

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 15th November 2021 at 7.30pm

Councillors: Fred Hartwell, (Chair), Julian Green (Vice Chair), Brendon Bernard, Alan Larkin & Keith Weston

Clerk/RFO: Sally Chapman

Also Present: Three parishioners and County Councillor Barry Stone attended mid meeting.

A. Public Forum – for Members of the Public

- A parishioner asked for a list of Councillors to be placed on the noticeboard.
- Cllr Green requested the Minutes to be displayed as well.

B. External Reports

County Councillor Barry Stone sent a report – *full details:* <https://ditchinghampc.norfolkparishes.gov.uk>. and gave a verbal report (*the main meeting was adjourned from 8:07-8:14pm*) including:

- Community Tree Give Away Opportunity (2021 Pilot Scheme). It's not too late to get your application into me for the Tree Give Away. The deadline has been extended to 14th January 2022.
- Parish Partnership bids to be in by next month.
- Budget - The County Council's cabinet wants to avoid a Council Tax rise of over three per cent and has asked officers to find £5 million of extra savings.
- £106m bid for better buses in Norfolk and ambitious plans have been announced to boost bus services across Norfolk. Cllr Stone had been to see an electric bus in action.
- The Highway Rangers are now dealing with highway issues.
- Chicken Roundabout – Cllr Stone said he would support DPC with a roundabout licence.

MINUTES

1. To consider Apologies for Absence

Councillor Gifford – apologies accepted.

2. Declaration of Interests and Consider Requests for Dispensation

7.b) Chicken Roundabout Sign

Cllr Bernard declared a non-pecuniary interest - spouse designing artwork.

10.b) Jubilee Fete

Cllr Weston and Cllr Bernard declared a non-pecuniary interest as Ditchingham Village Hall Committee members.

3. To Approve the Minutes of the Last Meeting

The Minutes from the Meetings held on 20th September 2021 were confirmed unanimously as a true and accurate record and were signed by the Chair.

4. Matters Arising

a) Community Noticeboard

Cllr Larkin advised holes are still to be drilled in the noticeboard to avoid condensation and the hinges need adjusting.

Action: AL

5. Co-option to fill 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 Reports and Receipts and Payments (report attached).

b) To Agree the Budget and Precept 2022-23

Councillors approved unanimously the Budget for 2022-23 and to raise the precept from £37,000 to £38,100 (report attached).

c) Play Equipment Replacements and Repairs

Councillors resolved unanimously to repair/replace the Cable Runway, Spring See-Saw, Rocking Play Equipment, Activity Equipment and Goalposts and a handyman to paint and maintain the play equipment and assets on an annual basis.

d) To Consider LED Street Lights Management, Funding & Policy Review

Cllr Green spoke of the Streetlight Policy, funding, running costs and the environment.

Councillors agreed unanimously to ask Pearce and Kemp at the February annual inspection to dim the street lights by 50% at 10:00pm.

Action: Clerk

7. Chicken Roundabout

a) PROPOSAL: 'The Council reverses the decision made at the July meeting to remove the maintenance of A143/B1332 roundabout (AKA Chicken Roundabout) from the Clinks Care Farm contract and make it the responsibility of Norfolk County Council'.

Councillors discussed and resolved unanimously:

'The Council reverses the decision made at the July 2021 meeting to remove the maintenance of A143/B1332 roundabout (AKA Chicken Roundabout) from DPC's Contractor and make it the responsibility of Norfolk County Council'.

The Clerk circulated an email received from Norfolk County Council dated 15th November 2021 informing they would not grant a Cultivation Licence for Chicken Roundabout but would grant a Planting Licence.

Councillors discussed and agreed unanimously for Cllr Green to draft a response.

Action: JG

b) To Consider Proposals for a Memorial and Sign at Chicken Roundabout

Cllr Bernard declared a non-pecuniary interest - spouse designing artwork.

Councillors discussed and resolved to submit the design with a brick plinth – carried 4/1.

Cllr Weston asked the Clerk to report the overgrow hedge between the A143 and B1332

Action: Clerk

8. To Consider a Policy Amendment

a) Communication Policy & Social Media Policy

Councillors resolved unanimously to accept the amended Communication Policy & adopt the Social Media Policy.

9. Planning Applications & Decisions

The Chair of the Planning and Highways Committee read out the planning applications and decisions since the last meeting(attached).

Cllrs remarked the construction traffic on the Hamilton Road new estate were using Thwaite and Longrigg Road instead of Waveney Road as the traffic management and traffic regulation order. The Chair advised he would speak to the site manager.

Action: FH

Ditchingham Parish Council

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

a) Chair's Report

No further report.

b) Community Chair's Report

- Tree Warden

The Chair has met with the new Tree Warden and visited the locations to be inspected.

- The Queen's Platinum Jubilee Fete Sunday 5 June 2022 (report attached)

Cllr Weston and Cllr Bernard declared a non-pecuniary interest as Ditchingham Village Hall Committee members.

- Platinum Jubilee Plaque

Cllrs agreed unanimously to order a 7 x 5" plaque for the village sign in March 2022.

Action: Clerk

- Thwaite Road Play Area - Wild Area Clearance

Cllrs discussed clearing the wild bramble area and agreed to seek advice from the Woodland Trust or The Norfolk Wildlife Trust.

Action: KW

c) Planning & Highways Chair's Report

- Speed Awareness Machine (SAM2)

SAM2 is now being moved around the village by Cllrs and Volunteers.

- Memorandum of Understanding

The Clerk was pleased to inform the Memorandum of Understanding has now been received from NCC Highways.

11. To Consider Issues not Decided by Committees

a) COVID Memorial Plaque

Councillors agreed unanimously not to apply for a COVID Memorial Plaque.

12. To note Correspondence received

a) Emails from Parishioner (circulated as received)

- DPC's Historical Records

The Clerk has been in contract with the Norfolk Records Office and has a list of documentation to archive (circulated). Cllrs asked the Clerk to assess the records and inform how long it would take to collate, record and deposit the records to the Records Office.

Action: Clerk

13. Any Other Business

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

a) Defibrillator

The Chair informed the defibrillator had recently been used and has been checked and 'in action' again.

b) Remembrance Wreath

The Chair placed a poppy wreath at Ditchingham's Village sign on Armistice Day.

c) The Parishioner

Cllr Larkin agreed to place a Council update in the parish magazine including a Councillor advert.

Action: AL/Clerk

14. To Receive items for the Next Agenda

a) Village War Memorial

15. To Confirm the Next Meeting Dates

- Monday 17th January 2022 at 7.30pm
- Monday 21st March 2022 at 7.30pm
- Monday 16th May 2022 at 7.30pm – APM & APCM
- Monday 18th July 2022 at 7.30pm

Ditchingham Parish Council

- Monday 19th September 2022 at 7.30pm
- Monday 21st November 2022 at 7.30pm

Planning Meetings arranged as required.

The meeting ended at 9.20pm

6. a) Finance and Budget Reports

Ditchingham Parish Council Finance Report - November 2021

Community Account balance from the last meeting b/f £ 96,749.00

Receipts since last report

Date	Ref.	Payee	Amount
30/09/2021	BACS	Allotment Rent Payments	£ 150.00
04/10/2021	BACS	Allotment Rent Payment	£ 10.00
07/10/2021	Transfer	Precept - 2nd Instalment	£ 18,500.00
11/10/2021	Cheques	Allotment Rent Payments	£ 75.00
11/10/2021	Cheque	Cemetery Inscription - Mr V. Cossey	£ 45.00
11/10/2021	cheque	Cemetery Headstones Mr & Mrs Judge & Mr A Nelson	£ 690.00
12/10/2021	BACS	Allotment Rent Payment	£ 10.00
25/10/2021	BACS	Allotment Rent Payment	£ 10.00
Total			£ 19,490.00

Payments since last report

28/09/2021	S/O	Staff Salaries	£ 876.64
30/09/2021	DD	Unity Trust Bank Service Charge	£ 18.00
28/10/2021	S/O	Staff Salaries	£ 876.64
TBC	23	Clinks Care Farm - Ground Maintenance 3/3	£ 3,566.72
TBC	24	Pearce & Kemp - Quarterly Charge 01/10/21-31/12/21	£ 360.00
TBC	25	Van dijk Accountants - payroll services	£ 72.00
TBC	26	Playquip Leisure - Up & Over Climbing Frame	£ 4,050.00
TBC	27	Clerk's Overtime & Expenses	£ 254.74
Total			- £ 10,074.74

Transferred to: Saver Accounts from Community Account - £ 60,000.00

Total £ 46,164.26

Community Account Statement Balance 28/10/10

Uncleared receipts	£ 54,467.72
Unpresented payments	0.00
Total	£ 8,303.46
	£ 46,164.26

Unity Business Saver Account Balance 30/09/21

570.00

Barclays Business Saver 29/10/21

85,000.64

Total both Savings Account

£ 85,570.64

Total balance in all accounts

£ 131,734.90

Ditchingham Parish Council

6. b) Budget & Precept 2022-23

Ditchingham Parish Council - Budget Report 2021-22

November 2021

Year End 2020-21		Actual		% of		Notes	Draft 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	1,450	2,840	52%		2,000
275	Allotments Rents	255	255	255	100%		245
122	Business Account Interest	200	-	200	0%		100
5,522	VAT Recclaimed	2,500	1,182	2,500	47%		4,000
38,179	Total Budgeted Income	42,795	39,887	42,795	93%		44,445
-	S106/CIL/Grants	0	-	0	-		0
38,179	Total Income	42,795	39,887	42,795	93%		44,445
	Expenditure						
7,566	Clerk's Employment Costs	8,176	4,971	8,176	61%	Inc. Overtime.	9,455
380	Clerk's Office Costs	396	264	396	67%		396
1,506	General Expenses/Internal Audit/Subscriptions/Bank Charges	1,300	1,954	1,954	130%	Additional subs, phone	2,500
100	Allotment Rent to Land Owner	100	-	100	0%		100
3,955	Cemetery Maintenance & Grass Cutting	4,500	2,765	4,500	61%		4,025
985	Dog Waste Bin Servicing Charge	1,070	-	1,070	0%		1,100
780	Insurance - 3 year contract 2019-2021	800	766	786	98%		1,000
-	Miscellaneous	500	-	500	0%	Earmarked for Fete 2022	500
750	Parishioner Magazine & Website Production Costs	750	-	750	0%		750
2,374	Thwaite Road Play Area Maintenance/Grass Cutting/Litter Picker	3,250	2,910	3,250	90%		3,738
3,031	The Dip Maintenance/Grass Cutting/Litter Picker	3,500	2,817	3,500	80%		3,738
3,152	Village Maintenance/Grass Cutting/Litter Picker/Cleaning	3,250	2,987	3,250	92%		3,738
1,501	Tree Survey & Maintenance	1,500	-	1,500	0%		1,000
1,200	Street Lights Electricity & Maintenance Contract 2019-2022	3,000	900	3,000	30%		3,000
-	Village Hall Grant - Section 137	6,000	6,000	6,000	100%		0
-	Local Projects Grants - Section 137	1,000	-	1,000	0%		1,000
4,287	VAT	2,500	5,932	5,932	237%		4,000
-	General Maintenance (Handyman)	0	-	0	-		2,500
-	Community Projects	0	-	0	0%		2,000
31,565	Total Budgeted Expenditure	41,592	32,266	45,644	78%		44,540
4,765	Play Area New Equipment & Repairs Reserve	1,200	4,896	4,896	408%		0
1,807	Street Lights Repairs/LEDs/Removal	0	14,002	14,002	-	From reserve	0
-	S137/CIL Expenditure	0	-	0	-		0
1,425	The Malting's Landscaping	0	-	0	-		0
39,562	Total Expenditure	42,792	51,164	64,542			44,540
(1,383)		3	(11,277)	(21,747)			(95)

Ditchingham Parish Council

9. Planning Applications & Decisions

Since the last meeting:

Application No : BA/2021/0417/FUL

Proposal: Conversion & change of use to short term holiday let

Address : The Stable , Falcon Lane, Bungay, NR35 2JQ

Applicant : Piglettings Ltd

Status: Awaiting decision

Application Number : 2021/2154

App Type : Works to TPO trees

Parish : Ditchingham

Location : Latimer 8 Tunneys Lane Ditchingham NR35 2RQ

Proposal : T1 Oak - crown reduction, reduce height from approximately 16m to 13m and spread from 12m to 9m

Status: Awaiting decision

Appl Number : 2021/1845

App Type : Removal/Variation of Condition

Parish: Ditchingham

Location : Pantiles 32 Norwich Road Ditchingham NR35 2JL

Proposal : Variation of Condition 2 of permission 2020/0716 (Demolition of front and rear conservatory, erection of front and side extensions with rear dormer to also include double garage to rear) - re-location of garage and aesthetic changes to main house finishes

Decision : Approval with Conditions (Delegated)

Date of decision : 26 October 2021

Change of use from (class B2) to retail unit with provision for the serving of hot and cold food (class A3).

Unit 2 The Silo Pirnhow Street Ditchingham Norfolk NR35 2RU

Ref. No: BA/2021/0392/FUL | Received: Mon 27 Sep 2021 | Validated: Fri 22 Oct 2021 Status: Awaiting decision

Application Number : 2021/2030

App Type : Approval of Condition Details

Parish : Ditchingham

Grid Ref : 634210 291527

Location : Land Off Hamilton Way Ditchingham Norfolk

Proposal : Details for conditions 4 & 5 of 2019/1925 - (4) surface water (5) foul water disposal.

Approval of details - Approved (Delegated)

Application Number : 2021/2066

App Type : Approval of Condition Details

Parish : Ditchingham

Grid Ref : 634210 291527

Location : Land Off Hamilton Way Ditchingham Norfolk

Proposal : Details for conditions 8, 11, 13, 14 & 15 of 2019/1925 - (8) standard estate road, (11) off-site highway improvements (13) construction traffic management (14) construction traffic (parking) & (15) traffic regulation order.

Pending Consideration

Ditchingham Parish Council

10.b) Community Committee Chair's Report

Community Report with reference to Jubilee Event 5th June 2022 - Progress to date:

- Wonky Donkey has been booked for the evening event in the Village Hall and for The Dip.
- The band has been booked for the Village Hall in the evening at a cost of £350.00.
- Stallholders have been approached and we already have some acceptances. An ice cream vendor has been approached. The Men's Shed is also on board.
- The insurance for the number of 500 people at events throughout the day is being done.
- The school is on board and an approach has been made to The Norfolk Wildlife Group.
- The US 8th Army Airforce Centre at Thorpe Abbots have been contacted and have shown an interest, further talks to take place.
- I believe the matter of closing the street on the day has also been made.

Angela Gifford
Community Committee Chair

DRAFT