

Ditchingham Parish Council

PARISH COUNCIL MEETING MINUTES

Monday 18th January 2021

7.30pm

held by via Zoom

Councillors: Alan Larkin (Chair), Brendon Bernard (District Councillor/Vice Chair), Emily Curtis, Angela Gifford, Jason Kercher, Corinne Layton, Alf Skippen, Charlie Taylor.

Clerk/RFO: Sally Chapman

A. Public Forum – for Members of the Public

Three parishioners attended because of planning application concerns 6.a).

One parishioner raised some questions re the Malting's Amenity Area Path 7.c).

B. External Reports <https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>.

- County Councillor Margaret Stone sent a full report.

- District Councillor Brendon Bernard forwarded a report from the District Council and had no further comments.

MINUTES

1. To consider Apologies for Absence

None

Action

2. Declaration of Interests and Consider Requests for Dispensation

6.a) Cllr Larkin – non-pecuniary interest (neighbour)

3. To Approve the Minutes of the Meeting held on 16th November 2020

[The Minutes from the Meeting held on 16th November 2020 were confirmed unanimously as a true and accurate record.](#)

4. Matters Arising

- The Dip's Telephone Lines

The Clerk informed the tree contractor had not responded and she will continue to pursue.

Clerk

5. Co-option to fill Casual Vacancies

None

6. To comment on Planning Applications and Decisions

a) Change of use from C2 residential institution to operate as a 12-bed house in multiple occupation (HMO) supported living service

St Anne's House Station Road Ditchingham NR35 2QW

Ref. No: 2020/2277 | Received: Fri 27 Nov 2020 | Validated: Fri 11 Dec 2020

Cllr Larkin – declared a non-pecuniary interest and did not comment.

[Cllrs agreed unanimously with the Planning Committees recommendation to Object](#)

(full details in the attached report)

Cllrs noted the Planning Applications and Decisions since the last meeting.

Ditchingham Parish Council

7. Finance

- a) **To receive the Financial and Budget Report & Approve Payments** (*reports attached*)
Cllrs agreed unanimously the Reports and the Income and Expenditure.
- b) **Precept for 2021-22**
Cllrs noted the precept was requested on the 14th December 2020.
- c) **To Consider Contributing to The Malting's Amenity Area Path**
Cllrs agreed to contribute £1425.00 ex. VAT (50% of the costs) to the new Malting's Amenity Area's Path – carried.
- d) **To Agree a Street Light Energy Contractor**
Cllrs agreed to the recommendation from the P&H Committee to appoint Southern Electric Street Light Energy Contractor's quote at £3,490.29 for 12 months unless a 24/36 month contract was cheaper.
The Clerk to request a further quote.
- e) **To Agree the Play Equipment Repairs**
Cllrs agreed unanimously to the recommendation from the Community Committee to accept the quote from Playquip UK of £1,521.00 ex. VAT to repair the Multi Play/Slide Unit at Thwaite Road Play Area which had become dangerous.
The replacement or repairs to the ladder unit to be considered at a later date.

Clerk

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

- a) **Chair's Report**
The Chair gave a verbal report referring to the severe weather over Christmas that flooded properties in Ditchingham Dam and Bungay and thanked Bungay Town Council for supporting the residents involved. The Clerk was asked to send a letter of thanks.
- Ditchingham's village hall sandbag stock was nearly depleted and more were ordered on Christmas eve and have now been received.
- Cllr Curtis thanked the Clerk for posting storm weather, flooding advice and sandbag location posts on the local Facebook pages over the Christmas period whilst on annual leave.
- b) **Community Chair's Report** (*attached*)
- The Chair reported he had spoken with the Mayor Mr Bob Prior of Bungay Town Council asking for their support in having a memorial to Mr Graham Knowles on Chicken Roundabout. This issue was discussed at BTC's recent meeting and DPC has been given their full support.
- The litter picker has reported dog fouling in Thwaite Road Play Area although it has a no dog policy and there are signs on the entrance gates.
- Dog fouling has also been reported in the village and it was suggested another dog bin to be located at Thwaite Road/Tunneys Lane junction. Cllrs agreed to add this issue to the next agenda.
- c) **Planning & Highways Chair's Report** (*attached*)
- Village Gateways/Traffic Calming measures - c/f
- Grit Bins were discussed and Cllr Larkin said he would check the condition of the bin grit.
- SAM2 – soon to be moved to a new location.

