

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 18th March 2024 - 7.30 pm

Councillors: Keith Weston (Chair), Andrew Evans-Hendrick, Fred Hartwell & Georgina Simmonds

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: Six parishioners

Public Forum – for Members of the Public

Five residents attended the meeting and spoke of their concerns of the latest planning application in Tunneys Lane.

One resident asked for the dead trees on the Hollow Hill slip road to be reported.

Action: Clerk

External Reports

County Councillor Barry Stone could not attend but sent a report.

Full report: <https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/>

District Councillor Chris Brown did not attend and sent a report (*attached*).

MINUTES

1. To Approve Apologies for Absence

Apologies were Approved and Accepted from Cllr Bernard and Cllr Gifford.

2. Declaration of Interests and Consider Requests for Dispensation

6. a) Cllr Weston declared a pecuniary interest – expense invoice.

3. To Approve the Minutes of the Meetings held on 15th January 2024

The Minutes from the Meeting held on 15th January 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

None

6. Finance

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

Cllr Weston declared a pecuniary interest (expense invoice) and did not vote.

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

b) To Consider Grant Requests

No requests

c) To Consider General Reserves Balances

Councillors Agreed to Authorise the Clerk to vire any excess General Reserves to the Street Light Energy, Play Equipment and Tree Maintenance Restricted Reserves.

d) Pride in Place Community Grant - Clean Up & Bloom – update

The Clean Up & Bloom Grant of £300 has been received.

Signed _____

Date _____

Ditchingham Parish Council

e) Gov.uk Domain Name Registration and Council Email Addresses – *update*

DPC's website now has a gov.uk domain name and Cllrs have gov.uk email addresses.

f) The Chicken Roundabout Lectern – *update*

The Chicken Roundabout information board has been completed and the lectern is being made and will be delivered soon.

7. Street Lamps

a) Replacement Street Lamps (2) in Beevors Gardens and Green Lane – *update*

UK Power Networks have now connected the above street lamps.

8. Planning and Highways

To Consider the following Applications:

a) Two storey and single storey front and side extensions with associated alterations

Elmwood 22 Tunneys Lane Ditchingham Norfolk NR35 2RQ

Ref. No: 2024/0514 | Received: Fri 16 Feb 2024 | Validated: Thu 22 Feb 2024

Status: Pending Consideration

Councillors Resolved to OBJECT to the above planning application with the following comments:

- Overdevelopment of the site, resulting in a vast increase of the current footprint.
- Construction out of the building line of neighbouring properties.
- Concern regarding whether an ecological survey has been completed for this site.
- Potential overshadowing of neighbouring properties.

b) 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 DPCs website: <https://ditchinghampc.norfolkparishes.gov.uk/category/planning>

9. Annual Review of Policies and Statutory Documents

Councillors agreed to Approve the following Policies and Statutory Documents

- a) **Asset Register** - *updated*
- b) **Cemetery Fees** - *updated*
- c) **Council Policies** - *updated*
- d) **Code of Conduct**
- e) **Data Retention Policy** - *new*
- f) **Financial Regulations Policy** - *updated*
- g) **Online Banking Procedure**
- h) **General Data Protection Regulations Policy**
- i) **Publication Scheme**
- j) **Risk Assessment**
- k) **Standing Orders** - *updated*
- l) **Sub & Advisory Committees Terms of Reference**
- m) **Subject Access Request and Procedure Policy** - *new*

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

a) Chair's Report

No further report.

b) Community Chair's Report (report attached)

- Pride in Place Community Grant - Clean Up & Bloom - *expenditure c/f*

- Tree Survey Report – *update*

The tree survey has been completed and not tree maintenance was required.

- Allotments

The last allotment has now been let and there are three people on the waiting list.

Signed _____

Date _____

Ditchingham Parish Council

- The Dip's Goal Posts
The Chair informed that the goal posts have been moved in The Dip without authorisation and suggested purchasing some goal ground anchors.
[Councillors resolved to purchase some goal ground anchors for £162.07 ex. VAT.](#)

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

- SNC Alternative Sites and Focused Changes in relation to the Village Clusters
Housing Allocations Plan – c/f

11. To Note Correspondence Received

- a) **Parishioner's Email to District Councillor Bernard – Road Safety on Loddon Road**
- b) **Community First Responder – Thank you letter for Grant**

12. To Consider Issues Not Decided by Committees

- a) **Community Outreach Campaign – Thursdays 10/10/2024 - 28/11/2024**
The Community Outreach Campaign caravan will be at the village hall on the above dates.
- b) **Annual Website Statistics**
DPC's website statistics:
 - Total views in 2022/23 – 2,751 / Average per day 8 views / Visitors 845
 - Total views in 2023/24 – 2,509 / Average per day 7 views / Visitors 1,025
- c) **Ditchingham Village Fete 7th July 2024 – update**
The Village Fete is being organised by Cllr Simmonds and various activities are being planned.
- d) **Litter Picker/Play Equipment Inspector/SAM2 Operator – update**
The new Litter Picker, Play Equipment Inspector, SAM2 Operator started in February and is doing well.
- e) **Village War Memorial– update**
Cllrs discussed a Ditchingham War Memorial and are considering forming a separate committee group to the PC.

13. Any Other Business

- a) **Rider Haggard/Turner Close/ School Hedge**
Cllr Hartwell thanked the Clerk for helping to get the school's hedge cut back, which was encroaching on the Rider Haggard and Turner Close Gardens.

14. To Receive items for the Next Agenda

None

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

- Monday 20th May 2024 - 7.30 pm – Annual Parish Meeting & Annual Parish Council Meeting
- Monday 15th July 2024 - 7.30 pm
- Monday 16th September 2024 - 7.30 pm
- Monday 18th November 2024 - 7.30 pm

16. Declaration of Interests and Consider Requests for Dispensation

None

The meeting ended at 8:50 pm

Signed _____

Date _____

Ditchingham Parish Council

District Councillor Chris Brown Report – March 2024

The latest updates from South Norfolk Council and other relevant matters:

- In February the Council agreed an increase to the Council Tax of £5 for Band D (From £165 to £170), meaning a 3% increase for council taxpayers.
- South Norfolk found itself in a fortunate financial position this year, due to higher investment returns than expected, a VAT rebate for leisure services and some additional grant funding. We were therefore able to agree extra funds:
- to support our leisure facilities for the next 4 years,
- a continuation and increase of the Household Support Fund funding for those in most need,
- funding for extra Planning resource to improve enforcement,
- continued funding of our Flooding officer for 2 years,
- increase in the Community Action Fund from £50,000 to £150,000 this year.
- The latest Village Cluster consultation, looking for additional sites to allocate, closed in February. We await the outcomes.
- Recycling plans – Councils will have to introduce food waste collections by 2026. South Norfolk is assessing this and discussing costs with Government.
- Last month I attended the Waveney, Lower Yare & Lothingland Internal Drainage Board where local actions, plans and issues around drainage and flooding were discussed.
- On 25th March we have an Extraordinary Council meeting to discuss and agree to adopt the Greater Norwich Local Plan.
- On 2nd May there will be the Police and Crime Commissioner election.

Cllr Chris Brown
Ditchingham & Earsham ward
07967 343653

Signed _____

Date _____

Ditchingham Parish Council

6. a) Finance Report

Ditchingham Parish Council Finance Report - March 2024

Community Account balance from the last meeting - b/f				£	17,021.25
Receipts since the Last Report					
Date	Ref.	Payee	Amount		
10/01/2024	credit	SNC/BB Grant - Chicken Roundabout Lectern	£ 1,000.00		
31/01/2024	credit	Vat Reclaim 01.10.2023-31.01.2024	£ 966.37		
07/02/2024	credit	SNC Pride in Place Community Grant	£ 300.00		
19/02/2024	credit	Youngs Funeral Directors - WW	£ 315.00		
22/02/2024	credit	Allotment Rent half year - AMC	£ 6.00		
			Total	+	£ 2,587.37
Payments since the Last Report					
15/01/2024	62	Cozens (UK) Ltd - Street Light Maintenance September-November	£ 108.00		
31/01/2024	63	Handyman Stewart Cable - Grit Bins	£ 85.00		
31/01/2024	64	NALC - Gov.uk Domain Purchase & Emails	£ 134.40		
05/02/2024	65	Ligna Consultancy - Tree Survey	£ 547.20		
05/02/2024	66	Glasdon UK Ltd - Dog Bin	£ 153.82		
05/02/2024	67	Steve Griffin - CR display board image	£ 15.00		
05/02/2024	68	Postcard Finder - CR display board image	£ 7.49		
05/02/2024	69	Newsquest Photo - CR display board image	£ 19.99		
04/03/2024	70	Clerk's Expenses - February & March	£ 111.95		
04/03/2024	71	Ditchingham Village Hall - Meeting Rent	£ 49.50		
04/03/2024	72	Litterpicker/Play Equipment Inspector (2 weeks) John Harper salary	£ 84.09		
TBC	73	Parishioner Magazine & Website Production Costs	£ 750.00		
TBC	74	Cozens UK Ltd - 2 new street lamps	£ 4,308.00		
TBC	75	Excite Solutions - Grounds Maintenance January-March	£ 1,098.98		
TBC	S/O	Staff Salaries - January-March	£ 1,790.48		
			Total	-	£ 9,263.90
			Total		£ 10,344.72
Community Account Statement Balance					£ 16,747.24
Uncleared receipts					£ -
Unpresented payments				-	£ 6,402.52
			Total		£ 10,344.72
Unity Business Saver Account				£	36,865.60
Barclays Business Saver Account				£	85,894.10
Total Savers Accounts					£ 122,759.70
Total Balance in All Accounts					£ 133,104.42

