

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 20th November 2023 – 7.30 pm

Councillors: Keith Weston (Chair), Brendon Bernard (Vice Chair), Angela Gifford, & Georgina Simmonds

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: One parishioner

Public Forum – for Members of the Public

No comments

External Reports

No reports

MINUTES

1. To Approve Apologies for Absence

Apologies were Accepted and Approved from Cllr Andrew Evans-Hendrick.

2. Declaration of Interests and Consider Requests for Dispensation

Cllr Simmonds declared a non-pecuniary interest in point 6. b) – Member of Ditchingham PCC.

3. To Approve the Minutes of the Meetings held on 18th September 2023

The Minutes from the Meetings held on 18th September 2023 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

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

b) To Consider the Responsibility of the Maintenance of St Mary's Churchyard Ditchingham

Cllr Simmonds declared a non-pecuniary interest and did not comment or vote.

Notice from Ditchingham Parochial Church Council

'Following the closure of the churchyard at St Mary's Church Ditchingham to burials by Order in Council dated 05/10/2023 the Parochial Church Council of the said church and parish hereby requests the Ditchingham Parish Council to take over responsibility for the maintenance of the said churchyard pursuant to section 215(2) of the Local Government Act 1972. This notice is served without prejudice to any previous notice having the same or similar effect.'

Councillors Resolved to Decline to take over the Responsibility for the Maintenance of St. Mary's Church, Belsey Bridge Rd, Ditchingham, Bungay NR35 2JS.

c) To Approve the Budget and Precept for 2024/25

Councillors Resolved unanimously to Approve the Draft Budget and a Precept of £47,000 an increase of £7,000 (Band D property an increase of approximately £10.79 per annum – tax base to be confirmed) for 2024/25 (copy attached).

Signed _____

Date _____

Ditchingham Parish Council

d) To Approve the Chicken Roundabout Lectern Design and Order

Councillors Approved the Chicken Roundabout Lectern and Artwork, and Agree to Order using the Community Infrastructure Money (CIL) and Village Improvement Reserve for payment.

e) Bungay Community First Responder Grant Request

Councillors Agreed to Donate a Grant of £700 to the Bungay Community First Responders to Equip a new First Responder, using funds from the Community Projects Budget.

7. Street Lamps

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

The replacement street lamps are now in place and waiting for UK Power Network to connect.

b) Street Lamp Policy Amendment – update

The Street Lamp Policy has now been updated and on DPCs website.

8. Planning and Highways

a) To Receive the Planning Applications & Decisions Report

The Chair referred to the circulated list of Planning Applications & Decisions made since the last meeting. The full list is on DPCs website:

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

b) Planning Application 2023/3458

Location: Land West Of Town Farm Pound Lane Ditchingham Norfolk

Proposal: Erection of a paragraph 80(e) self-build dwelling, a living swimming pond, a new access, extensive landscaping and biodiversity enhancement.

Application Type: Full Planning Permission

Councillors Resolved to Support this Planning Application with no comments.

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

a) Chair's Report

The Chair read out his report (*attached*)

b) Community Chair's Report

- Allotment Renewals – *update*

The allotments renewals have been completed and there is one allotment available to rent.

- Play Area & Handyman Repairs – *update*

The Clerk read out a list of the recent maintenance and repairs.

c) Planning & Highways Chair's Report

- Additional SAM2 Locations – *update*

New brackets have been installed on Rider Haggard Way and Pirnough Street near The Maltings Recreation facility.

The Chair left the meeting at 8.50 pm

10. To Note Correspondence Received

a) Royal British Legion – Grant thank you letter

11. To Consider Issues Not Decided by Committees

a) Anti-social behaviour in The Dip – update

Further complaints have been made of adult male groups in the Youth Shelter.

b) Green Lane Meeting – update

Meeting details are in the Chair's report below.

c) Remembrance Poppy Wreath – update

A parishioner placed the Remembrance Poppy Wreath on the village sign on the 11th November.

Signed _____

Date _____

Ditchingham Parish Council

d) Defibrillator – update

The new defibrillator pads have been received and installed.

e) Village Sign War Memorial Plaques – c/f

f) Village Hall Sandbags

Four pallets of sandbags have been taken since the recent storms and more stock has been ordered from South Norfolk and Broadland Council.

12. Any Other Business

None

13. To Receive items for the Next Agenda

a) Biodiversity Policy

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

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

The meeting ended at 9:20 pm

Signed _____

Date _____

Ditchingham Parish Council

6. a) Finance Report

Ditchingham Parish Council Finance Report - November 2023						
Community Account balance from the last meeting - b/f					£	8,933.10
Receipts since the Last Report						
Date	Ref.	Payee	Amount			
25/09/2023	cheque	UK Power Networks - Wayleave 01/01/2021-31/12/2025	£ 34.50			
25/09/2023	cheque	UK Power Networks - Wayleave 14/10/20-31/12/2025	£ 17.25			
25/09/2023	cheque	Allotment payments - Goward/Doddington	£ 24.00			
27/09/2023	credit	SNC Precept - 2/2 Payment	£ 20,000.00			
29/09/2023	credit	Allotment payments 2023/24	£ 248.00			
09/10/2023	Transfer	Rosedale - Burial Pearl Reeve	£ 625.00			
11/10/2023	cheque	Allotment Payment - 6B	£ 12.00			
11/10/2023	credit	Vat Reclaim 01.06.2023-30.09.2023	£ 1,713.03			
17/10/2023	credit	Allotment Payment	£ 12.00			
			Total	+	£	22,685.78
Payments since the Last Report						
20/09/2023	37	Playquip Leisure - play area repairs	£ 2,688.00			
20/09/2023	38	Waveney Volunteers for Nature - Birdboxes	£ 50.00			
20/09/2023	39	Russell Mayhew - Community Orchard sign	£ 120.00			
20/09/2023	40	Stewart Cable - Handyman	£ 430.00			
20/09/2023	41	Cheyne Farms - Allotment Rent	£ 100.00			
20/09/2023	42	Clerk's Expenses - June-September	£ 217.00			
28/09/2023	S/O	Staff Salaries - September	£ 1,091.35			
30/09/2023	S/O	Bank Charge (Unity Trust)	£ 18.00			
02/10/2023	S/O	Nest Pension	£ 23.60			
17/10/2023	s/o	SSE Street Lighting Energy - September	£ 187.67			
17/10/2023	43	Cozens (UK) Ltd - Street Light Maintenance September-November	£ 108.00			
17/10/2023	44	EPS Transfers - Community Orchard Sign	£ 30.00			
17/10/2023	45	Excite Solutions - Grounds Maintenance August	£ 549.49			
17/10/2023	46	Excite Solutions - Grounds Maintenance September	£ 549.49			
17/10/2023	47	HMRC PAYE & NI - Quarter 2	£ 296.44			
17/10/2023	48	Defib World - Pads	£ 73.59			
17/10/2023	49	Noticeboard Company - Spare keys	£ 21.60			
17/10/2023	50	Excite Solutions - Additional path clearing	£ 72.00			
28/10/2023	S/O	Staff Salaries - October	£ 1,091.35			
16/11/2023	s/o	SSE Street Lighting Energy - October	£ 182.24			
TBC	51	Amazon - Refuse Sacks	£ 15.98			
TBC	52	Stewart Cable - Handyman	£ 80.00			
TBC	53	Westcotec Ltd- SAM2 Brackets	£ 133.80			
TBC	54	Excite Solutions - Grounds Maintenance October	£ 549.49			
TBC	55	Cawthorne Electrical - Bus Shelter Rear Light	£ 69.00			
			Total	-	£	8,748.09
			Total		£	22,870.79
Community Account Statement Balance					£	23,901.30
Uncleared receipts					£	-
Unpresented payments				-	£	1,333.82
			Total		£	22,567.48
Unity Business Saver Account				£	36,611.82	
Barclays Business Saver Account				£	85,596.04	
Total Savers Accounts					£	122,207.86
Total Balance in All Accounts					£	144,775.34

Signed _____

Date _____

Ditchingham Parish Council

6. a) Budget Report

Ditchingham Parish Council - Budget Report 2023-24		November 2023			
			Actual		% of
Year End		Budget	Year to Date	Forecast	Original
2022-23		2023-24	2023-24	2023-24	Budget
	Income				
38,100	Precept	40,000	40,000	40,000	100%
3,925	Cemetery	2,000	1,410	2,000	71%
245	Allotment Rents	308	296	308	96%
546	Business Account Interest	200	857	1,700	428%
6,575	VAT Reclaim	5,000	2,799	5,000	56%
49,391	Total Budgeted Income	47,508	45,362	49,008	95%
-	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	200	200	-
66,656	Total Income	47,508	46,164	49,809	-
	Expenditure				
12,239	Staff Costs	13,339	8,557	13,339	64%
396	Clerk's Expenses	504	252	504	50%
1,610	General Expenses/Internal Audit/Subs/Bank Charges/Defib/etc.	2,000	1,673	2,000	84%
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	500	40%
750	Parishioner Magazine & Website Production Costs	750	0	750	0%
1,318	Cemetery Maintenance & Grass Cutting	2,000	1,524	2,000	76%
1,262	The Dip Maintenance & Grass Cutting	1,700	1,737	1,700	102%
2,017	Thwaite Road Play Area Maintenance & Grass Cutting	2,500	1,717	2,500	69%
2,677	Village Maintenance & Grass Cutting	3,100	1,828	3,100	59%
3,272	Tree Survey & Maintenance	2,600	0	2,600	0%
1,051	Street Lights Energy Contract to 31/05/2024 & Maintenance Contract 2022-2025	5,000	2,062	5,000	41%
16	Local Projects Grants - S137	1,000	2,020	2,020	202%
5,396	VAT Expenditure	5,000	2,917	5,000	58%
2,170	General Maintenance (Handyman)	5,000	3,256	5,000	65%
905	Community Projects (Jubilee/Coronation Events)	1,000	333	333	33%
37,067	Total Budgeted Expenditure	48,123	30,264	48,534	63%
29,589	Budget Variance	-615	15,099	474	
-	Play Area New Equipment & Repairs	0	5,406	5,406	-
15,745	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000	0	0	0%
1,571	S137/CIL Expenditure	0	0	0	-
54,382	Total Expenditure	50,123	35,670	48,534	-
12,274	Variance	-2,615	10,494	1,275	

Signed _____

Date _____

Ditchingham Parish Council

6. c) Budget and Precept 2024/25

Ditchingham Parish Council - Budget 2024 -25	
	Budget
	2024-25
Income	
Precept	£ 47,000
Cemetery	£ 1,500
Allotment Rents	£ 308
Business Account Interest	£ 1,700
VAT Reclaim	£ 5,000
Total Budgeted Income	£ 55,508
Wayleave Payment	£ -
Thwaite Road Play Area Cashbox	£ -
Community Infrastructure Levy	£ -
S106 Grants	£ -
Total Income	£ 55,508
Expenditure	
Staff Costs	£ 14,059
Clerk's Expenses	£ 504
General Expenses/Internal Audit/Subs/Bank Charges/Defib/etc.	£ 2,000
Allotment Rent to Land Owner	£ 150
Dog Waste Bin Servicing Charge	£ 1,250
Insurance - 3 year contract 2022-2025	£ 900
Miscellaneous	£ 500
Parishioner Magazine & Website Production Costs	£ 750
Cemetery Maintenance & Grass Cutting	£ 3,720
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 Contract to 31/05/2024 & Maintenance Contract 2022-2025	£ 3,000
Local Projects Grants - S137	£ 1,000
VAT Expenditure	£ 5,000
General Maintenance (Handyman)	£ 5,000
Community Projects (Jubilee/Coronation Events)	£ -
Total Budgeted Expenditure	£ 47,733
Budget Variance	£ 7,775
Play Area New Equipment & Repairs	£ 5,500
Street Lights/Columns -Repairs/LEDs/Removal/Replacements	£ 2,000
S137/CIL Expenditure	£ -
Total Expenditure	£ 55,233
Variance	£ 275

Signed _____

Date _____

Ditchingham Parish Council

9. a) Chair's Report – November 2023

Community Orchard



As the picture shows, the oak notice board has been fitted to the gate to the orchard. The white notice, with rules and regs., has also been fitted. Most of the wildflowers we planted appear to be quite well established. The apple trees are also good but we have lost a few of the oaks.

Street Lamps

Following approaches from parishioners, and a decision reached at the last meeting, one lamp has been replaced in Beevors Gardens and one in Green Lane. We listen to parishioners.

Green Lane (GL)

A meeting we pledged to convene, to deal with residents' issues, proved difficult to arrange but was, eventually, held on 9th October. It was not an official PC meeting but it arose from representations at the public part of a recent meeting. We listen to parishioners.

I chaired it and our clerk minuted it. Gary Overland, Cllr Bernard and two residents attended. Unfortunately, due to a diary error, Ditchingham Estates (DE) was not represented.

Previously held positions were restated and the residents' issues were briefly raised. The PC doesn't have any responsibility for GL.

The two main outcomes were firstly, that the residents would write to DE to ask for a fence between the two parts of GL – the BOAT (Byway Open to All Traffic) and the rest of the lane.

Secondly, the residents will be asking NCC to investigate redesignating GL as a footpath.

Commonwealth War Graves Commission Plaque

Signed _____

Date _____

Ditchingham Parish Council

The Commission has now installed a plaque on the Lychgate near St. Mary's Church at Ditchingham to let the public know there are 3 war graves situated there.

Speed Awareness Machine

Two new sites have been set up – an additional one in Pirnough Street and one near the primary school.

Councillor Vacancies

If you have a small amount of time available and want to help your community, please consider becoming a Councillor. Our clerk can give you more information.

My fellow Councillors and I wish all our villagers a very **Happy Christmas**. We hope 2024 goes well for you.

Keith Weston

November 22, 2023

Signed _____

Date _____