

**Meeting Minutes**  
**Monday 16<sup>th</sup> March 2020**  
**7.30pm**  
**The Village Hall, Ditchingham**

**Councillors present:** Alan Larkin (Chair), Brendon Bernard *from 8.15pm* (District Councillor/Vice Chair, BB), Jason Kercher (JK), Corrine Layton (CL), Alf Skippen (AS), Charlie Taylor (CT)

**Clerk/RFO:** Sally Chapman

**Also Present:** Two Parishioners

## **PUBLIC MEETING**

Action

### **A. Parishioner Question Time**

A parishioner returned the Community Noticeboard key to the Chair.

### **B. External Reports**

County Councillor Margaret Stone sent apologies and District Councillor Brendon Bernard gave a report at the end of the meeting : Full details:

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

## **MAIN MEETING**

### **1. To consider Apologies for Absence**

None

### **2. Declaration of Interests & Consider requests for Dispensation**

Cllr Larkin declared a pecuniary interest in 7.j) as an Allotment Holder.

### **3. To Confirm the Minutes of the meeting held on 20<sup>th</sup> January 2020**

**Cllrs 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 Street & Malting's Junction Meeting – update**

The Chair informed Mr Overland at NCC Highways has agreed to install and improve pedestrian warning signs and intermittent repeater speed signs along Pirnhow Street and the Malting's junction at no cost to DPC. County Councillor Margaret Stone has kindly agreed to meet the expense from her Local Member Fund.

#### **b) Ditchingham Common - update**

Ditchingham Estates has confirmed the area mentioned at the January meeting belongs to them and is part of Broome Heath.

#### **c) Bakers Lane Bridleway – update**

The Chair confirmed emails has been sent to NCC requesting the bridleway is reinstated.

#### **d) Noticeboard and Bench Maintenance**

Cllr Taylor informed he would attend to the maintenance when the weather improves.

Signed: \_\_\_\_\_ (Chair)

Date:

## d) To Do List

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

## e) Community Noticeboard

Cllrs discussed the condensation in the noticeboard and asked the Clerk to contact the suppliers.

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) Grounds Maintenance Contract Renewal

The Clerk informed she had requested tenders from four Grounds Maintenance Contractors and only received one quote, which the Chair opened at the meeting.

**Cllrs resolved to accept Clink's Care Farm 3-year grounds maintenance quotation from 2020 to end 2022.**

### c) To consider Reserves Investment – update

Cllr Bernard gave the forms to the Clerk to complete.

### d) Internal Audit date – 21st April 2020

Cllrs noted the above date.

## 7. Policies & Statutory Documents Review

**Cllrs resolved to adopt the following reviewed and updated Policies and Documents:**

a) Code of Conduct Policy

b) Council Policies with Sub Committee & Advisory Committee Terms of Reference

*(including LGA 72. S101- delegating the function of responding to planning applications to the Council's Clerk)*

c) Financial Regulations Policy *(updated by NALC July 2019)*

d) General Data Protection Regulations Policy

e) Standing Orders Policy

f) Street Light Policy

g) Asset List *(updated)*

h) General Power of Competence

i) Risk Assessment *(updated)* – **remove 'No volunteers used for PC duties.'**

j) To consider Allotment Fees (due October 2020) – **no fee change**

Cllr Taylor suggested connecting water to the allotments – Clerk to investigate.

*Cllr Larkin declared a pecuniary interest as an Allotment Holder and did not vote.*

k) To consider Cemetery Fees - **increase by 5% (rounded)**

Clerk to update on the website

Clerk

## 8. To receive a report from the Planning and Highways Committee

**Planning Applications/Decisions (*see attached*)**

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

Cllrs viewed and discussed the following application and agreed to have a full planning meeting on 30<sup>th</sup> March 2020.

Signed: \_\_\_\_\_ (Chair)

Date:

**a) Application No: BA/2020/0073/COND**

Proposal: Alternative landscaping scheme, variation of Condition 15 of permission BA/2012/0005/FUL

Address: Land at The Maltings, Pirnhow Street, Ditchingham, Norfolk.

**Cllrs commented:**

- To object to the alternative landscaping scheme.
- The Mown Public Access Pathway through Grassland should be accessible to all including wheelchair users, children's buggies and the infirm and request this path to be tarmacked (or similar). The path is not fit for use during the late autumn/winter/early spring months when it's wet and muddy and should be available for use all year round.
- Alma Beck was not included in the scheme. Cllrs requested the Clerk to contact the Broad's Authority to be updated on their intentions.

Clerk

**9. 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 (*see attached*).
- The Clerk informed she was still waiting for the annual tree survey and a quote had been received from ADN surfacing contractors to repair the BMX Surface Track for approximately £200.00.

*Cllrs resolved to accept the quote above to repair the BMX Surface Track for approximately £200.00.*

Cllrs advised a few tyres need replacing and requested the Clerk to ask them if they could do that as well.

- The Wellbeing Conference had been cancelled.

**c) Finance & Resources**

None

**d) Planning & Highways**

**- SAM2**

Cllr Taylor informed the SAM2 had been moved around the village and would liaise with the Speed Watch Team when required.

**9. Consider Issues not decided by Committees**

**a) Community Speed Watch**

Cllr Layton informed she has eleven volunteers to support the scheme and nine are currently having CRB checks. Once cleared the speed watch training can be booked.

**b) Tree Warden**

Not present and no report.

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

A committee meeting would be held on Thursday to decide if the event should go ahead.

**d) Litterpick 2020**

The spring Litterpick is now postponed and will be considered for the autumn.

**e) To consider a Ditchingham Yard Sale**

To be considered at a later date.

**f) GNLP, NCC Local Transport Plan & the Rail Meeting – 20th February update**

No further update.

**g) The Maltings Amenity Area**

As discussed in point 8. a).

Signed: \_\_\_\_\_ (Chair)

Date:

**10. Correspondence**

a) Clerks & Councils Direct Magazine.

**11. Urgent Other Business**

- Sandbag stock to be checked.

**12. Items for Next Agenda**

None

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

- Monday 30<sup>th</sup> March 2020 at 7.30pm – Planning Meeting
- Monday 18<sup>th</sup> May 2020 at 7.30pm – APM & AGM
- Monday 20<sup>th</sup> July 2020 at 7.30pm
- Monday 21<sup>st</sup> September 2020 at 7.30pm
- Monday 16<sup>th</sup> November 2020 at 7.30pm

*Planning Meetings arranged as required.*

**The meeting closed at 9.15pm**

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

Chair

Signed: \_\_\_\_\_ (Chair)

Date:

## 6.a) Finance & Budget Reports

| Ditchingham Parish Council Finance Report - March 2020 |            |                                                      |            |    |              |
|--------------------------------------------------------|------------|------------------------------------------------------|------------|----|--------------|
| <b>Finance Report</b>                                  |            |                                                      |            |    |              |
| <b>Current account b/f</b>                             |            |                                                      |            |    | £ 5,552.21   |
| <b>Receipts since last report</b>                      |            |                                                      |            |    |              |
| Date                                                   | Cheque No. | Payee                                                | Amount     |    |              |
| 20/01/2020                                             | credit     | Vat Reclaim 01/10/2019-31/12/2019                    | £ 772.46   |    |              |
| 07/02/2020                                             | credit     | Mr & Mrs Hancy - memorial                            | £ 220.00   |    |              |
| 21/02/2020                                             | credit     | SNC - VE Day Grant                                   | £ 200.00   |    |              |
| 10/03/2020                                             | credit     | Mr R Bracewell - memorial                            | £ 110.00   |    |              |
|                                                        |            | <b>Total</b>                                         |            |    | £ 1,302.46   |
| <b>Payments since last report</b>                      |            |                                                      |            |    |              |
| 20/01/2020                                             | 101646     | Clinks Care Farm - general maintenance               | £ 420.00   |    |              |
| 28/01/2020                                             | S/O        | Mr P Austin - Litter Picker/Play Equipment Inspector | £ 175.33   |    |              |
| 28/01/2020                                             | S/O        | Mrs O Mulley - Village Cleaner                       | £ 73.34    |    |              |
| 28/01/2020                                             | S/O        | Ms S Chapman - Clerk                                 | £ 598.04   |    |              |
| 28/02/2020                                             | S/O        | Mr P Austin - Litter Picker/Play Equipment Inspector | £ 175.33   |    |              |
| 28/02/2020                                             | S/O        | Mrs O Mulley - Village Cleaner                       | £ 73.34    |    |              |
| 28/02/2020                                             | S/O        | Ms S Chapman - Clerk                                 | £ 598.04   |    |              |
| 16/03/2020                                             | 101647     | Village Hall Rent                                    | £ 56.00    |    |              |
| 16/03/2020                                             | 101648     | Pearce & Kemp Ltd - LED Light & Light Shield         | £ 485.06   |    |              |
| 16/03/2020                                             | 101649     | Void                                                 | £ -        |    |              |
| 16/03/2020                                             | 101650     | Clerk's Expenses February & March                    | £ 69.02    |    |              |
| 16/03/2020                                             | 101651     | Pearce & Kemp Ltd - LED Lights & Relabelling         | £ 1,730.18 |    |              |
| 16/03/2020                                             | 101652     | Westcotec - SAM2 spares                              | £ 24.00    |    |              |
| 16/03/2020                                             | 101653     | The Parishioner Production Costs                     | £ 750.00   |    |              |
|                                                        |            | <b>Total</b>                                         |            |    | £ 5,227.68   |
|                                                        |            | <b>Total</b>                                         |            |    | £ 1,626.99   |
| <b>Community Account Statement Balance 28/02/2020</b>  |            |                                                      |            |    | £ 4,631.25   |
| Unpresented cheques                                    |            |                                                      |            | -  | £ 3,114.26   |
| Uncleared receipts                                     |            |                                                      |            | -£ | 110.00       |
|                                                        |            | <b>Total</b>                                         |            |    | £ 1,626.99   |
| <b>Business Saver Statement Balance 28/02/2020</b>     |            |                                                      |            |    | £ 142,954.87 |
| <b>Total balance in both accounts</b>                  |            |                                                      |            |    | £ 144,581.86 |

Signed: \_\_\_\_\_ (Chair)

Date:

| Ditchingham Parish Council – Budget Report 2019-20 (March 2020) |                                                          |                   |                                   |                     |                            |                                                                    |                            |                      |  |
|-----------------------------------------------------------------|----------------------------------------------------------|-------------------|-----------------------------------|---------------------|----------------------------|--------------------------------------------------------------------|----------------------------|----------------------|--|
| Year End<br>2018/19                                             | Income                                                   | Budget<br>2019/20 | Actual<br>Year to Date<br>2019/20 | Forecast<br>2019/20 | % of<br>Original<br>Budget | Notes                                                              | Debit<br>Budget<br>2020/21 | Notes                |  |
| 24,337                                                          | Income                                                   |                   |                                   |                     |                            |                                                                    |                            |                      |  |
| 643                                                             | Precept                                                  | 28,000            | 28,000                            | 28,000              | 100%                       |                                                                    | 30,000                     |                      |  |
| 245                                                             | S&T Transition income                                    | 0                 | -                                 | 0                   |                            | Now finished                                                       | 0                          |                      |  |
| 1,670                                                           | Adzevents fees                                           | 245               | 235                               | 235                 | 100%                       |                                                                    | 245                        |                      |  |
| 500                                                             | Bored Grounds                                            | 2,000             | 2,840                             | 2,840               | 142%                       |                                                                    | 2,840                      |                      |  |
| 3,538                                                           | Play Areas                                               | 0                 | -                                 | 0                   |                            |                                                                    | 0                          |                      |  |
| 30,973                                                          | VAT Reclaimed                                            | 1,500             | 2,139                             | 2,139               | 143%                       |                                                                    | 2,000                      |                      |  |
|                                                                 | <b>Total Budgeted Income</b>                             | <b>31,745</b>     | <b>33,274</b>                     | <b>33,274</b>       | <b>105%</b>                |                                                                    | <b>35,085</b>              |                      |  |
| 0                                                               | Miscellaneous                                            | 0                 | 387                               | 387                 |                            | Litterpick, training event, VE Day Grant                           | -                          |                      |  |
| 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                                                               | S106/CIL Grants                                          | 0                 | 65,865                            | 65,865              |                            |                                                                    | -                          |                      |  |
| 50                                                              | Business Account Interest                                | 0                 | 213                               | 213                 |                            | Drawn for Ditchingham Village Hall's extension                     | 700                        | varible              |  |
| <b>33,462</b>                                                   | <b>Total Income</b>                                      | <b>31,745</b>     | <b>£ 177,537.12</b>               | <b>177,537</b>      |                            |                                                                    | <b>35,785</b>              |                      |  |
| 6,840                                                           | Expenditure                                              |                   |                                   |                     |                            |                                                                    |                            |                      |  |
| 380                                                             | Clerk's Employment Costs                                 | 7,709             | 8,367                             | 7,709               | 83%                        |                                                                    | 7,938                      | 3% forecast          |  |
| 1,398                                                           | Clerk's Office Costs (elec, h, board, comp, equip)       | 380               | 380                               | 380                 | 100%                       |                                                                    | 380                        |                      |  |
| 200                                                             | General Expenses                                         | 1,200             | 1,319                             | 1,319               | 110%                       | Internal Audit, Data Protection, Training, payroll, NALC etc       | 1,200                      |                      |  |
| 4,805                                                           | Alotment Rent to Land Owner                              | 100               | 100                               | 100                 | 100%                       |                                                                    | 100                        |                      |  |
| 500                                                             | Cemetery Maintenance                                     | 8,500             | 3,775                             | 3,775               | 44%                        |                                                                    | 5,000                      |                      |  |
| 911                                                             | Dog Waste Bin Servicing                                  | 1,000             | 961                               | 961                 | 96%                        |                                                                    | 1,000                      |                      |  |
| 220                                                             | Insurance                                                | 500               | 169                               | 169                 | 34%                        |                                                                    | 500                        |                      |  |
| 750                                                             | Miscellaneous                                            | 750               | 750                               | 750                 | 100%                       | Changed Insurers<br>SAM2 Laptop                                    | 750                        |                      |  |
| 3,880                                                           | Parishover Magazine/Webcam                               | 3,300             | 2,488                             | 3,300               | 75%                        |                                                                    | 4,250                      |                      |  |
| 4,808                                                           | Thruate Road Play Area Maintenance/grass cut/trim picker | 5,000             | 3,318                             | 3,000               | 60%                        |                                                                    | 4,250                      |                      |  |
| 5,076                                                           | The Dip Maintenance/grass cut/trim picker                | 3,000             | 2,344                             | 3,000               | 100%                       |                                                                    | 4,000                      |                      |  |
| 3,754                                                           | Village Maintenance                                      | 1,500             | 2,872                             | 2,872               | 191%                       |                                                                    | 2,000                      |                      |  |
| 1,701                                                           | Tree Survey/Maintenance                                  | 1,000             | -                                 | 1,000               | 0%                         |                                                                    | 1,300                      |                      |  |
| 35,521                                                          | Street Light's Electricity/Maintenance Contract          | 3,000             | 3,046                             | 3,000               | 100%                       | No invoices for electricity as yet                                 | 3,000                      |                      |  |
|                                                                 |                                                          | <b>33,939</b>     | <b>29,503</b>                     | <b>35,184</b>       | <b>83%</b>                 |                                                                    | <b>36,668</b>              |                      |  |
| 0                                                               | Urchgate Reserve                                         | 0                 | 495                               | 495                 |                            | Repairs                                                            | 0                          |                      |  |
| 0                                                               | Play Area Reserve                                        | 0                 | -                                 | 0                   |                            |                                                                    | 0                          |                      |  |
| 0                                                               | Broads Authority - return of unused S106 money           | 0                 | 5,000                             | 5,000               |                            | Received for Mill's School<br>Community noticeboard & VH Extension | 0                          |                      |  |
| 0                                                               | S137/CIL Expenditure                                     | 0                 | 65,569                            | 65,569              |                            |                                                                    | 0                          |                      |  |
| 3,550                                                           | SAM2 Unit                                                | 0                 | -                                 | 0                   |                            |                                                                    | 0                          |                      |  |
| 530                                                             | Proceeds Yard Sale (for E000)                            | 0                 | -                                 | 0                   |                            |                                                                    | 0                          |                      |  |
| 0                                                               | VE Day Grant                                             | 0                 | -                                 | 0                   |                            |                                                                    | 0                          |                      |  |
| <b>39,621</b>                                                   | <b>Total Expenditure</b>                                 | <b>33,939</b>     | <b>100,500</b>                    | <b>100,248</b>      |                            | Difference                                                         | <b>36,668</b>              |                      |  |
| <b>(6,160)</b>                                                  |                                                          | <b>(2,194)</b>    | <b>76,971</b>                     | <b>71,389</b>       |                            |                                                                    | <b>(1,723)</b>             | From General Reserve |  |

Signed: \_\_\_\_\_ (Chair)

Date:

## 8. Planning and Highways Committee Planning Applications/Decisions

### Application No: BA/2020/0073/COND

Proposal: Alternative landscaping scheme, variation of Condition 15 of permission

BA/2012/0005/FUL

Address: Land At The Maltings , Pirnhow Street, Ditchingham, Norfolk

Applicant: Mr Wilshaw

Copies of the submitted plans can be viewed on-line click: [Documents](#)

Status: Awaiting Decision

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### Ref. 2020/0143

Applicant: Mr & Mrs Tony & Marion Rainbird

Location: 14 Turner Close Ditchingham Norfolk NR35 2JE

Proposal: Erection of porch over existing door.

Application Type: Householder

Status: Withdrawn

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## 8. a) Chair Report to DPC - March 2020

### All Hallows Hospital

On the 27<sup>th</sup> February I was invited to and attended a meeting with others (Liaison Group) to meet the new Leaseholders and have a tour of the building

The new company is Oaklea, owned by Care Tech. They will be providing 29 beds for neuro-rehab, male and female, to include 4 transitional self-contained flats for patients almost ready to move on

Both the company and the local CCGs for NCC, SCC and the NHS feel there will be sufficient demand for beds in the local Counties although some may be offered to those living in other nearby areas such as Essex and Cambridgeshire

No external work is needed although some internal refurbishment is required. They expect to complete such work with a view to opening in June.

They expect to recruit staff locally.

They wish to become involved with the local community but in what way is yet to be decided. They have been made aware of the facilities presently available in the nearby villages and the town of Bungay and so there should be wide scope of how integration can be made possible.

### St Anne's House

As far as I am aware this remains empty, and does not form part of the Hospital, although it is being refurbished.

**A R Larkin, Chair,  
Ditchingham Parish Council**

Signed: \_\_\_\_\_ (Chair)

Date:

## 8. b Ditchingham Parish Council - Community Committee Report 16<sup>th</sup> March 2020

Please find below my report compiled on Thursday 12<sup>th</sup> March 2020.

### Allotments

All allotments have been taken. We now have two persons on the waiting list. The annual review of the fee is required.

### Cemetery

Generally, in good order. We have agreed to have a meeting with Clink Care Farm in the spring to look at issues other than the grass cutting. There are branches that require tidying which has been caused by the wind, and the ground is very soft at the moment. Lychgate is very tidy. Review of the fees are required.

### The Dip

The Dip looks in a reasonably good state. Good display of daffodils at the moment planted by the Menshed. The sign has been reinstalled.

### Thwaite Road Play Area

Area looks generally in good shape. However, some of the black plastic sheeting that was laid in the skateboard park to prevent vegetation growth is coming through and needs covering again. There are rabbit holes in the football area, also the fence at that end of the area next to the field needs repairing. There does not appear to be new molehills.

### Chicken Roundabout

Clink Farm Care will fill the ruts with a mixture of soil/compost/wildflower seeds, but this has not yet been done. We have been informed by Highways that we cannot have any statues on the roundabout as they would be a distraction to drivers. However, some form of acknowledgment I feel is need as this is our heritage. 5,000 crocuses have been planted and are giving a good display.

### Maltings Amenity Space

The Broads Authority has finally decided to take action against P J Liversey having issued a Breach of Condition Notice. We now have a copy of a letter from the Environment Agency dated 08/07/2014 when the Planning permission was given that the Alma Beck should be kept clear due to the presence of certain fish. We have now been informed that a Planning Application has been made concerning the Amenity Area.

### Cheyne Walk

Generally, in good shape. Path is fine but with some green growth. Sides could do with a bit of tidying which will be done in the spring.

### Tree Survey

An order has been placed with Norse to carry out the yearly tree survey on the Dip, Thwaite Road Play Area and the cemetery.

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**

Signed: \_\_\_\_\_ (Chair)

Date: