

**Draft Minutes of Ditchingham Parish Council Meeting  
Monday 19<sup>th</sup> September 2016 at 7.30pm  
The Village Hall, Ditchingham**

Action  
by:

**Councillors present:** Keith Weston - Chair, Marie Allen (MA) Brendon Bernard (BB), Colin Mison (CM) and Richard Mulley (RM).

**Clerk/RFO:** Sally Chapman.

**Also present:** District Councillor Bernard, PCSO Joe Pike and two members of the public.

**Parishioner Question Time** opened with the Chair welcoming those present and the following business was conducted:

**A.** A parishioner requested further details of the proposed extension of the village hall and the possible impact of increased traffic and parking on the road and in Green Lane. The Chair informed this issue would be discussed in point 9b.

**B.** Cllrs and PCSO Joe Pike discussed the complaints recently received regarding speeding through Ditchingham, especially around Pirnhow Street, Alma Bridge and Chicken Roundabout areas. Various speed reduction strategies (SAM, special constables, Speed Watch etc.) were discussed and some will be used in the coming weeks.

## **MEETING PROPER 7.50pm**

### **1. To consider Apologies for Absence**

Councillors Larkin, Kirkpatrick and County Councillor Stone – apologies accepted.

### **2. Declaration of Pecuniary Interests & Consider requests for Dispensation**

None.

### **3. To Confirm the Minutes of the meeting held on Monday 18<sup>th</sup> July 2016**

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

**Proposed RM, 2<sup>nd</sup> MA, 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**

The anti-social behaviour in the Station Road area has diminished after a visit from the Police.

#### **b) To Do List**

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

### **5. Finance to:**

#### **a) To be advised of the Budget Report 2016-17 (Annex B)**

The RFO summarised the report - no questions.

#### **b) To receive the RFO Report and Approve Cheques (Annex C)**

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

Date:

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

**Proposal: To approve report and payments.**

**Proposed RM, 2nd KW, unanimous.**

The Chair signed the bank statements and reports and informed £43,000 of 'ring-fenced' reserves had been transferred from the Community Account to the Business Saving Account.

## 6. Policies Reviews and Revisions

### a) Adopt the recommendations made by the Maintenance and Environment ADVISORY Committee to the Allotment Tenancy Agreement

CLRs reviewed the proposed amendments to the Allotment Tenancy Agreement.

**Proposal: To approve Allotment Tenancy Agreement.**

**Proposed BB, 2nd MA, unanimous.**

### b) Annual Policies Review

The Chair divided the policies among the Committee Chairs to review before the November meeting.

## 7. Maintenance of Village Sign

Cllr Mulley informed the village sign needed refurbishing and the Chair agreed to obtain some quotes. District Cllr Bernard kindly stated he would pay for the repairs from his unspent Ward budget.

Chair

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

The committee has not met since the last meeting.

### Planning Applications/Decisions

Numerous - see report (Doc. 1) attached.

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

### a) Planning and Highways (Report doc. 1). Main points:

- South Norfolk Planning Process: Reviewed and agreed between the Chair and P&H Chair.
- Broads Authority Planning Process: The Broads Authority does provide paper documents and all those received have been reviewed.
- South Norfolk Highway Rangers: There continues to be no evidence of these matters having been attended to and more items added to the list.
- Footpath at Hollow Hill Road: A site meeting of the interested parties was held on 10 August 2016 and it is anticipated that work will commence March/April 2017.
- Correspondence sent to Highways Department: A list of maintenance items has been sent to NCC Highways Department and their response is included in the report.

### b) Local Development

- S106 Monies: Quotes are being obtained to expand the village hall facilities.
- Parish Seat: A new seat has been placed on the old railway track.

### c) Maintenance and Environment (Report doc. 2)

The Chair was not present and KW read out the report. Main points:

- Allotments: Well used and Councillor Larkin has updated the allotment policy.
- Cemetery: Well maintained.
- The Dip: Well used and the village fete was very successful and our thanks to Mrs Simmonds and helpers for all their hard work. All Hallows also used it for

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

Date:



to obtain quotes for two signs.

**b) NALC response to the Devolution Consultation**

The Chair read out NALC's main response to the Devolution Consultation. Further details: <http://www.nalc.gov.uk/our-work/devolution>

MA

**13. Urgent Other Business**

None

**14. Items for next agenda**

a) Footpath and dangerous junction sign quotes.

**15. Confirmation of meeting dates:**

**Planning Committee**

- Monday 17<sup>th</sup> October 2016 (if required)

**Full Council Meeting**

- Monday 21<sup>st</sup> November 2016

**The meeting closed at 9.10pm**

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

**Annex**

- B. Budget Report 2016-17
- C. RFO Report and Approve Cheques

**Page**

**No.**

470

471

**Documents**

1. Planning and Highways Report
2. Maintenance and Environment Report
3. District Councillor's Report

472

475

476

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

Date:

## Annex B

Ditchingham Parish Council							September 2016 - Annex B
DPC Budget Report 2016/17							
Year End 2015/16	Budget 2016/17	Forecast 2016/17	Year to Date 2016/17	% of Original Budget	% of Revised Forecast	Notes	
<b>Income</b>							
34,250	39,000	39,000	19,500	50%	50%	Received April & September	
2,951	0	2,911	2,911	-	100%		
0	0	982	982	-	100%		
245	275	275	0	0%	0%		
5,040	4,000	4,000	1,120	28%	28%		
2,038	2,000	2,000	2,000	100%	100%	Grant from Ditchingham United Charities	
0	0	1,565	1,565	-	100%	Grant	
4,622	0	0	220	-	-	Litterpick prize	
0	0	700	701	-	100%	Banked on Charity's behalf	
0	0	0	0	-	-		
3,336	3,000	3,000	1,284	43%	43%		
				-	-		
<b>52,483</b>	<b>48,275</b>	<b>54,433</b>	<b>30,283</b>	<b>63%</b>	<b>56%</b>		
<b>Expenditure</b>							
1,325	2,000	2,000	464	23%	23%	Inc. Data Prot. £35, NALC Subs £285	
5,433	6,500	6,500	2,444	38%	38%		
380	500	500	189	38%	38%		
0	0	0	0	-	-		
750	750	750	498	66%	66%	£498 for website set-up	
100	250	250	0	0%	0%		
4,426	5,250	5,250	2,427	46%	46%		
6,141	5,250	5,250	2,419	46%	46%		
2,042	3,300	3,300	1,684	51%	51%		
4,698	2,500	2,500	1,922	77%	77%		
3,650	750	750	0	0%	0%		
0	0	1,515	1,565	-	103%	Paid for by grant	
0	0	700	700	-	100%	Paid to charity	
67	1,000	950	295	29%	31%		
1,000	2,000	2,000	0	0%	0%		
1,000	7,500	7,500	0	0%	0%		
2,500	3,500	3,500	0	0%	0%		
1,181	1,181	1,181	1,134	96%	96%		
3,412	3,000	3,000	1,769	59%	59%		
0	2,000	2,000	0	-	-		
				-	-		
<b>38,105</b>	<b>47,231</b>	<b>49,396</b>	<b>17,509</b>	<b>37%</b>	<b>35%</b>		
38,996	Balance per Community Acc B/F 2015/16		38,996.49				
	Total Receipts per cash book		30,282.90			Green and yellow boxes should match.	
	Total Payments per cash book		17,508.61				
4,513	Business Saver Account		4,808.00				
	<b>Total</b>		<b>56,578.78</b>	<b>Year to Date</b>		Blue box should match the RFO report	
<b>43,509</b>	<b>Reserves B/F from 2015/16 (as below)</b>		<b>43,509.00</b>				
	<b>Balance</b>		<b>13,069.78</b>				
		<b>Reserves to be added 2016/17</b>	<b>Reserves expenditure 2016/17</b>	<b>End of year Balance</b>			
5,142	Play Area Equipment Replacement		3,500	0	18,642	plus £10k from General Reserve	
2,000	Lychgate		2,000	0	4,000		
0	Hollow Hill Footpath		7,500	0	7,500	£7500 grant to be received	
36,341	General Reserves (forecast)		5,063	0	31,404	£10k transferred to Play Area Reserve	
26	Balance added to the General reserves		0	0	0		
<b>43,509</b>	<b>Total</b>		<b>18,063</b>	<b>0</b>	<b>61,546</b>		

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

Date:

## Annex C

Ditchingham Parish Council - September 2016			Annex C
<b>Finance Report: Payments &amp; Receipts, &amp; Balances at bank</b>			
			<b>£</b>
<b>Current account cashbook balance (as reported at last meeting)</b>			<b>54813.28</b>
Adjustment for cheaper insurance			<b>59.70</b>
<b>Payments issued since last report</b>			
Date	Cheque No.	Payee	Amount
28/07/2016	S/O	P. Austin July Salary	130.65
28/07/2016	S/O	Clerk's July Salary	488.70
31/08/2016	S/O	P. Austin August Salary	130.65
31/08/2016	S/O	Clerk's August Salary	488.70
19/09/2016	101451	Void	0.00
19/09/2016	101452	Mrs O Mulley August's salary	69.33
19/09/2016	101453	Litterpicker's waterproofs	65.97
19/09/2016	101454	Clinks Care Farm Ltd (Grounds Maintenance 2/3 payments)	2794.01
19/09/2016	101455	Paving Slabs for new Bench. KW	11.4
19/09/2016	101456	Realise Futures new Bench	514.14
19/09/2016	101457	Clerk's Aug & Sept Expenses	63.28
19/09/2016	101458	Mrs O Mulley Sept salary	69.33
<b>Total</b>			<b>4,826.16</b>
<b>Receipts paid in since last report</b>			
08/07/2016	credit	SNDC - Litterpick prize	220.00
18/07/2016	credit	George Beckett Memorial	220.00
03/08/2016	credit	VAT Return 01/06/2016-30/06/2016	1283.96
<b>Total</b>			<b>1,723.96</b>
<b>Cashbook balance (as above)</b>			<b>51,770.78</b>
<b>Community Account Statement Balance 26th August 2016</b>			<b>56,077.59</b>
Unpresented cheques from 2014-15			100.00
Unpresented cheques from 2016/17			4,206.81
Uncleared receipts			0.00
			<b>51,770.78</b>
<b>Business Saver Account</b>			
Balance c/f			4,512.35
Interest	01/03/2016		0.56
Interest	06/06/2016		0.56
Transfer	27/06/2016	(error from DUC account)	294.53
<b>Total</b>			<b>4,808.00</b>
<b>Business Saver Statement Balance 29th June 2016</b>			<b>4,808.00</b>
<b>Total balance in both accounts</b>			<b>56,578.78</b>

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

Date:

## Document 1 - Planning and Highways Report

### August / September 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 (08/09/2016) 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:

#### Application Number : 2016/1905

Location : 19 Waveney Road Ditchingham NR35 2RF

Proposal : Proposed extension

Applicant : Mrs Mary Gibson 19 Waveney Road Ditchingham Bungay NR35 2RF

*Comment from DPC – extension external finishes are in keeping with existing and surrounding buildings, therefore no objection to the application.*

#### Application Number : 2016/1475

Location : 12 Hollow Hill Road Ditchingham Norfolk NR35 2QZ

Proposal : Change of Use from Glenday Newsagents (formerly Post Office) to a dog grooming salon (appointments only)

Decision : **Approval with Conditions**

Delegated Date of decision : 23 August 2016

*Comment from DPC related to the fact that there were no details of any advertising signage shown on the application.*

#### Application Number : 2016/2022

Location : 16 Norwich Road Ditchingham Norfolk NR35 2JL

Proposal : Discharge of condition 3 - materials of permission 2016/0452 (Single and two storey rear extensions to dwelling)

Applicant : Mr Jonathan Barber 16 Norwich Road Ditchingham Norfolk NR35 2JL

Agent : Mr John Jenkins The Thatch Seething Fen Seething Norfolk NR15 1DG

#### Application Number : 2016/1652

Location : 22 Windmill Green Ditchingham Norfolk NR35 2QP

Proposal : Replace the existing windows and front and back doors.

Applicant : Mrs Kim Hamer, 22 Windmill Green, Ditchingham Norfolk NR35 2QP

*Comments from DPC: The Chair of DPC Planning & Highways has viewed all of the attachments associated with this application and it would appear that all the constraints relating to this property being within a conservation area are being observed, so there would be no objection to the proposal.*

#### Application Number : 2016/1691

Location : 2 Waterside Drive Ditchingham Norfolk NR35 2SH

Proposal : Fence alterations and new shed - THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY BA/2016/0264/HOUSEH

Decision : **Approval with Conditions**

Date of decision : 19 August 2016

#### Application Number : 2016/1543

Applicant : Mr A Mayhew Location : Lely 38 Norwich Road Ditchingham Norfolk NR35 2JL

Proposal : Proposed conversion of garage/games rooms to annexe.

Decision : Approval with Conditions

Delegated Date of decision : 5 August 2016

#### Application Number : 2016/1559

Applicant : Mrs R Garner Location : 46 Loddon Road Ditchingham Norfolk NR35 2QN

Proposal : Single storey rear extension and new first floor dormer

Decision : Approval with Conditions

Delegated Date of decision : 3 August 2016

*DPC supports this application*

#### Application Number : 2016/1014A.

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

Date:

Applicant : Mr Stephen Byard

Location : Seven Meadows Pound Lane Ditchingham NR35 2DN

Proposal : Variation of condition 2 of planning permission 2015/0473/F (Change of Use of land to domestic curtilage and erection of a 3 bay cartshed) - change in height of roof

**Decision : Approval with Conditions**

Delegated Date of decision : 20 July 2016

**Application Number :2016/1691**

Grid Ref : 634099 290610

Location : 2 Waterside Drive Ditchingham Norfolk NR35 2SH

Proposal : Fence alterations and new shed - **THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY BA/2016/0264/HOUSEH**

Applicant : Mr Nicolas Riley, 2 Waterside Drive, Ditchingham, Norfolk, NR35 2SH

## **2.b Decisions since the last meeting:**

**Appl Number : 2016/1327**

Applicant : Lord Robert Ferrers

Location : Ditchingham Hall Norwich Road Ditchingham NR35 2JX

Proposal : Discharge of conditions 3 and 4 of planning consent 2016/0638 (Summerhouse) – Joinery Details and Joinery Colour Finishes

Decision : Approval of details – Approved

Delegated Date of decision : 8 July 2016

**Appl Number : App Type : 2016/0338**

Applicant : Mr Terence Green

Location : 20 Hollow Hill Road Ditchingham Norfolk NR35 2QZ

Proposal : Erection of a single storey rear extension.

Decision : Approval with Conditions

Delegated Date of decision : 26 May 2016

## **3. South Norfolk planning process**

Following the resignation of Julian Green from the Ditchingham Parish Council and therefore by default his resignation as Chairman of the Planning and Highways Sub Committee, a new Chairman has been appointed and it has been agreed that online review of applications will be followed with comments being provided to the Clerk of the Council for forwarding to South Norfolk Council.

## **4. Broads Authority planning process**

The Broads Authority does provide paper documents and all those received by the Chair of this committee have been reviewed.

## **5. South Norfolk Highway Rangers**

There continues to be no evidence of these matters having been attended to. The Clerk has on a number of occasions enquired when this work will occur. More items of dilapidations and works have been added to the list.

## **6. Footpath at Hollow Hill Road**

A site meeting of the interested parties was held on 10 August 2016 – notes from the meeting were distributed to relevant parties. It is anticipated that work will commence March/April 2017 in the period between the lifting of the current sugarbeet crop and the planting of spring barley. As reported previously, specific funding raised in the 2016-17 precept will be ring fenced and where not required will be used to reduce the 2017-18 precept.

## **7. Chicken Roundabout**

The council has received comment that the full roundabout be cut (not just a 2m strip around edge). Cutting of the grass is compliant with the specification of works for the current year. There are suggestions from others that the roundabout be 'seeded' with wildflowers for next year. This was discussed by the DPC and it was agreed to instruct Clinks Care Farm to plant wild flower meadow seeding at the appropriate season to the centre area of the roundabout. The 2m perimeter strip will continue to be mown as per the agreed frequency within the tender document.

## **8. Advertising on the Highway**

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

Date:

Emmaus advertising was confirmed as compliant with DPC consent. The Clerk of the Council would write to Emmaus requesting that they cut back the overgrown verge area surrounding the signage and clean the sign on a regular basis.

Advertising fly postings – the DPC policy was reviewed and revised wording was agreed by DPC. It was agreed that where possible the organisers of any event being advertised be contacted with a request to remove the signage if it is not compliant with DPC policy. Failure to remove signage within an agreed timescale will result in said signage being removed but retained for an agreed period pending collection by any event organiser.

## **9. South Norfolk Big Litter Pick**

DPC 'won' £200 in the SN draw for this activity. Following discussion it was agreed that the winnings should be used to cover the cost of installing wild flower meadow seeding on Chicken Roundabout.

## **10. Green Lane. Mini Recycling**

At the time of the last DPC meeting 2 stillages remained. BB has contacted the relevant parties to expedite the removal of these last two items and these have subsequently been removed.

## **11. Correspondence sent to Highways Department**

An email was sent on 5 September 2016 see below:

There is a hole in the footpath opposite the junction of Thwaite Road with Hollow Hill Road – see attachments. This is currently covered by a plastic cone, but there is considerable danger for pedestrians, people with pushchairs or people using a mobility scooter, to have an accident at this busy junction. The drain is blocked which results in water standing on the roadway long after other areas have drained away. I have been advised that this has been brought to the attention of the relevant Council departments previously but that no action has been taken.

The Keep Left bollard sited on Loddon Road at the crossroads of Station Road/Hollow Hill Road/Loddon Road has been removed – Open Reach have been working in this area recently and it may have been removed whilst they were working in the area. This needs to be replaced.

There are a number of areas of highway and pavement which have been marked up with yellow paint presumably indicating where repairs are to be effected. This is something which is welcomed by all residents. Is there a date when these works are scheduled to be carried out?

However, the pavement adjacent to The Dip grassed amenity area, leading from the Station Road/Hollow Hill Road/Loddon Road crossroad down to All Hallows Hospital is in a very poor state of repair and is not wheelchair or pushchair friendly which is resulting in people walking in the road. The pavement on the other side of the road slopes from property boundaries towards the road with lowered pavements for vehicles to access driveways, and this too is potentially unsafe for wheelchair users. Could repairs to this area be included for repair when the other areas are being repaired?

## **Response from Bob Edwards received 6 September 2016**

### **Hollow Hill Road Offlet**

This has already been reported to us by Richard Mulley. This offlet wasn't connected to anything for years but I piped it through to a gully in Agnes Hood Terrace around 2010. It appears it is being over-run though because it looks like it has been repaired once already since then. I've programmed for a steel pipe to be concreted in to see if that stands up better. Job Number 22458.

