

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 10th November 2025 - 7.30 pm

Councillors: Keith Weston (Chair), Brendon Bernard (Vice Chair), Angela Gifford, Andrew Evans-Hendrick, Neil Humphries, Gill Oliver, Tony Swan & Ed van Dijk.

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: District Councillor Brendon Bernard and 7 Parishioners

A. Parishioners' Matters of Concern

- **The Maltings Amenity Land, Ditchingham**

Four residents of The Maltings attended the meeting to raise concerns regarding the condition of the amenity land at the eastern end of The Maltings, which is in a very poor state. The area should be cleared three times a year; however, no clearing has taken place in 2025.

Residents advised that they have corresponded with DPC regarding the responsibilities for the amenity land and the Beck, the Council is supporting. It was also reported that there is fly-tipping on the eastern side of the Beck, which may obstruct water flow. They have been informed maintenance of the area is scheduled to take place before Christmas this year.

A new Property Manager, Mr Paul Dale of Trinity Management Company, has recently been appointed and is said to be working hard to address the issues. A meeting is being arranged with PJ Livesey (the original builders) to discuss grounds maintenance and related matters. A resident of The Maltings has agreed to act as a liaison person with the Parish Council to assist with communication regarding matters affecting The Maltings community.

- **Speeding Concerns – The Maltings and Pavilion Area**

Residents raised concerns about vehicles speeding past The Maltings and the Pavilion and enquired whether there is a Community Speed Watch operating in the village. The Chair advised that a Ditchingham Community Speed Watch previously operated, but has since been disbanded. The Parish Council does however, position a SAM2 speed awareness machine facing both directions to help deter speeding in the area.

- **Hollow Hill Orchard Hedge**

A parishioner reported that the hedge at Hollow Hill Orchard requires cutting. The Chair confirmed that the hedge is scheduled to be cut in due course.

B. County Councillor and District Councillor External Reports

- **County Councillor Barry Stone** sent apologies and a report, which the Chair summarised: Full report: <https://ditchingham-pc.gov.uk/category/meetings>
- **District Councillor Brendon Bernard** – no report

MINUTES

1. To Approve Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

None

Signed _____

Date _____

Ditchingham Parish Council

3. To Approve the Minutes of the Meeting held on Monday 8th September 2025

The Minutes from the Meeting held on Monday 8th September 2025 were Approved unanimously as a true and accurate record and signed by the Chair.

4. Matters Arising

None

5. To Consider Co-option & Event Organising Working Party

a) To Consider Co-option to fill the Casual Vacancy

Mr Stephen Young expressed an interest in being co-opted onto the Council and gave a brief résumé. Councillors unanimously Approved Mr Young's application and welcomed him to the Council. Following the signing of his Declaration of Acceptance of Office, he joined the meeting.

b) To Consider forming an Event Organising Working Party

Councillors Agreed to establish an Event Organising Working Party comprising Cllr Gifford and Cllr Swan. The previous fete organiser and another interested parishioner will be invited to join.

Action: Clerk

6. Finance

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

Councillors Resolved unanimously to Approve the Finance & Budget and Receipts & Payment Reports.

b) To Consider Cheyne Walk Fence Replacement Quotations

Councillors discussed the quotations and Resolved to Accept Landmark Fencing Ltd for £5765.00 excluding VAT.

c) To Consider Thwaite Road Play Area BMX Track Consultation Fee

Councillors Agreed to Accept Clark & Kent Contractors kind complimentary site visit to provide professional guidance on updating the BMX Track.

d) To Consider Thwaite Road Play Area BMX Track Clearance Quotations

Councillors considered quotations and Resolved to accept PKS Quotation of £480.00 ex VAT to clear the area around the BMX Track.

e) To Consider and Approve the Budget and Precept for 2026-27 (attached)

Councillors discussed and Approved the Budget and Precept for 2026-27 and thanked the Clerk for her work on the accounts.

f) Cemetery Lychgate Roof Repairs – update

Cllr Swan advised that the Lychgate roof repairs will commence shortly.

7. To Receive the Planning Applications & Decisions Report

The Chair read out a list of planning applications and decisions made since the last meeting. Full details can be found on DPC's website: <https://ditchinghampc.norfolkparishes.gov.uk/category/planning>.

8. To Receive Internal Reports from Committees/Councillors

a) Chair's Report (see attached)

The Chair gave a summary of his report and responded to questions from Cllrs.

- **Consultations** – The Chair read out the consultation questions and they were completed with the Cllrs responses. The Clerk to submit the responses.

Action: Clerk

- **Cemetery Management** - The Chair also reported that the Clerk will be attending a Cemetery Management course in the New Year.

- **The Dip Goal Posts** - The Chair reported that he and Cllr van Dijk have moved the goal posts in the dip. The old goalpost area requires reseeding and top dressing. Cllr van Dijk agreed to assist the Chair with this work.

Action: KW/EvD

Signed _____

Date _____

Ditchingham Parish Council

b) Community Chair's Report *(see attached)*

Cllr Gifford gave a verbal report. Main points:

- **Bakers Lane Sign** - The Chair reported that the sign on Bakers Lane has recently been replaced for the second time. She also reported that there is a build-up of earth and gravel on the Lane, particularly at the lower end towards Bungay. Action: Clerk
- **Allotments** – All allotments had been re-let and paid for, with only one not renewed. Four parishioners are on the waiting list, and the Clerk is in the process of offering the vacant plot to a new holder. It was noted that allotment inspections will now take place quarterly, as some plots are not being maintained, and warning letters will be issued where necessary.
- **Play Areas Inspection 3rd year** – booked October 2025, waiting for report
- **Tree Survey** – booked December 2025

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

The Chair summarised his report and answered questions.

d) Antisocial Behaviour In Ditchingham - *update*

Cllr Humphries informed the Council that since 19th September, he has been attempting to contact the Safer Neighbourhood Team online and by telephone but has received no response. He has also emailed PCSO Hailey trying to arrange a meeting involving her, a resident and himself. Action: NH

9. To Consider Issues Not Decided by Committees

a) To Review the Grounds Maintenance Contract

The Clerk circulated the current grounds maintenance schedule and reported that this was the first year she had not received any complaints regarding the village areas maintained.

Councillors Resolved to maintain the current maintenance schedule, as the past year had been satisfactory. The Clerk will invite tenders for the contract from 2026 onwards. Action: Clerk

b) Launch of Targeted Consultation on Proposals for East Pye Solar

Cllrs noted that East Pye Solar had launched a targeted consultation on revised proposals following earlier feedback, further design work, and ongoing environmental assessments.

c) Defibrillator Bleed Control Kits Installed

The Chair reported that bleed control kits had been installed at the Nisa Shop and Village Hall. The Clerk has registered them on the National Bleed Kit Network, updated the Parish website, and re-listed all defibrillators for the Parish magazine.

d) Assertion 10 – Digital and Data Compliance from April 2025

Cllrs noted that the Council must comply with the Smaller Authorities' Proper Practices Panel (SAPPP) Practitioners' Guide 2025. The Chair thanked the Clerk for reviewing and applying the new requirements ahead of the next audit.

e) Tree Warden - Basic Tree Survey & Inspection course – 10th October 2025 – *update*

Cllr Humphries, as the new Tree Warden, provided an update on the course he attended and reported that he found it very beneficial. He will be inspecting Ditchingham's trees and producing regular reports in the future. The Clerk advised that she will be updating the tree policies with Cllr Humphries' assistance prior to the March meeting. Action: NH/Clerk

10. To Note Correspondence Received

a) Waterside Maltings Amenity Area – Residents' Complaints

The Chair advised that the Council had received several complaints regarding the poorly maintained Waterside Maltings Amenity Area. He reported the matter to The Broads Authority, who have opened a case (BA/2025/0051/INFENF) for untidy land. The Chair will provide an update once the investigation has been completed.

