



Minutes of Ditchingham Parish Council Meeting Monday 20th January 2014 - 7.30 p.m. Ditchingham Village Hall Councillors present: Julian Green - Chair (JG), Keith Weston- Vice Chair (KW), Vic Cossey (VC), Rev. Reg Kirkpatrick (RK), Colin Mison (CM), Gillian Ogden (GO), Jane Chadd (JC), Richard Mulley (RM), Stephen Read (SR), Sally Chapman (Clerk). Also present were: Margaret Somerville – County Councillor (MS) and Pauline Allen (PA) - District Councillor, three members of the public and Ronagh Witthames and Cathy Hembry from Emmaus Norwich. Parishioner Question Time opened with the Chair welcoming those present - no questions from the public. A. Sally Chapman the new Clerk introduced herself. B. Emmaus Norwich presentation by Ronagh Witthames and Cathy Hembry (see attached doc. 1). Ronagh gave the Council and visitors an interesting and informative talk about their future plans for Emmaus in some disused building at All Hallows in Ditchingham and how the development would help vulnerable and homeless people. No questions were asked. This session closed at 7.25pm. MEETING PROPER 1. Apologies for absence: none – all Councillors present. The Chairman announced the resignations of Councillors’ M.A. & M.C. Ankrett due to ill health. 2. No Members Interests were declared. 3. Minutes of the 18th November 2013 meeting Proposed (RK, 2nded KW) to be “taken as read” Unanimous. Minutes were confirmed to be signed by the Chair upon completion of the meeting. 4. Matters Arising 4.1. KW had contacted Simon Wilkin regarding the properties at Ditchingham Dam being joined to the new gas main to be installed to supply the Malting’s development (discussed last meeting). SW had confirmed he had not contacted them as yet. The Chair commented: if contact is not made soon, it may be too late. 5. Appointment of new Clerk The Chair announced that the new Clerk Sally Chapman started on 1 January 2014 and Mr John Smith had retired on 31 December 2013 after 56 years. 6. To formally adopt draft policies required and referenced in the Clerk’s contract of employment • 6.a. Expenses Policy • 6.b. Grievance and Disciplinary Policy • 6.c. Sickness and Absence Policy The Chair explained the need to adopt the required policies and they were drafted on templates provided by ACAS, NALC and SLCC. No previous policies were in place or adopted. Proposed JC, 2nded KW. 7. To receive reports (if present) from: • 7.a. Police – not present	Action by:
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7.b. Others - none The Chair asked the Clerk to contact the Police for crime reports for future meetings.	Clerk
8. Finance 8.a. The Chair read out the cheques list [Annex A], for approval proposed by JG; seconded by RK and agreed, unanimously. The Chair confirmed the expenses paid from 1 November 2013-31 December 2013. Approval proposed by RK; seconded by KW and agreed unanimously. 8.b. Receive a report by the RFO. [Annex B]. The Chair gave commentary on the attached - no questions. The Chair requested that in the future the budget report is circulated to the Councillors prior to the meetings, so it can be digested beforehand.	Clerk
9. Planning Committee Report (see attached doc. 2) KW recommended the applications 20132325 and 20132326 were approved. Proposed by KW; seconded by RM and agreed unanimously.	
10. To consider the membership of the Planning Committee 10.a. The Chair advised of the vacancy on the Planning Committee, arising from the resignation of Frank James. SR was co-opted on the Planning Committee. Proposed by KW; seconded by RK and agreed unanimously.	
11. To receive tabled internal reports (if required) from Advisory Committees	
11.a. Planning & Highways Councillor Weston read out his report (full copy attached doc. 3). - Traffic Matters – Ditchingham Dam and Pirnough Street junction considered to be safe by Norfolk County Council. - Hollow Hill B1332 – A discussion was held confirming the Councillors fears of how dangerous this area was. RM said he believed the 'Reduce Speed Now' sign was in the incorrect place and should be at the top of the hill. KW said he would ask Bob Edwards (NCC Highways) if it was possible to have another one. RM asked if roundels could be painted on the road with speed limits. KW advised he had already discussed this at the 18 December 2012 - B1332 Road Safety meeting and the NCC Highways committee had stressed they did not consider this area dangerous. SR stated it would only be classed as an 'Accident Hotspot' if there was an accident(s) resulting in serious injury or death. RM asked if a report could be obtained from the Police regarding the accident at Hollow Hill in November. KW agreed to request this report.	KW
Traffic Sign Damage The Chair reported that the Hedenham sign was damaged, that 50mph signs were damaged and dirty and the footpath on the B1332 was in a dreadful state and that the signposting on the B1332 to Pound Lane was embedded in the hedge. RK confirmed that the 30mph sign for Twaite had fallen over. The Chair asked who was responsible for cleaning and repairing signs. MS advised she was going to investigate and could KW email her a list of the above. KW agreed. Broome Heath Cycling Event It was suggested by RM that the vehicles at the next event on 5 March 2014, park on the common to ease congestion, as there were numerous parking issues at the last event, but no decision resulted. KW to contact Godric Cycling Club.	KW
11.b. Local Development Councillor Chadd read out her report (full copy attached doc. 4) A draft copy of an Invitation to Meeting Re: Ways of Spending Section 106 Grant to Benefit the Community was handed out. The Chair asked JC if DPC	KW



