



**Minutes of Ditchingham Annual Parish Council Meeting
Monday 19th May 2014 – 8.15pm
Ditchingham Village Hall**

Councillors present: Julian Green - Chair (JG), Keith Weston - Vice Chair (KW), Vic Cossey (VC), Rev. Reg Kirkpatrick (RK), Colin Mison (CM), Gillian Ogden (GO), Stephen Read (SR), Sally Chapman (Clerk/RFO).

Also present: 4 members of the public.

The Chair introduced the meeting reminding those present that, as advised at the Annual Parish Meeting, this meeting, the Annual Parish Council Meeting would not include an opportunity for public participation.

MEETING PROPER

1. To appoint a Chairman

The retiring Chair advised the meeting that in the interest of conducting the meeting promptly he would temporarily adjourn the meeting for a show of hands for those who would be willing (i) to stand for Chair and (ii) to stand as vice Chair.

The meeting was adjourned temporarily. In respect of Chair, only Councillor Green indicated a willingness to stand, and in respect of vice Chair, only Councillor Weston indicated willingness. The meeting was reconvened.

Councillor Green agreed he would continue as Chair for the 4th year, as a final year. Nominated by RK; 2nd KW; unanimous.

2. To appoint a Vice Chairman

Councillor Weston agreed he would continue as Vice Chair. Nominated by VC; 2nd RK; unanimous.

Councillor Weston expressed the following: JG and KW had had a discussion, prior to the meeting, regarding the Chair and Vice Chair's position and the show of hands indicated the accurate situation. I refrain from taking the Chair's role, for various reasons, but I am happy to continue as Vice Chair. Councillor Ogden said the Councillors were all very grateful for the Chair and Vice Chair accepting the roles.

3. Apologies for absence:

Jane Chadd, Richard Mulley and District Councillor Pauline Allen.

4. Co-option to fill Casual Vacancy:

At the March meeting Mr Brendon Bernard had requested by letter to be Co-opted. As it was adopted practice for the person to be present, this decision was adjourned to the May meeting. The Chair invited Mr Bernard to introduce himself and the Chair asked if there were any questions – none received. As established practice, the Councillors had a paper ballot. The applicant received a unanimous majority vote and was Co-opted on to the Council. Clerk to issue papers.

5. Register of Members Interests - Declaration of Interests:

None

6. To Elect Committees:

a) The Chair requested existing Chairs of Committees to be extended and invited

Clerk

Signed: _____ (Chair)

Date: _____



alternative membership if they wished. Taken as given, no changes. The Chair read out the Membership of each Committee suggesting that Councillor Bernard join the Local Development and the Maintenance and Environment Advisory Committees.

b) The Chair requested that Councillor Cossey continued on the Finance and Resources Committee or select an alternative Councillor. Cllr Cossey was nominated by RK; 2nd KW; unanimous.

7. To confirm and sign the minutes of the 17th March 2014 meeting

Proposed GO; 2nd KW to be "taken as read" unanimous. Minutes signed by the Chair upon completion of the meeting.

8. Matters Arising

- a) No matters arising.
- b) Outstanding items.

The Clerk read out a list of outstanding items that have previously been noted as requiring the Council's attention and action. Councillors updated the Clerk. List will be revisited at future meetings.

Clerk

9. To Appoint a member to the Village Hall Committee

Councillors were reminded that Councillor Weston was an independent village hall committee member, not a member appointed through the council. Councillors were asked if they wished to appoint a member in the official Council capacity. KW reminded Councillors that the last Clerk was also a member of the village hall committee. RK said he thought it was quite adequate to have KW only on the committee. Proposed RK; 2nd GO, unanimous.

10. Report from the School Governing Body

Councillor Kirkpatrick read the report. Main points:

- The primary school is now an academy under the Diocese of Norwich Education and Academies Trust.
- There are significant improvements in their results and are currently waiting for the SATs results.
- There will be a large intake of 17 pupils this autumn. If the larger intake becomes a trend they will be unable to continue with only 3 classes. If necessary steps will be taken to address this issue.
- Site improvements have taken place, especially on facilities for the reception year, which was one of the areas Ofsted commented on.
- The school shares a head with Gillingham school, a smaller school. The school is delighted with the new head Helen Brand, who also delivers extensive training for the county.

The Chair asked the current number of children on role and the maximum intake. RK replied; 72 pupils and maximum 120 pupils.

11. To review Cemetery administration

- a) Elect working party to establish policies to be discussed at the July 2014 meeting.
- b) The elected working party also to recommend a Schedule of fees to be agreed at the July 2014 meeting.

Councillors Cossey, Kirkpatrick and Mison agreed to form a working party to address the points above and the Chair asked the Clerk to coordinate a draft policy to be circulated at the July meeting.

Clerk

Signed: _____ (Chair)

Date: _____

**12. Finances**

a) To confirm & sign the Annual Audit return Section 1.

b) To confirm & sign the Annual Audit return Section 2.

The Chair and Clerk had met with the Internal Auditor before the meeting to finalise and sign the internal audit. The Chair and Clerk/RFO to sign and the document was available at the end of the meeting for inspection.

c) To be advised of the financial outturn 2013-14 (Annex 1).

The Chair asked if there were any comments in regard to Annex 1 and 2 circulated with the agenda. KW asked this year's expenditure was where it was expected to be. The Chair advised, it was only 2 months into the year and it was too early to confirm, but expenses were as expected and no new expenditure had been received. The half yearly precept had been received, has had the SN grant of £2k and some cemetery fees. At this early stage the finances were on target.

d) Approve cheques (Annex 2).

Financial statement previously circulated. Proposed KW; 2nd VC to be "taken as read" unanimous.

13. Internal Audit

a) Appoint an Internal Auditor

b) Agree Terms of Reference and Audit Programme for 2014-15

c) Internal Auditors fees

After discussion the main point:

- The Chair stated the minutes of the Audit Meeting held with the internal Auditor, Chair and Clerk and that an Audit Check list had been previously emailed to the Finance and Resources ADVISORY committee. Unfortunately it had not been received by all and the Chair said he would email again. Given that this had not been received a summary of the email content was given to the meeting.

a) The Chair asked if there was a proposal for the current auditor to be reappointed or that an alternative auditor be identified.

That the current auditor be re-appointed. Proposed VC; 2nd RK, unanimous.

b) Terms of Reference and Audit Programme for 2014-15

To adopt the approach summarised in discussion. Proposed KW; 2nd RK, unanimous.

c) Internal Auditors hours and fees

That this be agreed at 12 hours (2 hours per quarter and 4 hours at the end of the year) at £10 per hour. Proposed JG, 2nd KW, unanimous.

14. Reports and transact business from the Planning Committee (full report doc. 1 attached). Main points:

- Minor change to Conversion of All Hallows Convent.
- Retrospective application for summerhouse.
- Lamberts Way application issue (full details on report) Councillor Weston went over the main points and asked Councillors' to support him in following the official complaints procedure. Proposed KW; 2nd SR, unanimous.
- The Cycle Club had been contacted in regards to the parking and offensive behaviour at the event on the heath.
- Roadside placards, advertising a music event, breaching regulations had been removed.
- Hastoe Housing had been contacted again regarding the hazardous

Signed: _____ (Chair)

Date: _____



electrical cabinets.

- The Highway Rangers had attended to some of the issues/faults and more maintenance is scheduled.
- NCC has stated the Belsey Bridge signage now meets with the Traffic Signs Regulations.

15. Tabled internal reports from Advisory Committees

a) Planning & Highways Councillor Weston read out his report (full report doc. 1).

Main points:

- Drapers Lane – parishioners complained about the 40mph speed limits. NCC was contacted and the complainants were not satisfied with the reply and asked the Council to make a FOI. This was discussed and Councillors agreed the parishioners to make their own request. Proposed VC, 2nd KW, unanimous.
- Japanese Knotweed in Tunneys Lane has been reported to NCC.
- The pedestrian walkway at Waterside Maltings appears to be changed from the original plans. The contractor has been contacted.
- A parishioner has enquired about land at the Maltings Development and wishes it to be used for community purposes. RK and the Chair stated they thought the piece was being development for amenities. KW asked the Clerk to reply to the parishioner, whilst he investigated ownership.

b) Local Development Councillor Ogden read out her report (full copy doc. 2 & 3).

Main points:

- A meeting has been held for bids for the S106 money and an Overview of Bids was circulated. Bids were put in from Allotment Association, Badminton Club, Broome and Ditchingham Playgroup, Emmaus, NES CAB and the Village Hall Management Committee. A shortlist of bids was discussed with the Council totalling £17,335 and these were suggested to be presented to the Broads Authority and P J Livesley for approval. Proposed KW 2nd GO, unanimous.
- The Chair asked KW if there was any conflict of interest as he was on the Village Hall Committee. KW assured him there was no personal interest.
- The Chair asked for any questions – none.
- A request for parishioners to become new Advisory committee members.

The Chair thanked the Local Development Committee for their detailed piece of S106 work.

c) Maintenance and Environment Councillor Kirkpatrick read out his report (full copy doc. 4). Main points:

- The Thwaite play area is being well used since the installation of the new play equipment.
- The nets for the goalposts are being replaced and Councillor Allen is meeting the costs from her funds.
- The rubbish in the play area builds up over summer and extra collections are being planned.
- A suggestion for gates to the allotments has been made.
- The cemetery plan is going to be updated.

d) Finance & Resources The Chair read out his report (full copy doc. 5). Main points:

Clerk
KW

Signed: _____ (Chair)

Date: _____



- The Chair and Clerk has met with the internal auditor to clarify matters concerning the 2013-14 audit and to advise him of arrangements for 2014-15 (minutes previously circulated).
- An outline 'audit programme' has been circulated to the Councillors.

16. External reports

- a) Police - none
- b) County Councillor - none
- c) District Councillor – received in the Parish meeting
- d) Others (by invitation) – none

17. Correspondence received

The Clerk had received two applications for memorials for the Cemetery for approval. Proposed VC, 2nd RK, unanimous.

18. To consider issues not decided by Committee

None received

19. Update on the new Post Office facilities

Councillor Cossey reported he had heard reports of, and had himself received unsatisfactory service from the new Post Office regarding paying in cheques, paying utility bills and buying premium bonds. The Chair asked the Clerk to contact the Post Office to clarify the services offered and if the Post Box can be moved to the new premises.

20. Urgent Other Business

None

21. Items for next agenda

None

22. Confirmation of meeting dates

- Full Council meeting 21st July 2014 at 7.30pm
- Planning Committee meeting 16th June 2014 at 6.30pm

Meeting closed at 9.55pm.

Clerk

Signed: _____ (Chair)

Date: _____



Annex 1

Ditchingham Parish Council:

13-14 Q4 Outturn and Budget (Includes budget 14-15)		OUTTURN	BUDGET	BUDGET
Year ended:		13-14	13-14	14-15
Actual		OUTTURN	BUDGET	BUDGET
YR Ended		YR Ended	YR Ended	YR Ended
31/03/2013		31/03/2014	31/03/2014	31/03/2015
Fin Yr12-13		Fin Yr 13-14	Fin Yr 13-14	Fin Yr 14-15
15,000	Precept	20,000	15,000	20,000
	Increase in Precept	0	3,000	3,000
	New Strategies	0	2,000	2,000
	General reserve increase	0		
	SN Transition monies	2,091	2,000	
3	Interest	5	5	5
1,644	Burial fees	2,800	2,000	2,200
216	Allotments	216	250	275
1,165	Recreation Grounds	1,159	1,200	1,300
100	Honorary	0	0	
	Miscellaneous	0	0	
300	Recycling	598	300	200
1,497	VAT	2,979	1,735	2,000
		0		
<u>19,925</u>	Income	<u>29,848</u>	<u>27,490</u>	<u>30,980</u>
868	General Reserve	1,305	2,431	11,434
3,000	Play Area	3,000	2,458	0
		0		
<u>3,868</u>	Reserves B/ Forward	<u>4,305</u>	<u>4,889</u>	<u>11,434</u>
<u>23,793</u>	Available Resources	<u>34,153</u>	<u>32,379</u>	<u>42,414</u>
1,850	General Admin	2,869	2,100	2,500
4,964	Clerks Employment Costs	4,556	5,100	5,000
	Clerks home office	0		1,000
	Section 137	0	0	
750	Parishionner	0	500	750
120	Allotments	100	150	150
3,578	Burial Grounds	3,613	3,600	3,800
2,222	Village Tidy	3,226	2,000	3,000
100	Honorary	0	0	0
2,700	Recreation Grounds	2,168	2,600	2,800
0	Increase Play reserve	1,500	1,500	2,500

Signed: _____ (Chair)

Date: _____



	New Strategies	0	2,000	2,000
	Charge Against reserve	0	0	0
620	Play area maintenance	0	1,000	1,000
250	Bus Shelter	0	250	500
412	Miscellaneous	640	1,000	1,000
	Transfer to reserves	0		0
	Other estimated costs	0	0	1,000
1,923	VAT	1,788	2,000	2,000
		0		
19,489	Expenditure	20,461	23,800	29,000
4,304	Reserves C/ Forward	13,692	8,579	13,414
4,305	General Reserve	13,692	8,579	10,914
	Reserves expended (play area)	-2,858	0	0
3,000	Play Area	4,500	2,338	2,500
		-4,358		0
	New Strategies	0		
4,304	Reserves (as above)	10,834	8,579	13,414
1,923	VAT receivable	904	2,000	0
6,227	Total Reserves	11,738	10,579	13,414
1,305	General Reserve	10,692	6,241	10,914
3,000	Play Area Reserve	142	2,338	2,500
0	New Strategies	0	0	0
4,305		10,834	8,579	13,414

Analysis of Grants receipts and Grant funded expenditure

**For the year
31/03/2014**

Grants received

DUC & Play Association	1,500
South Norfolk	2,000
WREN	30,000
Total Grants Received	33,500

Signed: _____ (Chair)

Date: _____



Grants funded expenditure

Highline Extreme	19,900
Whiterod	8,184
Action Play & Liesure	36,700
FCC	2,000

Total Grants Received 66,784

Analysis of Total Balances carried forward

	As at 31/03/2014
Resources (as DPC accounts)	29,848
Grants (As above)	33,500
Income and Grants in year	<u>63,348</u>
Expenditure (as DPC accounts)	20,461
Grants (As above)	66,784
Expenditure & Grant funded costs in year	<u>87,245</u>
Net change in year (13-14)	-23,897
Adjust non cash play area reserve	1,500
Balances Forward	33,230
Net Balances carried forward	<u><u>10,833</u></u>
Community Account	6,824
Business Saver Account	4,508
less unrepresented cheques	-500
Net Balances carried forward	<u><u>10,833</u></u>

Signed: _____ (Chair)

Date: _____



Annex 2

Ditchingham Parish Council - Annex 4

Finance Report: Payments & Receipts, & Balances at bank.

			£
Current account cashbook balance (as reported at last meeting)			6824.37
Cheques issued since last report			
31/03/2014	101275	Parishioner Magazine	500.00
28/04/2014	101276	Clerk's April Salary	367.65
28/04/2014	101277	Clerk's expenses	46.49
28/04/2014	101278	Marcus Sladden salary (Litter Picker)	81.24
19/05/2014	101279	SNDC Dog Bin	65.94
19/05/2014	101280	NALC Clerk's training	45.00
19/05/2014	101281	NALC Membership	258.57
19/05/2014	101282	Norse Maintenance Play area	201.47
19/05/2014	101282	Norse Maintenance Cemetary	620.00
19/05/2014	101282	Norse Maintenance	223.75
19/05/2014	101283	HMRC 1st quarters PAYE	305.60
19/05/2014	101284	NALC Clerk's training	25.00
19/05/2014		Clerk's May Salary	TBC
19/05/2014		Clerk's May Expenses	TBC
19/05/2014		Marcus Sladden salary (Litter Picker)	TBC
			2,740.71
Receipts paid in since last report			
10/04/2014		Mrs Cotton	100.00
10/04/2014		Mr Powley	300.00
24/04/2014		Mrs Holland	300.00
24/04/2014		Mrs Salhouse	100.00
25/05/2014		Precept	15104.00
02/05/2014		Play Area proceeds	185.10
			16,089.10
Cashbook balance			20,172.76
Last Statement Balance 2 May 2014			22,413.47
Unpresented cheques			2,240.71
Uncleared receipts			0.00
Cashbook balance (as above)			20,172.76
Business Saver Account statement balance 27 December 2013			4,507.81
Total balance in both accounts			24,680.57

Signed: _____ (Chair)

Date: _____



Doc. 1

DITCHINGHAM PARISH COUNCIL

Planning & Highways Advisory Committee/Decision Committee

Chair's Report for the May 2014 Parish Council Meeting

PLANNING

The Committee has not met since the last full Council meeting. Two plans came to the Chair too late to be responded to but they were not significant:

- A minor change to **Conversion of former convent** Location: All Hallows Convent, Belsey Bridge Road, Ditchingham
- Retrospective application for a summerhouse (already built some years ago) in the garden of a house in Windmill Green

Re plans for 4 new builds in Lamberts Way which, were recommended for refusal by DPC and were refused by SNC but were given approval on appeal to Sec of State: Mr Larkin has received the news (and an apology) that there were errors in the appeal process. The court case, SNC v Sec of State, is still pending. I have received a reply to my letter, in support of SNC, to the Secretary of State. I shall quote from the letters to Mr Larkin and to me. They can be made available to Cllrs and parishioners who wish to see them.

I shall be seeking Council's support in following the official complaints procedure.

GENERAL

Regarding the letter of complaint about car parking and offensive behaviour in Green Lane on the occasion of a cycling event on The Heath. Having communicated with officers of the cycle club involved, I believe the message has "got home."

A large number of roadside placards advertising the forthcoming Symmetry music festival have appeared. I informed the organisers that they breach regulations and those in Ditchingham were removed.

I have been in touch, several times, with Hastoe Housing over a potential hazard, in Lower Wells Close, reported to me by Cllr Mison. Two heavy empty electrical cabinets have been left there unused. Buck passing has occurred; I am waiting for action.

Regarding the long list of outstanding highways issues and faults drawn up by the Advisory Committee in March. Some items have been attended to by the Highway Rangers. Others are being managed by Bob Edwards. Financial constraints mean that some work will be scheduled in future programmes. To keep this report to a reasonable length I will not go into detail. Supporting papers, in the form of Email exchanges between myself and NCC, schedules of work and road resurfacing plans can be made available to Cllrs and parishioners who wish to see them. My committee undertakes to monitor the outstanding works – including using the Council chair's recently devised "To Do List" as a device to help.

BBCC

At the March meeting Cllrs tasked me with asking NCC to demonstrate how the Belsey Bridge Conference Centre signs conform to policies. The reply, from Mr Phil Reilly (Project Engineer (traffic) Environment, Transport and Development) stated, "I am satisfied that the signs comply with the Traffic Signs Regulations & General directions 2002." He also said that the signs comply with, "our policy on providing signs on the highway to establishments." The latter was attached to his communication and can be made available to Cllrs and parishioners who wish to see them.

DRAPERS LANE

I received a letter from parishioners in Drapers Lane criticising the 40 mph speed limit signs. I forwarded this to NCC who sent an explanatory letter in reply. The complainants are not satisfied and

Signed: _____ (Chair)

Date: _____



have asked the Parish Council to make a FOI request in respect of this matter. I can share the content of their emails as necessary.

TUNNEYS LANE

A growth of the seriously invasive Japanese Knotwood, reported to NCC last year was not dealt with. I met Bob Edwards on site. It will be dealt with asap.

WATERSIDE MALTINGS

I have requested information from PJ Livesey about the pedestrian walkway planned to cross The Beck at Ditchingham Dam. There are apparent changes to original plans. At the time of writing I have not had a reply.

Keith Weston
Chair

Doc. 2

REPORT FROM LOCAL DEVELOPMENT COMMITTEE

19th May 2014

Since the last Parish Council meeting the committee has held a public meeting for bids to be put forward for the Section 106 money from the Maltings development which is a community levy.

The meeting was held on April 29th in the village hall. We were surprised that not more people put forward their wishes however there will be other chances as the money will come through in tranches of £20,000. We are trying to plan ahead so that we will be ready when the first £20,000 comes through when they sell the first lot of houses. At this point the Broads Authority have reassured us we are on the right track in how we plan to allocate the money for the community. I plan to discuss this further with Alison McNab shortly.

We had two written bids. One from the allotments did not have any detailed financial proposal so they have been asked to resubmit their bid. The Badminton club was the other bidder and their request falls under the Village hall bid.

Short presentations were made from Emmaus, the Village Hall representatives and Ditchingham and Broome Playgroup. Pauline Allen District councillor also highlighted North Suffolk's CAB needs.

A few days later the committee met to consider the submitted bids.

Gill has made an appendice to be circulated around the council which will be discussed at this meeting. Our recommendations are set out to the Council and Keith and Gill will explain how we wish to allocate the funds.

