

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 21st March 2022 at 7.30pm

Councillors: Fred Hartwell, (Chair), Julian Green (Vice Chair), Brendon Bernard (from 8.35pm), Angela Gifford, Alan Larkin & Keith Weston

Clerk/RFO: Sally Chapman

Also Present: Teresa Fenn from Reclaim the Rain Project and one parishioner.

A. Public Forum – for Members of the Public

None

B. External Reports

County Councillor Barry Stone sent apologies and a report and District Councillor Brendon Bernard sent a report. Both reports are on DPC's website:

<https://ditchinghampc.norfolkparishes.gov.uk/category/meetingdates>

Reclaim the Rain Project - Teresa Fenn gave a talk and answered questions

The Government has made £200 million available to 25 rural community projects looking at ways to improve resilience, against flooding and drought, by managing water better. RtR is a joint Norfolk and Suffolk project receiving £6 million. This money will be spent on case studies in six localities (three in each county). The funds will enable each case study to explore ways to husband rain for later use and to improve mitigation against flooding. RtR will deliver workshops on these subjects to interested parties as well as delivering practical actions. It is hoped that the lessons learned from the 25 projects will influence future government funding policies. For more info: please visit www.reclaimtherain.org. See also point 12b.

MINUTES

1. To consider Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

9. Cllr Larkin pecuniary interest – spouse an Allotment Holder.

3. To Approve the Minutes of the Meeting held on 17th January 2022

The Minutes from the Meetings held on 17th January 2022 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 and Location

Cllrs discussed and Cllr Larkin agreed to ask the Nisa shop owners if the noticeboard can be moved to outside the shop.

Action: AL

b) Thwaite Road Dog Bin Relocation

The Chair and Cllr Larkin agreed to look at a new site for the dog bin on Thwaite Road. The Clerk will confirm with Saffron Housing and NCC before relocating.

Action: FH/AL/Clerk

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

None

Ditchingham Parish Council

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.

b) To Consider Streetlight Quotations

- Streetlight Maintenance

Councillors resolved unanimously to appoint Cozens to maintain the streetlights from 1st June 2022 for 3 years. Annual cost £360.00 excluding VAT.

- Energy Quotations

More quotations are still being sought.

- Streetlight Structural & Electrical

Pearce and Kemp Ltd will complete the Annual Clean and Visual inspection of all lighting units before 31st March 2022.

Cozens UK Ltd will complete the Structural & Full Electrical Inspection/Testing within the next month.

c) To Consider Tree Survey Quotations

Councillors agreed unanimously to accept the 3-year quotation from Ligna Consultancy Ltd at £1748 excluding VAT.

d) To Consider Local Projects Grants

The Clerk advised no grants had been applied for.

Councillors requested unanimously the grant budget of £1,000 to be placed in a restricted reserve and to advertise the grant in The Parishioner.

Action: Clerk

e) To Consider Norfolk Parish Training Support Subscription 2022-23

Councillors agreed unanimously not to subscribe to Norfolk Parish Training Support in 2022-23.

f) To Note NALC's 2021/22 Clerk's Pay Award

Councillors noted the Clerk's Pay Award of 1.75%.

g) Play Equipment Replacements and Repairs

- The Clerk advised the equipment repairs had been completed at Thwaite Road Play Area.

- The Handyman has completed 4 days' work at Thwaite Road Play Area and is scheduled to do 6 more days.

- Premier Playgrounds who had been awarded the contract to replace the goalposts on The Dip are not responding to emails and telephone calls/messages. Cllr Weston thought the goalposts could be made safer with some additional bars to support the nets and will send photographs.

Action: KW

Grounds Maintenance Contractor

The new contractor is due to start in March.

7. Chicken Roundabout

a) Cultivation Licence for Chicken Roundabout – c/f

Action: Clerk

b) To Consider Proposals for a Memorial and Sign at Chicken Roundabout – c/f

Action: BB

c) NCC Grounds Maintenance Letter – c/f

Action: JG

8. Ditchingham United Charities - To Appoint a Trustee

Councillors approved unanimously Councillor Larkin to be the Ditchingham United Charities Trustee.

