

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 20th March 2023 at 7.30pm

Councillors: Julian Green (Chair), Keith Weston (Vice Chair), Brendon Bernard, Yvonne Daplyn, Angela Gifford, Georgina Simmonds

Clerk/RFO: Sally Chapman

Also Present: Three members of the public

Public Forum – for Members of the Public

- A parishioner reported a pothole on Hollow Hill Road, a fire hydrant and HGVs incorrect use of Thwaite Road.
- The Chair advised the B1332 Norwich Road pavement requires sweeping. Action: Clerk to report the above
- A Hollow Hill Community Orchard volunteer reported they had registered the Hollow Hill Community Orchard with The Queen's Green Canopy initiative.
- A parishioner expressed an interest in becoming involved with the Hollow Hill Community Orchard and supporting Wildlife in Ditchingham. The Clerk asked her to email her directly.
- The Chair thanked the above parishioners for their support and interest in Ditchingham.

External Reports

County Councillor Barry Stone and District Councillor Brendon Bernard sent reports uploaded on DPCs website: <https://ditchinghampc.norfolkparishes.gov.uk/category/meetings>

MINUTES

1. To consider Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes of the Meetings held on 16th January 2023

The Minutes from the Meetings held on 16th January 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Matters Arising

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

a) A Complaint to Newsquest about Misreporting

The Chair had written to the Editor in Chief at Newsquest regarding the unacceptable conduct of their reporter who had attended the January meeting and the inaccurate (misreporting) content of their newspaper reports. The Editor of Newsquest has confirmed the online articles had been amended and the reporter spoken too. Apologies were offered to DPC.

Signed _____

Date _____

Ditchingham Parish Council

b) Receipt of Letter from & Acknowledgement of Letter to New Rock Solicitors

A letter had been received from New Rock Solicitors alleging that DPC had misrepresented their proposal and requested retraction and apology. On advice of NALC, and given that there was no misrepresentation, the letter has been acknowledged with no further comment.

5. Finance

a) To Receive the Current & Approve Receipts & Payments

Councillors approved unanimously the Finance & Budget Reports and the Receipts & Payments as attached.

b) To Consider Continued Support of The Parishioner Parish Magazine & Website

Councillors resolved to continue supporting The Parishioner Parish Magazine & Website with a grant of £750.00 for the new year and to supply articles. The page count & content would be kept under review for further funding.

Action: Clerk

c) To Approve Hollow Hill Orchard Tree Watering Quotation

Councillors proposed the Clerk had delegated authority to approve a quotation up to the sum of £1,000 for watering in 2023.

Action: Clerk

d) To Consider General Reserves Balances

Councillors agreed the General Reserves were low and resolved to vire from the Lychgate & Cemetery Maintenance and Play Area New Equipment & Repairs Restricted Reserves to maintain 50% of the precept in the General Reserves balance.

e) The King's Coronation

- To Consider a Village Sign Plaque

Councillors agreed to purchase a King Charles III plaque for the Village sign.

- To Consider an Event or Gift - SNC £200 Grant

Councillors resolved to organise a Ditchingham afternoon tea on 7th May 2023 and claim the SNC £200 grant to support this event.

Action: Clerk

f) Village War Memorial Quotations

Councillors supports this project in principle and requested the Clerk to find any grants available.

Action: Clerk

g) Internal Audit 2022-23 – 12th April 2023

Councillors noted the above date.

h) Grounds Maintenance 2023 – update

The Clerk confirmed she had received the new schedule and the contractors will start in March.

i) Play Area Roundabout Refurbishment – update

The Play Area Roundabout is soon going to be removed for refurbishment.

j) Primary School and Belsey Bridge Road Grit Bin Requests – update

The Clerk is still waiting to hear from NCC. Councillors informed the two grit bins at Hollow Hill and Norwich Road were not used and agreed to move them to the above locations.

Action: KW/BB

k) Tree Surgery & Tree Warden Report – update

The tree surgery has been completed and checked by the Tree Warden. The Tree Warden raised two further issues which will be checked by the Clerk and a Councillor.

6. Annual Review of Fees, Policies & Statutory Documents

Councillors resolved to adopt the following Fees, Policies & Statutory Documents

a) Asset Register - (updated)

b) Cemetery Fees

c) Current Code of Conduct Policy – to 4th May 2023

d) New Local Government Association's Code of Conduct Policy – from 5th May 2023

e) General Data Protection Regulations Policy

Signed _____

Date _____

Ditchingham Parish Council

- f) **Publication Scheme**
- g) **Risk Assessment**
- h) **Standing Orders**
- i) **All other Policies - (as published)**

7. Planning and Highways

a) **To Receive the Planning Applications & Decisions Report**

The Chair read out the list of Planning Applications & Decisions since the last meeting. The full list is on DPCs website: <https://ditchinghampc.norfolkparishes.gov.uk/category/planning>

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

a) **Chair's Report** – no report

b) **Community Chair's Report**

- The Chair thanked Cllrs who made the Draper's Lane bench safe.