need confirmation from the Council if this is the right approach and JC said she would confirm. RK said we need to campaign all the organisations to attract proposals. The Chair said that DPC will filter the number of proposals to a manageable size and the full Council will recommend schemes to the Broads Authority, who, liaising with the developer will make the decisions. The Chair advised we need to know the proposals by May, so we can recommend them to the developers. PA advised proper records must be kept to prove to SNDC that DPC has appealed to all the community. JC said we have a comprehensive list of all local organisations and groups and would Councillors please advise if they can think of anyone else to approach. KW confirmed the 'Wish List' drawn up at last year's village fete did not come up with enough ideas. The Chair advised the Councillors the sum will be £80,000 over several years and we have 5 years to spend it. We must have clear criteria on how and why we will make the selection for grants, have good publicity, advert in the Parishioner magazine, website, notice board and editorial in the Beccles and Bungay Journal. We need to be seen we have consulted the Parishioners' of Ditchingham.	JC
11.c Maintenance and Environment Councillor Kirkpatrick read out his report (full copy attached doc. 5) • No major issues and the Councillors noted the request for the BMX track to be reinstalled using the 106 funds. • The Council acknowledged the general handyman/litter picker Mr D. Fairhead's resignation and gave a vote of thanks for all his hard work in the parish. • The Chair enquired how full the cemetery was and what was the protocol for extending the cemetery. VC stated there was enough room for the next 100 years; he also advised he had a computerised copy of the cemetery burial plots, which he had kept updated from the retired Clerk's books. He said he would email this to the new Clerk.	VC
11.d Finance & Resources The Chair read out his report (full copy attached doc. 6) • The Chair informed the Councillors of the recruitment process of the new Clerk. The Chair requested the Clerk to be given 'extra' hours to ensure a smooth transition and focus on the 'catch-up' work. Proposed by JG; seconded by KW and agreed unanimously. • The financial records are now up-to-date. • The transition work from previous to new clerk had indicated serious weaknesses in the adequacy of internal audit which the Chair would discuss further under item 15.b. • Employee matters – the Clerk has the regularisation of HMRC matters and the contracts of the other employees of DPC in hand. • Casual Vacancies – the Clerk has informed SNDC of the two Councillors vacancies and these will now be advertised– see item 15.c for further details. 12. To consider external reports 12.a County Councillor Somerville read out her report (full copy attached doc. 7): • The Norfolk - Putting People First budget has a £189 million funding gap and cuts in services will be taking place over the next 3 years. • Communities Secretary Eric Pickles has still not approved the Norfolk County Council's plans for an incinerator at Saddlebow, near King's Lynn. • A proposal for NCC to change from a Cabinet system to a Committee system is under discussion. • A proposed £12 million cut to the adult social care budget is being	



