

Ditchingham Parish Council

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MEETING Monday 18th May 2020 7.30pm *held by email*

Councillors: Alan Larkin (Chair), Brendon Bernard (District Councillor/Vice Chair, BB), Jason Kercher (JK), Corrine Layton (CL), Alf Skippen (AS),

Clerk/RFO: Sally Chapman
Also Present:

A. Public Forum – for Members of the Public

No questions

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 Taylor – apologies accepted

2. Declaration of Interests and Consider Requests for Dispensation

6.e) Cllr Larkin declared a pecuniary interest for expenses.

3. To Confirm the Minutes of the Meeting held:

a) 16th March 2020

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

b) 11th 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.

The Annual Parish Meeting and the re-election of the Chair and Vice Chair are postponed until the May 2021 meeting.

a) Coronavirus Play Area Notices and Allotment Holders emails/letters

The Coronavirus notices were displayed and allotment holders' email/letters were circulated as Government Guidelines.

The Chair thanked the Clerk and Cllr Taylor for their work.

b) Chicken Roundabout Sign

The latest request for a Chicken Roundabout sign has been rejected by NCC.

The Chair commented – we will continue to find a way forward.

A Cllr commented: I still feel it is important for our heritage to have a sign on the roundabout and will pursue.

c) Parish Council Emails and Documents

The Clerk reminded Councillors that emails and attachments circulated by the Clerk and Councillors are strictly confidential and should not be shared with the general public without authorisation from the Chair and the General Data Protection Regulations (GDPR) Policy should be followed at all times.

Cllrs – noted and agreed.

d) Noticeboard and Bench Maintenance – c/f

A Cllr volunteered to help to paint the noticeboard.

5. To Elect Committees and Representatives

The current Committees Members and the Village Hall Member to be c/f to the May 2021 meeting.

a) To appoint Trustees to Ditchingham United Charities

The current trustees have confirmed they are happy to be re-elected.

Cllrs resolved Mr Frank James & Mr Vic Cossey to continue as Ditchingham United Charities Trustees*

6. Finance

a) To approve the End of Year Balance Sheet 2019/20 (Doc. 1 attached)

Cllrs resolved to approve the End of Year Balance Sheet 2019/20*

b) To approve the Internal Auditor's Report for 2019/20 (to be placed on website)

The insurance has now been increased as advised in Recommendation 1.

Cllrs resolved to approve the Internal Auditor's Report for 2019/20*

The Chair commented – An excellent report. My thanks to Mr Trevor Brown for his work and to the Clerk for all her work and producing the information under the present difficult situation.

A Cllr commented – Congratulations on a first-class report.

c) To confirm the Annual Governance & Accountability Return Section 1 and 2 (to be placed on website)

Cllrs resolved to confirm the Annual Governance & Accountability Return Section 1 and 2*

The Chair commented – Thanks to the Clerk and all her good work and diligence.

d) To appoint the Internal Auditor for 2020-21

To continue with the present internal auditor Mr Trevor Brown or appoint a new internal auditor

Cllrs resolved to continue with the present internal auditor Mr Trevor Brown*

e) To receive the current Financial and Budget Report & Approve Payments (Doc. 2 attached)

Cllr Larkin declared a pecuniary interest for expenses and did not vote.

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

Cheques will be posted to the Chair and a Cllr to sign.

7. To note Planning Applications and Decisions (Doc. 3 attached)

Cllrs noted the current Planning Applications and Decisions.

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

a) Chair's Report (Doc. 4 attached)

The Chair submitted a report.

b) Community (Doc. 5 attached)

The Community Chair submitted a report.

The Chair commented – my thanks to Cllr Skippen for his full and comprehensive report.

9. Consider Issues not decided by Committees

a) The Maltings Amenity Area

The B.A. is now obtaining quotes from Landscaping Companies and the Clerk has requested an Environmental Agency Report on Alma Beck.

Cllrs commented – noted and accepted as a way forward.

b) 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.

A Cllr commented – Full agreement with this proposal, especially on the grounds of safety.

10. To Notice Correspondence received

a) The Dip

The Chair commented – Residents have asked whether the Dip is now open. DPC has advised that as a Play Area, this is still closed. However unofficially, DPC believe we should consider the grass area only as a Park and allow access. The entrances and equipment are still taped and we rely on parishioners to obey the Government's guidelines to Social Distancing and socialising with household members only.

11. Urgent Other Business

a) Volunteer

A young Parishioner has volunteered to Litterpick Broome Heath and some safe areas of Ditchingham as part of their Duke of Edinburgh Award.

The Chair commented – The Parishioner has been issued with litter picking sticks, bags and hi-vis vests and will be accompanied by a parent at all times. They have received Health & Safety and Risk Assessment advice and I'm in contact with the school for signing off the Award. DPC has gained permission from Ditchingham Estates for Broome Heath and they will also cover some areas of Broome. DPC's employed litter picker is fully supportive.

A Cllr commented – I am in total agreement with this as we seem to have people who do not care about the appearance of the village. Can they cover Loddon Road? The Clerk advised for H&S we have given them low traffic areas only.

- Risk Assessment – re no volunteers. The Clerk has confirmed this statement was removed from the Risk Assessment before adoption in March.

12. To receive items for the Next Agenda

A Cllr enquired after person who was going to be co-opted. The Clerk informed they are self-isolating and cannot be co-opted at the present time.

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

- 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 ended at 10.20pm

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Doc. 1

Ditchingham Parish Council PC		
Year ended 31st March 2020		
	Receipts and Payments	
2018/19		2019/20
	Receipts	£
24,357.00	Precept	28,000.00
643.00	SNC Transition Money	-
245.00	Allotments Rents	255.00
1,670.00	Burial Grounds	2,840.00
500.00	Play Areas	-
3,558.02	VAT Reclaimed	2,178.85
68.00	Miscellaneous (litterpick)	386.80
550.00	Yard Sale Income	-
1,775.00	Grants	65,863.06
0.00	Street Lamp payment	77,800.00
95.50	Business Account Interest	299.18
33,461.52		177,622.89
	Payments	
9,787.00	Staff Costs (also taken from *)	10,160.00
379.68	Clerk's Office Costs (elec, b.band, comp.equip).	379.68
1,398.29	General Expenses	1,367.69
100.00	Allotments rent to land owner	100.00
4,804.52	Cemetery Maintenance	3,774.99
900.00	Dog Waste Bin Servicing	961.20
910.83	Insurance	752.64
220.00	Miscellaneous	169.00
750.00	Parishioner Magazine/Website	750.00
2,932.58	Thwaite Road Play Area Maintenance/grass cut/litter picker *	1,563.23
3,807.61	The Dip Maintenance/grass cut/litter picker *	2,377.05
4,075.66	Village Maintenance *	2,075.56
3,753.51	VAT	2,872.24
1,701.41	Tree Survey/Maintenance	-
0.00	Street Light's Electricity/Maintenance Contract	3,046.03
3,550.00	SAM2 Unit	-
550.00	Proceeds Yard Sale	-
0.00	Lychgate Reserve	494.72
0.00	Broads Authority - return of unused S106 money	5,000.00
0.00	S137/CIL Expenditure	65,569.10
39,621.09		101,413.13
-6,159.57	Surplus Income over Expenditure	76,209.76
73,770.73	Balance b/f	67,611.16
67,611.16	Balance c/f	143,820.92
	Balance Sheet	
	Cash at Bank	£
22,177.93	Current Account	1,586.28
47,941.46	Business Saving Account	143,040.64
0.00	Petty Cash	-
-2,508.23	Uncleared cheques	(806.00)
0.00	Uncleared receipts	-
67,611.16		143,820.92
13,538.48	General Fund	16,798.96
54,072.68	Earmarked Reserves	127,021.96
67,611.16		143,820.92
The above statement represents fairly the financial position of the Authority as at 31st March 2020 and reflects its receipts and payments during the year.		
Signed		
	Chair	
Signed		
	Sally Chapman - Responsible Financial Officer	

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Doc. 2.

Ditchingham Parish Council - Budget Report 2020-21		May 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	-	2,840	0%	
2,179	VAT Reclaimed	2,000	1,267	2,000	63%	
33,274	Total Budgeted Income	35,085	16,267	35,085	46%	
387	Miscellaneous	0	-	0	-	
77,800	Street Lamp Payment	0	-	0	-	
65,863	S106/CIL Grants	0	-	0	-	
299	Business Account Interest	700	-	700	0%	
177,623	Total Income	35,785	16,267	35,785	-	
	Expenditure					
7,176	Clerk's Employment Costs	7,938	598	7,938	8%	3% forecast TBC
380	Clerk's Office Costs (elec, b.band, comp.equip).	380	63	380	17%	
1,368	General Expenses	1,200	732	1,200	61%	Stationery, NALC subs, Internal Audit
100	Allotment Rent to Land Owner	100	-	100	0%	
3,775	Cemetery Maintenance	5,000	-	5,000	0%	
961	Dog Waste Bin Servicing Charge	1,000	-	1,000	0%	
753	Insurance	800	-	800	0%	
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	60	4,250	1%	
3,377	The Dip Maintenance/grass cut/litter picker	4,250	60	4,250	1%	
3,076	Village Maintenance	4,000	136	4,000	3%	
2,872	VAT	2,000	166	2,000	8%	
-	Tree Survey/Maintenance	1,500	407	1,500	27%	
3,046	Street Light's Electricity/Maintenance Contract	3,000	300	3,000	0%	
30,349		36,668	2,523	36,668	7%	
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	2,523	36,668	-	
76,210		(883)	13,744	(883)		Difference
25,925	Balance per Community Acc B/F 2019/20		780.28			
177,623	Total Receipts per cash book		16,267			Yellow and green boxes should match
101,413	Total Payments per cash book		2,523			
97,800	Transferred to Saver Account		-			
780	Community Account Balance		15,331			
143,041	Business Saver Account		143,041			
143,821	Total in Both Accounts		158,371			Blue box should match the RFO Finance report (rounded)
	Restricted Reserves		127,615			
	General Reserves		30,756	Year to date		
			158,371			
	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			30,756		
143,821				158,371		

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Ditchingham Parish Council Finance Report - May 2020					
Finance Report					
Current account b/f				£	1,626.99
Less unrepresented cheques from 2019-20				-	£ 806.00
Receipts since last report					
Date	Ref.	Payee	Amount		
28/04/2020	credit	VAT Reclaim - 01/01/2020-31/03/2020	£ 1,267.12		
29/04/2020	credit	SNC Precept 1/2 payment	£ 15,000.00		
			Total	£	16,267.12
Payments since last report					
31/03/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 175.33		
31/03/2020	S/O	Mrs O Mulley - Village Cleaner	£ 73.34		
31/03/2020	S/O	Ms S Chapman - Clerk	£ 598.04		
28/04/2020	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/04/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/04/2020	S/O	Ms S Chapman - Clerk	£ 598.04		
07/05/2020	101653	Norse Tree Inspection	£ 488.48		
07/05/2020	101655	Pearce & Kemp Ltd	£ 360.00		
07/05/2020	101656	Alan Larkin - Expenses Sept 2019-Mar 2020	£ 158.59		
07/05/2020	101657	NALC - Subscription	£ 359.47		
07/05/2020	101658	Trevor Brown - Internal Audit	£ 210.00		
07/05/2020	101659	Clerks expenses - April & May	£ 92.00		
			Total	£	3,369.47
			Total	£	15,330.64
Community Account Statement Balance 30/04/2020				£	16,999.18
Unpresented cheques				-	£ 1,668.54
Uncleared receipts				£	-
			Total	£	15,330.64
Business Saver Statement Balance 30/04/2020				£	143,040.64
Total balance in both accounts				£	158,371.28

Planning Applications and Decisions

Applications

- a) **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: Pending Consideration
- b) **Demolition of front and rear conservatory, erection of front and side extensions with rear dormer to also include double garage to rear.**
Pantiles 32 Norwich Road Ditchingham NR35 2JL
Ref. No: 2020/0716 | Received: Wed 15 Apr 2020
Status: Pending Consideration
- c) **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: Awaiting decision
- d) **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: Pending Consideration
- e) **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

- f) **Erection of single storey rear extension**
8 Clark Road Ditchingham NR35 2QQ
Ref. No: 2020/0583 | Received: Mon 23 Mar 2020
Status: Approved



Doc. 4

Chair Report 18th May 2020

Shortly after the meeting in March we were in lockdown, due to the Corona virus, with residents in quarantine or self-isolating on their own or with family. We have all been maintain social distancing whilst out of our homes. The Church has been closed for services and the Village Hall has also been closed and all user groups suspended until further notice.

The play areas have been closed.

The Big Litter Pick and the VE day celebration event were cancelled. Use of the Community Notice Board is presently suspended.

The April edition of the Parishioner was unable to be delivered and future issues have been suspended until further notice.

Ground maintenance has been reduced although some work has continued when our Contractor can use a lone worker.

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

The Annual Parish meeting has been cancelled for 2020. It is not possible for Cllrs and Clerk to meet virtually through Skype, Zoom etc but we have been advised that it is possible to call bi-monthly meetings by e-mail to minute Agenda items. However, any decisions made will need to be ratified when we can next meet face-to-face. The Annual General meeting will be postponed until that time.

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, as well as preparing the work required for the Financial End of Year Accounts and Audit which have gone ahead as usual.

Alan Larkin
Chair, Ditchingham Parish Council

Doc. 5

Ditchingham Parish Council Community Committee Report 18th May 2020

Please find below my report compiled on Thursday 14th May 2020.

Allotments

All allotments have been taken. We now have six persons on the waiting list. The annual review of the fee was agreed that there would be no change. 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 now badly in need of cutting. 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. There are some mole hills. Lychgate is tidy with some leaves that have blown in. In the review of the fees it was agreed that a 5% increase would be made.

The Dip

The Dip looks in a reasonably good state. We have shut down the field and skate park along government lines. Two boys of about 15 years old were seen in the skate board area and were asked to leave. Technically I think the Dip could now be open as a park, although the skate board area must remain closed. Will opening the Dip give the village a boost.

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. The fence at that end of the area next to the field needs repairing. Under current Government Regulations this is still shut.

Chicken Roundabout

Clink Farm Care will fill the ruts with a mixture of soil/compost/wildflower seeds, but this has not yet been done. However, some form of acknowledgment I feel is need as this is our heritage. 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. Signs at Clays roundabout, McDonalds and Morrisons all have signs.

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. We still await a decision on the Planning Application, but we have been informed that P J Liversey are appointing contractors to maintain the area. The area is in a bad state and the Alma Beck is now filled with plants.

Cheyne Walk

Generally, in good shape. Sides could do with a bit of tidying which will be done in the spring. Verge on road side has been cut which gives it a good appearance.

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.

Pirnhov Street Path

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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.

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

DRAFT