

Ditchingham Parish Council

PARISH COUNCIL MEETING MINUTES

Monday 15th March 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

Also Present: County Councillor Margaret Stone

A. Public Forum – for Members of the Public

None

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

- **County Councillor Margaret Stone** gave a verbal report, main points: update of local issues including Parish Partnership Grants, increased NCC Highway Funds, a Flood Resilience Committee, Covid-19 vaccination centres, A143 Fatal Accident Inquest in May and Tree Grants.

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

MINUTES

1. To consider Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

6.b) Cllr Curtis non-pecuniary interest – lives near the suggested new dog waste bin site.

7.l) Cllr Larkin Pecuniary interest – allotment holder.

3. To Approve the Minutes of the Meeting held on 18th January 2021

The Minutes from the Meeting held on 18th January 2021 were confirmed unanimously as a true and accurate record.

4. Matters Arising

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

a) Grit Bins – update

The Chair agreed to inspect and the Clerk is waiting to hear back from NCC Highways re the grit bin missing from the list at Beevor Gardens and when they will be refilled again.

Action: Chair/Clerk

5. Co-option to fill Casual Vacancies

None

6. Finance

a) To Receive the Finance and Budget Reports & Approve Receipts & Payments (*report attached*)

Cllrs agreed unanimously the Reports and the Income and Expenditure.

b) To Consider a New Dog Waste Bin – Thwaite Road/Tunneys Lane Junction

Cllr Curtis Non-pecuniary interest – lives near the suggested new dog waste bin site and did not comment/vote.

Cllrs agreed to supply a new dog waste bin using CIL money, if a street furniture license is approved by NCC.

Action: Clerk

Cllr Curtis kindly agree to supply photographs of the suggested location.

Action: EC

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c) To Consider Restricted Reserves

Cllrs agreed the RFO's recommendation of topping-up the Restricted Reserves from the General Reserve and to a new Village Improvement Reserve.

d) Street Light Energy Contractor – update

The Clerk informed she was waiting for the signed contracts to be approved from Southern Electric the chosen Energy Supplier.

e) To Note the Internal Audit – 20th April 2021

Cllrs noted the above date.

7. Policies, Documents & Fees Review

Cllrs agreed unanimously to adopting all the following Policies, Documents & Fees.

a) Asset List (*updated*)

b) Code of Conduct Policy

c) Council Policies

(including LGA 72. S101 delegating the function of responding to Planning Applications to the Council's Clerk as per planning policy)

d) Financial Regulations Policy (*updated as NALC's guidance Section 11 footnote*)

e) General Data Protection Regulations Policy

f) General Power of Competence

g) Play Area Risk Assessment - Covid-19

h) Publication Scheme

i) Risk Assessment

j) Sub Committee & Advisory Committee Terms of Reference

k) Allotment Fees (*due October 2021*)

Cllr Larkin Pecuniary interest – allotment holder and did not comment/vote on these fees.

l) Cemetery Fees

m) Standing Orders Policy (*updated as NALC's guidance Section 18f & 18g*)

Cllr Curtis suggested adding the following amendment to the Standing Orders:

"5.e. A person shall be permitted to serve in the post of Chairman or in the post of Vice-Chairman for a maximum of two years in any four-year term of office."

Cllrs voted 2 for/5 against to this amendment and resolved to adopt the Standing Orders as circulated.

8. To Consider the Street Light Policy

Cllrs considered; To agree in principle a change to the Policy in that ALL lamps are maintained and repaired without resident consultation.

Proposal Resolved - To agree a change to the Policy in that ALL lamps are maintained and repaired without resident consultation – carried.

Further proposal resolved - to change all the Street Lamps to LED Lamps, where required, as soon as possible – carried.

The Street Light Policy was not re-adopted and will be amended for approval at the May meeting.

Action: Clerk to obtain three quotes

9. Planning Applications and Decisions

Report included in point 10.f).

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

a) Chair's Report

No report and the Chair commented he would contact All Hallow's again re the broken fence. **Action: Chair**

b) Community Chair's Report (*attached*)

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No questions. The Chair thanked Cllr Skippen for his full and comprehensive report and to both Cllr Skippen and Cllr Taylor for the minor works undertaken.

c) Planning & Highways Chair's Report (*attached*)

No questions. The Chair thanked Cllr Curtis for her comprehensive report.

