

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 21st November 2022 at 7.30pm

Councillors: Keith Weston (Vice Chair), Brendon Bernard, Yvonne Daplyn

Clerk/RFO: Sally Chapman

Also Present: Four parishioners

Public Forum – for Members of the Public

A parishioner reported blocked drains on the slip road off Hollow Hill Road.

Clerk to Report

External Reports

County Councillor Barry Stone sent apologies and a report and District Councillor Brendon Bernard sent a report:

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

MINUTES

1. To consider Apologies for Absence

Apologies were received and accepted from Cllr Green and Cllr Gifford.

Cllr Weston Chaired the meeting.

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes of the Meetings held on 3rd October 2022

The Minutes from the Meetings held on 3rd October 2022 were confirmed unanimously as a true and accurate record and were signed by the Chair.

The Chair thanked the Clerk for her excellent minutes.

4. Matters Arising

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

a) Noticeboard

The Chair informed the new noticeboard is now in place, the old noticeboards have been removed (with thanks to Cllrs and parishioners) and there are sections for the Church, Council and Community notices. The Chair said he would photograph the new noticeboard for The Parishioner Magazine advising parishioners of its availability for use.

Action: KW

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

Mrs Georgina Simmonds applied for co-option and gave a brief résumé.

Councillors resolved unanimously to co-opt Mrs Simmonds onto the Council and gave her a warm welcome.

Mrs Simmonds signed the Acceptance of Office document and joined the meeting.

6. Finance

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

Councillors approved unanimously the Finance & Budget Reports and the Receipts & Payments as attached and to move £10,000 from the General Reserve to the Energy Reserve.

b) To Note the NALC/NJC Clerk's Salary Increase (*confidential*)

Cllrs noted the Clerk's contractual salary increase.

Signed _____

Date _____

Ditchingham Parish Council

c) To Approve the Budget and Precept 2023-24

Cllrs discussed the recommendations from the Finance & Resources (Advisory) Committee and resolved to approve the Budget and Precept 2023-24 as attached.

The Clerk was requested to ask SNC if Community Infrastructure Levy (CIL) money could be spent on street lamps.

Action: Clerk

d) To Consider Street Light Energy Quotations

Councillors approved unanimously the SSE six-month term quotation of £2,094.89 commencing 1st December 2022.

No longer term contracts are available at this present time.

e) To Consider Tree Works Quotations

Councillors resolved to accept McCarthy Tree Services quotation of £2,400 to completed the work as specified in the recent tree survey for trees needing work within the next 12 months.

f) Play Area Equipment

The Chair advised (with thanks to Cllrs and parishioners):

- **Picnic Benches** – now assembled and in Thwaite Road Play Area.
- **Drapers Lane Bench** – now in place at Drapers Lane bus stop.
- **Roundabout Refurbishment/Replacement** c/f

g) Daffodil Planting

Half of the Daffodils have been planted by volunteers in Thwaite Road Play Area, although they should have been on The Dip's banks! The rest of the Daffodils will be planted on Chicken roundabout.

h) Funding for the Hollow Hill Conservation Area

County Councillor Barry Stone has agreed to give a £1,000 grant to complete this project. Cllrs gave thanks to Cllr Stone.

7. Chicken Roundabout Memorial

Cllrs agreed to review NCC Highways Chicken Roundabout memorial proposal.

Action: BB/Clerk

8. To Approve Policies

a) Financial Regulations Recommendation 1 from the Internal Audit

Councillors approved the Online Banking Procedure as advised from the Internal Auditor.

9. 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, full list on the website: <https://ditchinghampc.norfolkparishes.gov.uk/category/planning-applications>

b) Trees

Cllrs reported numerous trees have been cut down at a property on Norwich Road and asked the Clerk to investigate.

Action: Clerk

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

a) Chair's Report

No report

b) Community Chair's Report

No report

c) Planning & Highways Chair's Report

- Dangerous Crossing at Pirnhow Street and Ditchingham Pavements

Cllr Weston advised he had a meeting with NCC Highways Engineer Gary Overland and County Cllr Barry Stone in respect of the dangerous crossing for pedestrians at the junction of Pirnough Street and Ditchingham Dam and to discuss the condition of Ditchingham's pavements (see report attached and NCC Response). The Clerk was asked to contact the Maltings Management Committee.

Action: KW/Clerk

Signed _____

Date _____

Ditchingham Parish Council

11. To Consider Issues Not Decided by Committees

a) Hollow Hill Conservation Area

Cllr Bernard informed 30 Oak and fruit trees have been ordered for planting in January with wildflower seeds. The current grounds maintenance contractor has facilities to water the trees, if necessary, in the spring time. Cllr Bernard suggested forming a parishioner committee to help maintain this area and to advertise in The Parishioner magazine.

Action: Clerk

b) Norfolk Wildlife Trust

The NWT volunteers have cleared brambles in Thwaite Road Play Area to plant trees this autumn and will be contacted soon re next year's ground maintenance schedule.

c) Revised Parliamentary Boundaries 2023

A revised proposal has been received suggesting Ditchingham and Earsham Ward may be moved from South Norfolk constituency to a new Waveney Valley constituency – to be confirmed.

d) 'Warm Spaces' Provision

The Chair advised the Warm Spaces Provision has been discussed with the Village Hall Committee and a local group but there are not enough volunteers to run this provision regularly. It will be reconsidered if enough volunteers come forward.

12. To note Correspondence Any Received

a) Clerks and Councillors Direct Magazine

13. Any Other Business

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

a) Commemorative Poppy Wreath

A poppy wreath and four crosses were placed on Ditchingham's village sign on 11th November Armistice Day.

b) Parishioner's Request for a Village War Memorial

Information and photographs from a parishioner were circulated and Cllrs discussed making the village sign into a Village War Memorial similar to Broome Parish Council's. The Clerk was asked to obtain some quotes.

Action: Clerk

- Defibrillator Training

The Clerk advised she has been offered some defibrillator training for Cllrs and will arrange a course in the new year.

Action: Clerk

14. To Receive items for the Next Agenda

a) Ground Maintenance Contract Renewal

b) Norfolk Wildlife Proposals

c) Ditchingham United Charities Trustees

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

- Monday 16th January 2023 at 7.30pm
- Monday 20th March 2023 at 7.30pm
- 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 9.00pm

Signed _____

Date _____

Ditchingham Parish Council

6.a) Finance and Budget Reports

Ditchingham Parish Council Finance Report - November 2022

Community Account balance from the last meeting - B/F £ 11,974.48

Receipts since Last Report

Date	Ref.	Payee	Amount
29/09/2022	credit	Allotment payments	£ 25.00
30/09/2022	credit	SNC Precept - 2nd payment	£ 19,050.00
03/10/2022	CR	VAT Reclaim 01/07/2022-30/09/2022	£ 3,511.90
3-18/10/22	credit	Allotment payments	£ 100.00
21/10/2022	credit	CIL Payment	£ 11,298.82
27/10/2022	credit	Allotment payments (cheques)	£ 55.00
28/10/2022	credit	RB Coppings Funeral Directors	£ 155.00
31/10/2022	credit	Allotment payment	£ 10.00
Total			£ 34,205.72

Payments since Last Report

Sep/Oct	S/O	Staff Costs	£ 2,058.46
30/06/2022	34	Joe Coates - Handyman	£ 1,420.00
30/09/2022	35	Eurogarden Imports Ltd - Daffodils	£ 108.00
30/09/2022	36	Excite Solutions - Grounds Maintenance (August) inc. Chicken Rour	£ 537.13
30/09/2022	37	Excite Solutions - Grounds Maintenance (September) inc. Chicken I	£ 537.13
30/09/2022	38	Cozens (UK) Ltd - streetlights replace/removal	£ 17,700.00
30/09/2022	S/O	Bank Service Charge	£ 18.00
07/11/2022	42	Cheyne Farms - Allotment Rental	£ 100.00
07/11/2022	43	Keith Weston - Maintenance	£ 32.40
07/11/2022	44	Van dijk - Payroll Services	£ 108.00
07/11/2022	45	Realise Futures - Drapers Lane Bench	£ 512.34
07/11/2022	46	NBB Recycled Furniture - Picnic Benches	£ 1,068.00
07/11/2022	47	Noticeboard Company - new noticeboard	£ 1,708.78
Total			£ 25,908.24
Total			£ 20,271.96

Community Account Statement Balance

Uncleared receipts	£ 20,304.36
Unpresented payments	£ -
Total	£ 32.40
Total	£ 20,271.96

Unity Business Saver Account	£ 35,875.00
Barclays Business Saver Account	£ 85,035.67
Total Savers Accounts	£ 120,912.67

Total Balance In All Accounts £ 141,184.63

Signed _____

Date _____

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2022-23		November 2022		
			Actual	
Year End		Budget	Year to Date	Forecast
2021-22		2022-23	2022-23	2022-23
	Income			
37,000	Precept	38,100	38,100	38,100
3,535	Cemetery	2,000	2,685	2,000
265	Allotment Rents	250	245	245
8	Business Account Interest	100	108	220
6,075	VAT Reclaim	4,000	5,858	5,858
46,883	Total Budgeted Income	44,450	46,996	46,423
93	Thwaite Road Play Area Cashbox	0	0	0
-	S106/CIL/Grants	0	15,265	15,265
46,976	Total Income	44,450	62,262	61,688
	Expenditure			
11,823	Staff Costs	12,666	7,537	12,666
396	Clerk's Expenses	396	264	396
2,232	General Expenses/Internal Audit/Subscriptions/Bank Charges	2,500	1,399	2,500
100	Allotment Rent to Land Owner	100	100	100
1,106	Dog Waste Bin Servicing Charge	1,100	0	1,100
766	Insurance - 3 year contract 2022-2025	1,000	780	780
51	Miscellaneous	500	0	500
750	Parishioner Magazine & Website Production Costs	750	0	750
2,658	Cemetery Maintenance & Grass Cutting	2,696	1,318	1,800
2,386	The Dip Maintenance & Grass Cutting	2,997	1,262	1,500
2,479	Thwaite Road Play Area Maintenance & Grass Cutting	2,668	1,783	2,200
2,234	Village Maintenance & Grass Cutting	2,668	2,524	2,850
-	Tree Survey & Maintenance	2,000	872	2,400
1,200	Street Lights Energy and Maintenance Contract 2022-2025	3,000	90	3,000
6,000	Village Hall Grant - S137	0	0	0
-	Local Projects Grants - S137	1,000	16	1,000
7,472	VAT Expenditure	4,000	5,053	5,053
-	General Maintenance (Handyman)	2,500	2,170	2,500
-	Community Projects (Jubilee Event)	2,400	905	2,400
41,654	Total Budgeted Expenditure	44,940	26,074	43,495
5,322	Budgeted Variance	-490	20,922	2,928
11,751	Play Area New Equipment & Repairs	0	0	0
14,002	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	0	15,620	15,620
-	S137/CIL Expenditure	0	1,571	1,571
67,407	Total Expenditure	44,940	43,265	63,614
(20,431)	Variance	-490	18,997	-1,926

Signed _____

Date _____

Ditchingham Parish Council

6.c) Budget and Precept 2023-24

Ditchingham Parish Council - Budget 2023-24	November 2022
	Budget
	2023-24
Income	
Precept	40,000
Cemetery	2,000
Allotment Rents	308
Business Account Interest	200
VAT Reclaim	5,000
Total Budgeted Income	47,508
Thwaite Road Play Area Cashbox	0
S106/CIL/Grants	0
Total Income	47,508
Expenditure	
Staff Costs	13,339
Clerk's Expenses	504
General Expenses/Internal Audit/Subscriptions/Bank Charges	2,000
Allotment Rent to Land Owner	150
Dog Waste Bin Servicing Charge	1,200
Insurance - 3 year contract 2022-2025	780
Miscellaneous	500
Parishioner Magazine & Website Production Costs	750
Cemetery Maintenance & Grass Cutting	2,000
The Dip Maintenance & Grass Cutting	1,700
Thwaite Road Play Area Maintenance & Grass Cutting	2,500
Village Maintenance & Grass Cutting	3,100
Tree Survey & Maintenance	2,600
Street Lights Energy and Maintenance Contract 2022-2025	5,000
Village Hall Grant - S137	-
Local Projects Grants - S137	1,000
VAT Expenditure	5,000
General Maintenance (Handyman)	5,000
Community Projects (Jubilee Event)	1,000
Total Budgeted Expenditure	48,123
	Budgeted Variance
	-615
Play Area New Equipment & Repairs	0
Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000
S137/CIL Expenditure	0
Total Expenditure	50,123
	Variance
	-2,615

Signed _____

Date _____

Ditchingham Parish Council

10.c) - Dangerous Crossing at Pirnhow Street and Ditchingham Pavements Report

DITCHINGHAM PARISH COUNCIL Planning and Highways Committee

Report on Meeting in Respect of Dangerous Crossing for Pedestrians at Junction of Pirnough Street and Ditchingham Dam and in Respect of Condition of Ditchingham's pavements

Meeting Date: Tuesday 8th November 2022

Present: Gary Overland (NCC Highways Engineer), Barry Stone (County Cllr.), Keith Weston. (Also, in attendance – Liz Weston)

Crossing at the Junction of Pirnough Street and Ditchingham Dam is dangerous because pedestrians need to deal with traffic coming over the bridge to their right and with traffic from their left. It is difficult to see the former without venturing into the road (especially difficult if buggies, wheelchairs Etc. are involved.) Traffic from Pirnough Street is obscured by the brick wall, railings and vegetation (on the railings.) The hazard would be mitigated if the vegetation was removed from the railings and if the wall was changed to a dwarf wall with open railings.

Gary Overland said, "The wall, the railings and the plants are already there and it is not a NCC Highways matter." I asked if it would be a Highways matter if there were a fatality on the highway here. I think this was regarded as a rhetorical question; it wasn't. Gary suggested we write to the owners of Riverside Maltings to seek a solution. I will work with our Parish Clerk to action this.

Regarding the pavements: Some of the hazards I made NCC aware of at the turn of the year have been made safe; several others remain bad. Gary Overland said, "Some of the work has been done; some has still to be done. I am uncertain how this statement moves us on.

I concluded the meeting, at this point, and thanked Gary Overland and County Cllr. Stone for attending

Keith Weston

Chair DPC Planning and Highways Committee

NCC Highways Response

Dear Keith

Thank you for copying me into your e-mail, and for meeting myself, and Barry on Wednesday afternoon.

With reference to the footway along Ditchingham Dam, I walked the full length after you left, and have identified some further localised areas that need to be made safe with hotbox patching, this work be minor patching work, and not lengths of footway patching as we carried out to the worst affected areas earlier this year.

Beyond this, I would agree that the general footway surface is reaching the end of its life, and as such I will put together a design brief for a structural maintenance footway scheme for the length of the footway, minus the section that we have already repaired.

For your information, the Structural Maintenance Programme for the next financial year (2023/24) has already been determined, but I will put the scheme forward for inclusion the following Structural maintenance Programme (2024/25). Unfortunately the schemes inclusion in the Programme will be subject to future budget settlements/budget savings that have yet to be determined.

The repairs to the footway at the entrance to Smokey Joes have been programmed, but I will hold off ordering these until after Christmas to avoid the potential disruption to the business at their busiest time of the year. I hope that the foregoing information is of interest.

With reference to your concerns about the crossing point, the features that are already in place (boundary wall/fence/planting) have been there for some considerable time, and are all on private property, unfortunately there is nothing that we can do to compel the development company to make any retrospective changes. My suggestion, and Barry agreed, is that DPC make an approach to the development company direct, with a request for them to consider making the changes you have suggested.

Regards

Gary Overland – Highway Engineer

CES - Highways (South 1)

Tel: 01603 819806

South Area Highways, Ketteringham Depot



Norfolk County Council



Signed _____

Date _____