considered. • The cut in school transport budget is not going ahead. • The council tax has been the same for the last 3 years and if it is going to rise, a referendum must be held. • The A47 central road is making good progress. 12.b District Councillor Pauline Allen read out her report: • Individual Electoral Registration (IER) is coming into place this summer replacing the old electoral form and every person will have to register instead of households as before. • No rise in council tax. • It was reported that SNC has implemented a new scheme of delegation for planning applications; this means that fewer applications will go to committee and there will be a need for Cllr Allen and the Chair of DPC's sub-committee to liaise. • The Emmaus planning application has been submitted and it will take 6-12 weeks for a decision to be reached depending whether SNC consider it a major or minor scheme based on size. • The Bungay one way system is being made permanent and work started on Monday, January 6 and will last for 15 weeks. • Councillor Allen has contacted the Highway Officer regarding the dangers of the Ditchingham Dam/Pirnough junction and is still waiting for a reply.	
13. Issues not decided by committees: None	
14. Correspondence: None	
15. Urgent Other Business • 15.a. Councillor Allen will request the 'SNC New Scheme of Delegation for Planning' details for Councillors. • 15.b. Internal Audit – the Chair explained that the transition activities from previous to new Clerk had indicated clear inadequacies of the regime, and reminded Councillors of the concerns of the External auditors 12-13 with the Chair proposing that the Council's Risk Register be updated immediately to reflect this. He reminded Councillors that the internal audit process was not just about checking the cashbook but ensuring that all the policies and procedures etc are compliant with requirements. The Chair requested Councillor Allen to seek guidance from Compliance to update our audit plan. • 15.c. Council Vacancies – There are two Councillor vacancies and the Statuary Notice will be posted this week. The Chair requested Council guidance that if no election were required through the Statuary Notice was it the Council's wish to actively seek interest. Further information will be advertised on the DPC notice board this week and the Parishioner magazine. The Chair reminded Councillors that (as before) if there are more than two applicants a ballot will be held co-option, otherwise the Council may co-opt by invitation. The Chair also reminded Councillors that no cooption at all was an option. • 15.d. RK reported that the Ditchingham Primary School is now out of special measures. Heather Brand has been appointed as new Head Teacher. She is also HT of a nearby school and will be at Ditchingham two days per week. The present County HT, Mrs Sue Sweet who will be covering Ditchingham school one day per week. Another HT, responsible for exclusively for academic standards, will attend two days per week. • Rev. Chris Hubbard is the new Rector; his induction, and a reception, will be held on 1st of April 2014. • 15.e. The Chair/KW requested a thank you card for the retired Clerk • 15.f. RM requested a letter of thanks for Mr F. James.	PA Chair/ Clerk/ PA Clerk/ KW KW Clerk



16. Confirmation of meeting dates:

- Full Council - 17 March 2014 7.30pm
- Planning & Highways - 17 February 2014 6pm

17. Items for next agenda

- Norwich Road lay-by (state of)

The meeting closed at 9.22pm.

The following attached papers should be regarded as part of the minutes:

- Cheque Approved [Annex A]
- RFO Budget Report [Annex B]
- Emmaus PowerPoint Presentation and leaflet (doc. 1)
- Planning Committee Report (doc. 2)
- Planning & Highways (doc. 3)
- Local Development (doc. 4)
- Maintenance and Environment (doc. 5)
- Finance & Resources (doc. 6)
- District Councillor M. Somerville's report (doc. 7)



DITCHINGHAM PARISH COUNCIL

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Cheque Approved [Annex A]

Ditchingham Parish Council

Expenses - January 2014

20/01/2014	101268		Clerk's Expenses	OK		158.60
31/01/2014	101269		Clerk's January's Salary	OK		235.24

Signed: __[Julian Green]_____ (Chair)

Date: _{17 March 2014}__



RFO Budget Report [Annex B]