Clerk

AL
JK

9. Consider Issues not decided by Committees

- a) **Bungay Town Council Extraordinary Full Town Council Meeting Bungay Flooding**
Cllr Layton attended the meeting on 11th January 2021 and gave an update.
- b) **Bungay Town Council Emergency Working Group Meeting**
Cllr Curtis attended the meeting on 12th January 2021 and gave an update.
The full 19-page report from these meetings can be found on DPC's and BTC's websites.

- Cllrs discussed and agreed to form some closer links with BTC and arrange a meeting in the future to discuss support, having a DPC representative and to circulate Minutes etc.

AL/Clerk

Ditchingham Parish Council

- The Clerk informed she had put some flooding advice on DPC's website and would prepare some notices for the noticeboards and The Parishioner magazine.

Clerk

10. To Note Correspondence received (*emails circulated as received*)

None

11. Urgent Other Business

None

12. To receive items for the Next Agenda

- a) New dog bin - Thwaite Road/Tunneys Lane junction
- b) Chair & Councillor Training
- c) Events for Ditchingham
- d) Consider changing Streetlamp Policy

13. To confirm the Next Meetings Dates

- Monday 15th March 2021 at 7.30pm
- Monday 17th May 2021 at 7.30pm
- Monday 19th July 2021 at 7.30pm
- Monday 20th September 2021 at 7.30pm
- Monday 15th November 2021 at 7.30pm

Planning Meetings arranged as required.

The meeting ended at 10:20pm

Ditchingham Parish Council

Doc. 1 - points 6.a & 8.c

Planning and Highways Committee Report for January 2021 Meeting

Planning

The committee has received two planning applications:

Application No: 2021/0008 – Recommendation: No Comment item – as per Planning Policy.

Location: 6 Norwich Road, Ditchingham, NR35 2JJ

Application No: 2020/2277 – Recommendation: Object

Location: St Anne's House, Station Road, Ditchingham, NR35 2QW

Proposal: Change of use from C2 residential institution to operate as a 12-bed house in multiple occupation (HMO) supported living service

Firstly, the email listed on the SNC website on the above application on the 20 December 2020 is from Brendon Barnard District Councillor and not the Parish Council and we would appreciate the document title to be changed please.

The Council would like to point out that the site plan indicates 'All Hallow's Hospital' and not the site in question which is 'St Anne's'.

*The building is currently a C2 Residential institution and has been historically used as a residential care home. We fail to see why this current use for the building is not suitable for individuals being discharged from an Acute Mental Health Hospital. **It might be considered that the applicant is applying for this change of use as 'Supported living providers' do not provide the regulated activity 'Personal care' and therefore are not required by law to register with CQC and an element of oversight is avoided.***

There are also concerns regarding the suitability of the location of the building. St Anne's House is approximately 125m from the A143 and sadly there was a recent fatality on this crossing point.

Ditchingham Parish Council fully supports the work of the Emmaus Charity, which has one of its locations in Ditchingham. Emmaus communities provide a home and meaningful work to people who have experienced homelessness and social exclusion. Emmaus Ditchingham is an HMO and supports their 'companions' to "provide them with support, a home for as long as they need it and meaningful work and training in our social enterprises." Emmaus sets an example for how supported living can improve their companions lives and unfortunately the applicant 'Sunrise Health Care' statement does not give indicate that these individuals will be well supported. It does not specify if the staff will reside at the property and give 24-hour live-in support. Sunrise Health is a care provider based in Diss whose "aim is to help local people remain in their own homes" and it makes no mention on its website of skills and support for individuals that require mental health support.

The applicant has specified that no internal changes will be required to comply with the HMO license although the application indicates that there will be in excess of six full time employees along with the 12 residents, so it would appear that there are insufficient WCs. The application does not indicate whether any staff will reside on site. It would be useful to get some preliminary guidance from the HMO officer at SNC to see if this building would be compliant for that number of people without internal changes and possible reconfiguration. We assume that staff will reside on site and provide the necessary support, management and pastoral care to the residents?

It is important to consider that changing the use of this building to an HMO would also mean that a building that was purpose built as a residential institution will be lost to an HMO, which often come with issues such as parking, impact

Ditchingham Parish Council

on local amenities and noise nuisance. Whereas the existing use as a care facility would have both staff and procedures in place to limit and control any of these issues on site.