Signed _____

Date _____

Ditchingham Parish Council

b) Maltings Meadow Sports Association – Parishioner Complaint

The Chair informed Councillors that he had been in correspondence with a parishioner and the Maltings Meadow Sports Association regarding their new planning application.

c) Acquisition of Go-East Anglia and Passenger First Network Engagement

District Cllr Bernard informed Cllrs that he had contacted the new owner's Transport Made Simple Group regarding a revised route for the Halesworth to Norwich bus service to serve new housing developments in Ditchingham and Broome. Since the last review, 20 new houses have been built in Broome and 50 in Ditchingham, all at the north-east end of the villages. He requested the route be considered ahead of winter. FirstBus, which operates the service commercially, has agreed to consider this for their next timetable changes in April 2026. Cllrs agreed that the bus company should be contacted again in March 2026.

Action: Clerk

11. Any Other Business

For discussion and information only; the Council cannot make decisions on these items.

a) Remembrance Service – Sunday 9th November 2025 - update

Cllr Evans-Hendrick reported that 20–30 parishioners, including children and veterans, attended the Sunday Remembrance Service. A bugler played and several wreaths and crosses were laid. Afterwards, attendees went to the Village Hall for light refreshments. Cllr Evans-Hendrick expressed a wish to contact all veterans in the village and relatives of those who lost their lives in service. Cllrs suggested placing a notice in the parish magazine to inform veterans and relatives.

Action: AEH/KW

Councillors thanked Cllr Evans-Hendrick for organising the event.

12. To Receive items for the Next Agenda

None

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

- Monday 12th January 2026 - 7.30 pm
- Monday 2nd March 2026 - 7.30 pm - **New Date**
- Monday 11th May 2026 - 7.30 pm - Annual Parish Meeting & Annual Parish Council Meeting
- Monday 13th July 2026 - 7.30 pm
- Monday 14th September 2026 - 7.30 pm
- Monday 9th November 2026 - 7.30 pm

The meeting ended at 9.18 pm

Signed _____

Date _____

Ditchingham Parish Council

6. a) Finance Reports

Ditchingham Parish Council Finance Report - November 2025					
Community Account balance from the last meeting - b/f				£	1,248.18
Receipts Since the Last Report					
Date	Ref.	Details	Amount		
15/08/2025	cheque	Abbey Memorials (Stonecraft) Ltd - DPA Memorial	£ 115.00		
29/07/2025	Invoice	RB Copping Funeral Service - DPA	£ 310.00		
10/09/2025	Invoice	Geo. Paskell Funeral Services - Burial MRD	£ 300.00		
17/09/2025	Transfer	SNC Precept Payment (half)	£ 23,500.00		
24/09/2025	Cheques	Cemetery Memorials	£ 505.00		
24/09/2025	Cheques	Allotment Holders	£ 24.00		
September	D/D	Allotment Payments	£ 156.00		
13/10/2025	Transfer	Potts Funeral Services - RC	£ 300.00		
October	D/D	Allotment Payments	£ 140.00		
		Total		+	£ 25,350.00
Payments Since the Last Report					
03/09/2025	44	Tomato Energy	£ 10.45		
03/09/2025	45	Tomato Energy	£ 40.60		
03/09/2025	46	Tomato Energy	£ 115.38		
24/09/2025	47	RBL Poppy Wreath	£ 20.00		
24/09/2025	48	K. Weston - TRPA Chain & Padlock	£ 24.10		
24/09/2025	49	Excite Solutions Ltd - Grounds Maintenance June, July & August	£ 2,842.44		
24/09/2025	50	Excite Solutions - Balance from Invoice 3808	£ 0.10		
24/09/2025	51	Clerk's Expenses August & September	£ 93.00		
24/09/2025	52	Cozens (UK) Ltd - Street Light Repair	£ 474.00		
24/09/2025	54	London Hearts - 2 x Bleed Kits	£ 128.40		
30/09/2025	Fee	Bank Service Charge	£ 6.00		
08/10/2025	55	Tomato Energy	£ 10.11		
08/10/2025	56	Tomato Energy	£ 39.29		
08/10/2025	57	Tomato Energy	£ 111.67		
27/10/2025	58	EasTec UK Ltd - Tree Survey & Inspection Training - NH	£ 180.00		
27/10/2025	59	Excite Solutions Ltd - Grounds Maintenance - September	£ 947.48		
27/10/2025	60	Excite Solutions Ltd - Grounds Maintenance - October	£ 947.48		
27/10/2025	61	Bungay Conservation Vounteers - Community Orchard Maintenance	£ 300.00		
27/10/2025	62	Cllr N Humphries - Tree Course Attendance Expenses	£ 31.50		
27/10/2025	63	Cheyne Farms - Allotments Rent	£ 150.00		
27/10/2025	64	Van Dijk Accountants - Payroll	£ 90.00		
31/10/2025	Fee	Bank Service Charge	£ 6.00		
Sept -October	S/O	Staff Costs	2455.44		
				-	£ 9,023.44
		Total			£ 17,574.74
Community Account Statement Balance					
		Total		£	4,149.74
Uncleared receipts				£	-
Unpresented payments				-	£ -
		Total			£ 4,149.74
Saver Accounts					
Unity Business Saver Account				£	71,438.08
Redwood Bank Business Saver Account				£	88,653.44
Total Saver Accounts					£ 160,091.52
Total Balance in All Accounts					£ 164,241.26

Signed _____

Date _____

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2025-26									
November 2025									
	Year End 2024-25		Budget 2025-26	Actual Year to Date 2025-26	Forecast 2025-26	% of Original Budget	Notes		Draft Budget 2025-26
Receipts									
	47,000	Precept	47,000	47,000.00	47,000	100%			47,000
	1,840	Cemetery	1,500	2,665.00	2,665	178%	Increased		2,500 variable
	338	Allotment Rents	308	320.00	332	104%	One to let		332
	4,601	Business Accounts Interest	2,500	2,354.38	3,100	94%	Increased		3,000 variable
	5,358	VAT Reclaim	5,000	1,682.88	5,000	34%			3,000 variable
	59,136	Total Budgeted Receipts	56,308	54,022.26	58,097	96%			55,832
Un-Budgeted Receipts									
	-	Community Infrastructure Levy (CIL)	0	1,069.45	1,069	106%			0
	600	S106/Grants - SNC VE Day	0	-	-	-			0
	400	Youth Shelter Payment	0	-	-	-			0
	60,136	Total Receipts	56,308	55,091.71	59,166	-			55,832
		Budget Variance			2,858				
Expenditure									
	14,269	Staff Costs	15,167	8,562.22	15,167	56%			15,659 *Estimate +5%
	504	Clerk's Expenses	504	252.00	504	50%			504
	1,349	General Expenses/Internal Audit/Subs/Bank Charges/Defib/Village Hall/etc.	2,000	1,621.91	2,000	81%			2,200 Inflation
	100	Allotment Rent to Land Owner	150	-	150	0%			150
	1,350	10 x Dog Waste Bin Servicing Charge	1,450	1,390.00	1,390	96%			1,460 *Estimate +5%
	866	Insurance - 3 year LTA 2025-2028	950	1,003.76	1,004	106%			1,004
	210	Miscellaneous	500	347.50	500	70%			500
	750	Parishoner Magazine Production Costs	750	-	750	0%			750
	2,767	Cemetery Maintenance & Grass Cutting - 3-year contract end 2025	2,755	1,381.65	2,755	50%			3,031 *Estimate increase 10%
	2,148	The Dip Maintenance & Grass Cutting - 3-year contract end 2025	2,755	1,381.75	2,755	50%			3,031 *Estimate increase 10%
	1,872	Thwaite Road Play Area Maintenance & Grass Cutting - 3-year contract end 2025	2,755	2,025.84	2,755	74%	Extra work completed		3,031 *Estimate increase 10%
	1,907	Village Maintenance & Grass Cutting - 3-year contract end 2025	2,755	1,381.86	2,755	50%			3,031 *Estimate increase 10%
	-	Tree Survey & Maintenance	2,600	150.00	2,600	6%			800 *Reduced - adequate in tree reserve
	2,121	Street Lights Energy Annual Contract & Maintenance Contract	3,000	1,665.03	3,000	56%			3,400 *Estimate +5%
	1,000	Local Projects Grants - S137	1,000	-	1,000	0%			1,000
	5,495	VAT Expenditure (reclaimed)	5,000	2,283.48	5,000	46%			3,000
	206	General Maintenance (handyman)	1,000	412.00	1,000	41%			1,000
	5,567	Play Area's New Equipment & Repairs	9,500	50.00	9,500	1%			10,000 *new BMX Track
	395	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000	1,998.00	2,000	100%	Deducted from reserves		2,000
	42,876	Total Budgeted Expenditure	56,591	25,906.99	56,585	46%			55,549
		Budget Variance	-283		(6)				283
Un-Budgeted Expenditure									
	-	Community Orchard	0	650.00	650	0%	Deducted from reserves		350
	-	Community Projects - VE Day Event	0	515.37	515	0%	Received £600 in grants 2024		0
	2,412	Village Improvements Reserve	0	-	-	0%			0
	10,357	Play Area's New Equipment & Repairs	0	-	-	0%			0
	-	S137/CIL Expenditure	0	1,086.12	1,086	0%	Village Hall		0
	55,645	Total Expenditure	56,591	28,158.48	58,830	-			55,899
	4,491	Total Variance	-283		336				-67
Community Account Balance b/f									
	60,136	Total Receipts per cashbook (less interest)		2,720.89					
	55,645	Total Payments per cashbook		52,737.33					
	2,721	UTB Community Account Balance		28,308.48					
	134,737	UTB & Redwood Bank Saver Accounts (including interest)		4,149.74					
	137,458	Total in Both Accounts		160,091.52					
				164,241.26					
	23,508	General Reserves (should be at end of year 50% of precept - £23,500)		52,871.43					
	113,950	Restricted Reserves		111,369.83					
	137,458			164,241.26					

Signed _____

Date _____

Ditchingham Parish Council

8.a) Chair's Report

Chair's Report to November 2025 Parish Council Meeting

Supporting Bathing Water Status at Falcon Meadows - October 2025

Based on previous discussion at Council, our Clerk and I have sent the following statement to the River Waveney Trust: Ditchingham Parish Council has noted the River Waveney Trust's continued interest in applying for Falcon Meadow to become a designated inland bathing water site. DPC re-affirmed its previous resolution to support this initiative and continues to support and encourage the proposal for Falcon Meadow to achieve official bathing water status.

Maltings Amenity Area, Pirnough Street

A lot of time has been expended by myself, our Clerk and a Maltings resident, on efforts to get this area properly maintained following complaints. The amenity is overgrown and barriers and road signs have been dumped there. The pathways have become very narrow. We have looked at the original planning permission containing the expectations for the ongoing maintenance of the area. There has been a history of failure to comply and the Broads Authority (BA) has intervened. Legal action was averted in 2020 when some work was done. I have written to the BA and a new case has been opened. We are still trying to find out if PJ Livesey, the original developers, still own the site and which facilities company is currently contracted to look after it.

Thwaite Road Play Area Bike Track

Cllrs. Neil and Ed met with Alan Nobbs who considered the restoration of the track feasible. I regard Ed as the Council's lead for this project. Ed and I subsequently met with Excite Solutions and defined an area of brambles to be cleared. We can then make a decision about whether to keep the size of the old track or whether there is potential to enlarge it. Excite Solutions have provided a quote. We also met Paul Kibblewhite who has given an alternative quote. C&K, the national company that installs pump tracks has now offered us a complimentary site visit. We will arrange for this when the brambles have been cleared.

Property Flood Resilience (NCC consultation for Parish Councils)

Ellen Moore, NCC Flood Risk Officer, asked Councils to take part in a consultation. Our Clerk explained that we had had very little interest shown by parishioners, in at least two previous flood initiatives and Cllrs. probably had little appetite for this one. However, I spoke with Ellen Moore and the questionnaire is very simple. I have attached the completed form as an appendix to my report. If Cllrs. endorse my responses we will submit it.

Keith Weston

Chair

Appendix NCC Consultation on PFR

Questions for Parish Councils in areas that have experienced flood/s

Name of Parish/Town that you are responding on behalf of: Ditchingham PC

- 1) Do you think the Council should prioritise resources to PFR projects or wider community options** (such as Natural Flood Management)? *Please refer to the section titled 'Norfolk County Council PFR projects' (page 7-10) in the engagement pack*

Yes / B) No (By "the Council" we assume NCC)

Signed _____

Date _____

Ditchingham Parish Council

How is Q1 a yes or no answer when it offers a choice?

DPC supports “wider community options (such as Natural Flood Management.” Individual parishioners, even those in high-risk areas, and some who have been flooded, have shown little interest in previous initiatives so wider options might protect them better.

2) Which approach would you prefer for the Council to use when undertaking PFR projects in Norfolk?

- A) Allow residents to apply for PFR funding on an individual basis.
- B) The Council invites communities to apply for PFR funding based on their risk of flooding.
- C) Other, please specify: Ditchingham PC A

3) Should funding/prioritisation be offered based on:

- A) The risk of flooding for individual properties
- B) The financial need of property owners
- C) The vulnerability of residents
- D) Order of when application is received
- E) Other, please specify:

In order of priority: A, C, B

8.c) Planning & Highways Chair’s Report

Chair’s Report to Parish Council Meeting November 2025

Planning

South Norfolk Village Clusters Housing Allocations Plan We have received, from SNC, an invitation to submit views to the Plan Evaluation the South Norfolk Village Clusters Housing Allocations Plan. At the consultation stage we opposed the further development of the land off Hamilton Way unless an alternative (to Hamilton Way) egress was used. I Emailed Cllrs with this invitation on 22nd October. There were two options if we wanted to engage – either a) attend in person or b) send a written submission (both would have equal weight). I asked for your views. Only Cllr. Bernard replied and he thought we should take part. He didn’t say whether he favoured a) or b). The deadline for a) had passed before I saw his mail (I apologise.) I suggest that the Council delegates the written submission to the Chair and Vice Chair. The deadline is Friday 28 November 2025.

Ditchingham Dam Article 4 - Broads Authority (BA) request for DPC’s views

From the BA: As you may be aware, part of Ditchingham Dam Conservation Area is covered by an Article 4 direction along with Bungay Conservation Area. Article 4 directions restrict specified permitted development rights of dwellinghouses in order to help protect the visual amenity of a Conservation Area and mean that planning permission is then required for those works.

As part of our review of the existing Article 4 in Ditchingham Dam and to help us developing a proposal for a new one, we would welcome your input at this early stage and would therefore be pleased if the Parish Council could consider the questions below:

Q. Do you think that the Article 4 direction has been effective in ensuring that development is appropriate and retains the character and amenity of the area? **A.** Yes

Signed _____

Date _____

Ditchingham Parish Council

Q. As you can see below, the existing Article 4 area does not cover the whole of the Conservation Area which was extended in 2013. Would you support the extension of the Article 4 to cover the whole of the conservation area? **A.** Neutral – seemingly it would only add about six dwellings and a garage

Q. Any other points you would like to raise relating to this - NONE

We would be grateful if you could provide us with comments by November 10 2025.

Ditchingham Dam Article 4 in dark green below

Ditchingham Dam Conservation Area in light green below



Shape the future: Design Code consultation

The Council's views are sought, by South Norfolk and Broadland Council, on a suite of large documents - Shape the future: Design Code. This design code has been put together to improve the consistency and quality of residential design across both South Norfolk and Broadland Districts. The main document is 90 pp long and a South Norfolk document is 114pp. I have looked at them but have not read them. They are attractive and easy to use. They will be of most use to planners and developers. The only way we can respond is if a Cllr. volunteers to prepare the answers. SNC Applications and Decisions these accompany Cllrs.' supporting papers.

Highways

Our Clerk wrote to the owner/householder of an address in Loddon Road requiring them to cut back a hedge. This has been done.

We submitted several jobs for the attention of NCC's Highway Rangers; all were evaded.

Keith Weston

Planning & Highways Chair

Signed _____

Date _____