

Minutes of Ditchingham Parish Council Meeting

Monday 20th July 2015 – 7.30pm

Ditchingham Primary School

Action
by:

Councillors present: Keith Weston - Chair (KW), Brendon Bernard (BB also District Councillor), Rev Reg Kirkpatrick (RK), Colin Mison (CM), Stephen Read (SR).

Clerk/RFO: Sally Chapman.

Also present: Howard Green, Rachel Wass and 25 members of the public.

Parishioner Question Time opened with the Chair welcoming those present.

A. All Hallows Hospital

Mr Howard Green, Chief Executive of All Hallows Healthcare Trust gave a talk about the proposed changes at All Hallows Hospital. It was followed by parishioners asking questions and putting forward their views.

B. Emmaus Road Signs (Doc. 1)

Rebecca Wass, Deputy Community Leader gave a talk on proposals for new signage for Emmaus. Further details point 9a.

C. Green Lane – Unsociable Behaviour

A resident spoke of the unsociable behaviour in Green Lane (noisy vehicles, possible drug dealing etc.). The Chair reported that Bob Edwards (NCC Highways) had advised the lane is a byway open to all traffic and belongs to Ditchingham Estates. Although DPC has no responsibility for the lane, they do for the parishioners. The police have been told of the issues and the Safer Neighbourhood Team would be patrolling the area.

This session closed at 8.25pm and nine parishioners remained.

MEETING PROPER

1. To consider Apologies for Absence

Julian Green, Richard Mulley – apologies accepted.

2. Declaration of Pecuniary Interests and Consider requests for Dispensation

None.

3. Co-option to fill Casual Vacancies

Three parishioners, interested in co-option, had contacted the Council and submitted their pen portraits to the Clerk. All were present and introduced themselves. After a secret ballot all were elected onto the Council and the Chair welcomed David and Joy Bates and Alan Larkin. One vacancy remains.

4. To Confirm the Minutes of the meeting held on Monday 18th May 2015

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

Proposed BB, 2nd RK, unanimous.

Minutes signed by the Chair upon completion of the meeting.

Signed: _____ (Chair)

Date: _____

5. Matters Arising

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

Benches and picnic tables - BB reported that three new eco-friendly benches and a picnic table have been ordered for The Dip. One bench will be placed near the notice board and will be dedicated to the late Clerk, Mr John Smith. The memorial plaque being salvaged from the village hall bench will be put on one of the new benches.

Bus shelter - BB reported a bus shelter is being planned on Loddon Road; clarity over permission is currently being sort.

b) To Do List

The Clerk read out the list of outstanding items requiring the Council's attention and action. Councillors updated and the Clerk will follow-up on remaining items.

6. Finance to:

a) To be advised of the YTD Financial Outturn 2015-16 (Annex A)

No questions.

b) To receive the RFO report and Approve Cheques (Annex B)

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

Proposal: To approve cheques. Proposed SR, 2nd RK, unanimous.

7. Parishioner/Community Website Update

BB informed he would be meeting with a website designer next week and a Wordpress website is being considered.

8. To receive a report from the Planning Committee (Doc. 2)

The Chair read out JG report and stated the committee had not met since the last full Council meeting. Main points:

a) Planning applications

- Agricultural building – Thwaite Road.
- Removal of tree branches – Falcon Lane.
- Conservatory – Station Road.
- Extension – Pirnhow Street.
- Change of use building - Falcon Lane Ditchingham

b) Decisions

- Extension – Norwich Road. Approved.
- Minor alterations – Norwich Road. Approved.
- Change of use building – Norwich Road. Approved.
- Extension – Tunneys Lane. Approved.
- Bungalow – Norwich Road. Refused.

9. To receive internal reports from Advisory Committees and Decision Committees

a) Planning and Highways

The Chair read out JG report. Main points:

Emmaus Highways Signage - Councillors discussed the signage as

Signed: _____ (Chair)

Date: _____

proposed by Emmaus. Cllrs. decided to support standard black and white directional signs only (not advertising). They were concerned at the placement of a sign at Drapers Lane, site of an RTA in 2014.

The meeting was convened at 9.04pm to allow public participation

Rebecca Wass, Emmaus Deputy Community Leader stated the sign would be to direct visitors away from Drapers Lane, but sat-navs do send traffic that way. Emmaus would be happy with the highways standard black and white signs.

The meeting was reconvened at 9.06pm

Proposal: This Council supports the installation of four highways standard black and white directional signs for Emmaus, Norwich, using present posts at Chicken roundabout, Drapers Lane and 2 x Belsey Bridge to replace the existing signs. Wording: Emmaus Retail Outlet and Cafe (with a directional arrow).

Proposed KW, 2nd RK, carried.

Station Road Flooding –Anglian Water has advised the pumps in Yarmouth Road, Broome will be replaced in September 2015. The research into the capacity of these pumps will continue.

Fly Posting - A letter has been received by the Council re the removal of posters contrary to Council policy. A Councillor (not the Council) removed the posters. The Council has reached an understanding with the Councillor concerned and where posters comply with the policy, they should remain.

b) Local Development

Councillor Bernard gave a verbal report. Main points:

WiSpire - WiSpire is currently working with a number of churches across Norfolk to speed up the broadband network.

Solar Panels - The possibility of siting solar panels on the village hall (using S106) is being investigated to reduce the village hall's energy costs, any extra revenue will go to the Council.

Village Fete - DPC will have a stand at the village fete to allow parishioners to voice their ideas for the future uses of S106.

c) Maintenance and Environment (full report Doc. 3)

Councillor Kirkpatrick gave his report. Main points:

Allotments - Majority of plots are well used, the holders of untended plots will be asked to surrender them in September. The Committee is considering fencing.

Cemetery – well maintained.

The Dip – Well used, but dogs are banned but they are being taken on and allowed to foul the area. The goals are well used and have been moved to allow the ground to recover. Youths have been asked for ideas to improve the Dip and Play Area.

Thwaite Road Play Area – an email has been received re a hole in the hedge and children leaving through it. It has been investigated and the hole is not in the play area, but in a field adjacent to the play area.

Play Area Annual Report – climbing frame condemned and quotes are being sort to replace. RK agreed to convene a meeting of the Maintenance and Environment Committee in the near future to deal with the items needing

attention.

d) Play Equipment Inspections and Litter Picking – Council wished to thank Mr Paul Austin for all his through hard work.

Pony – now removed from green areas.

e) Finance & Resources

The Chair gave a verbal report. Main points:

Committee - not met since the last meeting.

Budget Report The Chair indicated that for the future a simpler format should be adopted; he will raise this with the F&R committee.

10. To consider External Reports

a) County Councillor

Not present – no report sent.

b) District Councillor

Nothing to report.

c) Police

Not present – no report sent.

d) Others (by invitation)

None.

11. Issues not decided by Committees:

a) To consider Emmaus signage proposals

As discussed in point 9a.

b) To discuss further the provision of a footpath at Hollow Hill

The Chair spoke of the alternative footpath for Hollow Hill and the Big Lottery grants available. An application for funding, through the NCC Partnership Scheme, had not been approved at the February 2015 meeting. Since then Councillor Mulley has collected 111 signatures in support of a footpath.

Proposal: Council will explore possible alternative grants for the Hollow Hill footpath. Proposed BB, 2nd SR, carried.

12. Correspondence

a) FOD's letter re summer fete posters.

b) Barclays Bank's letter informing the Bungay branch would be closing.

13. Urgent Other Business

a) Council Committees – The meeting allocated the new Councillors onto the Committees. Clerk to update the list.

14. Items for next agenda

None.

15. Confirmation of meeting dates

Planning Committee meeting

- Monday 17th August 2015 (if required)

Full Council meeting

- Monday 21st September 2015

Clerk

Signed: _____ (Chair)

Date: _____

The meeting closed at 9.39pm

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

Annex

- A. Financial outturn 2014-15
- B. Report by RFO

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Document

- 1. Emmaus Road Signs Proposal
- 2. Planning Committee Report
- 3. Maintenance and Environment Report

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DRAFT

Signed: _____ (Chair)

Date: _____

Annex A

Ditchingham Parish Council:

15-16 Out turn, Budget & Forecast

15-16 Out turn, Budget & Forecast		Outturn	BUDGET	F'CAST	
Year ended:		<u>15-16</u>	15-16	15-16	
Actual		OUT TURN	BUDGET	NEW F'CAST	Variance
YR Ended		YR Ended	YR Ended	YR Ended	Forecast to
31/03/2015		31/03/2016	31/03/2016	31/03/2016	Budget 15-16
Fin Yr14-15		Fin Yr 15-16	Fin Yr 15-16	Fin Yr 15-16	
25,000	Precept	17,125	34250	34,250	0
0	Increase in Precept		0		0
0	New Strategies		0		0
0	General reserve increase		0		0
2,604	SN Transition monies	2,951	0	2,951	2,951 FAV
0	Interest	0	5	5	0
2,675	Burial fees	2,060	2200	2,200	0
255	Allotments	0	275	275	0
1,933	Recreation Grounds	2,000	1750	1,750	0
0	Honorarium	0	0	-	0
2,974	Miscellaneous	20	0	-	0
300	Recycling	0	0	-	0
3,126	VAT	27	3400	3,400	0
			-	-	
38,867	Income	24,183	41880	44,831	2,951 FAV
				-	0
10,692	General Reserve	21,964	10738	21,964	11,226 FAV
142	Ring Fenced Reserves	2,642	2642	2,642	0
					0
10,834	Reserves B/ Forward	24,606	13380	24,606	11,226 FAV
					0
49,701	Available Resources	48,789	55,260	69,437	14,177 FAV
1,217	General Admin	362	2700	2,700	0
6,372	Clerks Employment Costs	1,243	6000	6,000	0
380	Clerks Office Costs	95	500	500	0
0	Section 137	0	0	-	0
500	Parishioner Magazine	0	750	750	0
100	Allotments	0	250	250	0
3,617	Burial Grounds	2,168	6000	6,000	0
4,715	Village Maintenance	2,474	4000	4,000	0
0	Honorarium	0	0	-	0
1,409	Play Areas	180	3000	3,000	0
2,500	Increased Play reserve	2,500	2500	2,500	0
0	New Strategies	0	2000	2,000	0
0	Charge Against reserve	0	0	-	0

Signed: _____ (Chair)

Date: _____

Ditchingham Parish Council

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3,126	Play area maintenance	1,256	2000	2,000	0
249	Bus Shelter	0	0	-	0
125	Miscellaneous	0	1000	1,000	0
0	Transfer to reserves	281	0	-	0
1,192	Insurance	0	1000	1,000	0
2,093	VAT	890	3400	3,400	0
27,595	Expenditure	11,448	35,100	35,100	0
22,106	Reserves C/ Forward	37,341	20,160	34,337	14,177 FAV
22,106	General Reserve	32,199	13018	27,195	14,177 FAV
-142	Reserves expended	0	0	0	0
2,642	Play Area	5,142	5142	5,142	0
0	Lychgate	0	2000	2,000	0
	New Strategies	0	0	0	0
24,606	Reserves (as above)	37,341	20,160	34,337	14,177 FAV
27	VAT receivable	890	0	0	0
24,633	Total Reserves	38,231	20160	34,337	14,177 FAV
21,964	General Reserve	32,199	13018	27,195	14,177 FAV
2,642	Ring Fenced Reserves	5,142	7142	7,142	0
24,606		37,341	20160	34,337	14,177 FAV

Signed: _____ (Chair)

Date: _____

Annex B

Ditchingham Parish Council

July 2015

Finance Report: Payments & Receipts, & Balances at bank

£

Current account cashbook balance (as reported at last meeting)

36,532.00

Payments issued since last report

Date	Cheque No.	Payee	Amount	
18/05/2015	101361	Void	-1.23	
18/05/2015	101366	Mr. P. Austin Internal Audits	80.00	
28/05/2015	S/O	P. Austin May's Salary	101.35	
28/05/2015	S/O	Clerk's May's Salary	414.30	
30/06/2015	S/O	P. Austin June's Salary	101.35	
30/06/2015	S/O	Clerk's June's Salary	414.30	
06/07/2015	101367	Norse - grass cutting Churchyard/Cemetery 2/7 payments	629.30	
06/07/2015	101367	Norse - grass cutting Play Areas 2/7 payments	204.48	
06/07/2015	101367	Norse - grass cutting Village Areas 2/7 payments	227.11	
06/07/2015	101367	Norse - grass cutting six monthly charge	519.70	
06/07/2015	101367	Norse - grass cutting Churchyard/Cemetery 3/7 payments	629.30	
06/07/2015	101367	Norse - grass cutting Play Areas 3/7 payments	204.48	
06/07/2015	101367	Norse - grass cutting Village Areas 3/7 payments	227.11	
06/07/2015	101368	N&S Community Rehab Company - BMX track	150.00	
06/07/2015	101369	Chairs Training - KW	75.00	
06/07/2015	101370	Paul Austin - travel costs to training	27.00	
06/07/2015	101371	Mrs C Cheyne - BMX strimming	60.00	
06/07/2015	101372	Data Protection renewal	35.00	
06/07/2015	101373	P. Austin April Salary difference to June's S/O	25.40	
06/07/2015	101374	Clerk's June's Expenses	57.63	
06/07/2015	101375	Access Key Lock Box	15.99	
				Total
				4,197.57

Receipts paid in since last report

21/05/2015	CR	Ditchingham United Charities	2000.00	
21/05/2015	CR	Shelia Welsh internment	250.00	
21/05/2015	CR	Richelda Lowe interment	300.00	
21/05/2015	CR	VAT Return 21/01/15-31/03/15	26.70	
10/06/2015	CR	Shelia Welsh - memorial	100.00	
10/06/2015	CR	Richelda Lowe - inscription	100.00	
15/06/2015	CR	Phyllis Patrick - memorial	200.00	
26/06/2015	CR	SNDC - litter picking	20.00	
				Total
				2,996.70

Cashbook balance

35,331.13

Signed: _____ (Chair)

Date: _____

Ditchingham Parish Council

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Last Statement Balance 3rd July 2015		38,518.63
Unpresented cheques from 2014-15		100.00
Unpresented cheques from 2015-16		3,087.50
Uncleared receipts		0.00
Cashbook balance (as above)		<u>35,331.13</u>
Business Saver Account		
Balance c/f	4,510.62	
Interest 8th June 2015	0.61	
Balance 27 March 2015		<u>4,511.23</u>
Total balance in both accounts		<u>39,842.36</u>

Signed: _____ (Chair)

Date: _____

Document 1

Emmaus Norwich at Ditchingham, Belsey Bridge Road, Ditchingham, Norfolk NR35 2DT

Author: Cathy Hembry, General Manager

Date: 03/07/2015

Proposal: Installation of three Emmaus Norwich at Ditchingham, directional & advertising road side signs on the B1132 located at existing sign points for Belsey Bridge Conference Centre

Motion: Ditchingham Parish Council (Planning and Highways) support for the above proposal

Considerations: Location, health & safety, visual impact

Background:

Emmaus Norwich at Ditchingham was established in 2009 and began trading in 2011. A recent refurbishment has created an additional 16 companion rooms and the upgrading of the car park and associated drainage for our social enterprise.

The community and social enterprise are growing steadily. To support and maintain that growth we need to increase our footfall in the shop at Ditchingham. We have a targeted Marketing and PR strategy, however maximising opportunistic custom from traffic flow on the B1332 will significantly increase our trading and additionally improves the customer experience. Customers, both local and those from further afield frequently report difficulty and frustration in finding us.

As a federation Emmaus has been rebranding over the past 12 months. Emmaus UK have some funds to support the roll out of the rebranding to use on vehicles and on onsite and offsite signage, which we are keen to capitalise on. There is an opportunity to revisit roadside signage with a view to securing professionally sign written, safe, secure and acceptable signs.

The community now numbers 11, with two residential staff members. Those joining us are more often than not coming from the Waveney Valley. We are certainly servicing the local community, with collections and deliveries in Ditchingham numbering over 170 and many more of course shopping with us.

We see ourselves as an active part of the community, hosting, supporting and participating in local events. We plan to open a bistro on site in 2016 through which we hope to consolidate our offer to the local community as a potential hub for building and strengthening community and individual relationships.

Overleaf is a map noting proposed sign location, sign content, design and dimensions.

Considerations:

We have suggested locations at existing signage points as those sites are already maintained by the highways agency, give due consideration to sight lines, ensure sufficient distance from the junction for road users to read and react, and are not obscured by foliage or other street furniture.