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

- Dangerous Crossing at Pirnhov Street, Ditchingham – *report attached*

The Chair is planning to write to Cllr Plant NCC Cabinet Member for Highways to review the apparent failure to direct funding to priority areas.

- The Chair informed the text and photographs are being gathered and discussed the Chicken

Roundabout lectern quotation and asked the Clerk to search for any available grants. **Action: Clerk**

9. To Consider Issues Not Decided by Committees

a) **Hollow Hill Conservation Area**

Cllr Bernard reported the tree and hedge planting had been completed in February, an additional Oak tree was planted by South Norfolk Council and the trees will be mulched soon. SNC has agreed to maintain the grass cutting in this area.

b) **Hollow Hill Orchard Tree Watering Quotations**

As point 5.c) above.

10. To Note Correspondence Received

a) **The South Norfolk Big Litter Pick 2023 - 13th March-30th June 2023**

No volunteers to organise a litter pick this year.

11. Any Other Business

For discussion and information only, the Council may not make decisions on these items.

a) **Defibrillator Training** – c/f

b) **Commonwealth War Graves Commission**

Request to install signs indicating war graves at Ditchingham Cemetery

Councillors approved the Commonwealth War Graves Commission sign at Ditchingham Cemetery to be placed on the Lychgate.

c) **Website Statistics for 2022**

The Clerk read out the DPCs website statistics for 2022:

- Total views in 2022 – 2,751
- Average per day – 8 views

d) **To Note the Parish Election on Thursday 4th May 2023**

Nomination Papers must be with South Norfolk Council by Tuesday 4th April 2023

e) **Ditchingham United Charities**

Councillors noted Simon Wilkins and Laura Wyatt have joined Ditchingham United Charities

Signed _____

Date _____

Ditchingham Parish Council

Committee.

f) The Dip Goalposts

Councillors agreed to move the goalposts to allow the grass to regenerate.

12. To Receive items for the Next Agenda

a) The Maltings Meadow Grant Request

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

- Monday 15th May 2023 at 7.30pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Monday 17th July 2023 at 7.30pm
- Monday 18th September 2023 at 7.30pm
- Monday 20th November 2023 at 7.30pm

The meeting ended at 8.46pm

Signed _____

Date _____

Ditchingham Parish Council

5.a) Financial & Budget Reports

Ditchingham Parish Council Finance Report - March 2023

Community Account balance from the last meeting - B/F £ 19,274.29

Receipts since Last Report

Date	Ref.	Payee	Amount	
06/02/2023	credit	Memorial	£ 230.00	
08/02/2023	credit	SNC Members Ward - Hollow Hill Conservation Area Grant	£ 1,000.00	
14/02/2023	credit	Memorial	£ 255.00	
02/03/2023	credit	Vat Reclaim 01/010/2022-28/02/2023	£ 716.39	
		Total	£ 2,201.39	

Payments since Last Report

Jan-Mar	S/O	Staff Costs	£ 2,567.86	
06/02/2023	53	Mr R Mulley - Litter picker & refuse sacks	£ 6.80	
06/02/2023	54	Mr K Weston - postkwik cement	£ 11.29	
06/02/2023	55	Clerk's Expenses - December & January	£ 66.00	
06/02/2023	56	Van dijk - Payroll Services	£ 108.00	
06/02/2023	57	McCarthy Tree Services - Work as tree survey	£ 2,400.00	
16/02/2023	D/D	SSE Street Lighting Energy - January	£ 332.20	
27/02/2023	58	Stewart Cable - Handyman	£ 278.00	
27/02/2023	59	Cawthorne Electrical - Phone box and bus shelter lights	£ 91.00	
27/02/2023	60	Cozens (UK) Ltd - Quarterly Maintenance Charge September-November	£ 108.00	
27/02/2023	61	Cozens (UK) Ltd - Quarterly Maintenance Charge December-February	£ 108.00	
TBC	D/D	SSE Street Lighting Energy - February (with Credit Note)	£ 44.49	
TBC	62	SNC Dog Bins (10) - Annual Charge	£ 1,327.20	
TBC	63	Village Hall - Meeting Hire	£ 40.50	
TBC	64	Cozens (UK) Ltd - street lamp shield (9045)	£ 150.00	
TBC	65	Clerk's Expenses - February-March	£ 66.00	
31/03/2023	S/O	Bank Service Charge	£ 18.00	
		Total	£ 7,723.34	
		Total	£ 13,752.34	

Community Account Statement Balance

Uncleared receipts	£ 15,522.36
Unpresented payments	£ (716.39)
	- £ 2,486.41
Total	£ 13,752.34

Unity Business Saver Account	£ 35,992.28
Barclays Business Saver Account	£ 85,084.38
Total Savers Accounts	£ 121,076.66

Total Balance in All Accounts	£ 134,829.00
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Signed _____

Date _____

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2022-23

March 2023

Year End 2021-22		Budget 2022-23	Actual Year to Date 2022-23	Forecast 2022-23	% of Original Budget
	Income				
37,000	Precept	38,100	38,100	38,100	100%
3,535	Cemetery	2,000	3,695	3,695	185%
265	Allotment Rents	245	245	245	100%
8	Business Account Interest	100	272	272	272%
6,075	VAT Reclaim	4,000	6,575	6,575	164%
46,883	Total Budgeted Income	44,445	48,887	48,887	110%
93	Thwaite Road Play Area Cashbox	0	0	0	-
-	S106/CIL/Grants	0	17,265	17,265	-
46,976	Total Income	44,445	66,152	66,152	-
	Expenditure				
11,823	Staff Costs	12,666	12,216	12,216	96%
396	Clerk's Expenses	396	396	396	100%
2,232	General Expenses/Internal Audit/Subscriptions/Bank Charges	2,500	1,566	1,566	63%
100	Allotment Rent to Land Owner	100	100	100	100%
1,106	Dog Waste Bin Servicing Charge	1,100	1,106	1,106	101%
766	Insurance - 3 year contract 2022-2025	1,000	780	780	78%
51	Miscellaneous	500	0	0	0%
750	Parishioner Magazine & Website Production Costs	750	0	750	0%
2,658	Cemetery Maintenance & Grass Cutting	2,696	1,318	1,318	49%
2,386	The Dip Maintenance & Grass Cutting	2,997	1,262	1,262	42%
2,479	Thwaite Road Play Area Maintenance & Grass Cutting	2,668	2,017	2,017	76%
2,234	Village Maintenance & Grass Cutting	2,668	2,674	2,674	100%
-	Tree Survey & Maintenance	2,000	3,272	3,272	164%
1,200	Street Lights Energy Contract to 31/05/2023 & Maintenance Contract 2022-2025	3,000	1,042	1,042	35%
6,000	Village Hall Grant - S137	0	0	0	-
-	Local Projects Grants - S137	1,000	16	16	-
7,472	VAT Expenditure	4,000	5,404	5,404	135%
-	General Maintenance (Handyman)	2,500	2,170	2,170	87%
-	Community Projects (Jubilee Event)	2,400	905	905	38%
41,654	Total Budgeted Expenditure	44,940	36,245	36,995	81%
5,322	Budgeted Variance	-495	12,642	11,892	
11,751	Play Area New Equipment & Repairs	0	0	0	-
14,002	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	0	15,745	15,745	-
-	S137/CIL Expenditure	0	1,571	1,571	-
67,407	Total Expenditure	44,940	53,561	54,311	-
(20,431)	Variance	-495	12,591	11,841	

Signed _____

Date _____

Ditchingham Parish Council

8.c) Planning & Highways Chair's Report

DITCHINGHAM PARISH COUNCIL

PLANNING & HIGHWAYS CHAIR'S REPORT TO March 2023 MEETING

Dangerous crossing at Ditchingham Dam

Although the hedging has been cut to shoulder height this has done nothing to improve sight lines. I have written, again, to Charlotte Macinlay of Trinity Estates to ask for a further reduction in the height of the hedging.

Freedom of Information Request

I made a FOIR in respect of money spent, by NCC, on Ditchingham's pavements. See below. I made the request as a private individual but told Gary Overland I would share it with DPC. I propose that DPC writes to the NCC Cabinet Member, for highways, who is Cllr Graham Plant, to ask him to look into this apparent failure to direct funding to priority areas.

Environmental Information Regulations Request ENQ-608875-B4D9S2

I refer to your request for information dated 12 January 2023.

You asked for:

1. Concerning pavement refurbishment Norwich Road/Drapers Lane area, Ditchingham: Prior to the work was any data collected on the number of pedestrians using these footways? If yes, please share the findings. What will be the total cost of these works, planning, contractor, materials, traffic management and any other associated expenses?

Our response:

There was no data collected on the number of pedestrians using Norwich Road/Drapers Lane.

The estimated cost of the footway works that were completed by our contractor Norse on behalf of Norfolk County Council (NCC) at Norwich Road, Ditchingham is £34,400.

As this scheme was only completed on 13 January, we do not have the final outturn costs from our contractor for this scheme yet.

1. Concerning pavements along Ditchingham Dam:
Has any data been collected, recently, on the number of pedestrians using these footways? If yes, please share the findings.
How much money has NCC spent in the current financial year and the previous one on repairs to these footpaths?

Our response:

There was no data collected on the number of pedestrians using Ditchingham Dam

There was no money spent on footway maintenance work in the previous financial year. There are two jobs on the system for repairs to the footway at Ditchingham Dam for the current financial year, totalling £2,933.31

If you are dissatisfied with our handling of your request, you have the right of appeal through the Council's internal review procedure by setting out the grounds of your appeal in writing to:

foi@norfolk.gov.uk
or Information Compliance Team
County Hall
Martineau Lane
Norwich
NR1 2DH

Signed _____

Date _____