Signed _____

Date _____

Ditchingham Parish Council

6. a) Budget Report 2023-24

Ditchingham Parish Council - Budget Report 2023-24		March 2024				
Year End 2022-23		Budget 2023-24	Actual Year to Date 2023-24	Forecast 2023-24	% of Original Budget	Notes
	Receipts					
38,100	Precept	40,000	40,000	40,000	100%	
3,925	Cemetery	2,000	3,275	3,275	164%	
245	Allotment Rents	308	322	322	105%	
546	Business Account Interest	200	1,409	1,900	704%	Last quarters interest to be added
6,575	VAT Reclaim	5,000	3,766	3,766	75%	
49,391	Total Budgeted Receipts	47,508	48,772	49,263	103%	
-	Wayleave Payment	0	52	52	-	
-	Thwaite Road Play Area Cashbox	0	0	0	-	
15,065	Community Infrastructure Levy	0	550	550	-	
2,200	S106/Grants	0	1,500	1,500	-	Coronation/Lectern
66,656	Total Receipts	47,508	50,873	51,364	-	
	Budget Variance		3,365	3,856		
	Expenditure					
12,239	Staff Costs	13,339	14,432	14,432	108%	March to be added
396	Clerk's Expenses	504	504	504	100%	
1,610	General Expenses/Internal Audit/Subs/Bank Charges/Defib/etc.	2,000	1,876	1,876	94%	January-March to be added
100	Allotment Rent to Land Owner	150	100	100	67%	
1,106	Dog Waste Bin Servicing Charge	1,200	1,239	1,239	103%	
780	Insurance - 3 year contract 2022-2025	780	849	849	109%	
-	Miscellaneous	500	201	201	40%	
750	Parishioner Magazine & Website Production Costs	750	750	750	100%	8,765
1,318	Cemetery Maintenance & Grass Cutting	2,100	1,982	1,982	94%	Includes 2022/23 invoice
1,262	The Dip Maintenance & Grass Cutting	2,300	2,195	2,195	95%	Includes 2022/23 invoice
2,017	Thwaite Road Play Area Maintenance & Grass Cutting	2,300	2,175	2,175	95%	Includes 2022/23 invoice
2,677	Village Maintenance & Grass Cutting	2,600	2,414	2,414	93%	Includes 2022/23 invoice
3,272	Tree Survey & Maintenance	2,600	456	456	18%	No maintenance require
1,051	Street Lights Energy Contract to 31/05/2024 & Maintenance Contract 2022-2025	5,000	2,152	2,152	43%	SSE Street Lighting Energy - November - March (no invoices)
16	Local Projects Grants - S137	1,000	2,720	2,720	272%	Deducted reserve £1,000
5,396	VAT Expenditure	5,000	4,451	4,451	89%	
2,170	General Maintenance (Handyman)	5,000	3,341	3,341	67%	
905	Community Projects (Jubilee/Coronation Events)	1,000	357	357	36%	
37,067	Total Budgeted Expenditure	48,123	42,191	42,191	88%	
29,589	Budget Variance		-5,932	-5,932		
-	Play Area New Equipment & Repairs	0	5,406	5,406	-	Taken off reserves
15,745	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000	3,590	3,590	180%	Taken from CIL Reserve
1,571	S137/CIL Expenditure	0	0	0	-	
-	Chicken Roundabout Lectern	0	1,460	1,460	-	Taken off reserves
54,382	Total Expenditure	50,123	52,647	52,647	-	
12,274	Total Variance	-2,615	-1,774	-1,283		
				-1,267		
36,433	Community Account Balance b/f		12,930.25			
65,880	Total Receipts per cashbook (less interest)		48,794.17			
54,382	Total Payments per cashbook		51,379.70			
12,930	Community Account Balance		10,344.72			
121,351	Business Saver Accounts (including interest)		122,759.70			
134,281	Total in Both Accounts		133,104.42			
19,065	General Reserves (should be at end of year 50% of precept - £20,000)		27,456.13	717		End of year estimate if all budget used, vire excess to:
115,216	Restricted Reserves		105,648.29			Street Lights Energy
134,281			133,104.42			Play Equipment Reserve
						Tree Maintenance Reserve

Signed _____

Date _____

Ditchingham Parish Council

10. b) Community Chair's Report - 18th March 2024

Three things have been brought to my attention in the last two months, they are:

1. The square of Bakers Lane, Thwaite Road, Belsey Bridge Rd and back again to Bakers Lane, the hedges are being used as a bin for empty alcohol bottles. My husband walks this square daily and last month, took a bag and picked up 61 empty vodka bottles. They could have been there over a period of time. Since then, a few have been seen again.
2. The Public Footpath sign on the Thwaite Rd, which indicates the path over the field to Bakers Lane, has snapped off and is on the opposite side of the gap into the field from where it originally was.
3. At least one tree in Bakers Lane, with a thick branch overhanging the lane, looks as though it might be of a tree which has some evidence of rot in the centre. Should this branch fall then, a fatality is possible. I have advised South Norfolk and have received a reference number for making them aware.

Angela Gifford PC

10. c) Planning & Highways Chair's Report - March 2024 Meeting

Planning

I recently liaised with our Clerk over two planning applications.

1. 2024/0554

Location: 32 Fen Lane Ditchingham Norfolk NR35 2DL

Proposal: Single storey rear extension and timber cladding to existing annexe

2. 2024/0597

Location: All Hallows Convent Belsey Bridge Road Ditchingham Norfolk NR35 2DT

Proposal: Replace a section of floor in restaurant with new structural glass floor over heritage feature.

Application Type: Listed Building Consent

Having considered the applications, we agreed to use our delegated powers to recommend both for approval.

A third application for a property in Tunneys Lane may be considered slightly contentious so it is on the meeting agenda.

Highways

- The lectern style information board for Chicken Roundabout should be delivered soon. Following my original format several other people have been involved in arriving at the final design. My thanks to them.
- The street lamps reinstated in Green Lane and in Beevors gardens are now working.
- The SAM is now being moved from location to location by our new employee.

Signed _____

Date _____