

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 16th May 2022 at 7.30pm

Councillors: Fred Hartwell, (Chair), Julian Green (Vice Chair), Angela Gifford & Keith Weston

Clerk/RFO: Sally Chapman

Also Present: County Councillor Barry Stone (partly) and two members of the public.

A. Public Forum – for Members of the Public

A parishioner reported:

- There had been an accident on Hollow Hill Road and the paving slabs were been damaged. The Clerk confirmed she had reported to NCC.
- A Laurel hedge in Hollow Hill Road is overgrown and dangerous to traffic.

Action: Clerk

B. External Reports

County Councillor Barry Stone gave and sent a report. Main points:

- Norfolk County Council - Council Tax 2022-23
- He is now Norfolk County Council's Vice Chair
- Transport Consultation – wider pavements at St. Stephens, Norwich.
- Parish Partnership Grants and NCC Highways Grants are now available.

District Councillor Brendon Bernard sent apologies and a report.

Both reports are on DPC's website: <https://ditchinghampc.norfolkparishes.gov.uk/category/meetingdates>

MINUTES

1. To Appoint a Chair

Mr Fred Hartwell was elected as Chair and signed the Declaration of Acceptance of Office form.

2. To Appoint a Vice Chair

Mr Julian Green was elected as Vice Chair and signed the Declaration of Acceptance of Office form.

3. To consider Apologies for Absence

Cllr Bernard and Cllr Larkin – apologies accepted.

4. Declaration of Interests and Consider Requests for Dispensation

None

5. To Approve the Minutes of the Meeting held on 21st March 2022

The Minutes from the Meetings held on 21st March 2022 were confirmed unanimously as a true and accurate record and were signed by the Chair.

6. Matters Arising

From the minutes not on the agenda, nor included in the committee reports.

a) Community Noticeboard and Location

Cllrs discussed and agreed to consider a new noticeboard for DPC, the PCC (with their permission) and an unlocked community noticeboard to be sited opposite the shop. CIL money could be spent on this asset.

Councillors requested the Clerk to obtain quotes for a three-bay noticeboard.

Action: Clerk

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b) Thwaite Road Dog Bin Relocation

Saffron Housing has agreed the dog bin can be moved to their land and the Clerk will ask the handyman to move the dog bin.

Action: Clerk

c) Ditchingham United Charities

Councillors approved the new Ditchingham United Charities Trustee Laura Myatt.

7. To consider Co-option to fill the Casual Vacancies

Councillors co-opted Yvonne Daplyn onto Ditchingham Parish Council.

After signing the Declaration of Acceptance of Office form Yvonne was welcomed to the meeting.

8. Finance

a) To Approve the End of Year Accounts 2021/22

Councillors approved unanimously the End of Year Balance Sheet 2021/22 as attached.

b) To Approve the Internal Auditor's Report for 2021/22

Councillors approved the Internal Auditor's Report for 2021/22 and commended the Clerk on her wide range of council work.

Cllrs noted the Internal Auditor's recommendation and the Clerk confirmed Cllr Green was currently updating the Financial Regulations.

Action: JG/Clerk

c) To Approve the Annual Governance & Accountability Return Sections 1 & 2

Councillors agreed unanimously the Annual Audit Return and the Chair and RFO signed the Annual Audit Return Sections 1 & 2.

d) To Appoint the Internal Auditor for 2022-23

Councillors resolved unanimously to appoint the Internal Auditor Trevor Brown for 2022-23.

e) To Receive the Current Financial & Budget Reports & Approve Receipts & Payments

Councillors resolved unanimously to approve the Finance & Budget Report and Receipts & Payments as attached.

f) Street Lights

- Energy Quotations – c/f

- Street Light Structural & Electrical Inspection Report

To Consider New or Removal of 16 Red Rated Street Lights

Councillors agreed unanimously to remove the fourteen red rated street lights and replace the two red essential street lights numbered 9082 and 9083 using the PC's adopted contractor Cozens (UK) Ltd.

Action: Clerk

Cllr Green agreed to update the Street Light Policy and the Chair will place an update in The Parishioner magazine.

Action: JG & FH

- Cllrs noted the Pearce & Kemp Ltd Annual Clean and Visual inspection of all lighting units was completed on 22nd March 2022 with no issues.

g) Tree Survey 10th May 2022

The tree survey has been completed and the report will follow.

h) Play Equipment Repairs

Cllrs noted the handyman had now painted the swings and completed some more work on Thwaite Road Play Area.

Councillors resolved unanimously to order some new football goals and nets for The Dip costing £1884.60 inc. VAT and delivery using CIL money.

Action: Clerk

9. Chicken Roundabout

a) Cultivation Licence for Chicken Roundabout

b) To Consider Proposals for a Memorial and Sign at Chicken Roundabout

c) NCC Grounds Maintenance Letter

Councillors discussed the above issues and resolved unanimously for the Parish Council to maintain Chicken Roundabout on as was basis given the lack of engagement from NCC.

Action Clerk

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10. To Approve the Council Committee Policies and Subcommittee Policies – c/f

11. Planning Applications & Decisions Report

The Chair updated Cllrs on the planning applications and the decisions since the last meeting (*report attached*).

12. To receive Internal Reports from Committees (*if required*)

a) Chair's Report

No further report.

b) Community Chair's Report

- Tree Warden – no update

- The Queen's Platinum Jubilee Fete on Sunday 5 June 2022

Cllrs were given an update of the fete's plans and confirmed the road closure had been agreed.

- Platinum Jubilee Plaques for Village Sign

Cllrs were pleased with the plaque and it will be in place for the Jubilee weekend.

c) Planning & Highways Chair's Report

- Speed Awareness Machine (SAM2)

The SAM2 is being moved around the village as agreed.

The meeting ended at 9.00pm

The following agenda items will be conducted at an extra meeting after the Annual Parish Meeting on 30th May 2022 at 7.30pm.

13. To Consider Issues Not Decided by Committees

a) Flood Resilience Plan – update

b) Reclaim the Rain Project – update

c) Ditchingham Conservation Area Appraisal – update

- Proposal To Plant Fruit Trees on the Hollow Hill Road Land

d) Receive Norfolk Wildlife Trust Reports

- The Dip and Thwaite Road Play Area and Begin Forward Planning

e) Asset Check & Report March 2022

- Cemetery Risk Assessment

14. To note Correspondence received

15. Any Other Business

For discussion and information only, the Council may not make decisions on these items.

16. To Receive items for the Next Agenda

17. To Confirm the Next Meeting Dates (*Planning Meetings arranged as required*)

- Monday 30th May 2022 at 7.30pm – Annual Parish Meeting
- Monday 18th July 2022 at 7.30pm
- Monday 19th September 2022 at 7.30pm
- Monday 21st November 2022 at 7.30pm

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8. a) End of Year Accounts 2021/22

Ditchingham Parish Council
Year ended 31st March 2022

Receipts and Payments		
2020/21		2021/22
£	Receipts	£
30,000.00	Precept	37,000.00
2,260.00	Cemetery	3,535.00
275.00	Allotments Rents	265.00
121.73	Business Account Interest	7.76
5,522.42	VAT Reclaimed	6,075.10
0.00	Thwaite Road Play Area Cashbox	93.30
0.00	Community Infrastructure Levy	-
0.00	Section 106/Grants	-
38,179.15		46,976.16
Expenditure		
10,639.68	Staff Costs	11,823.02
379.68	Clerk's Office Costs	396.00
1,505.68	General Expenses	2,232.14
100.00	Allotments rent to land owner	100.00
3,954.99	Cemetery Maintenance	2,658.37
984.60	Dog Waste Bin Servicing	1,106.00
780.21	Insurance	766.08
0.00	Miscellaneous	51.25
750.00	Parishlone Magazine/Website	750.00
1,348.54	Thwaite Road Play Area Maintenance/grass cut/litter picker	2,479.21
2,006.40	The Dip Maintenance/grass cut/litter picker	2,386.21
2,127.47	Village Maintenance	2,234.20
1,501.09	Tree Survey/Maintenance	-
1,200.00	Street Light's Electricity/Maintenance Contract	1,200.00
0.00	Village Hall Grant - Section 137	6,000.00
4,286.80	VAT	7,471.89
4,765.00	Play Area New Equipment & Repairs	11,750.65
1,806.85	Street Lights Repairs/LEDs/Removal	14,002.00
1,425.00	The Malting's Landscaping	-
0.00	S137/Community Infrastructure Levy Expenditure	-
39,561.99		67,407.02
-1,382.84	Surplus Income over Expenditure	-20,430.86
143,820.92	Balance b/f	142,438.08
142,438.08	Balance c/f	122,007.22
Balance Sheet		
Cash at Bank		£
4,275.71	Current Account	36,623.18
138,162.37	Business Saving Accounts	85,574.42
0.00	Petty Cash	-
0.00	Uncleared Receipts	220.00
0.00	Uncleared Payments	(410.38)
142,438.08		122,007.22
15,004.00	General Reserves	18,117.08
127,434.08	Earmarked Reserves	103,890.14
142,438.08		122,007.22