The Parish Council is concerned that if this proposed application is allowed, whilst the application will have been considered in light of the proposals put forward by the applicant, there will be nothing to stop a future owner/provider from merely using the site as an HMO. Whilst we hope that the applicant's intentions are genuine, in the event that the planning authority allow the application despite our objection, perhaps the use could be conditioned to ensure that if the management element ceases, the site cannot be used as an HMO without a further application?

The application indicates that the applicant wishes to use the building to “benefit adults with Mental Health issues recovering from a period of inpatient hospital stay”. The current C2 use would appear adequate for this proposal without the need for a change of use therefore the Council objects to this application.

Planning Decisions:

Application Number :2020/2371- Approval of Condition

Location: The Old Granary Hall Farm Belsey Bridge Road Ditchingham Norfolk

Proposal: Details for condition 3 of 2020/0692 - (3) materials

Highways

A meeting will be organised with Gary Overland once safe. Please could the Council agree what will be discussed.

Preliminary topics for discussion are;

- Village Gateways/traffic calming on Loddon Rd.
- Chicken Roundabout
- Crossing Point on A143

Streetlight Energy Supply

The Clerk has obtained three quotes for streetlight energy:

Supplier	Total Cost for 4 x MPAN	Contract duration
Southern Electric	3,490.29	12 months
EDF	3,984.76	11 months 23 days
UMS (EON)	4,048.00	12 months

The committee have met remotely and the recommendation for streetlight energy is: Southern Electric.

Streetlight Faults (December 2020 onwards)

Streetlight No.	Address	Action
9016	Rider Haggard Way	None as appears to working
9062	13 Beever's Garden	Replacement advised by Alan 02/12/20
9067	Loddon Road	TBA
9075	Loddon Road	Replace with LED replacement lantern
9076	95 Loddon Road	TBA
9082	12 Green Lane	Replace with LED replacement lantern
9088	19 Loddon Road	Replacement advised by Alan 04/12/20
9098	Hollow Hill Road	TBA

Doc. 2 - Finance Reports - point 7.a

Ditchingham Parish Council

Ditchingham Parish Council Finance Report - January 2021					
Current balance b/f					£ 12,057.80
Receipts since last report					
Date	Ref.	Payee	Amount		
30/10/2020	credit	Allotment Rents	£ 25.00		
20/11/2020	credit	Allotment Rents	£ 10.00		
10/12/2020	credit	Allotment Rents	£ 10.00		
			Total		£ 45.00
Payments since last report					
25/11/2020	101688	Pearce & Kemp - LED 9046	£ 306.00		
25/11/2020	101689	Playquip Leisure - new play equipment	£ 5,718.00		
30/11/2020	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
30/11/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
30/11/2020	S/O	Ms S Chapman - Clerk	£ 614.17		
17/12/2020	101690	Paul Austin - Asset Survey	£ 30.00		
17/12/2020	101691	Pearce & Kemp Ltd - LED 9088 & 9017	£ 619.68		
29/12/2020	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
29/12/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
29/12/2020	S/O	Ms S Chapman - Clerk	£ 614.17		
18/01/2021	101692	Clerk's Expenses - December-January	£ 86.08		
18/01/2021	100693	Paul Austin - Disposable Gloves	£ 12.00		
18/01/2021	100694	Pearce & Kemp Ltd - quarterly charge	£ 360.00		
18/01/2021	100695	Ms S Chapman - Clerk's Overtime 2020	£ 195.48		
			Total		£ 9,067.94
			Total		£ 3,034.86
Community Account Statement Balance 28/10/2020					£ 3,205.41
Unpresented cheques					£ 695.55
Uncleared receipts					-£ 525.00
			Total		£ 3,034.86
Business Saver Statement Balance 28/10/2020					£ 143,158.86
Total balance in both accounts					£ 146,193.72

