

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 8th September 2025 - 7.30 pm

Councillors: Keith Weston (Chair), Brendon Bernard (Vice Chair), Angela Gifford, Andrew Evans-Hendrick, Neil Humphries, Gill Oliver and Tony Swan

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Barry Stone and 4 Parishioners

A. Parishioners' Matters of Concern

- A parishioner reported a large hole beside a drain in the ditch near Cheyne Walk at the end of Hollow Hill Road, the drain needs clearing which causes flooding at the site. Issues were also noted along the kerb. Photographs have been sent to the Clerk and it will be reported to Norfolk County Council Highways. **Action: Clerk**
- A parishioner reported incidents of antisocial behaviour in Ditchingham. He will liaise with Cllr Humphries and the matter will be reported to the Safer Neighbourhood Team. The Clerk will provide updated contact details for the local Community Office to Cllr Humphries. **Action: NH/Clerk**

B. County Councillor and District Councillor External Reports

County Councillor Barry Stone sent a report and gave an update, main points:

- Norfolk County Council will submit its Devolution and Local Government Reform business plan to Government in two weeks. The Council is progressing with devolution plans, although details of the budget allocation remain unclear. If the plan is not advanced, there is concern that other unitary councils will receive greater funding.
- Local government reform will proceed, with each authority taking on additional responsibilities from May. There will be County Council elections for one year, followed by the election of a Mayor. If County Council cannot reach a decision, Government is expected to step in, likely influenced by financial considerations. The Council hopes to achieve significant savings by moving to a single authority model.
- The Norfolk Community Fund still has small grants available of up to £500 per group. Norfolk County Council has also confirmed its opposition to the East Pye solar plans, submitting 20 objections.

District Councillor Brendon Bernard gave a verbal report, main points:

- The District Councillor thanked the County Councillor for the grant recently received towards the Village Hall solar panels.
- The District Council has also submitted a 20-page objection to the East Pye solar panel proposals. Any reports are on DPC website: <https://ditchingham-pc.gov.uk/category/meetings>.

MINUTES

1. To Approve Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes of the Meeting held on Monday 14th July 2025

The Minutes from the Meeting held on Monday 14th July 2025 were Approved unanimously as a true and accurate record and signed by the Chair.

Signed _____

Date _____

Ditchingham Parish Council

4. Matters Arising

a) Community Orchard

The Bungay Community Volunteers recently visited the Community Orchard, carrying out weeding around the hedge and trees and giving the area a general tidy. The Chair, with delegated authority alongside the Clerk, approved payment of £150 to the Volunteers for their work.

Cllr Humphreys reported that a parishioner had experienced difficulties accessing the Orchard, however the grass has since been cut and is now much shorter.

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

At the July meeting, Mr. Ed van Dijk expressed interest to be co-opted onto the Council. At today's meeting he stood for the Parish Council and was voted on unanimously.

Councillors Approved his Application unanimously and welcomed him to the Council.

After signing the Declaration of Acceptance of Office he joined the meeting.

6. Finance

a) Annual Governance and Accountability Return (AGAR) External Audit Form – update

The Clerk informed Councillors' that the 2024/25 External Audit had been successfully approved by the External Auditor, with no questions raised and no further action required.

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

Councillors Resolved unanimously to Approve the Finance & Budget and Receipts & Payment Reports (as attached).

c) To Consider Cheyne Walk Wooden Posts Replacement Quotations

Cllrs discussed quotations for the replacement of wooden posts on Cheyne Walk. The Chair stated he would contact the landowner to obtain their opinion.

Action: Chair

d) To Note Clerk's Annual NALC Contracted Salary Award

Cllrs noted the Clerk's annual salary award.

e) Speed Awareness Machine (SAM2) Repair – update

The Clerk reported that the Speed Awareness Machine (SAM2) has been repaired at a cost of £316.20, with a new battery added for £100.80. This is the first repair the SAM2 machine has received since its purchase in 2014.

f) Cemetery Lychgate Roof Repairs – update

Repairs to the Cemetery Lychgate Roof are expected to commence in approximately four to six weeks' time.

g) CPRE Norfolk - Norfolk Anti Mega Solar Alliance – update

The Clerk advised that the Council is now subscribed to CPRE Norfolk.

h) To Consider Parish Partnership Scheme for Local Highway Improvements

Cllrs discussed the Parish Partnership Scheme and considered that the new Cheyne Walk fence may be eligible for funding if the project proceeds.

i) Street Lighting Repairs (Windmill Green) – update

The Windmill Green 'blue' street light has now been replaced with an LED lamp.

7. To Receive the Planning Applications & Decisions Report

a) 2025/1083

Location: Land West Of Loddon Road Ditchingham Norfolk

Proposal: Erection of 27 dwellings, vehicular access, pedestrian/cycle access, public open space, landscaping, and associated infrastructure

Application Type: Full Planning Permission

Cllrs discussed Planning Application 2025/1083 and asked the Clerk to clarify whether a street lamp had been included at the entrance of the estate, as previously requested.

Signed _____

Date _____

Ditchingham Parish Council

Councillors Resolved unanimously to Support the updated planning application with the following comments:

1. A street lamp should be at the entrance of the estate.
2. Solar panels should be installed on every dwelling.

Action: Clerk

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 (*attached*)

The Chair summarised his report and answered questions.

- Thwaite Road Play Area BMX Track Consultation – *update*

Three Cllrs met last Thursday with ADN Surfacing Contractors, who recommended using type one granite compacted like a hard gravel path, with gravel on top and bumps and ridges could be added. Cycles may leave marks on the track. The price has not yet been confirmed.

C&K Contractors offer a pedalling track with designed bumps. A site visit would cost £750, after which they would draw up a proposal.

Cllrs discussed these options, expressing concerns about restricted parking, grounds maintenance costs, local residents' views, and how future Section 106 payments could contribute to costs alongside any available grants.

Councillors Agreed unanimously to hold a site meeting with Excite Solutions, the Grounds Maintenance Team, to discuss the area around the BMX track that need clearing. Following this, C&K will be asked to visit for a proposal.

Action: Clerk

b) Community Chair's Report

The Chair, Cllr Gifford reported the football nets at Thwaite Road play area are in poor condition. The Baker's Lane sign is still missing, and the Clerk advised that she had reported this to Norfolk County Council, which has decided not to replace it. The Cemetery was noted to be in a very tidy and good condition, with grounds maintenance doing a good job.

- Play Areas Annual Professional Inspection – booked October 2025
- Tree Survey - Autumn 2025

c) Planning & Highways Chair's Report

- South Norfolk Village Clusters Housing Allocations Plan Submission had been noted.

d) Antisocial Behaviour In Ditchingham - *update*

Cllr Humphries has emailed the Police Sergeant at Loddon and is awaiting a response. He will liaise with the parishioner who reported antisocial behaviour in Ditchingham and contact the Community Support Officer to arrange a meeting to discuss concerns and measures to prevent antisocial behaviour.

Action: NH

9. To Note Correspondence Received

a) Local Government Reorganisation in Norfolk - *noted*

b) Norfolk County Council Property Flood Resilience Scheme – *update*

Ed King from the Flood Resilience Scheme has emailed. The Chair requested leaflets to distribute to properties in Ditchingham's flood-prone areas and await a response.

c) Phase Two Statutory Consultation for East Pye Solar - *update*

The Chair expressed disappointment that no Cllrs had responded to the request to submit their comments regarding the East Pye Solar consultation. The Chair advised that, as a result, the Parish Council could not submit a comment on this consultation that ends at the end of September.

Signed _____

Date _____

Ditchingham Parish Council

10. To Consider Issues Not Decided by Committees

a) Armed Forces Covenant for Town & Parish Councils

The Council resolved to adopt the Armed Forces Covenant. If a Champion to support this cause cannot be identified within the next year, Cllr Evans-Hendrick offered to take on the role.

The Chair requested that this information be added to the Clerk's email footer and published on the Council's website.

Action: Clerk

b) Tree Warden - Basic Tree Survey & Inspection course – 10th October 2025

Cllr Neil Humphries will attend the Basic Tree Survey & Inspection course to support his role as the new Tree Warden for Ditchingham.

