue box should match the RFO Finance report (rounded)
	<b>Restricted Reserves B/F from 2016/17 (as below)</b>		<b>50,659</b>			
	General Reserves		31,121	Year to date		
			<b>81,780</b>			
			<b>Added/Spent 2018/19</b>	<b>Current Balance</b>		
15,000	Lychgate			15,000		
3,470	Hollow Hill Footpath			3,470		
30,000	Play Area Reserves			30,000		
189	CIL Infrastructure Levy (SN)			189		
2,000	New strategies Reserve			2,000		
5,000	Men's Shed (S106)			5,000		
<b>55,659</b>			<b>50,659</b>	<b>50,659</b>		
18,117	<b>General Reserves</b>		31,121	31,121		
<b>73,771</b>			<b>81,780</b>	<b>81,780</b>		
	<b>Precept 2018/2019</b>					
	Parish Precept Requirement	£25,000	£5,000			
	Tax Base 2017/18	622				
	Band D property (less SNC Grant)	£ 39.16				
	A reduction of	£ 8.99	per year			

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

Date:

## Point 10 – Planning and Highways Committee Planning Applications/Decisions

### Applications

- **2018/0933**  
Applicant: Mr & Mrs P Goward  
Location: 52 Loddon Road Ditchingham NR35 2QN  
Proposal: Two storey side extension and front porch
- **2018/0925**  
Applicant: Ms Dorothy Cheyne  
Location: Naboths Norwich Road Ditchingham NR35 2JP  
Proposal: To demolish existing brick outbuilding and replace with smaller timber framed outbuilding.
- **2018/0781**  
Applicant: Mr J Skipper  
Location: St Aidens 1 Yarmouth Road Ditchingham NR35 2PF  
Proposal: New single storey detached home office building
- **Ref. No: 2018/0719**  
Retrospective erection of rear boundary timber fence.  
22 Scudamore Place Ditchingham Norfolk NR35 2QT
- **Ref. No: 2018/0648**  
Change of use from summer house to foot health clinic  
10 Waveney Road Ditchingham NR35 2RF
- **2018/0551**  
Listed Building  
Parish : Ditchingham Grid Ref : 634064 291246  
Location : 12 Windmill Green Ditchingham NR35 2QP  
Proposal : Replacement of front door and surrounding windows.

### Decisions

- **2018/0551**  
App Type : Listed Building  
Parish: Ditchingham  
Location : 12 Windmill Green Ditchingham NR35 2QP  
Proposal : Replacement of front door and surrounding windows  
Decision : Approval with Conditions  
Delegated Date of decision : 9 May 2018  
Decision : Approval with Conditions
- **2017/2277**  
App Type: Householder  
Parish: Ditchingham  
Location : 22 Scudamore Place Ditchingham Norfolk NR35 2QT  
Proposal : Retrospective erection of rear boundary timber fence  
Decision : Approval with Conditions

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

Date:

## Point 13a – Big Litter Pick

### BIG LITTER PICK

#### Up-date to Parish Council on 21st May 2018

The Big Litter Pick was held in Ditchingham on Saturday 19th May.

My thanks go to 28 volunteers comprising members of the public, Parish Councillors and family members including 5 young children. My particular thanks also go to 2 Companions and their Support Worker from Emmaus.

13 areas throughout the village were covered.

Refreshments were provided by Sally, our Clerk, at no cost to residents.

The turnout increased considerably from last year's numbers. My view is that residents are more than happy with the general tidiness of the village, due entirely to the hard work and diligence of our Council employee.

However, the amount of refuse collected, particularly from outlying areas, and some items of fly tipping, continue to make this a worthwhile annual event.

**A R Larkin**  
Co-ordinator

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

Date: