

# Ditchingham Parish Council

## PARISH COUNCIL MEETING

*Ditchingham Village Hall*

**Monday 17th January 2022 at 7.30pm**

**Councillors:** Fred Hartwell, (Chair), Julian Green (Vice Chair), Brendon Bernard, Angela Gifford, Alan Larkin & Keith Weston

**Clerk/RFO:** Sally Chapman

**Also Present:** County Councillor Barry Stone and two parishioners.

### A. Public Forum – for Members of the Public

- A parishioner reported the leaning fire hydrant on Hollow Hill Road and large lorries using Thwaite Road mounting the pavement and causing damage.

Action: Clerk

### B. External Reports

County Councillor Barry Stone gave a verbal report. Main points:

- The Norfolk County Council and Police budget consultations are now closed.
- Cllr Stone said he would support DPC with a Chicken Roundabout maintenance licence as Clinks Care Farm always did a good job.
- Cllr Stone has consulted NCC Highways engineers re Chicken Roundabout sign options.

## MINUTES

### 1. To consider Apologies for Absence

None

### 2. Declaration of Interests and Consider Requests for Dispensation

6.d) Grounds Maintenance Contractor - Cllr Green declared a non-pecuniary interest (employer).

### 3. To Approve the Minutes of the Meeting held on 15<sup>th</sup> November 2021

The Minutes from the Meetings held on 15th November 2021 were confirmed unanimously as a true and accurate record and were signed by the Chair.

### 4. Matters Arising

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

#### a) Community Noticeboard – update

Cllr Larkin informed no maintenance will be carried out on the noticeboard as condensation has not occurred. The noticeboard availability to be advertised in The Parishioner Magazine and website.

Action: Clerk

#### b) DPC's Historical Records – update

The Clerk has been sorting the old records and will take to the Norfolk Record Office ASAP.

#### c) Co-Option Notices

Cllrs requested the Clerk to place adverts in The Parishioner Magazine and the noticeboards.

### 5. Co-option to fill Casual Vacancies

None

### 6. Finance

#### a) To Receive the Financial & Budget Reports & Approve Receipts & Payments

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

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**b) Play Equipment Replacements and Repairs – update**

The Clerk informed the work has been ordered and will commence this spring.

**c) Streetlights Management**

- Streetlight Structural & Full Electrical Inspection Quotations

Councillors resolved unanimously to approve Cozens (UK) Ltd 5-year combined TR55 Structural & Full Electrical Inspection quotation for all 87 streetlights at £870.00 per annum excluding VAT.

- Dim the Streetlights by 50% at 10:00pm

The contractor has advised the timings could not be changed on the streetlights as they are set at the factory.

**d) To Appoint a New Grounds Maintenance Contractor**

Cllr Green declared a non-pecuniary interest and did not comment or vote.

Councillors resolved to approve Excite Solutions Ltd as the Grounds Maintenance Contractor for the next year at £4,960.00 per annum excluding VAT – carried.

**7. Chicken Roundabout**

**a) Cultivation Licence for Chicken Roundabout – update**

A formal letter has been sent to Norfolk County Council Highways and associates.

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

Cllrs discussed and requested a copy of NCC Highways roundabout policy.

Action: Clerk

**8. To Consider a New Policy**

**a) Scheme of Delegation – c/f**

**9. Planning Applications & Decisions**

Cllrs discussed the following and noted the attached Planning Applications & Decisions

**a) Reference: 2021/2659 - Cllr Larkin apologised and stated this application should have been on the agenda.**

Location: Land Rear Of 15 Norwich Road Ditchingham Norfolk

Proposal: Erection of 3 Bungalows. Construction of new vehicular access.

Application Type: Outline Planning Permission

Councillors discussed and agreed to Object to this planning application for the following reason:

- Highway Safety concerns – the access to the proposed site for a further 8 vehicles is from a busy major road.

- The site in question is not part of any recent Development Plans for the Village.

- Construction has started on the development of Hamilton Way and agreement in principle has been given for this to be extended.

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

**a) Chair's Report**

- Hollow Hill Fence Damage – reported and the landowner has agreed to repair.

- Anti-social behaviour at Ditchingham – reported to the Police, who are carrying out investigations.

- Waveney Road Traffic Management – the Chair has spoken to the site manager and traffic has been re-routed and are parking on the site.