80		Ditchingham Parish Council:						
13-14 Q3 Out turn, Budget & Forecast			Q 03	BUDGET	F'CAST			
Year ended:			13-14	13-14	13-14			
Actual		PrintMe	F'CAST	BUDGET	F'CAST	Variance Forecast to Budget 13-14		
YR Ended			YR Ended	YR Ended	YR Ended			
31/03/2013			31/03/2014	31/03/2014	31/03/2014			
Fin Yr12-13			Fin Yr 13-14	Fin Yr 13-14	Fin Yr 13-14			
15,000	Precept		20,000	15,000	20,000	5,000	FAV	
	Increase in Precept			3,000	0	-3,000	ADV	
	New Strategies			2,000	0			
	General reserve increase				0			
	SN Transition monies		2,091	2,000	2,091			
3	Interest		4	5	4	-1	ADV	
1,644	Burial fees		2,350	2,000	2,500	500	FAV	
216	Allotments		216	250	216	-34	ADV	
1,165	Recreation Grounds		1,159	1,200	1,156	-44	ADV	
100	Honorarium			0	0	0		
	Miscellaneous			0	250	250	FAV	
300	Recycling		598	300	300	0		
1,497	VAT		2,979	1,735	3,929	2,194	FAV	
19,925	Income		29,397	27,490	30,446	4,865	FAV	
868	General Reserve		1,305	2,431	1,305	-1,126	ADV	
3,000	Play Area		3,000	2,458	3,000	542		
3,868	Reserves B/ Forward		4,305	4,889	4,305	-584	ADV	
23,793	Available Resources		33,702	32,379	34,751	4,281	FAV	
1,850	General Admin		2,595	2,100	2,728	-628	ADV	
4,964	Clerks Employment Costs		3,803	5,100	5,005	95	FAV	
	Clerks home office				0	0		
	Section 137			0	0	0		
750	Parishionner			500	500	0		
120	Allotments		100	150	150	0		
3,578	Burial Grounds		3,613	3,600	3,615	-15	ADV	
2,222	Village Tidy		3,003	2,000	3,158	-1,158	ADV	
100	Honorarium			0	0	0		
2,700	Recreation Grounds		2,168	2,600	2,213	387	FAV	
0	Increase Play reserve		1,500	1,500	1,500	0		
	New Strategies			2,000	0	2,000	FAV	
	Charge Against reserve			0		0		
620	Play area maintenance		0	1,000	1,200	-200	ADV	
250	Bus Shelter			250	256	-6	ADV	
412	Miscellaneous		140	1,000	1,000	0		
	Transfer to reserves				0			
	Other estimated costs			0	0	0		
1,923	VAT		1,753	2,000	1,992	8	FAV	
19,489	Expenditure		18,676	23,800	23,317	483	FAV	
4,304	Reserves C/ Forward		15,027	8,579	11,434	2,855	FAV	
4,305	General Reserve		15,027	8,579	11,434	2,855	FAV	
	Reserves expended (play area)		-2,858	0	-4,500	-4,500	ADV	
3,000	Play Area		4,500	2,338	3,838	1,500	FAV	
			-4,358		-4,500			
	New Strategies							
4,304	Reserves (as above)		12,169	8,579	6,934	-1,645	ADV	
1,923	VAT receivable		525	2,000	0	-2,000	ADV	
6,227	Total Reserves		12,694	10,579	6,934	-3,645	ADV	
1,305	General Reserve		12,027	6,241	7,596			
3,000	Play Area Reserve		142	2,338	-662			
0	New Strategies		0	0	0			
4,305			12,169	8,579	6,934			

Signed: __[Julian Green]__ (Chair)

Date: __{17 March 2014}__



Emmaus PowerPoint Presentation and leaflet (doc. 1)

Emmaus

Planning application briefing

Ditchingham Parish Council 20 January 2014

Part of global movement 1949 - Abbe Pierre, Paris and introduced to UK 1990's Now 24 communities in UK and 300+ worldwide

"Guiding principle - serve those worse off than yourself before yourself"

Values: acceptance, sharing, working for others in greater need and self respect.

Aim to be self supporting within 5 years. Companions sign off benefits and work 40 hour week in community's retail and recycling enterprises.

Solidarity in practice

- Companions help local groups and community events like; Ditchingham Fete, Ditchingham Nursery, Bungay Falcon Meadow Bonfire Night, Ditchingham Play Group Christmas Fayre.
- Give away solidarity furniture to local people in need and discount for those on benefits.
- Do soup runs, deliver blankets to rough sleepers, volunteer over Christmas at luncheon club for vulnerable and homeless, deliver hampers to those in need, collect and distribute food for local foodbank.

Local consultation on plans

Residents briefing going out with newsletter in next Parishioner Posters in village hall, parish council, Post Office & shop notice boards.

8th February - Ditchingham Community Café from 10 -12 noon

Residents invited to view display and discuss plans with us whilst we help out with the café and run a collection point.

