

Meeting Minutes
Monday 20th January 2020
7.30pm
The Village Hall, Ditchingham

Councillors present: Alan Larkin (Chair), Brendon Bernard (District Councillor/Vice Chair, BB), Ben Holloway (BH), Jason Kercher (JK), Corrine Layton (CL), Alf Skippen (AS), Charlie Taylor (CT)

Clerk/RFO: Sally Chapman

Also Present: Four Parishioners

PUBLIC MEETING

Action

A. Parishioner Question Time

- A parishioner requested a public toilet on Falcon Meadow for visitors. The Chair advised Falcon Meadow is owned by a Trust and not under DPC's remit.
- A parishioner asked if he could clear some of the river at The Malting's Development, he was advised to contact The Malting's Committee directly.
- Parishioners reported (Clerk to report):
 - Potholes on Black Horse Lane
 - Huge puddle near the bus stop on Norwich Road.
 - The bus shelter near the village hall requires maintenance.
 - Beer cans, candles and cigarette ends found in the Lychgate.
 - The bank on Norwich Road/Hollow Hill Road junction is giving way.
 - Drains near the bus stop on Hollow Hill Road are blocked.
 - Dangerous fence on Loddon Road near the garage.

Clerk

B. External Reports

County Councillor Margaret Stone sent apologies and District Councillor Brendon Bernard gave a report: Full details:

<https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>.

MAIN MEETING

1. To consider Apologies for Absence

2. Declaration of Interests & Consider requests for Dispensation

None

3. To Confirm the Minutes of the meeting held on 19th November 2019

Councillors resolved the Minutes to be 'taken as read and agreed as correct'.

The Minutes were duly signed by the Chair.

4. Matters Arising

To report matters arising from the minutes, not on the agenda nor included in the committee reports

a) Pirnhow Junction Meeting – update

DPC is waiting for a full report from Mr Overland at NCC Highways. Pedestrian warning signs and a dropped kerb was discussed. Intermittent repeater signs would be considered

Signed: _____ (Chair)

Date:

based on SAM2 data to reduce speeding. Clerk to update the Parishioner who called the meeting.

b) BBDRRC Pirnhow Street Footpath – update

Cllrs from Ditchingham and Broome, County Cllr Stone, BBDRRC members and Mr Overland from NCC Highways met to discuss a proposed footpath. NCC has since advised '*it would not be feasible to install a new footway at Pirnhow Street*'. Clerk to inform BBDRRC.

c) Loddon Road Bus Stop Relocation - update

NCC has informed that the bus stop will not be moved back to its original location. Cllr Layton to contact the bus company re length of time the buses engines are left running.

d) To Do List

The Chair and Clerk read out a list of items presently being dealt with.

e) Ditchingham Common

A Cllr informed of an area called Ditchingham Common on Sun Road. Clerk to investigate.

Clerk

Clerk

Clerk

5. Co-option to fill Casual Vacancies

None

6. Finance

a) To receive the Finance Reports and Approve Receipts and Payments (see attached)

The RFO gave a report of all activities since the last meeting and the Chair signed the bank statement.

Cllrs resolved to approve the Finance Reports, Receipts and Payments.

b) Budget and Precept for 2020/21

Cllrs noted the Precept Request 2020-21 for £30,000 has been submitted.

c) To consider Reserves Investment

Cllr Bernard informed Cllrs of some different investment options for the reserves including 1 year and 2-year bonds. The Clerk was asked to check the signature arrangements for the United Trust bank.

Clerk

7. To receive a report from the Planning and Highways Committee

Planning Applications/Decisions (see attached)

a) Cllr Larkin reported the applications and decisions since the last meeting.

8. To receive Internal Reports from Advisory Committees & Decision Committees

a) Chair's Report

The Chair read out his report (see attached).

b) Community

The Chair read out his report and answered questions (see attached).

Cllr Skippen thanked Cllr Taylor for repairs to the play equipment and informed NCC has turned down the request for chicken statues on chicken roundabout.

Cllr Holloway informed of some dumped materials found on Thwaite Road Play Area. Cllrs will investigate.

Cllrs

Chair/AS

c) Finance & Resources

None

d) Planning & Highways

- Street Lamps Policy

The Chair informed he had received communication from six parishioners re the street lamps. He confirmed no street lamps would be removed without the consultation of the nearby residents and if DPC had not adopted the lamps, SNC would have removed them all, except ten lamps.

- Planning Policy

Signed: _____ (Chair)

Date:

The Chair informed of the planning procedure and all new planning applications to be sent to the planning committee.

- SAM2

Cllr Holloway gave a report (*see attached*) and answered questions on the SAM2 locations and speeds throughout the village.

9. Consider Issues not decided by Committees

a) Community Speed Watch

Cllr Layton informed she has seven volunteers to support the scheme and would like nine to start the training. She has visited village meetings; circulated posters and an advert will be placed in The Parishioner.

b) Tree Warden - Planting of Trees

The Tree Warden, Mr Hartwell spoke of the tree planting in the Dip, Cemetery and Thwaite Road Play Area by Cllrs and parishioners. He asked if the grass cutters of The Dip be advised of the new trees. The Chair thanked all involved with the tree planting.

Cllr Holloway informed he was extremely unhappy with the tree planting exercise and gave his reasons why. He then resigned and left the meeting.

c) Bakers Lane Bridleway – update

The Chair met with the parishioner who raised concerns and wrote to NCC supporting the issues.

d) Broome Parish Council email - VE 75 Celebrations 8th May 2020 – update

Cllrs Larkin, Bernard, Kercher and Layton has formed a committee with Broome PC to organise the event.

e) Litterpick 2020

It was agreed a Litterpick would be held on 25th April 2020. Clerk to place advert, book hall and equipment and organise refreshments with Cllr Layton.

f) Noticeboard and Bench Maintenance

Cllr Taylor kindly agreed to assess the noticeboard and bench and advise on maintenance.

g) Defibrillator

The defibrillator is checked on a regular basis by a parishioner who is a member of Bungay First Responders. He informed in January new pads will be fitted.

h) Website Statistics 2019

The Clerk read out the website statistics for 2019; total visitors to the site 3,708 averaging 10 per day.

Clerk

Clerk/
CL

CT

10. Correspondence

a) Clerks & Councils Direct Magazine.

b) Police response re Street Lights Policy

Stephen Banes, Police Constable 1566 informed:

I have looked into this request and there are no policies in relation to this.

Also, if you are asking if there are any direct links between street lights being turned off in villages and the increase in speeding and burglary, then there are no direct links that can be attributed purely to street lights being turned off.

c) Falcon Meadow Community Trust

The Falcon Meadow Community Trust has advised:

The kissing gate at the Ditchingham dam end of Falcon Meadow has at last been repaired, much to the relief of the Trust as motorbikes etc can no longer gain access.

Norfolk County Council are responsible for the fencing and the footpath. However, the Broads Authority paid for the materials.

Signed: _____ (Chair)

Date:

11. Urgent Other Business

None

12. Items for Next Agenda

- a) Policies Review
- b) Ground Maintenance renewal

13. To confirm the Dates of the Next Year's Meetings

- Monday 16th March 2020 at 7.30pm
- Monday 18th May 2020 at 7.30pm
- Monday 20th July 2020 at 7.30pm
- Monday 21st September 2020 at 7.30pm
- Monday 16th November 2020 at 7.30pm

Planning Meetings arranged as required.

The meeting closed at 10.10pm

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

Signed: _____ (Chair)

Date:

6.a) Finance & Budget Reports

Ditchingham Parish Council Finance Report - January 2020			
Finance Report			
Current account b/f			
Payments since last report			
Date	Cheque No.	Payee	Amount
30/11/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33
30/11/2019	S/O	Mrs O Mulley - Village Cleaner	73.34
30/11/2019	S/O	Ms S Chapman - Clerk	598.04
06/12/2019	101640	Ditchingham Village Hall S106 Money	64,998.73
30/12/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33
30/12/2020	S/O	Mrs O Mulley - Village Cleaner	73.34
30/12/2020	S/O	Ms S Chapman - Clerk	598.04
20/01/2020	101641	SNC Dog Bin Annual Charge (9 bins)	1,153.44
20/01/2020	101642	Clinks Care Farm Maintenance 3/3 Invoices	3,430.00
20/01/2020	101643	Ladywell Accountancy Services	120.00
20/01/2020	101644	Pearce & Kemp Ltd - Street Lamps Jan-Mar.	360.00
20/01/2020	101645	Clerk's Expenses December & January	79.08
Total			71,834.67
Receipts since last report			
25/11/2019	DC	Broads Authority S106 Money for DVH	64,998.73
06/12/2001	credit	Mr S Hancy - Burial & Reservation	700.00
10/01/2020	credit	Scott Wright Allotment	10.00
10/01/2020	credit	Mrs J Honeywood - Memorial	110.00
Total			65,818.73
Total			5,552.21
Community Account Statement Balance 31/12/2019			
Unpresented cheques			- 5,142.52
Uncleared receipts			(120.00)
Total			5,552.21
Business Saver Statement Balance 31/12/2019			
			142,954.87
Total balance in both accounts			
			148,507.08

Signed: _____ (Chair)

Date:

Ditchingham Parish Council - Budget Report 2019-20									
Year End 2018/19		Budget 2019/20	Actual Year to Date 2019/20	Forecast 2019/20	N of Original Budget	Notes	Draft Budget 2020/21	Notes	
	Income								
24,357	Precept	28,000	28,000	28,000	100%		30,000		
643	SN Transition monies	0	-	0	-		0		
245	Allotments Rents	245	255	255	104%		245		
1,670	Bural Grounds	2,000	2,510	2,510	126%		2,510		
500	Play Areas	0	-	0	-		0		
3,558	VAT Reclaimed	1,500	1,406	1,500	94%		2,000		
30,973	Total Budgeted Income	31,745	32,171	32,265	101%		34,755		
68	Miscellaneous	0	187	187	-	Litterpick, training event	-		
0	Street Lamp Payment	0	77,800	77,800	-		-		
550	Proceeds Yard Sale	0	-	0	-		-		
1,775	NCC Parish Partnership Grant - SAM2	0	-	0	-		-		
0	\$106/CIL Grants	0	65,863	65,863	-	Drawn for Ditchingham Village Hall's extension	-		
96	Business Account Interest	0	213	213	-		700	variable	
33,462	Total Income	31,745	176,235	176,128	555%		35,455		
	Expenditure								
6,840	Clerk's Employment Costs	7,709	5,390	7,709	70%		7,938	3% forecast	
380	Clerk's Office Costs (elec, b band, comp.aquip).	380	311	380	82%		380		
1,398	General Expenses	1,200	1,047	1,200	87%	Internal Audit, Data Protection, laptop, training, payroll	1,200		
100	Allotment Rent to Land Owner	100	100	100	100%		100		
4,805	Cemetery Maintenance	4,500	3,775	4,500	84%		5,000		
900	Dog Waste Bin Servicing	1,000	961	1,000	96%		1,000		
911	Insurance	1,000	753	753	75%	Changed Insurers	800		
220	Miscellaneous	500	-	500	0%		500		
750	Parishioner Magazine/Website	750	-	750	0%		750		
3,880	Thwaite flood Play Area Maintenance/grass cut/litter picker	3,300	2,196	3,300	67%		4,250		
4,808	The Dip Maintenance/grass cut/litter picker	5,000	3,202	5,000	64%		4,250		
5,076	Village Maintenance	3,000	3,000	3,000	100%		4,000		
3,754	VAT	1,500	2,429	2,429	162%		2,000		
1,701	Tree Survey/Maintenance	1,000	-	1,000	0%		1,500		
-	Street Light's Electricity/Maintenance Contract	3,000	1,200	3,000	40%	No invoices for electricity as yet	3,000		
35,521		33,939	34,365	34,621	77%		36,668		
0	Lychgate Reserve	0	405	405	0%	Repairs	0		
0	Play Area Reserve	0	-	0	0%	Received for Men's Shed	0		
0	Broads Authority - return of unused \$106 money	0	5,000	5,000	-	Community noticeboard & VH Extension	0		
0	\$137/CIL Expenditure	0	65,569	65,569	-		0		
3,550	SAM2 Unit	0	-	0	-		0		
550	Proceeds Yard Sale (for E444)	0	-	0	-		0		
30,621	Total Expenditure	33,939	95,138	105,595	281%	Difference	36,668		
(6,160)		(2,194)	80,896	70,734			(1,723)	From General Reserve	

Signed: _____ (Chair)

Date:

8. Planning and Highways Committee Planning Applications/Decisions

Ref. BA/2019/0449/NONMAT

Install window and door on extension instead of bi-fold doors, non-material amendment to permission

BA/2018/0415/HOUSEH

5 Ditchingham Dam Ditchingham Norfolk NR35 2JQ

Received: Wed 18 Dec 2019 | Validated: Mon 30 Dec 2019

[Documents](#)

Status: Approved

Ref. BA/2019/0434/FUL

Installation of gas vent pipes to the internal common area gas riser through the roof of 74-100 (evens)

Waterside Drive 74-100 Waterside Drive Ditchingham Norfolk NR35 2RTRef. No:

Received: Thu 12 Dec 2019 | Validated: Mon 16 Dec 2019

[Documents](#)

Status: Awaiting decision

Reference: 2019/2376

Alternative Reference: PP-08302778

Application Received: Wed 27 Nov 2019

Application Validated: Wed 27 Nov 2019

Address: Ditchingham Farms Estate Office Norwich Road Ditchingham NR35 2JU

Proposal: T1801 Cedar- to reduce the end weight of the hazard beam by up to 1m, inserting a wooden wedge into the hazard beam in order to retain the habitat value.

[Documents](#)

Status: No objections

Reference: 2019/2276

Alternative Reference: PP-08288550

Application Received: Tue 12 Nov 2019

Application Validated: Thu 14 Nov 2019

Address: Land At Thwaite Road And Hollow Hill Road Ditchingham Norfolk

Proposal: Various works to trees, see tree report - works include felling of 4 trees.

[Documents](#)

Status: Approved

Decision : No objections

Signed: _____ (Chair)

Date:

8. a) Chair's Report 20th January 2020

All Hallows Hospital Trust

As previously reported, the All Hallows Liaison Group was disbanded in November. No communication was received from the All Hallows Hospital Trustees or the County/NHS Commissioners. All I can report is that, as far as I am aware, the AHHT is negotiating with a potential unknown buyer, and we hope that the hospital will be taken over as soon as possible. It is still not clear what type of service any such buyer will be providing.

St Anne's House

This is situated opposite Lamberts Way, off Station Road, and is part of the Hospital complex. It was previously a hostel for the Homeless, operated originally by St Matthews Housing and latterly by Genesis Housing, who left in 2019. Contractors are presently in the building, cleaning and tidying the area to make it fit for re-use. At present, it is not known as to its future use, but I will continue to make enquiries.

Emmaus

On the 11th December I attended the AGM. We continue to maintain a relationship with Emmaus and will explore ways in which their Companions can be more involved with the local community.

Alan Larkin

Chair, Ditchingham Parish Council

8. b) Community Committee Report 18th November 2019

Please find below my report compiled on Thursday 14th November 2019.

Allotments

Allotments renewal was due on 01st October 2019 for the next year. Three allotments have become available and have been offered to the three parishioners on the waiting list. We are awaiting confirmation of their acceptance. Two have confirmed.

Cemetery

Not aware of any issues.

The Dip

The Dip looks in a reasonably good state. The field was booked for Saturday 28th September and we believe everything went well.

Thwaite Road Play Area

Area looks generally in good shape. However, it has been reported that some of the black plastic sheeting that was laid in the skateboard park to prevent vegetation growth and drainage, is coming through and needs covering again. Rabbit holes were repaired and low tree branches are being taken down.

Chicken Roundabout

Sadly some people have felt that driving onto and around the roundabout to be clever. There are deep tyre traces on one side of the roundabout where someone has driven on around and off.

Signed: _____ (Chair)

Date:

Another vehicle has driven across, but not badly damaging the surface. Clink Farm Care will fill the ruts with a mixture of soil/compost/wildflower seeds. Waiting for response from Black Dog Arts reference chickens decided at a previous meeting. Bobbie Watchom is waiting for a response from Highway Department. We have asked Clinks Care Farm to plant 5,000 crocuses which they will do.

Maltings Amenity Space

At last we have a positive response from the Broads Authority who have issued a non-compliance to P J Liversey in regard to the landscape maintenance and management plan at the Maltings. This covers the majority of our requirements and await the further outcome.

Cheyne Walk

Generally in good shape. Path is fine, however there are a few posts that are slightly loose, but I do not feel there should be any concerns.

We will continue to look at ways to improve the facilities for the parishioners and consider any suggestion that come forward.

Our thanks go to people for the odd jobs carried out on behalf of the council and Paul Austin keeping our village so tidy. We would also like to thank Mrs Mulley who is the village cleaner of the bus shelter, phone box, lychgate and anything else that needs cleaning.

Community Committee Chair: A. E. Skippen

8.d) SAM2 Report

The SAM2 unit has been moved repeatedly to the designated locations, and data acquired. Speeds remain generally consistent, albeit slightly lower during the day – probably owing to winter driving conditions. Conversely, there has been a slight increase in some night-time maximum speeds, possible as a result of less traffic on the roads during the early hours, allowing those who will speed to do so more excessively.

The slight water leakage on the unit has been mainly solved with a little PTFE spray on the rubbers. However, part of the water ingress appears to be caused by the unit's door flexing in very high winds. I have, therefore, taken the unit down for the strongest winds (4 days/nights total.). I'm not sure the brackets on some of the posts should be considered sufficiently secure in the long-term, and heavier gauge replacement Jubilee clips might be required as the current ones degrade with time.

I have made the speed data for Ditchingham Dam and Pirnhow Street available to Garry Overland, to assist with his efforts to manage traffic on those two routes.

Councillor Ben Holloway

Signed: _____ (Chair)

Date: