

Ditchingham Parish Council

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PARISH COUNCIL MEETING

Monday 20th July 2020

7.30pm

held by email

Councillors: Alan Larkin (Chair), Brendon Bernard (District Councillor/Vice Chair), Jason Kercher, Alf Skippen, Charlie Taylor.

Clerk/RFO: Sally Chapman

Also Present:

A. Public Forum – for Members of the Public

A parishioner emailed in three questions relating to the Play Areas, Finance and Tree maintenance. Cllrs made no comments and the Clerk will respond.

B. External Reports

County Councillor Margaret Stone and District Councillor Brendon Bernard sent reports. Please view on the website: <https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>.

MINUTES

***All decisions to be ratified at the next proper meeting**

1. To consider Apologies for Absence

Cllr Layton

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Confirm the Minutes of the Meeting held on 18th May 2020

Cllrs resolved the Minutes to be 'taken as read and agreed as correct'*

4. Matters Arising

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

a) Play Area Re-Opening

The Coronavirus notices and tape were torn down and replaced several times on The Dip whilst closed. From 4th July the Play Areas were re-opened after inspection, risk assessment and user notices have been placed on all four entrances following Government guidelines. Thanks to Cllrs and the Play Equipment inspector for their support.

b) Bench Maintenance – c/f

The bench near the Dip is under maintenance and will continue when the weather is settled.

Chair's & Cllrs comments – Many thanks to Cllr Taylor for his work.

5. Councillors co-option

Two parishioners have expressed an interest in becoming Councillors and will be invited to the next face-to-face meeting.

Chair's comment: It would be good to have some new faces on the Council.

6. Finance

a) Annual Governance & Accountability Return Section 1 & 2 2019-20

All the documentation has been completed and sent to the External Auditors for the annual Audit.

b) To receive the current Financial and Budget Report & Approve Payments (Doc. 1 attached)

Clerk's note: Cheques will be posted to the Chair and a Cllr to sign

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

Chair's comment: Procedures relating to the signing of cheques has worked well over the past two months.

7. To note Planning Applications and Decisions (Doc. 2 attached)

Cllrs noted the planning Applications and Decisions since the last meeting.

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

a) Chair's Report (Doc. 3 attached)

Cllr comment: A good update.

b) Community Report-(Doc. 4 attached)

Noticeboard

The noticeboard at The Dip has rotted and beyond repair. The Community Committee recommended purchasing a new noticeboard.

Cllr comment: I think that this work is essential as it is a lifeline of information for Parishioners that do not have online facilities.

Cllrs resolved to purchase a new 12 x A4 sheet noticeboard for approximately £326 ex VAT.*

Tree Maintenance

Further to the recent tree survey the Clerk has received three quotes for work at St. Mary's Cemetery, The Dip and Thwaite Road Play Area. The Community Committee recommended accepting Norwich Norse Environmental quotation.

Cllrs resolved to accept Norwich Norse Environmental quotation for £1094.03 ex VAT.*

Chair's comment: Again, a full and comprehensive report by Cllr Skippen.

c) Planning & Highways Report

Chair's comment: SAM2 has been moved throughout various locations over the past two months. My thanks to Cllr Taylor for his work during this time.

Cllr comment: All SAM2 readings are available.

Cllr comment: There are markings on the road at Norwich/Hollow Hill Road which could mean it will be repaired.

9. Consider Issues not decided by Committees

a) Pirnhow Street – Alma Bridge Walkway

Cllr Bernard is in discussion with NCC Highway re clearing a 40-foot stretch along the curbed area of road creating a walkway for pedestrians.

Chair's comment: Noted – we await further developments.

Cllr comments: The verge has been mowed, but no comment on levelling it out.

10. To Notice Correspondence received

None

11. Urgent Other Business

None

12. To receive items for the Next Agenda

Cllr Bernard reported: The Village Hall extension - The 2nd phase is now making applications for grants to the cost of the 2nd stage. The hall has had success and now have grant commitments for £20,000 and other applications made. However due to Covid many grant givers have withdrawn

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from the market and aiming for Covid only situations. The Hall is asking if the Parish Council would give a grant of £10,000 to the Extension, so we can show the commitment from the Parish for this project and would be a great help with applications for grants from others. Clearly this would be dependent on the Extension having Phase 2 fully funded.

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

- Monday 21st September 2020 at 7.30pm
- Monday 16th November 2020 at 7.30pm

Planning Meetings arranged as required

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Doc. 1

Ditchingham Parish Council Finance Report - July 2020					
Finance Report					
Current account b/f					£ 15,330.64
Receipts since last report					
Date	Ref.	Payee	Amount		
06/07/2020	credit	Mr & Mrs B Finch - cemetery	£ 110.00		
			Total	£	110.00
Payments since last report					
from 2019/20				£	806.00
cheque error (wrote incorrectly)				£	0.20
01/05/2020	S/O	Mrs O Mulley - Village Cleaner (returned closed account).	-£ 75.58		
28/05/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/05/2020	S/O	Ms S Chapman - Clerk	£ 598.04		
03/06/2020	101660	Mrs O Mulley - Village Cleaner (for April/May)	£ 151.16		
28/06/2020	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/06/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/06/2020	S/O	Ms S Chapman - Clerk	£ 598.04		
01/07/2020	101661	Clinks Care Farm Ltd - 1/3 Grounds Maintenance	£ 3,430.00		
01/07/2020	101662	Pearce & Kemp Ltd - 9049 LED	£ 314.40		
01/07/2020	101663	Mr C Taylor - Maintenance Supplies	£ 24.99		
20/07/2020	101664	CAS Insurance (year 2 of 3)	£ 780.21		
20/07/2020	101665	Clerks expenses - June-July	£ 94.63		
20/07/2020	101666	Mr P Forder - Mole Catcher	£ 60.00		
20/07/2020	101667	Pearce & Kemp Ltd - quarterly charge	£ 360.00		
20/07/2020	101668	Noticeboard (if agreed)	£ 391.20		
			Total	£	7,970.07
			Total	£	7,470.57
Community Account Statement Balance 30/06/2020					£ 12,816.00
Unpresented cheques				-	£ 5,455.43
Uncleared receipts					£ 110.00
			Total	£	7,470.57
Business Saver Statement Balance 30/06/2020					£ 143,117.45
Total balance in both accounts					£ 150,588.02

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Ditchingham Parish Council - Budget Report 2020-21		July 2020				
Year End 2019/20		Budget 2020-21	Actual Year to Date 2020-21	Forecast 2020-21	% of Original Budget	Notes
Income						
28,000	Precept	30,000	15,000	30,000	50%	
255	Allotments Rents	245	-	245	0%	
2,840	Burial Grounds	2,840	110	2,840	4%	
2,179	VAT Reclaimed	2,000	1,267	2,000	63%	
33,274	Total Budgeted Income	35,085	16,377	35,085	47%	
387	Miscellaneous	0	-	0	-	
77,800	Street Lamp Payment	0	-	0	-	
85,863	S106/CIL Grants	0	-	0	-	
209	Business Account Interest	700	77	700	11%	
177,623	Total Income	35,785	16,454	35,785	-	
Expenditure						
7,176	Clerk's Employment Costs	7,938	1,794	7,938	23%	3% forecast TBC
380	Clerk's Office Costs (elec, h.band, comp.equip).	380	127	380	33%	
1,368	General Expenses	1,200	761	1,200	63%	Stationery, NALC subs, Internal Audit
100	Allotment Rent to Land Owner	100	-	100	0%	
3,775	Cemetery Maintenance	5,000	1,258	5,000	25%	
961	Dog Waste Bin Servicing Charge	1,000	-	1,000	0%	
753	Insurance	800	780	780	98%	
169	Miscellaneous	500	-	500	0%	
750	Parishioner Magazine/Website	750	-	750	0%	
2,547	Thwaite Road Play Area Maintenance/grass cut/litter picker	4,250	741	4,250	17%	
3,377	The Dip Maintenance/grass cut/litter picker	4,250	881	4,250	21%	
3,076	Village Maintenance	4,000	1,158	4,000	29%	
2,872	VAT	2,000	918	2,000	46%	
-	Tree Survey/Maintenance	1,500	407	1,500	27%	
3,046	Street Light's Electricity/Maintenance Contract	3,000	862	3,000	0%	
30,349		36,668	9,687	36,648	26%	
495	Lychgate Reserve	0	-	0	-	
-	Play Area Reserve	0	-	0	-	
5,000	Broads Authority - return of unused S106 money	0	-	0	-	
65,569	S137/CIL Expenditure	0	-	0	-	
101,413	Total Expenditure	36,668	9,687	36,648	-	
76,210		(883)	6,767	(863)		Difference
25,925	Balance per Community Acc B/F 2019/20		780.28			
177,623	Total Receipts per cash book		16,454			Yellow and green boxes should match
101,413	Total Payments per cash book		9,687			
97,800	Transferred to Saver Account		-			
780	Community Account Balance		7,471			
143,041	Business Saver Account		143,117			
143,821	Total in Both Accounts		150,588			Blue box should match the RFO Finance report (rounded)
Restricted Reserves			127,615			
General Reserves			22,973	Year to date		
			150,588			
Restricted Reserves			Received/Spent 2020/21	Current Balance		
12,919	Lychgate Maintenance		-	12,919		
3,470	Hollow Hill Footpath Maintenance		-	3,470		
30,000	Play Area Reserves for new equipment		-	30,000		
633	CIL Infrastructure Levy (SN)		-	633		
2,000	New strategies Reserve		-	2,000		
77,800	Streetlight Reserve		-	77,800		
200	SNC VE Day Grant		-	200		
-	Tree Survey/Maintenance (unspent from 2019-20)		407	593		
127,022				127,615		
16,799	General Reserves			22,973		
143,821				150,588		

Doc. 2

Planning Applications and Decisions

Applications

- a) **Alternative landscaping scheme, variation of Condition 15 of permission BA/2012/0005/FUL.** Land at The Maltings Pirnhow Street Ditchingham Norfolk NR35 2RT Ref. No: 2020/0638 | Received: Thu 05 Mar 2020 | Validated: Thu 05 Mar 2020
Status: Pending Consideration (DPC Objected and Commented on BA's website)

Decisions

- b) **Details of Condition 3: Bat Survey of permission BA/2019/0434/FUL**
74-100 Waterside Drive Ditchingham Norfolk NR35 2RT
Ref. No: BA/2020/0152/APPCON | Received: Wed 13 May 2020 | Validated: Thu 11 Jun 2020 | Status: Approved
- c) **Non material amendment of 2019/1029 - to revise positioning of fenestration**
Emmaus House Belsey Bridge Road Ditchingham Norfolk NR35 2DZ Ref. No: 2020/0823 | Received: Wed 06 May 2020
Status: Approved
- d) **Demolition of front and rear conservatory, erection of front and side extensions with rear dormer to also include double garage to rear.** Ref. No: 2020/0716
Pantiles 32 Norwich Road Ditchingham NR35 2JL | Received: Wed 15 Apr 2020 Status: Approved
- e) **Demolition of two outbuildings and circular metal container, and erection of building providing 6 commercial units Class B1 and B8.**
Waveney Valley Business Park Falcon Lane Ditchingham NR35 2JG Ref. No: BA/2020/0102/FUL | Received: Fri 03 Apr 2020
Status: Approved
- f) **Minor alterations to listed building consent 2019/1836**
Hall Farm The Old Granary Belsey Bridge Road Ditchingham Norfolk NR35 2JT Ref. No: 2020/0692 | Received: Wed 08 Apr 2020
Status: Approved

Doc. 3

Chair Report 20th July 2020

Over the past two months lockdown restrictions have been eased generally, albeit with social distancing still in place, even in outdoor spaces.

The Church was initially opened for private prayer and now services can be held with some restrictions.

The Playgroup has opened for limited users with restrictions. The Village Hall is open but continuing restrictions regarding groups of people indoors has made further use difficult.

The Dip grass area was able to be treated as a Park from 2nd June, but the remaining play areas, including the one in Thwaite Road, remained closed. Tape and fencing were put up to re-enforce the guidelines. Unfortunately, it proved to be a problem keeping these in place as on occasions they were ignored by residents. Play areas were eventually opened on the 4th July. Tape and fencing have been removed and posters are in place confirming the present rules for use.

Use of the Community Notice Board is still suspended.

Future issues of the Parishioner continue to be suspended and we await further developments.

Ground maintenance was initially reduced although some work continued when our Contractor could use a lone worker. Restrictions have since eased and work will continue.

The checking of streetlamps has reduced although some maintenance has been done where required.

I have been advised that the internal work needed at All Hallows Hospital is nearing completion and they are looking to take their first patients shortly. It will be a Care Home facility for Neuro patients. Clearly it will need to be Covid 19 free from the outset and many restrictions are likely to be put in place, including those regarding visitors.

Cllr Skippen and myself met with David Thomas, from the Internal Drainage Board, on the 23rd June at the Maltings Amenity Area. Our discussion was both interesting and useful. It remains to be seen whether the grass area/meadow will be maintained as required.

I have had e-mail and telephone conversations with our County Councillor, Margaret Stone, regarding an article in the EDP. This stated that, statistically, a geographical area, including Ditchingham, was a high Covid area, compared with other areas in Waveney and Norfolk. We both agreed that without knowing the underlying information and the context of the statistics, these figures are meaningless and unduly reflected badly on the area. We believe that Ditchingham in particular and South Norfolk in general continue to be a safe place to live and work, providing we all keep to the Govt. guidelines that are still in place.

I am grateful to Cllr Stone for her research and for keeping us informed.

Some Cllrs have managed to undertake duties where self-isolation and social distancing has permitted. I am grateful to all Cllrs for their continued work during this difficult time.

I am particularly thankful to Sally, our Clerk, who has spent many hours talking to NALC, SNC, NCC and others, seeking advice and guidance when needed, mainly Covid 19 related.

Alan Larkin
Chair, Ditchingham Parish Council

Doc. 4

Community Committee Report 20th July 2020

Allotments

All allotments are taken. We now have six people on the waiting list. One plot has not been maintained this year, but with the current situation it was felt that the person should not be chased.

Cemetery

Grass is getting in need of cutting. In the new section the grass between all the graves is badly in need of cutting. It would appear that last time it was only cut around the edges. Lychgate is tidy.

The Dip

The Dip looks in a good state. All of the Dip is now open including the Skate Park and shelter. We did have continual problems with young people during the shutdown when tapes were continually torn down, and area used, thus finding it difficult to isolate. Did have Air Ambulance helicopter land, but cannot find why. Paul Austin reported that a fence post was loose between the Dip and All Hallows near the Skate Park.

Thwaite Road Play Area

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Area looks generally in good shape, and it is lovely to see the children back. As per Paul Austin's report the "No Dogs" sign at the entrance via Poppy Close has been torn off the board. He found a couple in the area with their dog running free. Sign needs replacing. Moles have been dealt with on BMX Track, and surface has been filled where black sheets were showing, however the track has some grass/weeds on it, possibly due to lack of use can we ask Clink to clean. Rabbit holes in top end near bushes. There is a bundle of branches under one of the trees on the field side. Do we leave or get them cleared?

Chicken Roundabout

Looking in shape good. Clink has cut around the edge leaving the wild flowers in the middle to grow. I would request we go back to Highways and propose a plaque laying almost flat in centre of roundabout, or a sign like a road sign on the roundabout stating Chicken Roundabout, with small writing below stating dedicated to Gordon Knowles. Clays roundabout, McDonalds and Morrisons all have signs. I am happy to go and have a meeting to discuss a way forward. Heritage sites are allowed plaques to be put up and I feel this is ours.

Maltings Amenity Space

P J Liversey has employed Contractors to keep the area between Pirnow Street and the Alma Beck in a satisfactory state. This has now been done along with tidying an area next to the road. Cally Smith from the Broads Authority has stated that this is now how it will be. However, in one email she talked of it being a meadow. We had a very good meeting with Dave Thomas, Surveyor for the Internal Drainage Board that looks after the Alma Beck. They dredge the Beck every five years and we are now in about the third year. He states that checks on flow and life are regularly made, and it is in good order. Was surprised we had not been involved in previous meetings, against which we informed him that we had not been notified. In future he will keep us in the loop concerning any meeting covering the area.

Cheyne Walk

Is in good shape. Sides have been cut. One of the posts holding the sign is loose and needs fixing.

Pirnow Street Path

A request has been made to clear the area at the side of the road from the bridge that leads to the bypass, to the entrance into the Maltings Amenity Area to enable people to walk safely along this area instead of on the road. We request that highways do it or we will use volunteers.

Corner of Norwich Road and Hollow Hill

There are markings on the side of the road which is subsiding. Therefore, I assume that Highways are looking at work on it.

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