The above statement represents fairly the financial position of the Authority as at 31st March 2022 and reflects its receipts and payments during the year.

Signed

Chair

Signed

Sally Chapman - Responsible Financial Officer

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8. e) Finance and Budget Reports

Ditchingham Parish Council Finance Report - May 2022

Community Account balance from the last meeting b/f £ 36,367.18

Receipts since last report

Date	Ref.	Payee	Amount
23/03/2022	CR	Cemetery - Burial	£ 310.00
30/03/2022	CR	Cemetery - Burial	£ 220.00
13/04/2022	Credit	Cemetery - Inscription	£ 110.00
13/04/2022	Credit	Cemetery - Memorial	£ 230.00
13/04/2022	Credit	Cemetery - Memorial	£ 110.00
13/04/2022	Credit	Vat Reclaim 01/03/2021-31/03/2022	£ 1,428.29
25/04/2022	Credit	SNC CIL Payment	£ 3,766.27
28/04/2022	Credit	Cemetery - Burial	£ 415.00
03/05/2022	Credit	SNC Precept - 1st payment	£ 19,050.00
Total			£ 25,639.56

Payments since Last Report

21/03/2022	44	Mr P Austin - Assets Inspection	£ 36.00
30/03/2022	45-49	Staff - Backpay & Overtime, Tax & NI	£ 410.38
31/03/2022	DD	Unity Trust Bank Service Charge	£ 18.00
13/04/2022	1	Clerk's Expenses - office costs, plaque & stationery	£ 187.09
13/04/2022	2	Excite Solutions - Grounds Maintenance	£ 496.00
13/04/2022	3	NALC - Subscription	£ 369.20
13/04/2022	4	Cozens (UK) Ltd - Street Lights Structural & Electrical Test	£ 1,044.00
28/04/2022	S/O	Staff Salaries & Pensions	£ 1,029.24
09/05/2022	5	Van dijk - Payroll Services	£ 72.00
09/05/2022	6	Excite Solutions - Grounds Maintenance	£ 496.00
09/05/2022	7	Joe Coates - Handyman	£ 750.00
09/05/2022	8	Trevor Brown - Internal Auditor	£ 260.00

Total - £ 5,167.91

Transferred to Saver Account - £ 25,000.00

Total £ 31,838.83

Community Account Statement Balance 04/05/2022

Uncleared receipts	£ 32,746.83
Unpresented payments	£ (670.00)
Total	- £ 1,578.00
	£ 31,838.83

Unity Business Saver Account	£ 25,570.35
Barclays Business Saver Account	£ 85,004.07
Total Savers Accounts	£ 110,574.42

Total balance in all accounts £ 142,413.25

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Ditchingham Parish Council - Budget Report 2022-23

May 2022

Year End		Budget	Actual	Forecast	% of	Notes
2021-22		2022-23	Year to Date	2022-23	Original	
			2022-23		Budget	
	Income					
37,000	Precept (Two payments)	38,100	19,050	38,100	50%	
3,535	Cemetery	2,000	865	2,000	43%	
265	Allotments Rents	245	0	245	0%	
8	Business Account Interest	100	0	100	0%	
6,075	VAT Reclaim	4,000	1,428	4,000	36%	
46,883	Total Budgeted Income	44,445	21,343	44,445	48%	
93	Thwaite Road Play Area Cashbox	0	0	0	-	
-	S106/CIL/Grants	0	3,766	3,766	-	
46,976	Total Income	44,445	25,110	48,211	-	
	Expenditure					
11,823	Staff Salaries & Pensions	12,666	1,029	12,666	8%	
396	Clerk's Expenses	396	66	396	17%	
2,232	General Expenses/Internal Audit/Subscriptions/Bank Charges	2,500	790	2,500	32%	
100	Allotment Rent to Land Owner	100	0	100	0%	
2,658	Cemetery Maintenance & Grass Cutting	3,696	207	3,696	6%	
1,106	Dog Waste Bin Servicing Charge	1,100	0	1,100	0%	
766	Insurance - 3 year contract 2019-2022	1,000	0	1,000	0%	
51	Miscellaneous	500	0	500	0%	
750	Parishioner Magazine & Website Production Costs	750	0	750	0%	
2,479	Thwaite Road Play Area Maintenance & Grass Cutting	2,668	207	2,668	8%	
2,386	The Dip Maintenance & Grass Cutting	2,997	207	2,997	7%	
2,234	Village Maintenance & Grass Cutting	2,668	207	2,668	8%	
-	Tree Survey & Maintenance	1,000	0	1,000	0%	
1,200	Street Lights Electricity & Maintenance Contract 2022-2025	3,000	0	3,000	0%	
6,000	Village Hall Grant - S137	0	0	0	-	
-	Local Projects Grants - S137	1,000	0	1,000	0%	
7,472	VAT Expenditure	4,000	372	4,000	9%	
-	General Maintenance (Handyman)	2,500	750	2,500	30%	
-	Community Projects (Fete)	2,000	0	2,000	0%	
41,654	Total Budgeted Expenditure	44,540	3,834	44,540	9%	
5,322	Budgeted Variance	-95	17,510	-95		
11,751	Play Area New Equipment & Repairs	0	0	0	-	
14,002	Street Lights Repairs/LEDs/Removal	0	870	870	-	Structural/Electrical Test - deducted from reserve
-	S137/CIL Expenditure	0	0	0	-	
67,407	Total Expenditure	44,540	8,704	45,515	-	
(20,431)	Variance		20,406			

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11. Planning Applications & Decisions

Ditchingham Planning Applications & Decisions - May 2022

Application No: BA/2022/0102/HOUSEH

Proposal : Refurbishment and extension of Ditchingham Lodge, including the construction of a new plant room, swimming pool, the demolition of existing out buildings and the conversion of a log store into an office

Address : Ditchingham Lodge , Norwich Road, Ditchingham, Norfolk

Status: Awaiting decision

Application No: BA/2022/0117/LBC

Proposal : Refurbishment and extension of Ditchingham Lodge, including the construction of a new plant room, swimming pool, the demolition of existing out buildings and the conversion of a log store into an office

Address : Ditchingham Lodge, Norwich Road, Ditchingham, Norfolk

Status: Awaiting decision

Application Number: 2022/0516

App Type : Householder

Parish : Ditchingham

Grid Ref : 634269 290863

Location : St Aidens 1 Yarmouth Road Ditchingham Norfolk NR35 2PF

Proposal : New double cart shed garage

Status: Approval with Conditions

Application Number: 2022/0321

Applicant: Mr James Bromley

Location: Land West Of 91 Loddon Road Ditchingham Norfolk

Proposal: Erection of single storey dwelling and cycle shed to rear.

Application Type: Full Planning Permission

Status: Awaiting decision

Application Number: 2022/0256

App Type : Full

Parish : Ditchingham

Location : The Stable Falcon Lane Bungay NR35 2JQ

Proposal : Conversion & change of use to short term holiday let -

THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY - BA/2021/0417/FUL

Status: Approval with Conditions

2022/0136

Applicant: Mr Fabian Danielsson

Location: 24 Windmill Green Ditchingham NR35 2QP

Proposal: Partial removal of internal walls to create open plan kitchen/dining space and removal of internal walls to combine toilet and bathroom into one room

Application Type: Listed Building Consent

Status: Awaiting decision

Ref: 2021/2795

Applicant: Ms A Hunter

Location: Emmaus House Belsey Bridge Road Ditchingham NR35 2DZ

Proposal: Change of use on first floor of building to (C1) bed and breakfast, extension of car park area, erection of poly tunnel, bicycle repair/sales shed, wood working shed, siting of 2 x storage containers, outdoor gym equipment, "Solar Dome", infill of existing open Loggia and replacement of first floor windows