

Ditchingham Parish Council

PARISH COUNCIL MEETING *Ditchingham Village Hall* Monday 3rd October 2022 at 7.30pm

Councillors: Julian Green (Vice Chair), Yvonne Daplyn, Angela Gifford & Keith Weston

Clerk/RFO: Sally Chapman

Also Present: Six members of the public

Public Forum – for Members of the Public

1. A parishioner spoke of her forthcoming planning application and displayed the plans. Cllrs asked questions and viewed the plans after the meeting.
2. A parishioner reported Ditchingham's Churchyard was overgrown. Clerk to email Parishioner. **Action: Clerk**
3. A parishioner gave a list of highways issues and the Clerk will report to NCC. **Action: Clerk**
4. A parishioner reported footpath issues and Cllr Weston advised he had already emailed NCC Highways re Ditchingham footpaths.

External Reports

County Councillor Barry Stone sent apologies and a report:

<https://ditchinghampc.norfolkparishes.gov.uk/files/2014/01/September-2022-News-Update-1.pdf>

MINUTES

1. To consider Apologies for Absence

Councillors received and accepted apologies from Cllr Bernard.

Cllrs also noted Cllr Hartwell's resignation and gave thanks for his input into the Council. Cllr Green Chaired the meeting.

2. Declaration of Interests and Consider Requests for Dispensation

Cllr Green declared a non-pecuniary interest in item 7.h), as an employee of Norse Ltd.

3. To Elect a Chair and Vice Chair *(if required)*

Councillors elected Cllr Green as Chair and Cllr Weston as Vice Chair.

Cllr Weston advised he will not take over as Chair when the Chair steps down.

4. To Approve the Minutes of the Meetings held on 18th July 2022

The Minutes from the Meetings held on 18th July 2022 were confirmed unanimously as a true and accurate record and were signed by the Chair.

5. Matters Arising

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

a) Noticeboards

Cllr Weston advised the new noticeboard had been delivered and it will be placed opposite the shop and the old noticeboards removed ASAP. **Action: KW**

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

None

7. Finance

a) External Auditors Report and Certificate 2021/22

Signed _____

Date _____

Ditchingham Parish Council

The Chair read out the External Auditors report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority: None.

Cllr Weston and Cllrs gave a vote of thanks and appreciation to the Clerk for last year's excellent audit.

b) To Consider the Option to opt Out of the Smaller Authorities' Audit Appointments External Audit Appointment Arrangement – 5-year period

Councillors resolved to remain in the Smaller Authorities' Audit Appointments External Audit Appointment Arrangement for the next 5 years.

c) To Appoint the Internal Auditor for 2022-23

Councillors approved the appointment of Mr Trevor Brown to complete the Internal Audit for 2022-23.

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

Councillors approved unanimously the Finance & Budget Reports and the Receipts & Payments as attached.

e) Streetlights

- New or Removal of 16 Red Rated Street Lights

The Clerk confirmed 13 street lights have now been removed and 3 essential street lights have been replaced.

- Energy Quotations

The Clerk confirmed she will now obtain energy quotations for the remaining street lights. **Action: Clerk**

f) To Consider Tree Works Quotations – c/f

The Clerk is waiting for quotations.

g) To Consider Play Area Equipment Quotations

- Picnic Benches

Councillors resolved to purchase two recycled picnic tables (one wheelchair friendly) from NBB Recycled Furniture at £445.00 each ex. VAT for Thwaite Road Play Area.

- Roundabout

Councillors considered the quotations to replace or repaint the Thwaite Road Play Area roundabout and requested the Clerk to obtain quotations to have the existing roundabout refurbished. **Action: Clerk**

h) To Consider Daffodil Planting Quotations

Cllr Green declared a non-pecuniary interest and did not vote.

Councillors approved Norse Eastern Ltd quotation of £243.00 ex VAT to plant Daffodils on Chicken Roundabout in the autumn.

i) To Consider Funding for the Hollow Hill Conservation Area

The Clerk informed she had applied for a grant to fund this project.

Councillors agreed to bridge the gap for any outstanding funding to £950.00 maximum.

j) To Consider Drapers Lane Bench Quotations

The Chair thanked Mr Mulley for clearing away the old, damaged bench.

Councillors considered the quotations and approved a recycled bench from Realise Futures for £426.95 ex VAT.

8. To Elect Committees and Representatives

The Chair suggested as the PC was lacking in Councillors, just to appoint a Chair for each committee for the Clerk to work directly with.

Councillors approved the following Chairs:

a) Community (advisory)

Cllr Gifford

b) Planning & Highways (advisory)

Cllr Weston

Signed _____

Date _____

Ditchingham Parish Council

c) Finance & Resources (decision & advisory)

Cllr Green (Chair) and Chairs from the above Committees.

9. Chicken Roundabout – c/f

a) Memorial

10. To Approve the Reviewed Policies

a) Council Policies

Councillors unanimously approved the Council Policies.

b) Financial Regulations including Recommendation 1 from the Internal Audit – c/f

Action: Chair

c) Street Light Policy

The Clerk confirmed the updated Street Light Policy had been on DPC's website since the July meeting.

Councillors approved the updated Street Light Policy – carried

11. 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>

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

a) Chair's Report

None

b) Community Chair's Report

The Chair gave a report on the allotments (*attached*).

- Play Equipment Handyman Repairs

The Clerk has received an update from the Handyman regarding his recent work.

- Tree Warden

The Tree Warden has received and is reviewing the 2022 tree surveys.

c) Planning & Highways Chair's Report

- Speed Awareness Machine (SAM2)

The Clerk informed the SAM2 is being moved around the village to the designated spots.

13. To Consider Issues Not Decided by Committees

a) Hollow Hill Conservation Area

The plans have been in The Parishioner magazine and include fruit trees, wildflowers, hedging and long grass areas for wildlife. The project is planned for this autumn.

b) Norfolk Wildlife Trust

Cllr Weston reported the volunteer group will plant Daffodils on The Dip's banks this autumn and possibly some trees they will source.

Action: Clerk

The grass cutting contract will be discussed with the NWT before it is renewed next year and DPC plans to incorporate some of their suggestions.

Action: KW/Clerk

c) Mobile Library Consultation

The Clerk confirmed there are 25 regular users in Ditchingham.

Councillors resolved to object to the proposed cuts to the Mobile Library service and commented:

- The Mobile Library is a lifeline for parishioners, especially those with no transport.

- If cuts are to be made, reduce the visit frequency and allow users to keep items longer. Action: Clerk

14. To note Correspondence received

a) Parishioners email - Ditchingham Dam and Pirnhow Street Junction

Signed _____

Date _____

Ditchingham Parish Council

Cllr Weston advised Cllrs he raised concerns about this junction at the time of the Malting's development and how DPC requested a crossing and railings rather than a brick wall, which was rejected by BDC. Cllr Weston will respond to the parishioner and notify NCC Highways. **Action: KW**

15. Any Other Business

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

a) Allotment Fire

A parishioner reported a fire being lit at the allotments in the dry period and the Police were informed.

b) Commemorative Poppy Wreath

A poppy wreath will be placed on Ditchingham's village sign on 11th November Armistice Day.

c) Queen Elizabeth II

The Chair expressed sincere condolences on behalf of DPC following the death of Her Majesty The Queen.

16. To Receive items for the Next Agenda

a) Village War Memorial

b) Budget 2023/24

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

- Monday 21st November 2022 at 7.30pm

The meeting ended at 8.53pm

Signed _____

Date _____

Ditchingham Parish Council

7.d) Finance and Budget Reports

Ditchingham Parish Council Finance Report - October 2022

Community Account balance from the last meeting b/f £ 15,278.20

Receipts since Last Report

Date	Ref.	Payee	Amount
25/07/2022	CR	VAT Reclaim 01/04/2022-30/06/2022	£ 918.05
28/07/2022	CR	Rosedale Burial - Hubert Shipp	£ 155.00
10/08/2022	CR	Beccles Funneralcare burial - Michael Evans	£ 210.00
27/09/2022	CR	Allotment payments	£ 45.00
27/09/2022	CR	Co-op Memorial - Cyril Robert Turner	£ 230.00
Total			£ 1,558.05

Payments since Last Report

22/07/2022	D/D	ICD - Data Protection	£ 35.00
25/07/2022	20	Van dijk - Payroll Services	£ 108.00
25/07/2022	21	Cozens (UK) Ltd - Quarterly Maintenance Charge	£ 108.00
25/07/2022	22	Amazon - No Dogs Signs	£ 33.18
25/07/2022	23	Amazon - Gate Chain	£ 9.79
25/07/2022	24	Mrs Mulley - Cleaning Products	£ 7.98
25/07/2022	25	Mrs A Gifford - Jubilee Supplies	£ 162.27
28/07/2022	S/O	Staff Costs July & August	£ 1,058.21
01/08/2022	26	PKF Littlejohn - External Audit	£ 360.00
01/08/2022	27	Business Services at CAS - Insurance	£ 780.25
01/08/2022	28	McCarthy Tree Services - The Dip	£ 350.00
01/08/2022	29	Excite Solutions - Grounds Maintenance (May)	£ 496.00
02/08/2022	D/D	Staff Costs - September	£ 1,021.83
05/09/2022	30	Excite Solutions - Grounds Maintenance (June)	£ 537.13
05/09/2022	31	Excite Solutions - Grounds Maintenance (July)	£ 537.13
05/09/2022	32	Waveney Volunteers for Nature	£ 175.00
05/09/2022	33	Clerk's Expenses Aug-Sep 2022	£ 82.00
Total			- £ 5,861.77
Total			£ 11,974.48

Community Account Statement Balance

Uncleared receipts	£ 11,744.48
Unpresented payments	£ (230.00)
Total	- £ -
Total	£ 11,974.48

Unity Business Saver Account	£ 35,821.83
Barclays Business Saver Account	£ 85,010.47
Total Savers Accounts	£ 120,832.30

Total Balance in All Accounts £ 132,806.78

Signed _____

Date _____

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2022-23

October 2022

Year End 2021-22		Budget 2022-23	Actual Year to Date 2022-23	Forecast 2022-23	% of Original Budget	Notes
Income						
37,000	Precept (Two payments)	38,100	19,050	38,100	50%	
3,535	Cemetery	2,000	1,755	2,000	88%	
265	Allotments Rents	245	45	245	18%	
8	Business Account Interest	100	28	100	28%	
6,075	VAT Reclaim	4,000	2,346	4,000	59%	
46,883	Total Budgeted Income	44,445	23,224	44,445	52%	
93	Thwaite Road Play Area Cashbox	0	0	0	-	
-	S106/CIL/Grants	0	3,966	3,966	-	
46,976	Total Income	44,445	27,190	48,411	-	
Expenditure						
11,823	Staff Costs	12,666	5,139	12,666	41%	
396	Clerk's Expenses	396	198	396	50%	
2,232	General Expenses/Internal Audit/Subscriptions/Bank Charges	2,500	1,241	2,500	50%	
100	Allotment Rent to Land Owner	100	0	100	0%	
2,658	Cemetery Maintenance & Grass Cutting	3,696	517	3,696	14%	
1,106	Dog Waste Bin Servicing Charge	1,100	0	1,100	0%	
766	Insurance - 3 year contract 2022-2025	1,000	780	1,000	78%	
51	Miscellaneous	500	0	500	0%	
750	Parishioner Magazine & Website Production Costs	750	0	750	0%	
2,479	Thwaite Road Play Area Maintenance & Grass Cutting	2,668	773	2,668	29%	
2,386	The Dip Maintenance & Grass Cutting	2,997	1,084	2,997	36%	
2,234	Village Maintenance & Grass Cutting	2,668	643	2,668	24%	
-	Tree Survey & Maintenance	1,000	872	1,000	87%	
1,200	Street Lights Electricity & Maintenance Contract 2022-2025	3,000	90	3,000	3%	
6,000	Village Hall Grant - S137	0	16	0	-	
-	Local Projects Grants - S137	1,000	0	1,000	0%	
7,472	VAT Expenditure	4,000	1,283	4,000	32%	
-	General Maintenance (Handyman)	2,500	750	2,500	30%	
-	Community Projects (Jubilee Fete)	2,400	795	2,400	33%	Inc. SNC VE Day Grant/Jubilee Fete 2022 Reserve
41,654	Total Budgeted Expenditure	44,940	14,180	44,940	32%	
5,322		Budgeted Variance -495	9,044	-495		
11,751	Play Area New Equipment & Repairs	0	1,571	1,571	-	
14,002	Street Lights Repairs/LEDs/Removal	0	870	870	-	Structural/Electrical Test - deducted from reserve
-	S137/CIL Expenditure	0	0	0	-	
67,407	Total Expenditure	44,940	16,621	46,886	-	
(20,431)		Variance	10,570			

12.b) Community Chair's Report

Allotment Inspection 30th September 2022

The allotments were all in good order apart from two which looked somewhat neglected. e.g., grass growing, no sign of cultivation.

All the others either had crops still growing, or ready to harvest or were already being dug over for new crops, etc.

The car park was still serviceable, no signs of any fires that were being lit and any bits and pieces such as sheds, tunnels, etc. were all in reasonable or good state of repair.

At the time of my visit, no one was at the site.

Angela Gifford
Community Chair

Signed _____

Date _____