There is a vacancy on the Local Development committee please apply!!

Signed: _____ (Chair)

Date: _____



Doc. 3

Overview of Bids Re: S106 Meeting of Local Groups on 29 April 2014

Name of Group	Brief Description	Estimated Cost	Local Development Committee Notes
Allotment Association	1, Requested water to be provided on site 2, Gate for site	Not provided (invited to re-submit for future consideration)	Deferred
Badminton Club	Improved lighting in the Village hall	Not provided	(part of the Village Hall Committee's upgrade plan but NOT included in their S106 bid – alternative funding already secured)
Broome and Ditchingham Playgroup	Perimeter fencing at new location at Primary School site	£7,500	Deferred - it was felt that this project was not imminent
Emmaus	Community Repair, Reuse and Recycle Centre	£4,345 (see breakdown below)	
	o Tools and materials	£2,350	Agreed to support this component of the bid
	o Protective clothing and equipment	£795	Deferred
	o Training	£1,200	not a capital cost
NESCAB	Funding for Popup events (e.g. for benefits/employment issues)	£300	Agreed to support this bid
Village Hall Management Committee	Refurbishment of components of the Village Hall as outlined below		
	o Internal redecoration of entrance hall, committee room, kitchen and main hall	£5,325	Agreed to support this component of the bid
	o internal redecoration of stage area	£1,200	Agreed to support this component of the bid
	o refurbishment of main hall floor	£2,100	Agreed to support this component of the bid
	o Replace curtains throughout	£4,500	Agreed to support this component of the bid
	o Replace tables in the committee room	£1,560	Agreed to support this component of the bid
		£14,685 (total of agreed components of Village Hall Committee's bid)	
	o Replace chairs in the committee room	£1,044	Deferred
	o Provide non-slip flooring to kitchen	£620	Deferred
	o Demolish part of wall between	£9,380	Deferred
<p>£17,335 is the total the Local Development committee proposes the full Council recommends to the Broads Authority and P J Livesey from the bids presented at the meeting on 29/04/14, enabling a further £2,665 to be spent on additional outdoor furniture for the Village (particularly at the Dip) from the first £20,000 tranche.</p>			

Signed: _____ (Chair)

Date: _____



Doc. 4

Report from Maintenance & Environment Committee
Tabled Chair's Report for May 2014 Parish Council Meeting

Play Area:

As I said in my report to the AGM we continue to work on the facilities in the community. The Thwaite road play area has seen a significant increase in use since the installation of the new equipment.

The nets for the goal posts will be replaced by the end of the week and our district councillor Pauline Allen has said the cost will be met from funds she has control over. The council are grateful for her assistance.

We will monitor the use over this summer and then make plans on how we might address the parking issues along the frontage.

There is a considerable build-up of rubbish in the bins on the play areas especially in the Dip by the shelter we may have to look at increasing the collection rate during the summer months.

A resident has asked that orientation of the goal posts in the Dip be changed as a number of balls have ended up in their garden. Councillors have considered this and the alternative it was felt would cause a danger to youths and children retrieving balls from the road.

Allotments:

It has been suggested that gates be erected at the entrance to the allotments to deter break-ins at the sheds. We haven't received a formal request but would consider it as something 106 monies could be spent on in the future.

Cemetery:

The cemetery plan needs to be urgently up dated and checked as there has been an instance of a plot that was thought to have been reserved and when the time came to use it had already been taken.

Rosedale Funeral Homes have kindly donated purpose made markers for reserved plots which we will put in place.

We have a meeting in the coming week to resolve the issue of the reserved plot, I will keep councillors informed of the outcome.

Reg Kirkpatrick 19th May 2014
Chair of the Maintenance & Environment Committee

Doc. 5

Ditchingham Parish Council

Report from the Finance & Resources ADVISORY Committee: 19th May 2014

1. The Committee has not met since the last meeting.
2. The Chair & the Clerk met with the internal auditor (Mr. Paul Austin) to clarify matters concerning 2013-14, and to advise him of Internal Audit arrangements for 2014-15.
3. An outline 'audit programme' for 2014-15 was circulated by the Chair for comment.

Items 2&3 is noted as (will be discussed in detail) item 13 on the Agenda.

Julian Green
Chair, Ditchingham Parish Council

Signed: _____ (Chair)

Date: _____