**b) Community Chair's Report**

- Tree Warden – no update

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

Cllr Gifford gave a verbal update and circulated advertising leaflets – report attached.

- Platinum Jubilee Plaque for Village Sign – c/f

- Thwaite Road Play Area 'Wild Area' Clearance – update

Cllr Weston has arranged a meeting with the Norfolk Wildlife Trust on the 28<sup>th</sup> January 2022 to discuss clearance and wildlife improvement ideas for Thwaite Road Play Area, The Dip's banks and the Cemetery.

Councillors agreed any costs can be allocated to the maintenance budgets for these areas.

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## c) Planning & Highways Chair's Report

- Speed Awareness Machine (SAM2) – *update*

SAM2 is being maintained and moved around the village by a parishioner volunteer. Cllrs thanked him for his support.

- Pavement Hazards

Cllr Weston has reported and supplied photographs to NCC Highways re village pavement hazards and NCC have agreed to look at the issues.

## 11. To Consider Issues not Decided by Committees

### a) Flood Resilience Webinar – *update*

Cllr Weston gave an update, an outline of an action plan and will complete a template. Clerk to forward information.

Action: Clerk

## 12. To note Correspondence received

### a) Ditchingham Community Speedwatch Group

An email had been received for the Ditchingham Community Speedwatch Group advising of their start date and signage. The Clerk asked the group to ask NCC if they needed a street licence (NCC confirmed they do not) and whose public liability insurance would cover them (no response).

*Cllrs agreed unanimously the Ditchingham Community Speedwatch Group is an independent residents' group and not part of Ditchingham Parish Council.*

### b) Bungay Festival of Running 2022 - Sunday 10th April 2022

Cllrs noted the above event and date.

### c) Streetlights Letter

A parishioner has sent an email re Ditchingham's streetlights and Cllrs asked the Clerk to respond.

Action: Clerk

## 13. Any Other Business

None

## 14. To Receive items for the Next Agenda

None

## 15. To Discuss Confidential Staffing Matters

*Councillors resolved to close the meeting to members of the Press and Public to discuss confidential matters Public Bodies (Admission to Meetings) Act 1960.*

The Clerk and public left the meeting at 9.25pm.

### a) To Consider a Staff Pension Scheme

*Councillors agreed unanimously to a staff pension scheme.*

The Clerk to find three examples of suitable pensions.

Action: Clerk

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

Cllrs noted the following dates:

- Monday 21<sup>st</sup> March 2022 at 7.30pm
- Monday 16<sup>th</sup> May 2022 at 7.30pm – APM & APCM
- Monday 18<sup>th</sup> July 2022 at 7.30pm
- Monday 19<sup>th</sup> September 2022 at 7.30pm
- Monday 21<sup>st</sup> November 2022 at 7.30pm

*The meeting ended at 9.35pm*

# Ditchingham Parish Council

## 6. a) Finance and Budget Reports

### Ditchingham Parish Council Finance Report - January 2022

|                                                     |     |           |
|-----------------------------------------------------|-----|-----------|
| Community Account balance from the last meeting b/f | £   | 46,164.26 |
| adjustment (error)                                  | + £ | 0.02      |

#### Receipts since last report

| Date       | Ref.   | Payee                           | Amount |        |  |
|------------|--------|---------------------------------|--------|--------|--|
| 31/10/2021 | BACS   | Allotment Rent Payment          | £      | 10.00  |  |
| 18/11/2021 | credit | Cemetery P. J Woods             | £      | 525.00 |  |
| 22/11/2021 | credit | Cemetery - Mr M.A. Blanchflower | £      | 415.00 |  |
| 29/11/2021 | credit | Cemetery - Mr J F Davey         | £      | 45.00  |  |
| Total      |        |                                 | £      | 995.00 |  |

#### Payments since last report

|            |     |                                                    |     |          |  |
|------------|-----|----------------------------------------------------|-----|----------|--|
| 22/11/2021 | 28  | Mrs O Mulley - Cleaning Materials                  | £   | 7.55     |  |
| 22/11/2021 | 29  | DefibWorld - Battery & Pads                        | £   | 217.59   |  |
| 29/11/2021 | S/O | Staff Salaries                                     | £   | 876.64   |  |
| 29/12/2021 | S/O | Staff Salaries                                     | £   | 876.64   |  |
| 31/12/2021 | DD  | Unity Trust Bank Service Charge                    | £   | 18.00    |  |
| 10/01/2022 | 30  | Ms S Chapman - Clerk's overtime                    | £   | 167.50   |  |
| 10/01/2022 | 31  | HMRC - Employers Tax                               | £   | 59.80    |  |
| 10/01/2022 | 32  | Pearce & Kemp - Quarterly Charge 01/01/22-31/03/22 | £   | 360.00   |  |
| Total      |     |                                                    | - £ | 2,583.72 |  |

Total £ 44,575.56

#### Community Account Statement Balance 31/12/22

|                      |   |           |
|----------------------|---|-----------|
| Uncleared receipts   | £ | 45,162.86 |
| Unpresented payments | £ | 0.00      |
| Total                | £ | 587.30    |
| Total                | £ | 44,575.56 |

|                                 |           |           |
|---------------------------------|-----------|-----------|
| Unity Business Saver Account    | 570.00    |           |
| Barclays Business Saver Account | 85,001.95 |           |
| Total both Savings Account      | £         | 85,571.95 |

|                               |   |            |
|-------------------------------|---|------------|
| Total balance in all accounts | £ | 130,147.51 |
|-------------------------------|---|------------|

# Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2021-22

January 2022

| Year End<br>2020-21 |                                                                | Actual            |                         | % of<br>Original<br>Budget | Notes                   | Approved<br>Budget<br>2022-23 |
|---------------------|----------------------------------------------------------------|-------------------|-------------------------|----------------------------|-------------------------|-------------------------------|
|                     |                                                                | Budget<br>2021-22 | Year to Date<br>2021-22 |                            |                         |                               |
|                     | <b>Income</b>                                                  |                   |                         |                            |                         |                               |
| 30,000              | Precept                                                        | 37,000            | 37,000                  | 100%                       |                         | 38,100                        |
| 2,260               | Cemetery                                                       | 2,840             | 2,435                   | 86%                        |                         | 2,000                         |
| 275                 | Allotments Rents                                               | 255               | 265                     | 104%                       |                         | 245                           |
| 122                 | Business Account Interest                                      | 200               | 5                       | 2%                         |                         | 100                           |
| 5,522               | VAT Reclaimed                                                  | 2,500             | 1,182                   | 47%                        |                         | 4,000                         |
| 38,179              | <b>Total Budgeted Income</b>                                   | 42,795            | 40,888                  | 96%                        |                         | 44,445                        |
| -                   | S106/CIL/Grants                                                | 0                 | -                       | -                          |                         | 0                             |
| 38,179              | <b>Total Income</b>                                            | 42,795            | 40,888                  | 96%                        |                         | 44,445                        |
|                     | <b>Expenditure</b>                                             |                   |                         |                            |                         |                               |
| 7,566               | Clerk's Employment Costs                                       | 8,176             | 6,427                   | 79%                        | Inc. Overtime           | 9,455                         |
| 380                 | Clerk's Office Costs                                           | 396               | 264                     | 67%                        |                         | 396                           |
| 1,506               | General Expenses/Internal Audit/Subscriptions/Bank Charges     | 1,300             | 2,154                   | 166%                       | Additional subs, phone  | 2,500                         |
| 100                 | Allotment Rent to Land Owner                                   | 100               | -                       | 0%                         |                         | 100                           |
| 3,955               | Cemetery Maintenance & Grass Cutting                           | 4,500             | 2,795                   | 62%                        |                         | 4,025                         |
| 985                 | Dog Waste Bin Servicing Charge                                 | 1,070             | -                       | 0%                         |                         | 1,100                         |
| 780                 | Insurance - 3 year contract 2019-2021                          | 800               | 766                     | 96%                        |                         | 1,000                         |
| -                   | Miscellaneous                                                  | 500               | -                       | 0%                         | earmarked for Fete 2022 | 500                           |
| 750                 | Parishioner Magazine & Website Production Costs                | 750               | -                       | 0%                         |                         | 750                           |
| 2,374               | Thwaite Road Play Area Maintenance/Grass Cutting/Litter Picker | 3,250             | 3,083                   | 95%                        |                         | 3,738                         |
| 3,031               | The Dip Maintenance/Grass Cutting/Litter Picker                | 3,500             | 2,940                   | 84%                        |                         | 3,738                         |
| 3,152               | Village Maintenance/Grass Cutting/Litter Picker/Cleaning       | 3,250             | 3,241                   | 100%                       |                         | 3,738                         |
| 1,501               | Tree Survey & Maintenance                                      | 1,500             | -                       | 0%                         |                         | 1,000                         |
| 1,200               | Street Lights Electricity & Maintenance Contract 2019-2022     | 3,000             | 1,200                   | 40%                        | No electricity paid yet | 3,000                         |
| -                   | Village Hall Grant - Section 137                               | 6,000             | 6,000                   | 100%                       |                         | 0                             |
| -                   | Local Projects Grants - Section 137                            | 1,000             | -                       | 0%                         |                         | 1,000                         |
| 4,287               | VAT                                                            | 2,500             | 6,029                   | 241%                       |                         | 4,000                         |
| -                   | General Maintenance (Handyman)                                 | 0                 | -                       | 0%                         |                         | 2,500                         |
| -                   | Community Projects                                             | 0                 | -                       | 0%                         |                         | 2,000                         |
| 31,965              | <b>Total Budgeted Expenditure</b>                              | 41,592            | 34,850                  | 84%                        |                         | 44,540                        |
| 4,765               | Play Area New Equipment & Repairs Reserve                      | 1,200             | 4,896                   | 408%                       |                         | 0                             |
| 1,807               | Street Lights Repairs/LEDs/Removal                             | 0                 | 14,002                  | -                          | From reserve            | 0                             |
| -                   | S137/CIL Expenditure                                           | 0                 | -                       | 0%                         |                         | 0                             |
| 1,425               | The Malting's Landscaping                                      | 0                 | -                       | 0%                         |                         | 0                             |
| 39,562              | <b>Total Expenditure</b>                                       | 42,792            | 53,748                  | -                          |                         | 44,540                        |
| (1,383)             |                                                                | 0                 | (12,861)                | (21,034)                   |                         | (95)                          |

