

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 12th January 2026 - 7.30 pm

Councillors: Keith Weston (Chair), Brendon Bernard (Vice Chair), Angela Gifford, Andrew Evans-Hendrick, Neil Humphries, Gill Oliver, Tony Swan and Stephen Young

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: District Councillor Brendon Bernard and 2 Parishioners

A. Parishioners' Matters of Concern

- **Flags on Chicken Roundabout (A143) and New Bus Stop**

A parishioner requested the flags on Chicken Roundabout (A143) to be removed and the potential provision of a new bus stop.

The Chair asked the Clerk to contact Norfolk County Council Highways to request a review of the following matters:

- Whether the flags on Chicken Roundabout could be removed.
- Whether a bus stop could be provided at the bottom of Loddon Road near Norwich Road.

No decision was taken by the Council at this stage. A response from the County Highways Authority will be reported back to Councillors when received. Action: Clerk

- **Graffiti**

A parishioner informed Cllrs of the graffiti around Chicken Roundabout and in the Loddon Road bus stop. The Chair and Clerk advised that steps are being taken to remove the graffiti.

B. County Councillor and District Councillor External Reports

- **County Councillor Barry Stone** sent apologies and a report, which the Chair summarised:
Full report: <https://ditchingham-pc.gov.uk/category/meetings>
- **District Councillor Brendon Bernard** – no report

MINUTES

1. To Approve Apologies for Absence

Apologies were Approved and Accepted from Cllr van Dijk.

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes of the Meeting held on Monday 10th November 2025

The Minutes from the Meeting held on Monday 10th November 2025 were Approved unanimously as a true and accurate record and signed by the Chair.

4. Matters Arising

Matters arising from the minutes that are not on the agenda or included in the committee reports.

a) **SNC Rough Sleepers** – update

South Norfolk Council advised that on 12 November there were two people known to be rough sleeping in the district. Since that date, one person has been offered a short-term placement and Sanctuary has made a supported housing offer to the other.

Signed _____

Date _____

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b) Bungay Banking Hub

Councillors Agreed to support the proposal to lobby the local MP and to join with other councils in requesting support for a dedicated Banking Hub in Bungay, recognising that the issue may also affect residents in neighbouring parishes.

Action: Clerk

5. Event Organising Working Party

a) Event Organising Working Party – update

The Chair informed Cllrs that there are currently four members of the Events Committee and they hope to plan a Ditchingham Fete for 2026.

6. Finance

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

Councillors Resolved unanimously to Approve the Finance & Budget and Receipts & Payment Reports.

b) To Consider the Grounds Maintenance Contract Quotations

Councillors considered the quotations and agreed unanimously to award the three-year contract to Excite Solutions Ltd.

c) Cheyne Walk Fence Replacement Materials & Options – update

- Councillors considered the materials for the Chain Walk fence replacement and agreed they would still prefer concrete posts. Cllr Swan will liaise with the contractor.

Action: TS

- NCC Parish Partnership Grant

The Clerk informed Cllrs that an application had been made for the NCC Parish Partnership Grant, but unfortunately the closing date had passed. An application had also been made to the County Councillor's Local Member Fund.

- District Councillor Bernard indicated he may be able to offer a grant and requested that the Clerk send him the quotation.

Action: Clerk

d) Thwaite Road Play Area BMX Track – update

Cllrs noted that the brambles around the BMX track had been cleared in December. Cllr van Dijk has arranged several meetings with different contractors to discuss possibilities for a new BMX track.

Councillors requested the Clerk to obtain a quotation to treat the brambles area with herbicide once they start growing again.

Action: Clerk

e) Budget and Precept for 2026-27 – update

The Clerk confirmed that the precept request had been submitted to South Norfolk Council and had been acknowledged.

f) Cemetery Lychgate Roof Repairs – update

Cllr Swan informed Councillors that the repairs to the Cemetery Lychgate roof had started and progress is being made.

7. To Receive the Planning Applications & Decisions Report

The Chair read out a list of planning applications and decisions made since the last meeting. Full details can be found on DPC's website: <https://ditchinghampc.norfolkparishes.gov.uk/category/planning>.

8. To Receive Internal Reports from Committees/Councillors

a) Chair's Report

The Chair confirmed that there was no report for January but, wished to thank Cllr Van Dijk for his ongoing work on the BMX track, Cllr Humphries for his work as the Footpath Warden and the Clerk for completing the budget and handling various correspondence.

Signed _____

Date _____

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b) Community Chair's Report

- Bakers Lane – update

The Chair confirmed that the Baker's sign has now been replaced for a second time.

- Play Areas Inspection Report

The Play Areas Inspection Reports have been received. The Chair drew up a list of actions to be completed and requested the Clerk to obtain a quotation to repair the tarmac at the Dip Skate Park.

Action: Clerk

- The Dip – Goal Mouth

Councillors Agreed that the goal mouth required re-seeding and top dressing. The Clerk will contact the Grounds Maintenance Contractors to arrange for the works to be carried out.

Action: Clerk

- Allotments

The Clerk confirmed that all the allotments have been let.

c) Planning & Highways Chair's Report

No report.

d) Antisocial Behaviour In Ditchingham – update

- Cllr Humphries informed Cllr that he had a meeting with the a PCSO Hayley McNeil and a parishioner regarding drug-related activities in Ditchingham. The PCSO has recorded the parishioner's intelligence for future reference and they will continue to liaise as appropriate.

e) Tree Warden

- Tree Survey Report

Cllr Humphries provided an update on the Tree Survey report and recommended that an Oak tree at Thwaite Road Play Area undergo some remedial work

Councillors Resolved to have the tree surgery carried out on the oak tree as recommended.

Action: Clerk

9. To Consider Issues Not Decided by Committees

None

10. To Note Communications Received

a) Broome Heath - Contact from Julie Cole, Ditchingham Farms Land Agent

The Chair read out an email from Julie Cole, the land agent at Ditchingham Farms, regarding the work being carried out at Broome Heath.

Councillors agreed that the Chair should write an article for 'The Parishioner' magazine to inform parishioners why the work is being carried out. The article would be made available to Cllrs., for comments, prior to its publication.

Action: KW

b) Waterside Maltings Amenity Area – update

- Amenity Land

The Chair has been exchanging emails with PJ Livesey and Paul Dale, Property Manager at Trinity Housing, regarding the amenity land at the Maltings, ownership and responsibility for maintenance. He is still seeking clarification on the legal position of the land and hopes to receive a response in due course. A member of the public was allowed to take part in the discussion.

- Parishioner's email – Tree Maintenance

The Council received a request from a parishioner to have the trees at The Maltings surveyed. The Chair informed Cllr that the Parish Council cannot carry out work on private land.

11. Any Other Business

None

Signed _____

Date _____

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12. To Receive items for the Next Agenda

a) Policies Review

13. To Note the Next Meeting Dates (Planning Meetings arranged as required)

- Monday 2nd March 2026 - 7.30 pm
- Monday 11th May 2026 - 7.30 pm - Annual Parish Meeting & Annual Parish Council Meeting
- Monday 13th July 2026 - 7.30 pm
- Monday 14th September 2026 - 7.30 pm
- Monday 9th November 2026 - 7.30 pm

The meeting ended at 9.00 pm

6. a) Finance Reports

Ditchingham Parish Council Finance Report - January 2026						
Community Account balance from the last meeting - b/f					£	4,149.74
Transfer from Saver Account					£	7,000.00
Receipts Since Last Report						
Date	Ref.	Details		Amount		
07/11/2025	cheque	Bierton & Woods - JRP memorial	£	45.00		
18/11/2025	Transfer	Allotment Payment	£	12.00		
				Total	+ £	57.00
Payments Since Last Report						
17/11/2025	65	Cawthorne Electrical - Bus Shelter Light	£	65.00		
17/11/2025	66	Clerk's Expense - October-November	£	93.00		
17/11/2025	67	Cozens UK Ltd - Quarterly Maintenance Charge	£	108.00		
17/11/2025	68	Landmark Fencing Ltd - Hollow Hill Footpath Deposit	£	2,075.40		
30/11/2025	Fee	Bank Service Charge	£	6.00		
22/12/2025	69	PK Services - TRPA Clearance	£	576.00		
22/12/2025	70	Excite Solutions Ltd - Grounds Maintenance - November	£	947.48		
22/12/2025	71	Excite Solutions Ltd - Grounds Maintenance - December	£	947.48		
22/12/2025	72	Ligna Consultancy Ltd - Tree Survey	£	1,077.60		
22/12/2025	73	Matthew James - Allotment Maintenance	£	560.00		
31/12/2026	Fee	Bank Service Charge	£	6.00		
November-December		Staff Costs	£	2,419.84		
					- £	8,881.80
				Total		£ 2,324.94
Community Account Statement Balance						
				Total	£	2,324.94
Uncleared receipts					£	-
Unpresented payments					- £	-
				Total		£ 2,324.94
Saver Accounts						
Unity Business Saver Account			£	39,765.62		
Redwood Bank Business Saver Account			£	119,513.27		
Total Saver Accounts						£ 159,278.89
Total Balance in All Accounts						£ 161,603.83

Signed _____

Date _____

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Ditchingham Parish Council - Budget Report 2025-26		January 2026			
Year End 2024-25		Budget 2025-26	Actual Year to Date 2025-26	Forecast 2025-26	% of Original Budget
	Receipts				
47,000	Precept	47,000	47,000.00	47,000	100%
1,840	Cemetery	1,500	2,710.00	2,710	181%
338	Allotment Rents	308	332.00	332	108%
4,601	Business Accounts Interest	2,500	3,541.75	3,100	142%
5,358	VAT Reclaim	5,000	1,682.88	5,000	34%
59,136	Total Budgeted Receipts	56,308	55,266.63	58,142	98%
	Un-Budgeted Receipts				
-	Community Infrastructure Levy (CIL)	0	1,069.45	1,069	1069
600	S106/Grants	0	-	-	-
400	Youth Shelter Payment	0	-	-	-
60,136	Total Receipts	56,308	56,336.08	59,211	-
	Budget Variance			2,903	
	Expenditure				
14,269	Staff Costs	15,167	10,982.06	15,167	72%
504	Clerk's Expenses	504	336.00	504	67%
1,349	General Expenses/Internal Audit/Subs/Bank Charges/Defib/Village Hall/etc.	2,000	1,641.41	2,000	82%
100	Allotment Rent to Land Owner & Expenses	150	710.00	710	473%
1,350	10 x Dog Waste Bin Servicing Charge	1,450	1,390.00	1,390	96%
866	Insurance - 3 year LTA 2025-2028	950	1,003.76	1,004	106%
210	Miscellaneous	500	347.50	500	70%
750	Parishioner Magazine Production Costs	750	-	750	0%
2,767	Cemetery Maintenance & Grass Cutting - 3-year contract end 2025	2,755	1,776.43	2,755	64%
2,148	The Dip Maintenance & Grass Cutting - 3-year contract end 2025	2,755	1,776.53	2,755	64%
1,872	Thwaite Road Play Area Maintenance & Grass Cutting - 3-year contract end 2025	2,755	2,900.62	2,755	105%
1,907	Village Maintenance & Grass Cutting - 3-year contract end 2025	2,755	1,841.65	2,755	67%
-	Tree Survey & Maintenance	2,600	1,048.00	2,600	40%
2,121	Street Lights Energy Annual Contract & Maintenance Contract	3,000	1,755.03	3,000	59%
1,000	Local Projects Grants - S137	1,000	-	1,000	0%
5,495	VAT Expenditure (reclaimed)	5,000	3,240.30	5,000	65%
206	General Maintenance (handyman)	1,000	412.00	1,000	41%
5,567	Play Area's New Equipment & Repairs	9,500	50.00	9,500	1%
395	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000	1,998.00	2,000	100%
42,876	Total Budgeted Expenditure	56,591	33,209.29	57,145	59%
	Budget Variance	-283		554	
	Un-Budgeted Expenditure				
-	Community Orchard	0	650.00	650	0%
-	Community Projects - VE Day Event	0	515.37	515	0%
-	Hollow Hill Fence Replacement	0	1,729.50		
2,412	Village Improvements Reserve	0	-	-	0%
10,357	Play Area's New Equipment & Repairs	0	-	-	0%
-	S137/CIL Expenditure	0	1,086.12	1,086	0%
55,645	Total Expenditure	56,591	37,190.28	59,950	-
4,491	Total Variance	-283		(739)	
	Community Account Balance b/f		2,720.89		
60,136	Total Receipts per cashbook (less interest)		52,794.33		
55,645	Total Payments per cashbook		37,190.28		
2,721	UTB Community Account Balance		2,324.94		
134,737	UTB & Redwood Bank Saver Accounts (including interest)		159,278.89		
137,458	Total in Both Accounts		161,603.83		
23,508	General Reserves (should be at end of year 50% of precept - £23,500)		51,963.50		
113,950	Restricted Reserves		109,640.33		
137,458			161,603.83		
	Restricted and Earmarked Reserves	Received 2025/26	Spent 2025/26	Balance	
-	CIL Infrastructure Levy - Restricted	1,069.45	(1,069.45)	-	Village Hall
11,683	Play Area New Equipment & Repairs Reserve - Earmarked			11,683	
2,000	Community Orchard Grant - Restricted		(650.00)	1,350	
70,107	Street Lights Repairs/LEDs/Removal (74 Street lights) Grant - Restricted		(1,998.00)	68,109	
15,019	Grounds Maintenance Reserve - Earmarked		(1,729.50)	13,289	Hollow Hill Fen
8,148	Lychgate & Cemetery Maintenance Reserve - Earmarked			8,148	
6,093	Tree Maintenance Reserve - Earmarked			6,093	
-	VE Day Grants - Restricted	600.00	(532.04)	68	
900	Village Improvements Reserve - Earmarked			900	
113,950	Restricted and Earmarked Reserves			109,640	
23,508	General Reserves			51,964	
137,458				161,604	

Signed _____

Date _____