11. Any Other Business

a) Remembrance Service

Cllr Evans-Hendrick informed that a Remembrance Service will be held on 9th November at 11:00am at the memorial outside Ditchingham Village Hall. A poppy wreath has already been ordered for the occasion.

The Chair requested some further information to be published in the parish magazine. The Clerk will prepare notices for the Council's website and noticeboards.

Action: AEH/Clerk

12. To Receive items for the Next Agenda

a) Budget & Precept Setting

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

- Monday 10th November 2025 - 7.30 pm

The meeting ended at 9. 25 pm

Signed _____

Date _____

Ditchingham Parish Council

6. b) Finance Reports

Ditchingham Parish Council Finance Report - September 2025						
Community Account balance from the last meeting - b/f					£	4,463.70
Receipts Since the Last Report						
Date	Ref.	Details	Amount			
07/07/2025	Transfer	VAT Reclaim - 01/04/25-30/06/2025	£ 853.03			
14/07/2025	cheque	Copping Funeral Services - JLH	£ 260.00			
15/08/2025	cheque	Abbey Memorials (Stonecraft) Ltd - DPA Memorial	£ 115.00			
29/07/2025	Invoice	RB Copping Funeral Service - DPA	£ 310.00			
		Total		+	£	1,538.03
Payments Since the Last Report						
07/07/2025	DD	Tomato Energy	£ 35.61			
07/07/2025	DD	Tomato Energy	£ 101.81			
08/07/2025	DD	Tomato Energy	£ 9.07			
21/07/2025	DD	Tomato Energy	£ 19.48			
23/07/2025	S/O	ICO - Data Protection	£ 47.00			
29/07/2025	31	CAS Suffolk - Insurance	£ 1,003.76			
29/07/2025	32	PKF Littlejohn - External Auditors	£ 378.00			
29/07/2025	33	Van Dijk Accountants - Payroll	£ 90.00			
31/07/2025	Fee	Bank Service Charge	£ 6.00			
07/08/2025	36	Tomato Energy	£ 10.45			
07/08/2025	37	Tomato Energy	£ 40.60			
07/08/2025	38	Tomato Energy	£ 115.38			
18/08/2025	39	Westcotec - SAM2 Repairs	£ 316.20			
18/08/2025	40	Westcotec - SAM2 Battery	£ 100.80			
18/08/2025	41	Cozens UK Ltd - Quarterly Maintenance Charge	£ 108.00			
18/08/2025	42	David Coe - Community Orchard Watering	£ 140.00			
18/08/2025	43	SNC - 10 x Dog Bin Emptying	£ 1,668.00			
31/08/2025	Fee	Bank Service Charge	£ 6.00			
July-August	S/O	Staff Costs	£ 2,557.39			
				-	£	6,753.55
Transfers between Community and Saver Accounts					+	£ 2,000.00
		Total			£	1,248.18
Community Account Statement Balance						
		Total			£	1,248.18
Uncleared receipts					£	-
Unpresented payments					- £	-
		Total			£	1,248.18
Saver Accounts						
Unity Business Saver Account			£ 60,097.99			
Redwood Bank Business Saver Account			£ 87,838.70			
Total Savers Accounts					£	147,936.69
Total Balance in All Accounts					£	149,184.87

Signed _____

Date _____

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2025-26		September 2025				
Year End		Budget	Actual	Forecast	% of	Notes
2024-25		2025-26	Year to Date	2025-26	Original	
2024-25		2025-26	2025-26	2025-26	Budget	
	Receipts					
47,000	Precept	47,000	23,500.00	47,000	50%	
1,840	Cemetery	1,500	1,560.00	2,000	104%	Increased
338	Allotment Rents	308	-	308	0%	
4,601	Business Accounts Interest	2,500	1,199.55	2,500	48%	
5,358	VAT Reclaim	5,000	1,682.88	5,000	34%	
59,136	Total Budgeted Receipts	56,308	27,942.43	56,808	50%	
	Un-Budgeted Receipts					
-	Community Infrastructure Levy (CIL)	0	1,069.45	1,069	106%	
600	S106/Grants - SNC VE Day	0	-	-	-	Received in 2024-25
400	Youth Shelter Payment	0	-	-	-	
60,136	Total Receipts	56,308	29,011.88	57,877	-	
	Budget Variance			1,569		
	Expenditure					
14,269	Staff Costs	15,167	6,106.78	15,167	40%	Inc. pay award
504	Clerk's Expenses	504	168.00	504	33%	
1,349	General Expenses/Internal Audit/Subs/Bank Charges/Defib/Village Hall/etc.	2,000	1,388.91	2,000	69%	
100	Allotment Rent to Land Owner	150	-	150	0%	
1,350	10 x Dog Waste Bin Servicing Charge	1,450	1,390.00	1,390	96%	cheaper
866	Insurance - 3 year LTA 2025-2028	950	1,003.76	1,004	106%	Inflation
210	Miscellaneous	500	347.50	500	70%	SAM Repairs
750	Parishioner Magazine Production Costs	750	-	750	0%	
2,767	Cemetery Maintenance & Grass Cutting	2,755	394.68	2,755	14%	
2,148	The Dip Maintenance & Grass Cutting	2,755	394.79	2,755	14%	
1,872	Thwaite Road Play Area Maintenance & Grass Cutting	2,755	1,014.78	2,755	37%	Extra work completed
1,907	Village Maintenance & Grass Cutting	2,755	394.79	2,755	14%	
-	Tree Survey & Maintenance	2,600	-	2,600	0%	
2,121	Street Lights Energy Annual Contract & Maintenance Contract 2022-2025	3,000	1,353.37	3,000	45%	
1,000	Local Projects Grants - S137	1,000	-	1,000	0%	
5,495	VAT Expenditure (reclaimed)	5,000	1,327.86	5,000	27%	
206	General Maintenance (handyman)	1,000	412.00	1,000	41%	
5,567	Play Area's New Equipment & Repairs	9,500	50.00	9,500	1%	
395	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000	1,603.00	2,000	80%	Deducted from reserves
42,876	Total Budgeted Expenditure	56,591	17,350.22	56,585	31%	
	Budget Variance	-283		(6)		
	Un-Budgeted Expenditure					
-	Community Orchard	0	350.00	350	0%	Deducted from reserves
-	Community Projects - VE Day Event	0	515.37	515	0%	Received £600 in grants 2024-25
2,412	Village Improvements Reserve	0	-	-	0%	
10,357	Play Area's New Equipment & Repairs	0	-	-	0%	
-	S137/CIL Expenditure	0	1,069.45	1,069	0%	Village Hall
55,645	Total Expenditure	56,591	19,285.04	58,513	-	
4,491	Total Variance	-283		(636)		
	Community Account Balance b/f		2,720.89			
60,136	Total Receipts per cashbook (less interest)		27,812.33			
55,645	Total Payments per cashbook		19,285.04			
2,721	UTB Community Account Balance		1,248.18			
134,737	UTB & Redwood Bank Saver Accounts (including interest)		147,936.69			
137,458	Total in Both Accounts		149,184.87			
23,508	General Reserves (should be at end of year 50% of precept - £23,500)		37,243.37			
113,950	Restricted Reserves		111,941.50			
137,458			149,184.87			
	Restricted and Earmarked Reserves	Received	Spent	Balance		
-	CIL Infrastructure Levy - Restricted	1,069.45	(1,069.45)	-	Village Hall	
11,683	Play Area New Equipment & Repairs Reserve - Earmarked			11,683		
2,000	Community Orchard Grant - Restricted		(490.00)	1,510		
70,107	Street Lights Repairs/LEDs/Removal (74 Street lights) Grant - Restricted		(1,603.00)	68,504		
15,019	Grounds Maintenance Reserve - Earmarked			15,019		
8,148	Lychgate & Cemetery Maintenance Reserve - Earmarked			8,148		
6,093	Tree Maintenance Reserve - Earmarked			6,093		
-	VE Day Grants - Restricted	600.00	(515.37)	85		
900	Village Improvements Reserve - Earmarked			900		
113,950	Restricted and Earmarked Reserves			111,942		
23,508	General Reserves			37,243		
137,458				149,185		

Signed _____

Date _____

Ditchingham Parish Council

8.a) Chair's Report

Chair's Report to Ditchingham Parish Council September 2025 meeting

East Pye Solar Phase Two Consultation

At the July meeting it was agreed that Councillors would send their individual responses to our Clerk; she would then merge our responses and submit a composite response from Ditchingham Parish Council. I was disappointed to learn that I was the only Councillor who did this. As Chair I am not allowed to speak/write/respond on behalf of the Council unless I have been delegated so to do.

There was, therefore, no response from DPC. I was only able to respond as a private individual and my comments have no place in this report.

Norfolk and Suffolk Devolution Consultation

DPC did respond to this consultation. Like many consultees, we held the view that, if the current system of local government isn't broken, why try to fix it. I have spent some time reading the Government's response to the consultation. I offer you a summary, below, as an annexe to my Chair's report. For clarity any comments I have made are typed in green. Please take the time to read it.

Annexe to Chair's report to Ditchingham Parish Council September 2025 meeting

Norfolk and Suffolk Devolution Consultation Govt. Response (a brief summary)

To see whole document:

<https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution/outcome/norfolk-and-suffolk-devolution-consultation-response>

The purpose of this consultation was to gather evidence and information on the effects of establishing a Mayoral Combined County Authority across this area.

The statutory tests are as follows:

- a) is likely to improve the economic, social and environmental well-being of some or all the people who live or work in the area
- b) is appropriate having regard to the need
 - (i) to secure effective and convenient local government
 - (ii) to reflect the identities and interests of local communities
- c) that a public consultation has been carried out and no further consultation is necessary

The government undertook an 8-week public consultation from 17 February to 13 April 2025

SNC, and other bodies tried to bring it to the public's attention

Norfolk County Council promoted the consultation. Approx. 4,000 people read it.

Responses

Overall, the consultation in Norfolk and Suffolk resulted in 3,115 responses from individuals and organisations including:

2,966 from members of the public and 149 from a range of organisations including the prospective constituent and other local councils, businesses, the voluntary and community sectors and academic institutions

KW edit: In Norfolk, there are approximately 408,000 households and 349,940 homes in Suffolk. So, 0.4% of households replied.

Opinions were divided across respondents and themes set out in the consultation.

Signed _____

Date _____

Ditchingham Parish Council

The document then goes on to identify the responses - pros and cons. It is necessary to go into an annex to attach numbers (%s.)

It is interesting to note the disparity between the different respondents. The County Councils (2) are shown as replying 100% in support of each statement whereas the District Councils and members of the public are much more negative. One example follows:

Question 7: To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined County Authority will support the interests and needs of local communities and reflect local identities?

Table 7: responses to question 7

	Agree	Neutral	Disagree	Prefer not to say	Don't know
Organisation	31%	18%	46%	2%	3%
Academic	86%	0%	14%	0%	0%
Business	32%	13%	55%	0%	0%
County Council	100%	0%	0%	0%	0%
District Council	19%	6%	75%	0%	0%
Elected representative	50%	0%	50%	0%	0%
Other	35%	39%	17%	9%	0%
Parish Council	4%	18%	68%	0%	11%
Town Council	20%	27%	47%	0%	7%
Voluntary and community sector or charity	48%	17%	26%	9%	0%
Public	17%	9%	71%	0%	2%

Less than 3,000 members of the public responded:

Signed _____

Date _____

Ditchingham Parish Council

Annex B: Consultation respondents

Respondents using the Citizen Space response form were asked to self-report on their respondent type.

Respondent	Responses
Public	2,966
Academic	7
Business	31
County Council	2
District Council	16
Elected representative	4
Parish Council	28
Town Council	15
Voluntary and community sector or charity	23
Other	23

After each table there is a Government response. All these do is describe the points made by those agreeing with the proposal and by those disagreeing.

Was this a consultation?

In a Press Release the Government said this:

Full steam ahead for Devolution Priority Programme

Six areas receive confirmation as priority areas for English devolution.

“The government’s devolution revolution has taken another step forward and all places on the Devolution Priority Programme (DPP) are now set to get their own mayors with powers over housing, transport and other vital areas, as ministers confirm each area has met key legal tests to proceed. Cumbria, Cheshire and Warrington, **Norfolk and Suffolk**, Greater Essex, Sussex and Brighton, and Hampshire and the Solent **joined the Programme** in February. Subject to local councils’ agreement, *What does this mean?* they will now be able to move forward with the creation of Mayoral Strategic Authorities.

Mayor-led authorities represent a proven model for unlocking regional growth, delivering on the government’s Plan for Change and putting more money into working people’s pockets, while also empowering them to direct change in their communities.

Signed _____

Date _____

Ditchingham Parish Council

8.c) Planning & Highways Report

Chair's Report to Parish Council Meeting September 2025

Planning

South Norfolk Village Clusters Housing Allocations Plan

We have received, from SNC, an update you on the status of 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.

"On 4 August 2025, South Norfolk Council submitted the Village Cluster Housing Allocations Plan to the Secretary of State for Housing, Communities and Local Government. The South Norfolk Village Clusters Housing Allocations Plan will now be subject to an independent examination to be conducted by the Planning Inspectorate. Once confirmed, details relating to the examination process will be advertised, made available online and sent to all respondents."

Beauly Homes Proposal for Loddon Road/Tunneys Lane Site

We have received revised plans from the developer. The PC's suggestions have been taken into account:

1. **Street lighting:** we have shown a streetlight at the junction of the proposed (revised) footpath, [see Site Access Arrangement Plan];
2. **Bus Stop:** we have shown one on either side of the road, where the proposed (revised) footpath meets Loddon Road [see Site Access Arrangement Plan];
3. **Pedestrian Connectivity:** the footpath has been amended to address your Council's request [see Site Access Arrangement Plan]

At the time of writing the planning application has probably been submitted.

Copies of the latest Planning Layout have been received and will be available at the meeting.

SNC Enforcement Report

Issues relating to addresses in Windmill Green were first raised three years ago. This report says they will be prioritised!

SNC Applications and Decisions

Councillors now receive this information, with the meeting agenda, from our clerk. The most recent list raised some questions for me relating to applications from Emmaus. We have written to SNC for an update on the status of these. In the meantime, I have had a long, and useful, conversation with the Site Development Manager at Norfolk & Waveney Emmaus (Emma). My notes, below, are in purple. I am told, by Emma, that SNC Planning Dept. is understaffed. She has pointed out some errors to SNC but, corrections have not yet been made.

2025/1421 App Type: Full Location: Ditchingham Day Nursery All Hallows School Belsey Bridge Road Ditchingham Norfolk NR35 2DT Proposal: Change of use class to a B8 Storage with a workroom Status: Pending Consideration I had seen signs on site showing that these premises are already being used by Emmaus to receive donated goods. Apparently, this is a retrospective application. The first floor was already classed as B8; this application is change of use for ground floor.

Signed _____

Date _____

Ditchingham Parish Council

2024/2835 Change of use from religious retreat to storage and distribution (B8) St Michaels House All Hallows Convent Belsey Bridge Road Ditchingham Norfolk NR35 2DZ Received: Thu 26 Sep 2024 | Validated: Tue 12 Nov 2024 Status: Pending Consideration St Michaels House is not going to be used for storage but for offices and rooms open to the public.

2024/2643 Location: Belsey Bridge Conference Centre Belsey Bridge Road Ditchingham Norfolk NR35 2DZ Proposal: Change of use for three properties currently used as a religious retreat into houses of multiple occupation to provide additional support to the homeless or those experiencing domestic abuse Application Type: Full Planning Permission Status: Pending Consideration This should not refer to Belsey Bridge Conference Centre – Emmaus is not using any parts of this site. The three properties are houses at the back of the convent campus. They were used in the past to house sisters. They are now being used for a very successful Women's Project.

Highways

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

Signed _____

Date _____