

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 18th July 2022 at 6.30pm

Councillors: Julian Green (Vice Chair), Brendon Bernard, Yvonne Daplyn, Angela Gifford & Keith Weston

Clerk/RFO: Sally Chapman

Also Present: Chris Bennett South Norfolk & Broadland District Council Senior Heritage & Design Officer and seven members of the public.

Public Forum – for Members of the Public

1. Chris Bennett conversed with Councillors and Parishioners before the meeting regarding the Windmill Green appraisal and gave a talk at 7.30pm. Councillors and parishioners main concerns were:
 - Lack of parking at Windmill Green, the wish to park in their front gardens and to use EV charging from their homes.
 - Overcrowded parking at Windmill Green prevents normal refuse collection (a small vehicle is used), concerns if emergency vehicles need to attend houses and other deliveries.
 - The railings have been broken for six years.

Ditchingham Conservation Area Character Appraisal: The draft appraisal includes conservation management guidelines and is available to view online and comment from the 4th July to 1st August 2022 at <https://www.southnorfolkandbroadland.gov.uk/conservation-areas-south-norfolk>
2. Planning Application No: BA/2022/0227/FUL - Pymoor, Falcon Lane, Ditchingham, Norfolk
Two parishioners voiced their concerns over the above planning application.
3. Two parishioners spoke of their disapproval of the removal of street lights near their homes.
4. A parishioner gave the Clerk a list of hedge cutting and maintenance needed in the village. **Clerk to report**

External Reports

County Councillor Barry Stone sent apologies.

MINUTES

1. To consider Apologies for Absence

Apologies Received and Accepted from Cllr Hartwell and Cllr Larkin. Cllrs also noted Cllr Larkin's resignation and expressed their thanks for his work and input into the Council. Cllr Green Chaired the meeting.

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes of the Meetings held on 16th and 30th May 2022

The Minutes from the Meetings held on 16th and 30th May 2022 were confirmed unanimously as a true and accurate record and were signed by the Chair.

Cllr Weston gave thanks to the Clerk for her excellent minutes.

4. Matters Arising

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

a) Noticeboards

Cllr Weston reported the lock had broken in the bus shelter noticeboard near the village hall.

Councillors agreed a simple bolt to be put on the noticeboard for parishioners to open and use and the noticeboard policy to be updated.

Action: KW/Clerk

Signed _____

Date _____

Ditchingham Parish Council

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

A parishioner expressed an interest and the Clerk will email information.

Action: Clerk

6. Finance

a) Annual Governance & Accountability Return

Cllrs noted the Annual Governance & Accountability Return was submitted to the External Auditors on 25th May 2022.

b) To Appoint the Internal Auditor for 2022-23 – c/f

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

Councillors approved unanimously the Finance & Budget Report and Receipts & Payments as attached.

d) Streetlights

- Energy Quotations – c/f

- New or Removal of 16 Red Rated Street Lights – update

Cllrs noted three of the red rated street lights will be replaced (an additional one could not be removed as it was connected to a footpath light) and thirteen street lights have had the LED lights removed and are waiting for the columns to be removed.

The meeting was adjourned from 8:09-8:14pm to answer parishioners' questions re street light removal.

e) To Receive Tree Works Quotations - c/f

The Clerk is waiting for quotations.

f) To Receive Community Noticeboard Quotations

Councillors considered quotations and resolved to purchase a 3-bay noticeboard from the Noticeboard Company using the received CIL Money.

g) To Receive Insurance Quotations

Councillors considered quotations and agreed to continue with CAS Parish Protect Long Term Agreement for 3 years.

7. Chicken Roundabout – update

a) Memorial

Cllr Bernard informed he has not received any updates from NCC and Cllrs asked if he could pursue the suggestion from NCC.

Action: BB/Clerk

b) Autumn Planting

Councillors agreed to purchase 1000 Naturalising Narcissus for the Chicken Roundabout and The Dip's Banks if the contractor was willing to plant.

Action: Clerk

8. To Approve the Reviewed Policies

a) Financial Regulations including Recommendation 1 from the Internal Audit – c/f

Action: JG/Clerk

b) Streetlight Policy

Councillors resolved to place the draft policy on DPC's website for comments and to circulate to the parishioners at the meeting.

Action: Clerk

c) Council Committee Policies and Sub & Advisory Committees Terms of Reference

- Finance and Resources – no change
- Planning and Highways – no change
- Community Committee – as circulated

Councillors agreed to the above Policies review amendments.

Action: Clerk

9. Planning and Highways

To Consider Application:

a) Application No: BA/2022/0227/FUL

Proposal: Replacement 3-bedroom dwelling

Address: Pymoor, Falcon Lane, Ditchingham, Norfolk

Signed _____

Date _____

Ditchingham Parish Council

The Chair read out the P&H Chair's report and Councillors resolved to Object to the above planning application.

b) To Receive the Planning Applications & Decisions Report

As attached.

c) East Suffolk Council Consultation on Small Scale Housing in the Countryside

ESC is inviting comments on a new planning document which provides guidance on the development of small-scale housing, of up to five dwellings, in the countryside (ends 5th August 2022).

Councillors agreed this consultation did not include Ditchingham, but it did reflect DPC's Planning Policy and asked the Clerk to respond.

Action: Clerk

10. To receive Internal Reports from Committees (if required)

a) Chair's Report – no report

b) Community Chair's Report

- To Consider the Play Equipment Report Recommendations

Councillors thanked the Clerk for the extensive action plan and to put it into action.

Action: Clerk

- The Dip Goal Posts

The goal posts and nets are now in place and being put to good use. Many thanks to Cllrs and RM for their time and effort installing them.

- Tree Warden – c/f

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

The Chair read out her report (attached) and Cllrs thanked her and Mrs Simmonds for all their hard work putting on a great event.

c) Planning & Highways Chair's Report

The Chair read out the received report (attached).

- Speed Awareness Machine (SAM2) – update

The SAM2 machine will continue to be moved around the village.

- A new Chair to be elected at the next meeting.

Action: P&H Committee

11. To Consider Issues Not Decided by Committees

a) Reclaim the Rain Project

No further involvement as no response from parishioners.

b) Ditchingham Conservation Area Character Appraisal

Councillors agreed to request Chris Bennett to consider a 'Forward Looking Document' to include the parishioners requests from the earlier public session.

c) Proposal To Plant Fruit Trees on the Hollow Hill Road Land

Cllr Bernard has been working with Matthew Yates District Councils Community Assets Manager and circulated a proposal to plant in the autumn a wild flower meadow and trees.

d) Norfolk Wildlife Trust Proposal

The NWT volunteer group will be working in the Cemetery on 25th July 2022.

e) To Consider Supporting Bathing Water Status at Falcon Meadows

River Waveney Trust interest in applying for Falcon Meadow to become a designated inland bathing water site.

Councillors resolved to support the above Falcon Meadow bathing water site.

Action: Clerk

12. To note Correspondence received

The Clerk circulated the Clerks and Council magazine.

Signed _____

Date _____

Ditchingham Parish Council

13. Any Other Business

- a) District Councillor Chris Brown joined the meeting and spoke of the future SNC and BDC combined office at Broadland Business Park and the improved re-cycling options which will include small electrical items, batteries and coffee pods.
- b) Cllr Weston advised, although advertised in The Parishioner for three months, the Community Emergency Plan only had one person responded and work on the plan has now ceased.
- c) The Clerk informed she had received notification from The Bungay First Responder (who maintains the defibrillator) and The Circuit (National Defibrillator Network) that the defibrillator may have been used on 28th May 2022. The defibrillator has been checked and re-listed as available for use.

14. To Receive items for the Next Agenda

None

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

- Monday 19th September 2022 at 7.30pm
- Monday 21st November 2022 at 7.30pm

The meeting ended at 9.02pm

Signed _____

Date _____

Ditchingham Parish Council

6.c) Finance and Budget Reports

Ditchingham Parish Council Finance Report - July 2022

Community Account balance from the last meeting b/f	£	31,838.83
Cemetery payment credited to Saver Account instead of Community Account	£	(230.00)

Receipts since Last Report

Date	Ref.	Payee	Amount	
18/05/2022	credit	SNC - Jubilee Grant	£	200.00
30/05/2022	cheque	Harvey Brothers - Cyril Robert Turner Burial	£	525.00
Total			£	725.00

Payments since Last Report

28/05/2022	-	Staff Costs May & June	£	2,029.49
01/06/2022	9	Glasdon UK Ltd - Litter bin hood	£	173.02
20/06/2022	10	MH Goals Ltd - New goals	£	1,884.60
20/06/2022	11	Play Areas Annual Insection	£	175.08
20/06/2022	12	Mister Pink - Jubilee Music	£	350.00
20/06/2022	13	Ligna Consultancy Ltd - Tree survey	£	1,045.40
29/06/2022	15	Loddon Band - Jubilee Fete	£	150.00
29/06/2022	16	Derek Weston Jubilee Bunting	£	40.47
29/06/2022	17	Qualters Window Cleaning Services - Bus Shelter	£	30.00
29/06/2022	18	Clerk's Expenses - office costs	£	66.00
30/06/2022	D/D	Bank Service Charge	£	18.00
06/07/2022	19	Mr AP Barber - Jubilee supplies	£	92.57

Total - £ 6,055.63

- £ 10,000.00

Total £ 16,278.20

Transferred to Saver Account

Community Account Statement Balance	£	16,672.04
Uncleared receipts	£	-
Unpresented payments	-	£ 393.84
Total	£	16,278.20

Unity Business Saver Account	£	35,821.83
Barclays Business Saver Account	£	85,010.47
Total Savers Accounts	£	120,832.30

Total Balance In All Accounts	£	137,110.50
-------------------------------	---	------------

Signed _____

Date _____

Ditchingham Parish Council

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	1,160	2,000	58%	
265	Allotments Rents	245	0	245	0%	
8	Business Account Interest	100	28	100	28%	
6,075	VAT Reclaim	4,000	1,428	4,000	35%	
46,883	Total Budgeted Income	44,445	21,666	44,445	49%	
93	Thwaite Road Play Area Cashbox	0	0	0	-	
-	S106/CIL/Grants	0	3,966	3,966	-	
46,976	Total Income	44,445	25,632	48,411	-	
	Expenditure					
11,823	Staff Costs	12,666	3,059	12,666	24%	
396	Clerk's Expenses	396	132	396	33%	
2,232	General Expenses/Internal Audit/Subscriptions/Bank Charges	2,500	808	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	280	2,668	10%	
2,386	The Dip Maintenance & Grass Cutting	2,997	424	2,997	14%	
2,234	Village Maintenance & Grass Cutting	2,668	237	2,668	9%	
-	Tree Survey & Maintenance	1,000	872	1,000	87%	
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	918	4,000	23%	
-	General Maintenance (Handyman)	2,500	750	2,500	30%	
-	Community Projects (Jubilee Fete)	2,400	633	2,400	26%	Inc. SNC VE Day Grant/Jubilee Fete 2022 Reserve
41,654	Total Budgeted Expenditure	44,940	8,319	44,940	19%	
5,322	Budgeted Variance	-495	13,348	-495		
11,751	Play Area New Equipment & Repairs	0	1,571	1,571	-	
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	44,940	10,795	46,886	-	
(20,431)	Variance		14,873			

Signed _____

Date _____

Ditchingham Parish Council

9.a) Planning Application

Replacement 3-bedroom dwelling Pymoor Falcon Lane Ditchingham Norfolk NR35 2JG

Ref. No: BA/2022/0227/FUL | Received: Fri 17 Jun 2022 | Validated: Wed 22 Jun 2022

I have visited the site and hope that Cllrs will also be able to do so before the meeting.

The property is about 40 years old and matches its neighbour, presumably built at the same time, as a pair. The adjacent bungalow is very close to the site, but its construction is in context with the other two.

Why demolish a perfectly good property, to replace it with a larger one? To achieve this involves a change in footprint, and the proposed building materials causes the new property to be out of context with its neighbours. It is possible that additional piling may be required as part of the extended building

To the best of my knowledge the property did not suffer severe flood damage in 2020, unlike some others, further back up the lane

Access - Falcon Lane is a two-way cul-de-sac, with residents and visitors parking on the road. It is often difficult to negotiate. The route to Falcon Lane is either along Ditchingham Dam, again two ways, but with resident parking, again making it difficult to negotiate. Alternatively, from Bungay across Falcon Bridge, with two extremely tight turns and with further street parking

To demolish the building and rebuild would need numerous large vehicles over a long period of time. Access to the site is likely to be difficult, disruptive, and at times, possibly impossible. Once at the site entrance, access is also difficult

Pollution - Noise pollution is extremely likely for long lengths of time, both for the demolition and possible subsequent piling. Air pollution is also extremely likely with dust etc. Both types of pollution would affect not only residents in Falcon Lane, but also those living to the rear of the site in Ditchingham Dam

Environment - A ditch runs behind the bungalows and adjacent to the site. This forms part of the area's land drainage system. With green fields beyond, it is likely to support many species of wildlife, which would be disrupted and possibly polluted.

I am aware that many of the Falcon Lane residents are retired and have lived there for many years

Bearing all this in mind, I recommend that DPC opposes the Planning Application

Alan Larkin

Chair, Planning and Highways Committee

9.b) Planning Applications & Decisions

Application 2022/1157

Location: 20 Tunneys Lane Ditchingham Norfolk NR35 2RQ

Proposal: Replacement of porch and erection of front extension with pitched roof. Changes to fenestration and cladding of front elevation

Application Type: Householder

Status: Awaiting decision

Signed _____

Date _____

Ditchingham Parish Council

Application 2022/0920

Location: 1 Woods Close Ditchingham Norfolk NR35 2RY
Proposal: Conversion of garage and extension to form annexe
Application Type: Full Planning Permission
Status: Awaiting decision

Application 2022/0833

Parish: Ditchingham
Location: Land Off Hamilton Way Ditchingham Norfolk
Proposal: Details for condition 7 of 2019/1925 - Renewable energy.
Decision: Approval of details - Approved (Delegated)

Application 2022/0926

Location: Emmaus House Belsey Bridge Road Ditchingham Norfolk NR35 2DZ
Proposal: Refurbishment to facilitate change of use to hostel accommodation to include infilling of existing Loggia, creation of new accessible entrance, new French casement doors from refectory, re-roofing of pitched and flat roofs, replacement windows to the first floor and all associated internal and external works
Application Type: Listed Building Consent
Status: Awaiting decision

Application No: BA/2022/0102/HOUSEH and 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: Approval with Conditions

Application Number: 2022/0321

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: Approval with Conditions

Application Number: 2022/0090

App Type: Works to trees in Conservation Area
Location: 24 Windmill Green Ditchingham NR35 2QP
Proposal: Conifers x 4 - reduce in height from 6m to 3.5-4m and prune sides to create tighter hedge structure.
Acer saccharinum - crown reduction, reduce height from 13-14m to 5m and spread from NW 7m, SE 2m, NE 4m, SW 4m to 4m overall Conifer (under crown of Acer) - fell.

Signed _____

Date _____

Ditchingham Parish Council

Conifer - fell (front garden). Norway Maple - fell.
Status: No objection

2022/0136

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: Approval with Conditions

Ref: BA/2022/0011/TCAA

Site Location: 4 Ditchingham Dam, Ditchingham, Norfolk, NR35 2JQ
Proposal: T1: Ash - remove lower 2 or 3 boughs
Status: No objection

Ref: 2021/2795

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 to building
Application Type: Full Planning Permission
Status: Awaiting decision

10.b) Community Chair's Report

The Jubilee Celebrations June 2022

The lighting of The Beacon at Broome attracted a large number of people and a buffet was provided in Broome Village Hall to launch the celebrations. This was paid for by Broome PC. They also paid for the Jubilee Medallions.

On June 5th, despite the weather not being at its best I think we can call the Ditchingham based day also a success.

The opening of the Village Hall extension was well attended and many of the stall holders turned up to make Jubilee Fete in The Dip a success. Stall holders who did brave the weather and others who helped to make the day a success, such as The Loddon Band, reported back that they were happy with how the event had turned out for them.

The children's races were held and lots of children entered. The Jubilee Medals were well received. The free Afternoon Tea was a big success with over 100 people in total attending. There were many older people from the villages who came. The food donations exceeded expectations and the volunteers who worked in the kitchen to serve, clear up, etc, and gave their time freely, were wonderful.

Signed _____

Date _____

Ditchingham Parish Council

The evening live music was a disappointment re the numbers of attendees.

A big thanks needs to be recorded for the work that Georgina Simmonds put into helping us to organise the day and for running the raffle which made approx. £200 for Ditchingham Village Hall fund. An additional £35 was raised from the sale of the books held in the Hall.

The overall cost to the Parish Council has come in at £795.31.

This includes the music throughout the day, decorations, disposable cups, plates, napkins, etc generator, mike, medals, etc.

Angela Gifford
Community Chair

10.c) Planning and Highways Report to the Parish Council Meeting Monday 18th July

Item 8 c - propose no change at present, some minor changes will be needed when the new Community Notice Board is in place

Item 9 a - I have already given my thoughts after visiting the site, strongly suggest DPC **opposes** for the reasons stated plus any other reasons that may be relevant

Item 9 b - The Clerk will provide a list of applications received and decisions made. No comment made on minor applications (other than above) and approvals seen are either agreed or within our Policy

Item 10 c -

I assume SAM2 is still being moved on a periodic basis

I assume the Speedwatch Group are still operating, although I haven't seen any action personally

Streetlamps - I was disappointed to note that a decision was made at the last meeting (which I was unable to attend) that poles would be removed once beyond repair. It was always my understanding that we would consult with residents when necessary and some of the Lamps in question are in areas where elderly/vulnerable residents reside. I am sure we will have to defend our Policy, purely based on financial measures, should complaints be received.

A R Larkin
Chair, Planning and Highways Committee

Signed _____

Date _____