9. Annual Review Fees, Policies & Statutory Documents

Cllr Larkin pecuniary interest and did not comment on the Allotment policy.

Councillors agreed unanimously the amendments Councillor Green had proposed and the Chairs of the Committee to review their Subcommittees policies before the May meeting.

Action: AG, AL, FH/ JG

10. Planning Applications & Decisions

a) Ref: 2022/0321

Location: Land West of 91 Loddon Road Ditchingham Norfolk

Proposal: Erection of single storey dwelling and cycle shed to rear.

Ditchingham Parish Council

Application Type: Full Planning Permission

Councillors resolved unanimously to approve this planning application.

Cllrs noted the attached Planning Applications & Decisions.

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

a) Chair's Report

The Chair informed he had attended a meeting with PC King, Cllr Larkin and a parishioner and had a 'walkabout' around Ditchingham and discussed issues in the village.

b) Community Chair's Report

- Tree Warden

The Tree Warden has checked the trees with Tree Protection Orders in Ditchingham and has given a condition report and suggested TPO's on some Oak trees. Cllrs gave thanks for her work.

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

The Chair gave an update of the fete, village hall plans and the lighting of the Jubilee Beacon at Broome Village Hall on 2nd June 2022.

- Platinum Jubilee Plaque for Village Sign

Councillors agreed to purchase a 5"x7" plaque for the village sign - carried

c) Planning & Highways Chair's Report

- Speed Awareness Machine (SAM2)

The volunteer is moving SAM2 around the village as agreed.

12. To Consider Issues not Decided by Committees

a) Flood Resilience Plan – update

Cllr Weston informed the Flood Resilience Plan is 'work in progress' and he was elected the Community Plan Coordinator and Cllr Larkin as the Deputy Community Plan Coordinator.

b) Reclaim the Rain Project – Decision on Becoming a Case Study

Councillors agreed to put Ditchingham forward to be a 'case study' for the Reclaim the Rain Project - carried

Information will be forwarded to the allotment holders and properties that were flooded in 2020 asking for support.

Action: KW/Clerk

c) Ditchingham Conservation Area Appraisal (Windmill Green etc)

The Clerk informed she was still awaiting the appraisal.

Action: Clerk

d) Norfolk Wildlife Trust Visit

Cllr Weston had met with the Norfolk Wildlife Trust and discussed various sites around Ditchingham to improve areas for wildlife. Report to follow.

Action: Clerk

e) Police Community Walkabout

- To consider Combination Padlocks on the Lychgate Doors

- To consider CCTV in the Hollow Hill Bus Shelter

Councillors discussed the above suggestions and agreed unanimously not to implement either.

f) The Big South Norfolk Litter Pick 14th March- 30th June 2022

Councillors resolved unanimously not to have a litter pick this year.

13. To note Correspondence received

- St Anne's House email

Cllr Larkin received an update from St Anne's advising they have 12 beds to support homeless or at risk of becoming homeless individuals and will offer practical support to increase their individual living skills.

- Historical England email

DPC has been advised three building St Michaels' House, Abbe Pierre House, the Gatehouse, Walled Garden and Glasshouse have been awarded Grade 2 status.

14. Any Other Business

Cllr Bernard informed South Norfolk Council's is organising support and accommodation for Ukrainian refugees.

Ditchingham Parish Council

15. To Receive items for the Next Agenda

None

16. To Agree a Staff Pension Scheme

The Clerk left the meeting at 9.45pm.

The Council resolved in accordance with the Public Bodies (Admission to Meetings) Act 1960 this item shall be closed to members of the Press and Public so the Council can discuss confidential matters.

Councillors agreed unanimously to award a NEST pension scheme to any of DPC's staff who wishes to join.

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

- Monday 16th May 2022 at 7.30pm – Annual Parish Meeting & Annual Parish Council Meeting
- Monday 18th July 2022 at 7.30pm
- Monday 19th September 2022 at 7.30pm
- Monday 21st November 2022 at 7.30pm

The meeting ended at 9.55pm

Ditchingham Parish Council

6. a) Finance and Budget Reports

Ditchingham Parish Council Finance Report - March 2022

Community Account balance from the last meeting b/f £ 44,575.56

Receipts since last report

Date	Ref.	Payee	Amount	
20/01/2022	CR	Cash - Play Area Donation Box	£ 93.30	
14/03/2022	CR	VAT Reclaim 01/08/2021-28/02/2022	£ 4,892.82	
		Total		£ 4,986.12

Payments since last report

28/01/2022	S/O	Ms S Chapman - Clerk	£ 614.17	
28/01/2022	S/O	Mrs O Mulley - Village Cleaner	£ 77.22	
28/01/2022	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 185.25	
31/01/2022	33	Van Dijk Accountants - payroll services	£ 72.00	
31/01/2022	34	Cheyne Farms - Allotment Land	£ 100.00	
31/01/2022	35	Clerk Expenses - December & January	£ 81.98	
28/02/2022	S/O	Ms S Chapman - Clerk	£ 614.17	
28/02/2022	S/O	Mrs O Mulley - Village Cleaner	£ 77.22	
28/02/2022	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 185.25	
01/03/2022	36	Playquip - TRPA Repairs	£ 7,219.20	
01/03/2022	37	Qualters Window Cleaners - VH Bus Shelter	£ 35.00	
01/03/2022	38	Clerk's Expenses	£ 23.30	
TBC	39	Joe'll Fix It - Play Area Repairs	£ 838.65	
TBC	40	Ditchingham Village Hall Rent - year	£ 51.25	
TBC	41	SNC - 10 x Dog bins	£ 1,327.20	
TBC	42	The Parishioner website & printing costs	£ 750.00	
TBC	43	Clerk Expenses - February & March	£ 66.00	
28/03/2022	S/O	Ms S Chapman - Clerk	£ 614.17	
28/03/2022	S/O	Mrs O Mulley - Village Cleaner	£ 77.22	
28/03/2022	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 185.25	

Total - £ 13,194.50

Total £ 36,367.18

Community Account Statement Balance 04/03/2022

Uncleared receipts	£ 35,384.10
Unpresented payments	£ 4,892.82
	- £ 3,909.74
Total	£ 36,367.18

Unity Business Saver Account	570.00	
Barclays Business Saver Account	85,001.95	
Total both Savers Accounts		£ 85,571.95

Total balance in all accounts £ 121,939.13

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2021-22

March 2022

Year End 2020-21		Actual		% of		Notes	Approved Budget 2022-23
		Budget 2021-22	Year to Date 2021-22	Forecast 2021-22	Original Budget		
	Income						
30,000	Precept	37,000	37,000	37,000	100%		38,100
2,260	Cemetery	2,840	2,435	2,840	86%		2,000
275	Allotments Rents	255	265	265	104%		245
122	Business Account Interest	200	5	200	3%		100
5,522	VAT Reclaim	2,500	6,075	6,075	243%		4,000
38,179	Total Budgeted Income	42,795	45,874	46,473	107%		44,445
-	Thwaite Road Play Area Cashbox	0	93	93	0%		0
-	S106/CIL/Grants	0	0	0	0%		0
38,179	Total Income	42,795	45,874	46,473	107%		44,445
	Expenditure						
7,566	Clerk's Employment Costs	8,176	8,269	8,269	101%	Inc. overtime. 1.75% pay award to be added	9,455
380	Clerk's Office Costs	396	396	396	100%		396
1,506	General Expenses/Internal Audit/Subscriptions/Bank Charges	1,300	2,214	2,214	170%	Additional subs, phone	2,500
100	Allotment Rent to Land Owner	100	100	100	100%		100
3,955	Cemetery Maintenance & Grass Cutting	4,500	2,841	4,500	63%		4,025
985	Dog Waste Bin Servicing Charge	1,070	1,106	1,070	103%		1,100
780	Insurance - 3 year contract 2019-2021	800	766	766	96%		1,000
-	Miscellaneous	500	51	500	10%	Remainder earmarked for Fete 2022	500
750	Parishioner Magazine & Website Production Costs	750	750	750	100%		750
2,374	Thwaite Road Play Area Maintenance/Grass Cutting/Litter Picker	3,250	3,219	3,250	99%		3,738
3,031	The Dip Maintenance/Grass Cutting/Litter Picker	3,500	3,126	3,500	89%		3,738
3,152	Village Maintenance/Grass Cutting/Litter Picker/Cleaning	3,250	3,680	3,680	113%		3,738
1,501	Tree Survey & Maintenance	1,500	0	1,500	0%		1,000
1,200	Street Lights Electricity & Maintenance Contract 2019-2022	3,000	1,200	3,000	40%	No electricity paid yet	3,000
-	Village Hall Grant - Section 137	6,000	6,000	6,000	100%		0
-	Local Projects Grants - Section 137	1,000	0	1,000	0%		1,000
4,287	VAT Expenditure	2,500	7,472	7,472	299%		4,000
-	General Maintenance (Handyman)	0	0	0	0%		2,500
-	Community Projects (Fete)	0	0	0	0%		2,000
31,565	Total Budgeted Expenditure	41,592	41,190	47,968	99%		44,540
4,765	Play Area New Equipment & Repairs	1,200	11,751	11,751	979%	From restricted reserve	0
1,807	Street Lights Repairs/LEDs/Removal	0	14,002	14,002	0%	From restricted reserve	0
-	S137/CIL Expenditure	0	0	0	0%		0
1,425	The Malting's Landscaping	0	0	0	0%		0
39,562	Total Expenditure	42,792	86,943	73,720	-		44,540
(1,383)		3	(20,230)	(26,817)			(95)

Ditchingham Parish Council

9. Planning Applications & Decisions

Since the last meeting:

- **Application Number: 2022/0321**
Applicant: Mr James Bromley
Location: Land West Of 91 Loddon Road Ditchingham Norfolk
Proposal: Erection of single storey dwelling and cycle shed to rear.
Application Type: Full Planning Permission
Status: Awaiting decision
- **Application Number: 2022/0256**
App Type: Full
Parish: Ditchingham
Location: The Stable Falcon Lane Bungay NR35 2JQ
Proposal: Conversion & change of use to short term holiday let -
THIS APPLICATION WILL BE DETERMINED BY THE BROAD'S AUTHORITY - BA/2021/0417/FUL
Status: Awaiting decision
- **Application Number: 2022/0090**
App Type: Works to trees in Conservation Area
Location: 24 Windmill Green Ditchingham NR35 2QP
Proposal: Conifers x 4 - reduce in height from 6m to 3.5-4m and prune sides to create tighter hedge structure. Acer saccharinum - crown reduction, reduce height from 13-14m to 5m and spread from NW 7m, SE 2m, NE 4m, SW 4m to 4m overall Conifer (under crown of Acer) - fell. Conifer - fell (front garden). Norway Maple - fell.
Status: No objection
- **2022/0136**
Applicant: Mr Fabian Danielsson
Location: 24 Windmill Green Ditchingham NR35 2QP
Proposal: Partial removal of internal walls to create open plan kitchen/dining space and removal of internal walls to combine toilet and bathroom into one room
Application Type: Listed Building Consent
Status: Awaiting decision
- **Ref: BA/2022/0011/TCAA**
Site Location: 4 Ditchingham Dam, Ditchingham, Norfolk, NR35 2JQ
Proposal: T1: Ash - remove lower 2 or 3 boughs
Status: No objection
- **Ref: 2021/2795**
Applicant: Ms A Hunter
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
- **Reference: 2021/2659**
Applicant: Mr Mills
Location: Land Rear Of 15 Norwich Road Ditchingham Norfolk
Proposal: Erection of 3 Bungalows. Construction of new vehicular access.
Application Type: Outline Planning Permission
Status: Refusal