# Ditchingham Parish Council

## 9. Planning Applications & Decisions

Since the last meeting:

**a) Ref: BA/2022/0011/TCAA**

Site Location: 4 Ditchingham Dam, Ditchingham, Norfolk, NR35 2JQ

Proposal: T1: Ash - remove lower 2 or 3 boughs

Status: Awaiting decision

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**b) 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

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**c) Ref. No: 2021/2801**

Change of use from (class B2) to retail unit with provision for the serving of hot and cold food (class A3) - THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY - BA/2021/0392/FUL

Unit 2 The Silo Pirnhow Street Ditchingham Norfolk NR35 2RU

Received: Fri 22 Oct 2021 | Validated: Fri 22 Oct 2021

Status: Approved

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## 10.b) Community Committee Chair's Report

### Jubilee Meeting held on 19<sup>th</sup> January 2022

The discussion centred around the confirmations we already have in place re: stalls, music, refreshments, etc and ones that need to be followed up now the festive season is over.

- Other suggestions for stall holders were made and will be contacted e.g., Flint Vineyard.
- A competition for the best Jubilee cupcakes could encourage young cooks and other competitions could be stall based e.g. tombola.
- Raffle prizes will be sought with the proceeds going to a charity/charities yet to be decided. We have not yet heard whether we can close a piece of Loddon Rd but are working on the premise that we can for a few hours on the 5<sup>th</sup>.
- Ways to get publicity were explored and these will be pursued e.g. Beccles and Bungay Journal, The Bugle, Community newspapers and magazines, Parish Magazines, Radio Norfolk, etc. and Facebook and Parish website.
- We have agreed on an A5 leaflet which we will endeavour to get into local venues such as the shop, The Pavilion, village halls, phone boxes, pubs, etc basically anywhere that the general public can pick one up. An A4 poster will be put up in places such as the bus shelters, notice boards, etc.
- On the Saturday around 5 pm as Broome has the beacon, possibly an event could be held there with perhaps cakes, tea, etc in their village hall so Fred could you see how the Committee feel about that please.

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- We expect the day to go 11-14 Village hall - food van and tables in hall - recorded music, followed by fete, background music, village hall refreshments around early evening and then the live music.

Next meeting to be held on 7<sup>th</sup> February 2022.

**Angela Gifford**  
**Community Committee Chair**