- SAM2 – update

Cllr Kercher informed of the difficulties transferring data from the SAM machine to the laptop. The SAM machine has been checked and the problem is with the laptop. Cllr Taylor agreed to take it back to the shop and Cllr Curtis offered to lend a laptop until the issue is resolved.

Action: JL/CT/EC

Cllrs agreed Cllr Kercher should purchase a smart phone to use with the SAM Machine.

11. Consider Issues not decided by Committees

a) Bungay Town Council

An email was sent to BTC thanking them for their support to parishioners over the last year with the pandemic and the recent flooding. Cllr Layton informed BTC were very pleased to receive the letter. Cllr Layton attended the last meeting and circulated a report (*on the website*) and said she was going to join a local Flood Community Group and a Flood Plan should be put in place.

Action: CL

b) To Consider Chair & Councillor Training

Cllrs AG, BB, CL, EC, JK agreed to attend Councillor Training and asked the Clerk obtain costs from NALC & NTPS.

Action: Clerk

Other local PC's will be asked if they wish to join the training event and share costs.

c) Events for Ditchingham

Cllrs discussed a range of possible events for when the Covid-19 restrictions are lifted.

12. To Note Correspondence received

None

13. Any Other Business

a) Defibrillator Annual Report

The Clerk advised; The defibrillator is regularly checked throughout the year and the annual report states: 'The Pads were replaced at the end of January; the expiry date is December 2021. The battery is likely to need replacing in August 2021'.

b) May Meeting

The Chair informed he was waiting for a Government announcement regarding if meetings can continue via zoom or in the village hall from May. Cllrs generally thought it was too soon to return to face-to-face meetings.

c) Councillor Resignation

Cllr Taylor tendered his resignation and informed it would be his last meeting.

The Chair, Clerk and Councillors thanked him for all his valued input, support and maintenance for DPC in the last few years.

Action: Clerk

d) Speedwatch

Cllr Layton gave an update and advised the Speedwatch Coordinator has planned to visit sites with her in April, zoom training has been booked and hopefully Speedwatch can go 'live' in June.

14. To receive items for the Next Agenda

- a) Flood Plan
- b) Parish Partnership Bids

15. To confirm the Dates of the Next Meetings

- Monday 17th May 2021 at 7.30pm & Annual Parish Meeting
- Monday 19th July 2021 at 7.30pm
- Monday 20th September 2021 at 7.30pm

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- Monday 15th November 2021 at 7.30pm

*Planning Meetings arranged as required.
The meeting ended at 10:21pm*

6.a) Finance and Budget Reports

Ditchingham Parish Council Finance Report - March 2021					
Current balance b/f					£ 2,509.86
Receipts since last report					
Date	Ref.	Payee	Amount		
19/01/2021	credit	Allotment Rent	£ 10.00		
15/02/2021	credit	Vat Reclaim 01/10/2020-31/01/2021	£ 2,462.87		
22/02/2021	credit	Allotment Rent	£ 10.00		
22/02/2021	credit	Memorial - Lucie Best	£ 45.00		
03/03/2021	credit	Memorial - Lucie Best	£ 315.00		
			Total		£ 2,842.87
Payments since last report					
21/01/2021	100696	Ben Willis - Landscaping	£ 1,710.00		
21/01/2021	100697	Mr A Skippen - Concrete mix	£ 11.49		
21/01/2021	100698	Void	£ -		
21/01/2021	100699	Pearce & Kemp Ltd - LEDs 9062 & 9082	£ 612.00		
28/01/2021	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/01/2021	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/01/2021	S/O	Ms S Chapman - Clerk	£ 614.17		
22/02/2021	100700	Ladywell Accountancy Service - Annual Payroll	£ 123.00		
22/02/2021	100701	void	£ -		
22/02/2021	100702	Bungay Town Council - Sandbag contribution	£ 150.00		
22/02/2021	100703	EPS Transfer - The Dip signs	£ 39.00		
22/02/2021	100704	The Parishioner & Website - Production Costs	£ 750.00		
28/02/2021	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/02/2021	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/02/2021	S/O	Ms S Chapman - Clerk	£ 614.17		
15/03/2021	100705	Clerk's Expenses - February-March	£ 70.48		
28/03/2021	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/03/2021	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/03/2021	S/O	Ms S Chapman - Clerk	£ 614.17		
			Total		£ 6,077.02
		Transfer from Saver account			£ 5,000.00
			Total		£ 4,275.71
Community Account Statement Balance 26/02/21					£ 6,833.89
Unpresented cheques					£ 2,873.18
Uncleared receipts					-£ 315.00
			Total		£ 4,275.71
Business Saver Statement Balance 26/02/21					£ 138,158.86
Total balance in both accounts					£ 142,434.57

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Ditchingham Parish Council - Budget Report 2020-21

March 2021

Year End 2019/20	Budget 2020-21	Actual Year to Date 2020-21	Forecast 2020-21	Rat Original Budget	Notes	Approved Budget 2020-21	Notes
Income							
36,000	36,000	36,000	36,000	100%		37,000	
255	245	275	275	112%		255	updated by 615.00
2,640	2,640	2,300	2,640	100%		2,640	
1,079	1,000	5,521	5,521	552%		2,500	
40,974	39,885	44,106	44,437	112%		42,395	
307	0	0	0	0%		0	
17,000	0	0	0	0%		0	
65,663	0	0	0	0%		0	
299	700	119	300	17%		200	Not changed to a higher interest account
177,633	35,763	44,176	44,437	123%		42,795	
Expenditure							
7,176	7,930	7,566	7,566	89%	Inc overtime for 2020	8,176	3% estimate increase set by NAAG
380	380	380	380	100%		386	1st increase since January 2014
1,368	1,200	1,506	1,506	123%	Stationery, NAAG subs, Audio, Zoom £2,500pm	1,300	
100	100	100	100	100%		100	
3,775	5,000	3,855	5,000	75%	Add balance to Electricity Reserve?	4,500	Reduced + Ground Maintenance 2% (paid) Staff +2%
961	1,000	965	965	96%		1,070	7% increase last year
755	800	700	700	88%		800	
168	500	500	500	100%		500	
750	750	750	750	100%		750	
2,547	4,250	2,574	4,250	89%	Add balance to Play Area Reserve for new equipment?	3,250	Reduced + Ground Maintenance 2% (paid) Staff +2%
3,377	4,250	3,051	4,250	71%	Add balance to Play Area Reserve for new equipment?	3,500	Reduced + Ground Maintenance 2% (paid) Staff +2%
3,076	4,000	3,152	4,000	79%	Add balance to a New Village improvements Reserve?	3,550	Reduced + Ground Maintenance 2% (paid) Staff +2%
2,872	2,800	4,287	4,287	214%		2,500	
-	1,500	1,581	1,581	105%		1,500	
3,046	3,800	3,200	3,800	100%	No electricity paid yet - add to Electricity/Maint. Reserve?	3,000	Still unsure of electricity cost
-	0	0	0	0%		6,000	
-	0	0	0	0%		1,000	
30,348	35,880	35,565	39,692	110%		41,943	
485	0	0	0	0%		0	
-	0	4,765	4,765	100%		1,300	
-	0	1,807	1,807	100%	Taken from Street Light reserve	0	
5,000	0	0	0	0%		0	
65,569	0	0	0	0%		0	
-	0	1,425	1,425	100%	Taken from Hollow Hill footpath reserve	0	
101,419	35,880	39,321	40,692	113%		42,792	
75,210	(801)	(1,366)	(8,043)		Difference	3	
25,625		700.35				£ 37,000	Provision 2021/22
177,633		35,176				£ 620	Tax Rate 2020/21 - updated 17/12/20
101,419		33,562			Yellow and green boxes should match	£ 38,52	David D property
97,000		-				£18.04	Verde
700		4,276				13.30%	
143,241		116,159			Blue box should match the RPD Finance report (rounded)		
143,241		142,435					
Restricted Reserves							
General Reserves		117,771					
		24,662			Year to date		
		142,435			Add any remaining balance above £15,000 to Play Area Reserve & a New Village improvements Reserve?		

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10. b) Community Chair's Report

Community Committee Report 15th March 2021

Please find below my report compiled on Thursday 11th March 2021.

Allotments

All allotments are now occupied. There are seven people on the waiting list.

Cemetery

Generally, in good order. Clink's Care Farm will start grass cutting in May. Clink's will put up some bird boxes, free of charge, as they become available. At a recent Clerks Meeting the issue of the safety within the cemetery was discussed. It has been agreed that our Clerk on her annual assessment of her plans will check the stability of the headstones. Any that are unstable will be laid flat. A Risk Assessment will be generated.

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. There is a problem with telephone lines passing through the trees, and a request has been made to Norse to provide a quote. They have stated they are too busy so propose we use someone local. The sign stating "Children's Play Area No dogs allowed" has been pulled up and broken in half. A replacement has been installed, thanks to Cllr. Taylor for his help.

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. Could ask Clink's for advice as they could provide foot traps. Work on Multi Play Unit/Slide should start this month. The metal insert in the litter bin near the road has been stolen. It has been replaced with the spare. Vulgar words were written on a wooden post on swings. This has now been cleaned off.

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 the 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. I have sent an email to Cllr. Margaret Stone asking if she could help in this matter. The crocus flowers are showing and we have asked Clink reference planting wild flowers.

Cheyne Walk

One of the posts holding the sign is broken and needs fixing. Cllr. Taylor has requested a new post for the repair.

Corner of Norwich Road and Hollow Hill

The road has been repaired. Surface relayed, bank built up, and posts with reflectors installed in the bank. 30mph sign has been reinstalled.

Maltings Meadow / Pirnhow Street Path

Wild flower seeds will be planted on the top of the bank near Alma Bridge sometime this month.

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

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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. No response has been received from Gary Overland.

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. This order has now been confirmed.

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

10. c) Planning & Highways Chair's Report

Planning and Highways Committee - Report for March 2021 Meeting

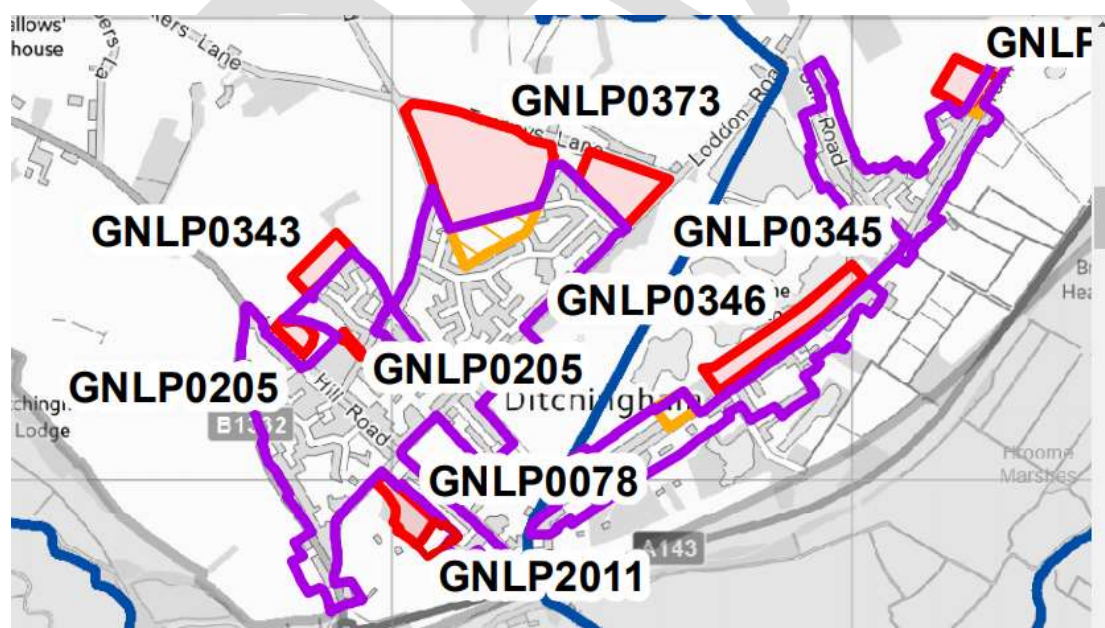
Planning

Greater Norwich Local Plan

The map below shows the proposed sites in Ditchingham.

DPC were consulted on the soundness and legal compliance of the plan.

No comments to make, but the committee would be keen to see what DPC's earlier views were on the proposed areas of land that are suggested for future housing development.



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There is planning enforcement training available for free via SNC.

Planning Enforcement on 17 March 2021 starting at 5 pm – Cllrs please let Sally know if you wish to attend.

The committee has been consulted on one planning application:

Application No: BA/2021/0045/HOUSEH Proposal: First floor side extension Address: 28 Ditchingham Dam, Ditchingham, NR35 2JQ. **Recommendation: Support.**

Planning Breaches

The Council was informed by SNC enforcement that two breaches of planning had taken place in the village.

- 25 Windmill Green has removed their hedge without planning permission;

“Following a visit to the site I can now advise you that planning permission is required for the removal of the hedge as the property is subject to an Article 4 Direction. The owner of the land has been requested to either submit an application for permission or re-instate the hedge. Should no application be submitted the Council, in accordance with the scheme of delegation, will have to decide whether enforcement action should be taken.”

- Tunneys Lane homeowner has installed fence over one metre high adjacent to a highway;

“Following a visit to the site I can now advise you that planning permission is required for the development in question. The owner of the land has been requested to submit an application for permission and they have confirmed it is their intention to do so.”

Planning Decisions to Note:

Application No: 2020/2277 – Proposal: Change of use from C2 residential institution to operate as a 12-bed house in multiple occupation (HMO) supported living service

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

This application has not been decided yet.

Highways

Hollow Hill Road Repairs

Thanks to Alf and Brendon’s reports, the Council was kept abreast of the highways works to Hollow Hill.

“Work on Hollow Hill completed yesterday (19/02/2021) and road opened. Large area resurfaced. Bank built up and posts have been installed with reflectors. 30 mph sign has been reinstated.”

NCC A146/A143 Gillingham Roundabouts (north & south) & A143 Ditchingham Roundabout Derestriction Traffic Regulation Orders PJA085

NCC are in the process of promoting a De-Restriction TRO for three roundabouts. There is street lighting at the 3 roundabouts which would suggest the speed limit is 30mph. However, the speed limit 60mph (national speed limit) and there is currently no derestriction order over these areas which means it’s not currently enforceable. Some national speed limit repeater signs will need to be placed on the lighting columns within the lit area of carriageway at each of the 3 roundabouts. Overall, all it means is that the speed limit will be enforceable.

Proposed Meeting with NCC Highways

A meeting will be organised with Gary Overland once safe to do so. This meeting is planned to be in conjunction with both planning and community committees. Preliminary topics for discussion are;

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

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Dog Waste Bin

As discussed at the last meeting a notable increase in dog waste has been seen on Thwaite Road (and reports were discussed on Facebook), and is this is a popular dog walking circular around the village. Thanks to Alan for offering to check the dog bins.

The committee recommends that a dog bin is placed on the triangle of land on the junction of Tunneys Lane/Thwaite Road.

Streetlight Energy Supply

The Council resolved at the January meeting to adopt Southern Electric for their Street light energy.

As requested, Sally obtained a further quote for two years of streetlight energy from Southern Electric. The analysis of quotes is below;

Supplier	Total Cost for 4 x MPAN	Contract duration
Southern Electric	£3,490.29	12 months
Southern Electric	£7,601.12 (£310 per year more)	24 months

An extract from the January Minutes;

7.a) 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 recommendation is to go with the 12-month contract as resolved at the January meeting.

Streetlight Faults (December 2020 onwards)

Streetlight No.	Address	Action
9016	Rider Haggard Way	None as appears to working
9017	Rider Haggard Way	Lamp replaced
9046	6 Windmill Green	Lamp replaced
9051	Thwaite Road	OUT
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
9080	Waveney Road	OUT
9082	12 Green Lane	Replace with LED replacement lantern
9086	21 Loddon Road	OUT
9088	19 Loddon Road	Replacement advised by Alan 04/12/20
9098	Hollow Hill Road	TBA

Streetlight Policy

Thanks to Sally for providing the streetlighting information requested at the last meeting.

Recommendation from the committee;

Amend the streetlight policy so that all lamps are maintained and repaired without resident consultation with a view to consulting the community as whole once the pandemic has passed.