The detailed proposal includes for the provision of:-

1. 25 companion's bedrooms with en-suite facilities.
2. 3 to 4 'in house' staff flats for their accommodation.
3. Additional general storage, toilet and ablution facilities.
4. Living accommodation including: sitting rooms, kitchen and dining facilities, laundry, games room, gym, food storage, administrators office. General storage, workshops and cleaning rooms.
5. Primary kitchen and cafe refectory facility serving companions, guests and customers.
6. Display and exhibition area to convey the Emmaus story and heritage of site to visitors and customers.
7. Customer toilet and disabled toilet facilities with baby changing unit.
8. Ancillary retail use and stores for the retail element of the proposal.
9. Workshop, storage and sorting space in which to refurbish or up cycle broken items and recycle waste materials.
10. Formation of permeable surfaced car park disabled parking will be adjacent to the proposed new entrance to the facility.
11. Access enhancement and imposition of a dedicated one way entrance and exit arrangement. Improvement of vision to the access road.
12. General remedial works to the existing building and site.
13. Retention of the existing Emmaus house that fronts onto Belsey Bridge Road.

Any questions?

Contact details:

Ronagh Witthames Community Director Tel. 01986 895444 www.emmausnorwich.org

Our shop opening times: Tues – Fri 1 - 4pm, Sat 10 - 4pm

Sale day – Saturday 25th January, 10 - 4pm



Planning Committee Report (doc. 2)

20132325 and 20132326 1 Yarmouth Road (St Aidens) [Listed building]
Proposed demolitions, extensions and repairs.

Planning & Highways Report (doc. 3)

DITCHINGHAM PARISH COUNCIL

Planning & Highways Advisory Committee/Decision Committee

Tabled Chair's Report for the January 2014 Parish Council Meeting

PLANNING

2013/2020 (an amendment to 2013/1015H Internal reconfiguration of layout and addition of Velux roof lights.) Since there is no impact on neighbours and the extension is not visible from the road I responded, as Chair, "NO FURTHER COMMENT".

27 Ditchingham Dam BA has approved the erection of a timber store/garage. DPC had recommended it for approval.

Emmaus, Belsey Bridge Road Plans to redevelop the site have been submitted to SNC. A speaker from Emmaus will have addressed this Council meeting. The plans will come before P&H Committee in due course.

20132325 and 20132326 1 Yarmouth Road (St Aidens) [Listed building] Proposed demolitions, extensions and repairs. Immediately prior to this meeting the Planning & Highways Advisory Committee will have considered these plans. The committee will have decided to:

- a) **Recommend the application for approval** and seek the Council's endorsement
- b) **Recommend the application for refusal** and seek the Council's endorsement
- c) **Offer no comment** and seek the Council's endorsement

Traffic Matters With the new wall having been built at the junction of Pirnough Street and Ditchingham Dam, I asked Norfolk County Council (NCC) to check out lines of sight and general safety. District Cllr. Pauline Allen has also raised our concerns with the planning authority (in this case the Broads Authority). Stuart French, of NCC Highways Dept. carried out a site visit and has given assurances that the junction is safe and no modifications to the plans are justified. He has arranged for the road markings to be reinstated as soon as weather conditions permit. Pauline Allen has expressed her dissatisfaction with the outcome (She will talk to us at item 12b.) I am not aware of the extent of our County Cllr's involvement. The full correspondence is available. My committee will respond (or not) as Council requires.

We also asked Suffolk County Council if they had considered the effects of the Bungay road closures on Ditchingham's roads. They believe their diversions are appropriate and they have liaised with NCC.

Signed: __[Julian Green]_____ (Chair)

Date: __{17 March 2014}__



Regarding the accident at Hollow Hill in November: I asked PC Farrow about getting the police report. Due to data protection issues and protocols this would require a formal request, to Police Head Quarters, for information. I have not proceeded with this but will do so if Council requires.

Parishioners and Cllrs. have reported that, during a recent cycling event on Broome Heath, there were serious issues over parking. Some home owners (E.g. in Green Lane) were unable to get their vehicles out. Another cycling event is scheduled and I shall be liaising with the organisers to ensure that safe access to all properties is maintained.

Keith Weston
20.01.2014

This report will presented at the meeting. It will be Emailed to Cllrs (who can receive it), District Cllr, and County Cllr. Paper copies will be available to those who want one.



Local Development (doc. 4)

20th JANUARY 20th 2014

The Post Office consulted with the Parish council on our views about the Ditchingham village Post Office move to the village shop. The councilors were sorry to see the present Post office shut but the general feeling was that the council is relieved that we will have a Post office present in the village. Parking concerns were noted.

