

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 15th January 2024 - 7.30 pm

Councillors: Keith Weston (Chair), Brendon Bernard (Vice Chair), Angela Gifford, Andrew Evans-Hendrick & Georgina Simmonds

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: Five parishioners

Public Forum – for Members of the Public

Four residents from Hamilton Way and Nightingale Rise attended the meeting and spoke of a Neighbourhood Watch scheme they have set up after some car break-ins, house doors being tried etc. They have contacted the Police and have a residents WhatsApp group to inform of any concerns, the scheme could be extended to other parts of Ditchingham.

External Reports

County Councillor Barry Stone could not attend but sent a report:

Full report: <https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/>

MINUTES

1. To Approve Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes of the Meetings held on 20th November 2023

[The Minutes from the Meeting held on 20th November 2023](#) were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Matters Arising

None

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

Mr Fred Hartwell stood for co-option and gave a brief résumé.

[Councillors resolved unanimously to co-opt Mr Hartwell onto the Council and gave him a warm welcome.](#)

Mr Hartwell signed the Acceptance of Office document and joined the meeting.

6. Finance

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

The Chair signed the recent bank statements.

[Councillors resolved unanimously to approve the Finance & Budget Report and Receipts & Payments \(attached\).](#)

b) To Consider a Pride in Place Community Grant Scheme - Clean Up & Bloom

[Councillors agreed unanimously to apply for a Pride in Place Community - Clean Up & Bloom Grant.](#)

Action: Clerk

Signed _____

Date _____

Ditchingham Parish Council

c) To Consider Gov.uk Domain Name Registration and Council Email Addresses

Councillors resolved unanimously to register for Gov.uk Domain Name Registration and Council Email Addresses.

Action: Clerk

d) The Closure of St Mary's Churchyard Ditchingham – update

South Norfolk Council has advised there had been no further action from St Mary's Ditchingham PCC.

e) To Approve the Chicken Roundabout Lectern Design and Order – update

The Chair informed a grant of £1,000 for this project has been received from District Councillor Bernard and Cllrs gave thanks. The lectern is in the process of being designed and photographs are being sought.

7. Street Lamps

a) Replacement Street Lamps (2) in Beevors Gardens and Green Lane - update

The Chair informed the replacement street lamps are now in place and waiting for UK Power Network to connect. The Clerk will chase again.

Action: Clerk

8. Planning and Highways

a) To Receive the Planning Applications & Decisions Report

The Chair read out the list of Planning Applications & Decisions made since the last meeting. Full details are on DPC's website: <https://ditchinghampc.norfolkparishes.gov.uk/category/planning>

9. To Approve the Biodiversity Policy and Action Plan

Councillors approved unanimously the Biodiversity Policy and Action Plan.

Action: Clerk

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

a) Chair's Report

The Chair gave a brief report (*attached*) and answered questions.

b) Community Chair's Report

- Tree Survey Report

The tree survey was completed on 5th January 2024 and the report will follow.

- Asset Check Report

The assets have been checked and some repairs and replacements to be made.

Action: Clerk

- Play Area & Handyman Repairs – update

Two grit bins which were on the gritting routes and hardly used, have been relocated to outside the Primary School and Emmaus on Belsey Bridge Road.

c) Planning & Highways Chair's Report

- SNC Alternative Sites and Focused Changes to the Village Clusters Housing Allocations Plan

The Chair and Cllr Bernard informed they were going to view the plans the next day and will respond.

11. To Note Correspondence Received

a) 40th Bungay Festival of Running – Sunday 14 April 2023

Cllrs discussed the festival and the dangers of running on the road in the same direction as the traffic. The Chair agreed to write to the organisers and voice the Council's concerns.

Action: KW

12. To Consider Issues Not Decided by Committees

a) Litter Picker/Play Equipment Inspector/SAM2 Operator Vacancy

The Chair informed the litter pickers have resigned and there is interest in the vacancy.