We would like to site signs at three locations noted in yellow, black and red.

As the sites are pre-existing the impact of 'littering or cluttering' the roadside is minimised.

The appearance will be tidy and professional and following dialogue with South Norfolk District Council, Highways will be considerably under 1m² in size.

We will ensure fixings attach the signs securely to supports and do not damage the protective coating of any posts.

They will be secure enough to prevent rotation or slippage.

Alternatively we will produce free standing signs secured to the ground to adequately resist traffic and wind buffering.

We like the wording below but are open to suggestions, for example Charity Shop.

Second Hand Retail Outlet & Café Open Tuesday to Saturday 10.00am – 4.30pm
60cm x 90cm approx.

Signed: _____ (Chair)

Date: _____

Document 2

DPC Planning & Highways ADVISORY Committee report July 2015

The Clerk maintains planning details on the Council's website. As of the date of drafting this report (09/07/2015) the web site reports that the Council has been notified of the following:

1.a Applications since the last meeting:

30/06/2015 Application Number : App Type : 2015/1436

Full

Parish : Ditchingham

Grid Ref : 633121 293296

Location : Tindall Hall Farm Thwaite Road Ditchingham Norfolk NR35 2EA

Proposal : Proposed new agricultural building for the loose housing and management of cattle and storage of machinery

Applicant : Mr Austin Felgate Tindall Hall Farm Thwaite Road Ditchingham Norfolk NR35 2EA

Considered by chair of P&H committee as compliant with policy. Recommended for approval

30/06/2015 Application Number : App Type : 2015/1415

Works to TPO trees

Parish : Ditchingham

Grid Ref : 633910 290056

Location : Builders Store Falcon Lane Ditchingham Norfolk NR35 2JG

Proposal : Horse Chestnut – Removal of two large branches

THIS APPLICATION WILL BE DETERMINED BY THE BROADS

AUTHORITY – BA/2015/0004/TPOW

Applicant : Mr H J Leach 38 Southend Road Bungay NR35 1DN

Considered by chair of P&H committee as compliant with policy. No comment

30/06/2015 Application Number : App Type : 2015/0869 Full

Parish : Ditchingham

Grid Ref : 634199 290845

Location : 40A Station Road Ditchingham Norfolk NR35 2QW

Proposal : Erection of rear conservatory to dwelling approved under 2009/1023/F.

Applicant : Mr Tony Sprake Marton House Low Road Mettingham Bungay Suffolk NR35 1TT

Agent : Mr John Putman The Hollies Station Road Earsham Bungay Suffolk NR35 1EU

Considered by chair of P&H committee as compliant with policy. Recommended for approval

09/06/2015 Application Number: BA/2015/0178/LBC and BA/2015/0177/FULL

Mr & Mrs Derek and Sandra Hillyard, 8 Pirnhov Street, Ditchingham, Norfolk, NR35 2RU. New single storey extension and windows replacement to the North East elevation and associated decoration work.

Considered by the P&H committee by circulating plans. Recommended for approval

1.b Decisions since the last meeting:

Appl Number : App Type : 2015/1167

Householder

Parish: Ditchingham

Applicant : Mr & Mrs M E James

Location : Ockley 36 Norwich Road Ditchingham Norfolk NR35 2JL

Proposal : Proposed rear single storey extension.

Decision : Approval with Conditions

Delegated Date of decision : 3 July 2015

Signed: _____ (Chair)

Date: _____

Appl Number : App Type : 2015/0438

Listed Building

Parish: Ditchingham

Applicant : Cheyne Farms

Location : Home Farm Norwich Road Ditchingham Norfolk NR35 2JP

Proposal : Minor alterations including creation of new door and window

Decision : Approval with Conditions

Appl Number : App Type : 2015/0437

Full

Parish: Ditchingham

Applicant : Cheyne Farms

Location : Home Farm Norwich Road Ditchingham Norfolk NR35 2JP

Proposal : Change of use of redundant agricultural buildings to form 3 workshop and storage units (B1/B8)

Decision : Approval with Conditions

Delegated Date of decision : 26 June 2015

Appl Number : App Type : 2015/0855

Householder

Parish: Ditchingham

Applicant : Mr Jamie Curtis

Location : Elmwood 22 Tunneys Lane Ditchingham Norfolk NR35 2RQ

Proposal : A two storey side extension, a single storey rear extension and the replacement of a flat roof over a garage to a pitched roof.

Decision : Approval with Conditions

Delegated Date of decision : 10 June 2015

Appl Number : App Type : 2015/0773

Outline

Parish: Ditchingham

Applicant : Mr Christopher Read

Location : Sub Div Garden Rear Of 10 Norwich Road Loddon Road Ditchingham Norfolk

Proposal : Erection of bungalow

Decision : Refusal

Delegated Date of decision : 8 June 2015

1.c Further application

There is one further application for consideration received 06/07/2015 in respect of BA/2015/0211/FUL re Douglas House, Falcon Lane, Ditchingham. This was received too late to be included on the web site and hence in this report. The Chair of the meeting will advise the Council's recommendation in respect of this application.

2. Highways signage (EMMAUS)

Please refer to discussion in public session and separate item on agenda. The Council are reminded that they acknowledged and considered that the existing signage on the B1332 (white traffic signs) in respect of Belsey Bridge Conference centre was excessive. See July 2014 minutes. NCC & SNC provided various policy & enforcement papers for consideration at that time which will be available from the Clerk to inform discussions.

3. Station Road Flooding

Since the last meeting there have been several more incidents of foul water escaping onto the highway and onto residents' properties. The most recent, at the time of writing, was 7th July. The Council, along with local politicians and local authority officials, is putting as much pressure as possible on Anglian Water to try to bring forward the upgrade to the pumps in Yarmouth Road, Broome.

4. Fly Posting

There has been a complaint by a member of the public that their fly posting artefacts were removed by the Council contrary to Council policy. This is being investigated by the Council compliant with the Council's Complaints Policy. The Chair will report on this matter elsewhere on the Agenda.

Signed: _____ (Chair)

Date: _____

Julian Green
Chair Planning & Highways Advisory Committee

DPC Planning & Highways FULL Committee report July 2015

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

Julian Green
Chair Planning & Highways Committee

Document 3

Report from Maintenance & Environment Committee

Tabled Chair's Report for 20th July 2015 Parish Council

Allotments:

Having visited the allotments the majority of plots are well cared for but there are a number, which, if they have not been worked at the time of renewal in September will be asked to surrender them. We have a waiting list.

Cemetery:

The cemetery continues to be well maintained.

The Dip:

The Dip is being well used although it is disappointing that dog owners are allowing their dogs to foul the area.

The council would ask anyone who can identify the owners to contact a councillor.

The goals have had considerable use and as a result the posts have been relocated to give the ground time to recover. Thanks to the councillors who undertook this work.

Some of the youths who use the skate park have been asked for any further ideas for improvement there and on the Thwaite road play area BMX track. We will be looking at their suggestions.

Thwaite Road Play Area:

This continues to be very well used and much appreciated by many young families.

There has been an issue about children leaving the play area through a hole in the fence.

The hole is not in the play area, it is in the field adjacent to the play area. The children have to climb over the fence to get into the field to exit onto Thwaite Road. The committee will be guided by councillors as to how high we make the fence and how far down the field we go.

We have had the annual inspection done on 'The Dip' and 'The Play Area'. I hope the majority of councillors have seen a copy. It is a significant document and would have used a number of trees to print one for everyone. There is a considerable amount of work to be done on maintenance. A large climbing frame was condemned and was put out of action immediately, thanks to the councillors who undertook this work.

The committee will go through the document and address the points and get quotes. To do all the work will incur considerable expenditure.

The BMX track that was cleared the week of our last meeting was very quickly inundated with growth again.

I have been unable to find a long term solution to this that won't be very expensive. At present we are keeping it strimmed, but it may need a rethink when the young people get back to us.

Signed: _____ (Chair)

Date: _____

Inspections:

The council wishes to thank Paul Austin for the through job he does on the play areas inspecting the equipment and the litter picking.

Other green areas in the village:

I reported at the last meeting the use of other green areas in the village being used to graze a pony, with perhaps more to follow. Our thanks to South Norfolk for their prompt action on the matter and no further instances have taken place.

Reg Kirkpatrick Maintenance & Environment

DRAFT

Signed: _____ (Chair)

Date: _____