The other main concern since the last meeting is Section 106, the monies which will be allocated by Livsey, the builders for the new Maltings development. The sum will be £80.000 given in 4 tranches.

The Local development committee propose that every effort should be made to consult widely amongst Ditchingham organisations and groups. The letter that you have this evening is an invitation to these groups to attend a meeting before May so they can submit bids for money.

This meeting will be advertised in the local press, web site, notice board and the Parishioner.

POSSIBLE ATTENDEES FOR SECTION 106 MEETING

PARISH COUNCIL

REPRESENTATIVES

VILLAGE HALL
YOUNG PEOPLE
COMMUNITY CAFÉ
SCUDAMORE PLACE
LYNFORD
ALL HALLOWS HOSPITAL
ST ANNES
ALL HALLOWS COMMUNITY
SITCHINGHAM UNITED CHARITIES
DISTRICT COUNCILLOR
CHURCH
SCHOOL
SPORTS PAVILION
ALLOTMENT ASSOCIATION

Signed: __[Julian Green]_____ (Chair)

Date: _{17 March 2014}__



Maintenance and Environment (doc. 5)

Report from Maintenance & Environment Committee

Tabled Chair's Report for January 2014 Parish Council

Play Areas:

The play areas continue to be used even through these past winter months and we have had some very positive feedback on the improvements we have made.

The Thwaite Road play area is a large site and there are sections which could be further developed. As I said in my last report some of the young people have asked about the possibility of the BMX track being reinstalled. This could be a project for the 106 funds. We haven't looked into costs as yet but it is a project that would enhance our community facilities.

The committee are grateful to residents who continue to carry out inspections of the play areas. It is worth recording that this level of inspection is a credit to the residents and shows a commitment to the community.

Allotments & Cemetery:

The cemetery continues to be well maintained. We may look at the possibility of installing some benches for people to sit and reflect while visiting.

The allotments are being kept tidy and I have not had any further reports of break-ins to the sheds on site.

Councillors were sad to receive the resignation of David Fairhead as our general handy-man and litter picker and would like to thank David for all he has done for the community, much more than what he was asked to do. We wish him all the very best for the future.

Reg Kirkpatrick
20/1/14



Finance & Resources (doc. 6)

Ditchingham Parish Council. January 20th 2014

Report of the Finance & Resources (F&R) ADVISORY Committee

Recruitment of Clerk: The recruitment of Clerk was delegated to F&R at the September 2013 meeting, and an update was given at the November 2013 meeting. Councillors will now be aware that this process resulted in the successful appointment of SALLY CHAPMAN with effect 01/01/2014. Councillors should note that the process was thorough; some have likened it to a Darwinian process... 'Survival of the fittest'! It comprised the following:

- 15 expressions of interest (4 Local knowledge/magazine, 4 NALC advert, 7 Archant Press/Online).
- 13 CVs received, following up from these we requested 'completion of a formal application'
- 11 Applications received (1 Late, 2 Withdrawn)
- 7 Long list [Chair & vice Chair] (RAG rating/scoring)
- 4 Shortlist [F&R] (2 strong applicants, 2 less strong)
- 4 Interviews [Chair & vice Chair, and RK] including hands on 'IT' test (2 strong & very close, 2 less strong)
- Appointment (decision influenced and determined by evidence of 'office' skills)

I would like to thank KW & RK on behalf of the Council for their support of the interview process.

Contract of Employment for Clerk: It has been a requirement that the Clerk is provided with written terms and condition of employment ([Contract of Employment] Section 1 Employment Rights Act 1996). Although the Council had been aware of this requirement it had not provided the previous Clerk with such a contract and, therefore, was in breach of statutory duty.

We are pleased to confirm that F&R has agreed the drafting of a contract based on the 'template' jointly agreed by NALC and SLCC, and the new Clerk has signed that contract. Terms and conditions are aligned with NJC.

Policies: A consequence of the provision of the Clerk's contract is the need to adopt required policies referred to therein. These policies drafted based on templates provided by ACAS, NALC and SLCC and other public sector sources are the subject of business noted as this meeting's agenda item 6.

- Expenses Policy
- Grievance & Disciplinary Policy
- Sickness & Absence Policy

Contacting the Clerk: Councillors are already advised of the Clerks contact details, these are also posted on the notice board and on the web site, and will be included in February's "Parishioner" magazine. Councillors should be aware (and ensure that others who may have recourse to contact the Clerk) that the Clerk is contracted (and therefore paid) for only 7 hours per week. Phone calls, emails, and other correspondence will be addressed consistent with Sally's working pattern. It is hoped to agree with Sally 2 fixed time slots per week where she will be 'on duty' and a more immediate response can be available. F&R will update the Council on this as and when agreed.

Transition of responsibilities from previous Clerk to new Clerk: Councillors will be aware that John Smith [previous Clerk] is unwell and as a consequence has been unable to engage in this process as planned. The Chair & vice Chair therefore have stepped in to assist the new Clerk in the handover; and we are currently in the process of culling some 50+ years of records to comply with the records retention guidance provided by NALC.

Signed: __[Julian Green]_____ (Chair)

Date: __{17 March 2014}__



I would like to extend a further welcome, and my continuing thanks to Sally for her enthusiastic and supportive 'hands on' approach in 'getting up to speed'. There is 'lots to do' in order to get systems established as well as 'business as usual'.

Further, Councillors will recall that we had tentatively agreed an overlap between previous Clerk and new Clerk to ease transition activities which would have involved double salary costs for January 2104. Clearly this has not been possible and Sally is working additional (and unanticipated) hours as a result; the Chair and vice Chair having discussed this recommend that we use this budget provision to fund 'extra' hours for Sally.

Financial records: While transactional documentation will form part of the culling and retention exercise referenced above I can confirm that, following some focused 'catch-up' work from the new Clerk, the core records and bank reconciliation are correct (subject to internal audit).

Internal Audit: Councillors will recall that the external auditors would not sign off the 12-13 audit without sight of our risk register and risk management policy. Usefully this was something that we had initiated in 11-12 as part of our processes review.

Councillor's attention is drawn to section 6.5 of DPCs Risk Management Implementation policy with reference to internal audit. It is has become clearly evident, during the recent transition of Clerk, that the responsibilities of internal audit are not being adequately discharged. I would strongly recommend that improved arrangements are established immediately and that the current inadequacy of internal audit effectiveness is added to the Risk Register immediately. The Chair will include discussion on this under the item 15 'Other Urgent Business'.

Regularising employee matters: The Clerk has the regularising of contract & HMRC matters for 'other employees' in hand.

Casual Vacancies: As already noted, the resignation of Councillors M&M Ankrett will require that the Clerk advertises such vacancies and the Council must determine the potential courses of action necessary. The Chair will include discussion on this under the item 15 'Other Urgent Business'.

Julian Green

Chair, Finance & Resources ADVISORY Committee

Signed: __[Julian Green]_____ (Chair)

Date: _{17 March 2014}__



District Councillor M. Somerville's report (doc. 7)

The A47 project has Government approval and support of the Prime Minister but no action until after the election basically

The Council Tax will remain as it is we believe. If it is raised by more than 2% they would have to be a referendum. We abstain Government support of about £3 million to keep it down and revenue is increased through other means.

£12,000,000 was the sum that NCC (labour led) was proposing to remove from the Adult Social Care bill. My party has lobbied hard (Conservative) against this huge cut as it will impact on the most vulnerable. It looks like the labour led.

Administration will now reduce that cut by £3,000,000 but never the ever less, they will still cut the budget by £9,000,000 instead over 3 years

The Labour/liberal/UKIP/Green/ independent administration want to move to a Committee form of decision making and pledged to do this by May 2014. They hold 43 of local council seats whereas .conservatives hold 40. Unfortunately, the Coalition cannot agree how this should be achieved as yet. Conservatives will support the decision to have a Committee system as long it does not cost too much to change, is democratic and that decisions are not delayed by a cumbersome system of decision making

Eric Pickles has delayed making a decision regarding planning permission for the Energy from waste power station at Kings Lynn which impacts on the budget setting as if it is NOT granted NCC will have to pay £28,000,000 in compensation to the company and we will have to continue land fill waste sites until alternative system evolves. The tax on landfill has a major impact on our budgets each year as it rises to stop us use this method of disposal. NCC gave planning permission in 2012, but Kings Lynn residents objected as proposed installation was in an Industrial site near them. This facility is for the whole of Norfolk and has proven to be safe, clean and produces energy from our black bag waste

Margaret Somerville