Signed _____

Date _____

Ditchingham Parish Council

b) New Provisional Tree Preservation Order (TPO) SN0639

Oak Tree on Land West Of Loddon Road & South Of Tunneys Lane Ditchingham Norfolk

Councillors agreed unanimously that the Chair and Cllr Bernard could make a delegated decision and response to the Tree Preservation Order (TPO) SN0639.

c) Anti-social behaviour in The Dip – update

The anti-social behaviour in The Dip and the Police have been notified several times.

d) Village Sign War Memorial Plaques – update

Cllrs discussed the plaques and memorial alternatives to commemorate the fallen and Cllr Evans-Hendrick is progressing with quotations and grants.

e) Village Hall Sandbags

Cllrs confirmed there were good stocks of sandbags at Ditchingham Village Hall.

13. Any Other Business

a) Ditchingham Village Fete

Cllr Simmonds informed the fete would be held on 7th July 2024.

14. To Receive items for the Next Agenda

a) End of Year Finances

b) Policies Annual Review

The Chair asked for the policies to be shared to each Cllr for review.

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

- Monday 18th March 2024 - 7.30 pm
- Monday 20th May 2024 - 7.30 pm – Annual Parish Meeting & Annual Parish Council Meeting
- Monday 15th July 2024 - 7.30 pm
- Monday 16th September 2024 - 7.30 pm
- Monday 18th November 2024 - 7.30 pm

The meeting ended at 8:47 pm

Signed _____

Date _____

Ditchingham Parish Council

6. a) Finance Report

Ditchingham Parish Council Finance Report - January 2024					
Community Account balance from the last meeting - b/f					£ 22,870.79
Receipts since the Last Report					
Date	Ref.	Payee	Amount		
06/11/2023	credit	Allotment Payment	£ 20.00		
10/11/2023	credit	Rosedale Burial	£ 255.00		
22/11/2023	credit	Bierton & Woods Memorial	£ 115.00		
01/12/2023	credit	Rosedale Burial	£ 255.00		
08/01/2024	credit	Cossey/Beccles Funeral Care Burial	£ 255.00		
			Total	+	£ 900.00
Payments since the Last Report					
20/11/2023	51	Amazon - Refuse Sacks - error correction	£ (0.03)		
13/12/2023	57	Landmark - Chicken Roundabout Lectern	£ 1,704.79		
31/12/2024	S/O	Bank Charge (Unity Trust)	£ 18.00		
TBC	59	Excite Solutions - Grounds Maintenance November & December	£ 1,098.98		
TBC	60	Clerk's Expenses - October - January	£ 168.00		
15/01/2024	300001	East of England Ambulance Service - First Responder Kit Grant	£ 700.00		
Nov-Jan	S/O	Staff Salaries - November, December part January	£ 3,059.80		
			Total	-	£ 6,749.54
			Total		£ 17,021.25
Community Account Statement Balance					£ 19,244.61
Uncleared receipts					£ 1,255.00
Unpresented payments				-	£ 2,805.76
			Total		£ 17,693.85
Unity Business Saver Account					£ 36,865.60
Barclays Business Saver Account					£ 85,894.10
Total Savers Accounts					£ 122,759.70
Total Balance in All Accounts					£ 140,453.55

Signed _____

Date _____

Ditchingham Parish Council

6. a) Budget Report 2023-24

Ditchingham Parish Council - Budget Report 2023-24		January 2024					
Year End		Budget	Actual	Forecast	% of	Notes	Approved
2022-23		2023-24	2023-24	2023-24	Original Budget		Budget 2024-25
	Income						
38,100	Precept	40,000	40,000	40,000	100%		47,000
3,925	Cemetery	2,000	2,290	2,290	115%		1,500
245	Allotment Rents	308	316	316	103%		308
546	Business Account Interest	200	1,409	1,900	704%		1,700
6,575	VAT Reclaim	5,000	2,799	5,000	56%		5,000
49,391	Total Budgeted Income	47,508	46,814	49,506	99%		55,508
-	Wayleave Payment	0	52	52	-		0
-	Thwaite Road Play Area Cashbox	0	0	0	-		0
15,065	Community Infrastructure Levy	0	550	550	-		0
2,200	S106/Grants	0	1,200	1,200	-	Coronation/Lectern	0
66,656	Total Income	47,508	48,616	51,307	-		55,508
	Expenditure						
12,239	Staff Costs	13,339	11,314	13,339	85%		14,059
396	Clerk's Expenses	504	420	504	83%		504
1,610	General Expenses/Internal Audit/Subs/Bank Charges/Defib/etc.	2,000	1,691	2,000	85%		2,000
100	Allotment Rent to Land Owner	150	100	100	67%		150
1,106	Dog Waste Bin Servicing Charge	1,200	1,239	1,239	103%		1,250
780	Insurance - 3 year contract 2022-2025	780	849	849	109%		900
-	Miscellaneous	500	201	500	40%		500
750	Parishioner Magazine & Website Production Costs	750	0	750	0%		750
1,318	Cemetery Maintenance & Grass Cutting	2,000	1,753	2,000	88%	Includes 2022/23 invoice	3,720
1,262	The Dip Maintenance & Grass Cutting	1,700	1,966	1,700	116%	Includes 2022/23 invoice	1,700
2,017	Thwaite Road Play Area Maintenance & Grass Cutting	2,500	1,946	2,500	78%	Includes 2022/23 invoice	2,500
2,677	Village Maintenance & Grass Cutting	3,100	2,057	3,100	66%	Includes 2022/23 invoice	3,100
3,272	Tree Survey & Maintenance	2,600	0	2,600	0%		2,600
1,051	Street Lights Energy Contract to 31/05/2024 & Maintenance Contract 2022-2025	5,000	2,152	5,000	43%		3,000
16	Local Projects Grants - S137	1,000	2,720	2,720	272%	Deducted reserve £1,000	1,000
5,396	VAT Expenditure	5,000	3,402	5,000	68%		5,000
2,170	General Maintenance (Handyman)	5,000	3,341	5,000	67%		5,000
905	Community Projects (Jubilee/Coronation Events)	1,000	333	333	33%		0
37,067	Total Budgeted Expenditure	48,123	35,482	49,234	74%		47,733
29,589	Budget Variance	-615	11,332	272			7,775
-	Play Area New Equipment & Repairs	0	5,406	5,406	-	Taken off reserves	5,500
15,745	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000	0	0	0%		2,000
1,571	S137/CIL Expenditure	0	0	0	-		0
-	Chicken Roundabout Lectern	0	1,421	1,421	-	Taken off reserves	0
54,382	Total Expenditure	50,123	42,309	50,655	-		55,233
12,274	Variance	-2,615	6,307	653			275
36,433	Community Account Balance b/f		12,930.25				
65,880	Total Receipts per cashbook (less interest)		47,206.80				
54,382	Total Payments per cashbook		42,443.20				
12,930	Community Account Balance		17,693.85				
121,351	Business Saver Accounts (including interest)		122,759.70				
134,281	Total in Both Accounts		140,453.55				

Signed _____

Date _____

Ditchingham Parish Council

10. a) Chair's Report – January 2024

PLANNING & HIGHWAYS CHAIR'S REPORT

Green Lane

Ditchingham Estates have told the residents that a fence between the BOAT and the rest of the lane is acceptable, with some conditions and at the residents' expense. I have not heard any more.

Planning

Since the last meeting I have used my delegated powers to liaise with the Clerk to respond to a number of non-contentious applications:

1. Daisy Mead 13 Norwich Road Ditchingham Norfolk NR35 2JL

Proposal:

Single storey side and rear extensions with associated alterations

NEUTRAL response

2. Location: St Michaels House All Hallows Convent Belsey Bridge Road Ditchingham Norfolk

Proposal:

Provision of phased replacement of boilers and flues to the property.

Application Type: Listed Building Consent

NEUTRAL response

Signed _____

Date _____