

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 15th July 2024 - 7.30 pm

Councillors: Keith Weston (Chair), Angela Gifford and Fred Hartwell

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Barry Stone and twelve members of the public

Public Forum – for Members of the Public

- Georgina Simmonds, Ditchingham Fete Organiser, kindly thanked Councillors for their help at the fete and advised that she would not be organising a fete next year. The Chair thanked her for the 12 years of very successful fetes.
- A parishioner reported issues around the village for the Clerk to report, including an overgrown hedge on Hollow Hill Road and blocked drains at Scudamore Place. **Action: Clerk**
- A parishioner reported weeds along Rider Haggard Way. Councillors advised that NCC generally sprays the road and pavement weeds once or twice a year.
- A parishioner asked if the dog bin near Windmill Green could be moved to a flatter area near the pavement. **Action: Clerk**
- A parishioner spoke of the incomplete work at Hamilton Way (as advised to DPC in emails). The Chair confirmed he had emailed the SNC Planning Department.
- A parishioner asked when the grass banks of The Dip will be cut. They will be cut in the autumn.
- A parishioner requested solid white stop lines at the Station Road/Loddon Road crossroads in the middle of Ditchingham instead of give way, as he felt this would be safer. The Clerk will contact NCC. **Action: Clerk**
- A parishioner informed of the bad condition of the footpaths on Hollow Hill Road. The Chair advised he had campaigned NCC for improvements to the Ditchingham footpaths and work is soon going to start on the footpaths along Ditchingham Dam. It was noted the Dam's footpaths are too narrow for wheelchairs.
- A parishioner mentioned speeding on the A143 (60 mph limit) and in Wood's Close (30 mph limit).
- A parishioner asked if the Community Orchard's grass could be cut. **Action: Clerk**

External Reports

County Councillor Barry Stone gave a verbal update and answered question main points:

- Devolution – The major parties should honour the prior agreements and are now moving to Level 3. Norfolk County Council's constitution will change to include the agreed Devolution Deal, resulting in more money and power.
- The Western Link is being planned to complete the circuit around Norwich. More funds are needed.
- The Long Stratton bypass is making progress.
- The Parish Partnership grants are now available for projects and suggested a 20 mph roundel for Hamilton Way entrance and temporary 20 mph reminder signs at the village Primary School. **Action: Clerk**

MINUTES

1. To Approve Apologies for Absence

Apologies were Approved and Accepted from Cllr Bernard.

2. Declaration of Interests and Consider Requests for Dispensation

None

Signed _____

Date _____

Ditchingham Parish Council

3. To Approve the Minutes of the Meetings held on 20th May 2024

The Minutes from the Meeting held on 20th May 2024 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

Councillors Agreed unanimously to co-opt Tony Swan and Gill Oliver onto the Council and they were welcomed to the meeting.

After signing the Declaration of Acceptance of Office document they joined the meeting.

6. Finance

a) Annual Governance and Accountability Return (AGAR) External Audit Form – Receipt

Cllrs noted that the RFO had submitted the Annual Governance and Accountability Return (AGAR) for the external audit before the deadline and it has been acknowledged.

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

Councillors Resolved unanimously to Approve the Finance & Budget Report and Receipts & Payments (attached).

c) To Consider the Status of Restricted and Earmarked Reserves

i) Should some be changed?

ii) Review amounts

Cllrs discussed the reserves and it was agreed to carry forward this item to the next meeting.

d) To Consider a Poppy Wreath for Remembrance Sunday

Councillors Resolved to order a Medium Poppy Wreath (Type C) for £25.00.

Action: Clerk

7. 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>

a) 2024/1910

Location: 21 Wildflower Way Ditchingham Norfolk NR35 2SF

Proposal: Two storey side extension, front porch and internal alterations

Application Type: Householder

Councillors considered and Approved the above application with no comments.

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

a) Chair's Report

The Chair gave a verbal update (see full report attached)

- The Chicken Roundabout Lectern was now in place beside Chicken Roundabout and has been featured in the local papers and on the radio.

b) Community Chair's Report

- Pride in Place Community Grant - Clean Up & Bloom - expenditure

Councillors asked the Clerk to obtain quotations to have wildflower seeds sown on Chicken Roundabout.

Action: Clerk

- Allotments – update

The Clerk confirmed there is one allotment available which is being advertised on Facebook and The Parishioner parish magazine.

c) Planning & Highways Chair's Report (see full report attached)

- Hamilton Way incomplete work – as the public session above.

Signed _____

Date _____

Ditchingham Parish Council

9. To Note Correspondence Received

a) Closure of Saint Mary's Churchyard Notice

Councillors noted Saint Mary's Churchyard is going through the closure procedure.

10. To Consider Issues Not Decided by Committees

a) The Parishioner Magazine

The Editor of 23 years is going to resign at the end of 2024 and Cllrs noted the vacancy will be advertised after the summer. Cllrs hoped a new editor would be found as they believe the magazine is still appreciated by the community.

b) Cemetery & Chicken Roundabout Grass Cutting

Cllrs noted that the Clerk had requested the Cemetery and Chicken Roundabout to be completely cut this month (July) because of the long grass

c) Ditchingham Village Fete 7th July 2024 – *update*

The fete was successful, well-attended and enjoyed by many visitors. Luckily, the rain stayed away until packing-up time and did not spoil the day.

d) Village Sign War Memorial Plaques – *c/f*

11. Any Other Business

None

12. To Receive items for the Next Agenda

None

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

- Monday 16th September 2024 - 7.30 pm
- Monday 18th November 2024 - 7.30 pm

The meeting ended at 8:52 pm

Signed _____

Date _____

Ditchingham Parish Council

6. b) Finance Report

Ditchingham Parish Council Finance Report - July 2024					
Community Account balance from the last meeting - b/f					£ 9,945.44
SSE Street Lighting Energy Credit Note (credit on account , not a refund)			-		£ 114.12
Receipts since the Last Report					
Date	Ref.	Payee	Amount		
21/05/2024	cheque	Cossey Funeral Service Beccles - Burial VS	£	325.00	
06/06/2024	credit	Allotment Rent - Plot 6.b)	£	6.00	
19/06/2024	cheque	Rosedale/FJ - Memorial Inscription	£	45.00	
07/05/2024	cheque	Allotment Fee - 6. b)	£	6.00	
			Total	+	£ 382.00
Payments since the Last Report					
30/05/2024	78R	Leach's - Goal Post Anchors - Returned	£	(197.01)	
12/06/2024	8	Excite Solutions Ltd - Grounds Maintenance May	£	549.49	
12/06/2024	9	Keith Weston - Postage Refund for Ground Anchors	£	25.51	
12/06/2024	10	Vodafone Topup	£	20.00	
30/06/2024	DD	Bank Service Charge	£	18.00	
TBC	12	CAS Insurance (LTA expires 06/08/2025)	£	872.64	
TBC	13	Clerk's Expenses - June-July	£	42.00	
TBC	14	Excite Solutions Ltd - Grounds Maintenance June	£	549.49	
May-June		Staff Costs	£	2,376.32	
			Total	-	£ 4,256.44
			Total		£ 5,956.88
Community Account Statement Balance					£ 7,421.01
Uncleared receipts					£ -
Unpresented payments			-		£ 1,464.13
			Total		£ 5,956.88
Unity Business Saver Account			£	75,575.71	
Barclays Business Saver Account			£	69,503.27	
Total Savers Accounts					£ 145,078.98
Total Balance in All Accounts					£ 151,035.86

Signed _____

Date _____

Ditchingham Parish Council

6. b) Budget Report

Ditchingham Parish Council - Budget Report 2024-25		July 2024			
Year End		Budget	Actual	Forecast	% of
2023-24		2024-25	Year to Date	2024-25	Original
			2024-25	2024-25	Budget
	Receipts				
40,000.00	Precept	47,000	23,500	47,000	50%
3,275.00	Cemetery	1,500	645	1,500	43%
322.00	Allotment Rents	308	24	308	8%
1,984.68	Business Accounts Interest	1,700	743	2,500	44%
3,765.86	VAT Reclaim	5,000	968	5,000	19%
49,347.54	Total Budgeted Receipts	55,508	25,880	56,308	47%
51.75	Wayleave Payment	0	0	0	-
-	Thwaite Road Play Area Cashbox	0	0	0	-
549.56	Community Infrastructure Levy	0	0	0	-
1,500.00	S106/Grants	0	0	0	-
51,448.85	Total Receipts	55,508	25,880	56,308	-
	Budget Variance		-29,628	800	
	Expenditure				
14,446.81	Staff Costs	14,059	3,504	14,059	25%
504.00	Clerk's Expenses	504	126	504	25%
1,893.84	General Expenses/Internal Audit/Subs/Bank Charges/Defib/etc.	2,000	857	2,000	43%
100.00	Allotment Rent to Land Owner	150	0	150	0%
1,238.70	Dog Waste Bin Servicing Charge	1,250	0	1,250	0%
849.38	Insurance - 3 year contract 2022-2025	900	873	900	97%
200.50	Miscellaneous	500	0	500	0%
750.00	Parishioner Magazine & Website Production Costs	750	0	750	0%
1,981.61	Cemetery Maintenance & Grass Cutting	2,755	458	2,755	17%
2,194.55	The Dip Maintenance & Grass Cutting	2,755	638	2,755	23%
2,174.56	Thwaite Road Play Area Maintenance & Grass Cutting	2,755	458	2,755	17%
2,413.92	Village Maintenance & Grass Cutting	2,755	458	2,755	17%
456.00	Tree Survey & Maintenance	2,600	0	2,600	0%
2,037.97	Street Lights Energy Contract to 31/05/2024 & Maintenance Contract 2022-2025	3,000	90	3,000	3%
2,720.00	Local Projects Grants - S137	1,000	0	1,000	0%
4,483.42	VAT Expenditure	5,000	393	5,000	8%
3,341.25	General Maintenance (Handyman)	5,000	0	5,000	0%
356.81	Community Projects (Jubilee/Coronation Events)	0	0	0	-
5,570.18	Play Area's New Equipment & Repairs	5,500	-164	-164	-3%
3,590.00	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000	0	0	0%
42,143.32	Total Budgeted Expenditure	55,233	7,691	47,569	14%
9,305.53	Budget Variance		-47,542	-7,664	
549.56	S137/CIL Expenditure	0	0	0	-
910.25	Chicken Roundabout Lectern	0	0	0	-
52,763.31	Total Expenditure	55,233	7,691	47,569	-
(1,314.46)	Total Variance	275	18,189	8,739	

Signed _____

Date _____

Ditchingham Parish Council

8. a) & 8. d) CHAIR'S REPORTS TO JULY 2024 MEETING

This paper is dual purpose: Chair's Report (Agenda item 8. a) and Planning & Highways Chair's Report (Agenda item 8. d)

PLANNING

1. I recently liaised with our Clerk over one planning application.

Application No: BA/2024/0239/COND Proposal : Revised plans, elevations & fenestration, variation of condition 2 of BA/2022/0102/HOUSEH Address : Ditchingham Lodge , Norwich Road, Ditchingham, Norfolk
Applicant : Mr Richard Stearn

Ditchingham Lodge is well back from the road. The plans will not affect others. We used our delegated powers to respond – "No Comment."

2. The District Council has informed us that there are some proposed changes to Village Clusters Housing Allocation Plans. Ditchingham is one of several villages affected. DPC has already recorded our opposition to further development of land north of Hamilton Way unless the exit for traffic is other than via Hamilton Way.

3. Monthly Enforcement Report

Two breaches of planning have occurred in Windmill Green. These are historic and enforcement is certainly not the right word to use for these ongoing cases.

4. The Silo is being granted a licence to sell alcohol.

5. A Hamilton Way resident has contacted us (and NCC) about the state of the unfinished road. The contractors, Badger Homes, seem to have left the site without fulfilling their obligations in several respects. I have written to NCC Planning adding my support to the residents – the road is in a very unsatisfactory state.

HIGHWAYS

1. A parishioner has contacted us about the perceived danger of exiting the allotments onto the Norwich Road. They have requested the provision of "SLOW" markings on the road. Gary Overland has said that, if permission is given the funds would need to come from a District Councillor's member's budget. We can discuss this at our meeting but, if it is approved the funding will need to be on September's agenda as Cllr. Bernard will not be present in July. My personal feeling is that drivers (allotment users and other) joining this road, with its 40 mph speed limit, should do so with the appropriate caution.

2. I am pleased to report that the footway along Ditchingham Dam is to be improved, starting on July 22nd. The road will be closed for the duration of the works. Notices to residents and signage give a confused picture about the length of time the closure will be in place. I have sought clarification from NCC. It will almost certainly be for eight weeks but, this is weather dependent. DD businesses have been assured of access.

3. Part of Pound Lane has been designated a "Roadside Nature Reserve."

4. NCC is, again, running its Partnership Scheme with town and parish councils. Successful applicants can get 50/50 funding for small projects. We might consider temporary 20 mph reminder signs at the village Primary School.

Signed _____

Date _____

Ditchingham Parish Council

5. At long last a memorial to Gordon Knowles and to the name of Chicken Roundabout is in place. John Harper installed it on the verge next to the roundabout. I notified Newsquest (B&B Journal Etc.) and our clerk put an item on Facebook and our website. The installation has created quite a bit of media interest. A reporter from BBC Radio Suffolk interviewed myself, Cllr Bernard, Sue Collins (ex-Bungay Mayor) and Jenny Cook (friend of Gordon Knowles) on site. The item was broadcast on Thursday 27th June, a short time after the interviews. BBC Norfolk have also done a feature as has the "Beccles & Bungay Journal."

Signed _____

Date _____