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2020-21		January 2021				
Year End 2019/20		Budget 2020-21	Actual Year to Date 2020-21	Forecast 2020-21	% of Original Budget	Notes
	Income					
28,000	Precept	30,000	30,000	30,000	100%	
255	Allotments Rents	245	255	255	104%	
2,840	Burial Grounds	2,840	2,425	2,840	85%	
2,179	VAT Reclaimed	2,000	3,060	3,060	153%	
33,274	Total Budgeted Income	35,085	35,740	36,155	102%	
387	Miscellaneous	0	-	0	-	
77,800	Street Lamp Payment	0	-	0	-	
65,863	S106/CIL Grants	0	-	0	-	
299	Business Account Interest	700	118	200	17%	
177,623	Total Income	35,785	35,858	36,355	100%	
	Expenditure					
7,176	Clerk's Employment Costs	7,938	5,723	7,938	72%	Inc. overtime for 2020
380	Clerk's Office Costs (elec, b.band, comp.equip).	380	316	380	83%	
1,368	General Expenses	1,200	1,250	1,250	104%	Stationery, NALC subs, Audits, Zoom £3.60pcm
100	Allotment Rent to Land Owner	100	100	100	100%	
3,775	Cemetery Maintenance/grass cutting/cleaning	5,000	3,910	5,000	78%	
961	Dog Waste Bin Servicing Charge	1,000	985	985	98%	
753	Insurance	800	780	780	98%	
169	Miscellaneous	500	-	500	0%	
750	Parishioner Magazine/Website production costs	750	-	750	0%	
2,547	Thwaite Road Play Area Maintenance/grass cutting/litter picker	4,250	2,193	4,250	52%	
3,377	The Dip Maintenance/grass cutting/litter picker	4,250	2,818	4,250	66%	
3,076	Village Maintenance/grass cutting/litter picker/cleaning	4,000	2,854	4,000	71%	
2,872	VAT	2,000	3,868	3,868	193%	
-	Tree Survey/Maintenance	1,500	1,501	1,501	100%	
3,046	Street Lights Electricity/Maintenance Contract	3,000	1,200	3,000	40%	
-	Grant to Village Hall	0	-	0	0%	
-	Grants for Local Projects	0	-	0	0%	
30,349		36,668	27,500	38,553	75%	
495	Lychgate Reserve	0	-	-	-	
-	Play Area Reserve	0	4,765	4,765	-	
-	Street Lights Repairs/LEDs/Removal	0	1,807	1,807	-	Taken from Street Light reserve
5,000	Broads Authority - return of unused S106 money	0	-	0	-	
65,569	S137/CIL Expenditure	0	-	0	-	
-	Landscaping @ The Maltings	0	1,425	1,425	-	Taken from Hollow Hill footpath reserve
101,413	Total Expenditure	36,668	35,496	46,550	-	
76,210		(883)	361	(10,195)		Difference
25,925	Balance per Community Acc B/F 2019/20		780.28			
177,623	Total Receipts per cash book		35,858			Yellow and green boxes should match
101,413	Total Payments per cash book		33,485			
97,800	Transferred to Saver Account		-			
780	Community Account Balance		3,035			
143,041	Business Saver Account		143,159			
143,821	Total in Both Accounts		146,194			Blue box should match the RFO Finance report (rounded)
	Restricted Reserves		117,772			
	General Reserves		28,422	Year to date		
			146,194			
	Restricted Reserves		Received/Spent 2020/21	Current Balance		
12,919	Lychgate Maintenance		-	12,919		
3,470	Hollow Hill Cheyne Footpath Maintenance		1,425	2,045		
30,000	Play Area Reserves for new equipment		(4,765)	25,235		
633	CIL Infrastructure Levy (SN) to be used before 2025		-	633		
2,000	New strategies Reserve		-	2,000		
77,800	Street Lights Repairs/LEDs/Removal		3,653	74,147		Amount spent on maintenance from 2019
-	Street Lights Electricity/Maintenance Contract		-	-		For leftover balance
200	SNC VE Day Grant		-	200		May have to be returned to SNC
-	Tree Survey/Maintenance (unspent from 2019-20)		(407)	593		£407 from 2019-20
127,022				117,772		
16,799	General Reserves			28,422		
143,821				146,194		
	Precept 2019/20					
	Parish Precept Requirement	£	28,000.00	(+£3,000)		
	Tax Base		624			
	Band D property	£	44.87			
	An increase of	£	5.64	per year		
	Precept 2020/21					
	Parish Precept Requirement	£	30,000.00	(+£2,000)		
	Tax Base		624			
	Band D property	£	48.08			
	An increase of	£	3.21	per year		

Ditchingham Parish Council

Doc. 3 – point 8.b

Community Committee Report 18th January 2021

Please find below my report compiled on Tuesday 12th January 2021.

Allotments

All allotments are now occupied. There are eight people on the waiting list. It is felt that any allotment that comes free should be offered to a Ditchingham resident as a priority.

Cemetery

Generally, in good order. Clink Care Farm has carried out some light pruning and general tidying. Clink have done this free of charge and will also put up some bird boxes as they become available.

The Dip

The Dip looks fine. Paul Austin reported that a fence post was loose between the Dip and All Hallows near the Skate Park. Replacement swings have been installed. Both sign boards have been completed. There is a problem with telephone lines passing through the trees, and a request has been made to Norse to provide a quote. The sign stating "children's play area No dogs allowed" has been pulled up and broken in half. A replacement is currently being made, however sights of people walking their dogs on the Dip have been reported. As there are still signs at both the Station Road and Loddon Road entrances this should not happen, unless they go down the bank, which is not allowed.

Thwaite Road Play Area

Area looks generally in good shape. There are a number of rabbit holes on the football pitch which looks well used as against Dip. The annual inspection of the equipment has raised a few issues that need action. Contractor who installed the swings on the Dip, and replaced a child's swing in the play area has reviewed this work and provided a quote. Work is required on Climbing Frame, and Multi Play Unit/Slide. I feel all work is needed on the Multi Play Unit/Slide covered by a quote of £1,521 for safety reasons. The Climbing Frame is still in good order and can be left to next year. Feel we should go with this contractor having done a first-class job, and previously putting in the most competitive quote.

Chicken Roundabout

It looks tidy. A request has been made to Gary Overland of Highways, proposing that a plaque laying almost flat in centre of roundabout, or a sign like a road sign on the roundabout, stating Chicken Roundabout, with small writing below stating dedicated to Gordon Knowles be installed. I am happy to go and have a meeting to discuss a way forward. Heritage sites are allowed plaques to be put up and I feel this is ours.

Maltings Junction and Pirnhow Street

Gary Overland, Highways Engineer, has confirmed that new signs are on order and will be installed early in the New Year. These have now been installed.

Cheyne Walk

One of the posts holding the sign is loose and needs fixing.

Corner of Norwich Road and Hollow Hill

Gary Overland has confirmed that the road subsidence will be repaired early February. As it is a service bus route the road would have to be closed to carry out the work, therefore they will have to liaise with the Passenger Transport Team to discuss/agree alternative arrangements for parishioners who wish to use the service.

Maltings Amenity Area (Maltings Meadow) / Pirnhow Street Path

Ditchingham Parish Council

Maltings Amenity Area, or as Brendon suggests, and I agree Maltings Meadow is now looking the best it has been. P J Livesey's landscape team have made the area look tidy. At the end near the homes the grass has been cut and a large circular border prepared ready for plants. At the Alma bridge end, a large number of trees have been planted. The old path entrance has been sealed with a fence and trees planted. A new and better path has been created near the Alma Bridge and the outside bank cut back, With Highway approval, so that people can access or leave without going on the road. Wild flower seeds will be put on the bank soil, which should give a good display in the spring. A quote was given to us, but work carried out before we approved, but as the reserve of £3,470 more than cover the quote of £1,425, I do not see that this is a problem for a first-class job that has been an issue for many years. It is noted that trees have also been planted along the fence on the A143 side. When grown they should hide the eye sore between the Alma Beck and the A143. Cally Smith of the Broads Authority has promised to monitor the area to make sure it is kept up to standard.

A143 Ditchingham Crossing

Another request has been sent to Gary Overland to have lighting, signs, and possible road markings and speed reduction at this crossing. Although there had been some incidents between pedestrians/vehicles he felt the crossing was safe. Sadly, at the beginning of October there was a fatality. In the dark drivers cannot see that there is a crossing until they are on top of it. Day time there is no notable signage to state you are coming up to a crossing. Also, it has been noted by many people that a car coming off the Chicken Roundabout in a line will pull out to overtake, only to find he cannot get back in before the central island. Therefore, speed limit and solid no overtaking line on the road is needed. I hope we will get a sensible safety decision, but this may not come until the Coroner's Inquest in March.

Tree Preservation Order

A TPO has been issued for trees at 2 Tunneys Lane from 19th October 2020 till 19th April when a decision to make the order permanent will be made. Comments are required from the DPC to make this order permanent.

We will continue to look at ways to improve the facilities for the parishioners and consider any suggestion that come forward.

Our thanks go to people for the odd jobs carried out on behalf of the council and Paul Austin keeping our village so tidy. We would also like to thank Mrs Mulley who is the village cleaner of the bus shelter, phone box, Lychgate and anything else that needs cleaning.

Community Committee Chair: A. E. Skippen