### **Loddon Road Bollard**

These are illuminated bollards so are dealt with by our street lighting contractor. I've reported it to them but, if you get any others, they are at

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

Date:

[norfolk.streetlighting@amey.co.uk](mailto:norfolk.streetlighting@amey.co.uk) and it helps them if you add the sign number to any report. This will be the same e-mail for faulty or damaged streetlights, illuminated signs or illuminated bollards. A job has been raised for this.

## **Footway Patching**

This is all with our contractor so should be carried out over the next three to four weeks.

## **Footway – Loddon Road to All Hallows**

Frank James called me about the condition of this stretch of footway earlier in the year. It is a larger stretch so I had to secure funding but it has all been approved and the job is with our contractor. The only real challenge is trying to carry out the work because of the parked cars opposite. Unfortunately, there don't seem to be any periods when the road is clear. Do you know whether they are home owners cars or workers at All Hallows?

MA suggested that once dates are agreed for the above work to be carried out that flyers could be dropped to householders, parking suspension notice to be posted on lamp posts and displayed in the Parish Council Noticeboard.

**Marie Allen**

**Chair Planning & Highways Advisory Committee  
8 September 2016**

## **DPC Planning & Highways FULL Committee report September 2016**

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

**Marie Allen**

**Chair Planning & Highways Advisory Committee  
8 September 2016**

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## **Document 2 - Local Development Report**

### **Report from Maintenance & Environment Committee Tabled Chair's Report for 19<sup>th</sup> September 2016 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. Thanks also to councillor Larkin for his work on updating the allotment policy.

#### **Cemetery:**

The cemetery continues to be well maintained.

#### **The Dip:**

The Dip is being well used. The village fete was very successful and our thanks to Mrs Simmons and helpers for all the work they put in to make it happen, hopefully a fixed date in the communities calendar.

All Hallows also used it for their fete and we were pleased to accommodate them.

The football area is being well used as the wear on the grass indicates. We will move the goal posts in the next few weeks.

#### **Thwaite Road Play Area:**

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

I am pleased to report that the BMX resurfacing will take place this week and we hope this will be a welcome addition for the young people in the village.

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

Date:

The hedge on the Thwaite road still needs trimming and topping, work which we hope will take place on the next cycle.

### **Insurance Inspections:**

We have started working on some of the items notified on the annual insurance inspection. Action Play & Leisure will commence the major work soon in the meantime the area for concern is safe after they inspected it.

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

### **Tree Warden:**

This position has still to be filled the clerk is following up on an interested party.

**Reg Kirkpatrick**  
**Chair Maintenance & Environment Committee**

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## **Document 3 - District Councillor's Report**

### **Government Ward Boundary review.**

Review presently taking place, proposal for Hedenham is that it leaves the Ditchingham, Broome ward and is attached to Earsham ward. Ditchingham will gain Ellingham and Kirby Cane. Likely discussions and changes before May 2017.

**Government Parish Boundary review** - expected to start in 2017.

**Devolution Consultation still taking place** - latest Mori poll

### **Summary**

- Both residents and business in south Norfolk are positive about the idea of devolution - both in principle and on the details of the deal.
- Majority of residents, support the basic principle of devolution and believe that decisions across a range of services are better made locally than nationally.
- Over half are also positive about the election of a major and support participating Councils becoming part of a combined Authority.
- Young people are particularly positive about the proposals but opinion is less favourable among older groups.

The full results can be found at:

[www.eastangliadevo.co.uk/uploads/Norfolk\\_Suffok\\_Consultation\\_Feedback\\_Report\\_-\\_FINAL.compressed.pdf](http://www.eastangliadevo.co.uk/uploads/Norfolk_Suffok_Consultation_Feedback_Report_-_FINAL.compressed.pdf)

**Brendon Bernard**  
**District Councillor**

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

Date: