

Meeting Minutes
Monday 18th November 2019
7.30pm
The Village Hall, Ditchingham

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

Clerk/RFO: Sally Chapman

Also Present: County Councillor Margaret Stone & 6 Parishioners

PUBLIC MEETING

A. Parishioner Question Time

- Two members of Bungay Black Dog Running Club attended regarding the safety of pedestrians and cyclists along Pirnhow Street. They have asked for DPC support in establishing a footpath along the whole length of the road. Cllrs discussed and advised the Clerk would contact NCC Highways to request a meeting and seek their views.
- A parishioner reported finding beer cans and candles in the Lychgate and asked DPC to investigate. Locking the Lychgate was considered and the Clerk will contact the local Reverend for advice.
- Blocked drains around the village was reported and the Clerk informed the majority had already been reported to NCC.
- The Chicken Roundabout vandalism was discussed and the Chair advised the Police and NCC Highways have been informed. The ruts will be filled and planted with wildflower seeds.

Action

Clerk

Clerk

Clerk

B. External Reports

County Councillor Margaret Stone sent a report and read out the main points. Full report: <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

None

3. To Confirm the Minutes of the meeting held on 16th September 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) X41 Bus Route update - The Chair informed there had been a meeting between the Chair and Clerk of Broome Parish Council, himself and Chris Lambach from First Bus to try and get the Bungay to Norwich bus service through Broome and Ditchingham reinstated. Unfortunately, as it was explained it was not possible at this time. It was agreed the Chairs'

Chair /
Chair BPC

Signed: _____ (Chair)

Date:

would write to First Bus to request reinstatement of this route at the next timetable rescheduling.

b) To Do List

The Chair and Clerk read out a list of items presently being dealt with. The following were also reported

- Streetlamp 9081 on Green Lane faulty.
- Illegal parking on the crossroads and outside the shop on the white lines.
- Uneven footpath along Loddon Road.

Clerk

5. Co-option to fill Casual Vacancies

Mr Jason Kercher was successfully co-opted onto the Council and Councillors welcomed him to the meeting. He signed the Declaration of Acceptance of Office form and the Clerk to email the Register of Interests form.

Clerk

6. Finance

- a) To receive the Finance Reports and Approve Receipts and Payments (*report 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) To agree the Budget and Precept for 2020/21
The Chair read out the Draft Budget and Precept for 2020-21 (*report attached*)

Cllrs resolved to approve the Draft Budget and Precept for 2020-21.

- c) S106 monies for Village Hall Extension
Cllr Bernard informed the balance of the S106 money (£64,998.73) has been approved by the Broads Authority to be allocated to Ditchingham Village Hall's extension fund. He advised Phase 1 of the building work should start in the next week by Gilbert Builders Ltd.

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

Planning Applications/Decisions (*report 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 informed:

All Hallows Hospital Trust

The Liaison Group was changed to a Steering Group, but no meetings had been held since July and this has now been dissolved. It is believed AHHT is negotiating with a potential unknown buyer.

Mayors and Chairs Forum

The Chair was invited to an inaugural meeting at Bungay Town Hall. Only Town Mayors attended and it was not relevant to Parish Councils and future forums will not be attended. DPC will continue to liaise with Bungay Town Council should there be matters of mutual interest in the future.

- b) Community

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

- c) Finance & Resources

As reported at 6.b).

- d) Planning & Highways

- Hamilton Way Play Area Land ref 2019/1925

This planning application was discussed (*comments had been submitted previously*) and

Signed: _____ (Chair)

Date:

CLLrs resolved:

- i. Not to take on responsibility for any amenity area for new development
- ii. Not to take on responsibility for relevant streetlamps

- Pirnhow Junction Meeting

A Parishioner arranged a meeting with NCC Highway's Gary Overland and CLLrs Holloway, Layton and Taylor attended to discuss how the junction could be improved for pedestrians. Mr Overland was very helpful, although he was limited in what he can do. CLLrs requested the Clerk to contact him to request an update.

- SAM2

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

Clerk

9. Consider Issues not decided by Committees

a) Community Speed Watch

CLLr Layton informed she was still struggling to get volunteers to support the scheme and will attend some local events to try and recruit volunteers. An advert to be placed in the parish magazine.

CL

b) NALC's Councillor Training – update

The Chair informed nine Councillors from Ditchingham, Broome and Harleston Councils attended the excellent training.

c) Chicken Roundabout vandalism

As reported in the Public Forum.

d) Tree Warden - planting of trees

The free Silver Birch, Rowan and Wild Cherry trees have been received. There were more trees than anticipated and they will be shared with Broome Parish Council.

e) Community Noticeboard

The new noticeboard is now in use and will soon be taken over by the Guardian.

BB

10. Correspondence

a) Broome Parish Council - VE 75 Celebration 8th May 2020

The Chair spoke of his ideas for a joint Broome and Ditchingham celebration next year. CLLrs agreed to form a Committee with BPC to plan the event.

AL/CL/JK

b) Bungay Black Dog Running Club

As discussed in the Public Forum.

c) Parishioner's Letter re unusable Bridleways

The Chair has investigated and will be sending a letter of support to NCC.

d) Clerks & Councils Direct Magazine.

11. Urgent Other Business

None

12. Items for Next Agenda

- a) CIL Money 2019/20 – to consider expenditure on the noticeboard and bench near the crossroads.

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

- Monday 20th January 2020 at 7.30pm
- Monday 16th March 2020 at 7.30pm
- Monday 18th May 2020 at 7.30pm
- Monday 20th July 2020 at 7.30pm

Signed: _____ (Chair)

Date:

Planning Meetings arranged as required.

The meeting closed at 9.40pm

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

DRAFT

Signed: _____ (Chair)

Date:

6.a) Finance & Budget Reports

Ditchingham Parish Council Finance Report - November 2019			
Finance Report			
			£
Current account b/f			1,342.13
Payments since last report			
Date	Cheque No.	Payee	Amount
16/09/2019	101632	Pearce & Kemp Ltd (Street Light Maintenance 3 mths)	360.00
16/09/2019	101633	Clinks Care Farm Maintenance 2/3 Invoices	3430.00
16/09/2019	101634	Mr R Mulley - Cleaning Equipment	12.20
30/09/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33
30/09/2019	S/O	Mrs O Mulley - Village Cleaner	73.34
30/09/2019	S/O	Ms S Chapman - Clerk	598.04
30/10/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33
30/10/2019	S/O	Mrs O Mulley - Village Cleaner	73.34
30/10/2019	S/O	Ms S Chapman - Clerk	598.04
04/11/2019	101635	NALC Councillor Training	300.00
04/11/2019	101636	Cawthorne Electrical - Bus Shelter	77.00
04/11/2019	101637	Eurogarden Imports - Crocus Bulbs	180.00
04/11/2019	101638	Pearce & Kemp Ltd - Street Laps Oct-Dec.	360.00
04/11/2019	101639	Clerk's Expenses October & November	109.78
			Total
			6,522.40
Receipts since last report			
09/09/2019	credit	Mr & Mrs Honeywood - plot reservation	400.00
17/09/2019	credit	Shirley Davey - Memorial	220.00
27/09/2019	credit	SNC Precept	14000.00
30/09/2019	S/O	VAT Reclaim 01/04/2019-30/09/2019	832.66
02/10/2019	DC	Allotment Rent	10.00
17/10/2019	credit	Mrs J Honeywood - Burial	400.00
17/10/2019	credit	Allotment Rent	195.00
23/10/2019	credit	CIL Money	443.96
29/10/2019	credit	Broome PC Training	27.80
29/10/2019	credit	Harleston Town Council - Training	139.00
05/11/2019	credit	Mrs B English - Memorial	40.00
05/11/2019	credit	Allotment Rent	30.00
28/10/2019	DC	Allotment Rent	10.00
			Total
			16,748.42
			Total
			11,568.15
Community Account Statement Balance 30/10/2019			12,358.13
Unpresented cheques			- 1,026.78
Uncleared receipts			236.80
			Total
			11,568.15
Business Saver Statement Balance 30/10/2019			142,848.03
Total balance in both accounts			154,416.18

Signed: _____ (Chair)

Date:

Ditchingham Parish Council - Budget Report 2019-20

Year End 2018/19	Income	Budget 2019/20	Actual Year to Date 2019/20	Budget 2019/20	% of Original Budget	Notes	Drift Budget 2019/20
34,357	Precept	28,000	28,000	28,000	100%		6,357
643	SN Transition monies	0	-	0	0%		643
245	Almonds Blent	245	245	245	100%		0
3,670	Burial Grounds	2,000	1,700	2,000	85%		2,000
500	Play Areas	0	-	0	0%		500
3,538	VAT Reclaimed	1,500	1,406	1,500	94%		2,038
30,978	Total Budgeted Income	31,745	31,551	31,745	99%		1,923
68	Miscellaneous	0	187	0	0%	Uppercase, tracking event	-
550	Proceeds Fund Sale	0	77,800	0	0%		-
1,775	NCC Parish Partnership Grant - SAM3	0	-	0	0%		-
0	STOK/CTL Grants	0	864	0	0%		-
96	Business Account Interest	0	107	0	0%		-
33,462	Total Income	31,745	110,309	31,745	347%		78,564
6,840	Expenditure	7,709	4,194	7,709	54%		2,646
380	Clark's Employment Costs	380	248	380	65%		1,320
1,398	General Expenses	1,300	912	1,300	70%	Internal Audit, Data Protection, laptop, training	1,000
100	Aliment Rent to Land Owner	100	100	100	100%		0
4,805	Grass Maintenance	4,300	2,517	4,300	59%		5,000
900	Dog Waste Bin Servicing	1,000	-	1,000	0%	Changed insurers	800
911	Insurance	1,000	753	1,000	75%		500
220	Miscellaneous	500	-	500	0%		500
750	Petitioner Magistrate/Welfare	750	-	750	0%		750
3,880	Twoate Road Play Area Maintenance/repairs and/lights picket	3,300	1,380	3,300	42%		4,250
4,808	The Dip Maintenance/gross daylight picket	5,000	1,785	5,000	36%		4,250
5,076	Village Maintenance	3,000	3,136	3,000	105%		4,000
3,754	VAT	1,500	1,605	1,500	107%		2,000
1,701	Tree Survey/Maintenance	1,000	-	1,000	0%		1,500
-	Street Light's Electricity/Maintenance Contract	3,000	900	3,000	30%		3,000
35,321	Total Expenditure	33,919	17,529	33,919	52%		1,402
0	Uppercase Reserve	0	405	0	0%	Repairs	0
0	Play Area Reserve	0	-	0	0%		0
0	Broads Authority - return of unused £106 money	0	5,000	0	0%		0
0	£137/CTL Expenditure	0	570	0	0%	Community noticeboard	0
3,550	SAM2 Unit	0	-	0	0%		0
550	Proceeds Fund Sale (for EAAA)	0	-	0	0%		0
39,621	Total Expenditure	33,919	23,504	33,919	69%	Difference	5,702
95,165		(2,194)	66,805	70,931			(1,723)
36,831	Balance per Community Acc B/Y 2018/19		25,925				
50,800	Total Receipts per cash book		110,201				
41,706	Total Payments per cash book		23,504				
0	Transferred to Saver Account		97,800				
25,925	Community Account Balance		11,568				
47,846	Business Saver Account		142,848				
73,771	Total in Both Accounts		154,416				
	Restricted Reserves		126,642				
	General Reserves		27,774				
	Total Reserves		154,416				

Signed: _____ (Chair)

Date:

8. Planning and Highways Committee Planning Applications/Decisions

Application No: BA/2019/0338/HOUSEH

Proposal: Remove conservatory & construct single storey rear extension.

Resubmission of BA/2019/0133/HOUSEH.

Application Received: 4th October 2019

Address: 36 Ditchingham Dam, Ditchingham, Norfolk, NR35 2JQ

Reference 2019/1836

Alternative Reference: PP-08151084

Application Received: Fri 13 Sep 2019

Application Validated: Fri 20 Sep 2019

Address: Hall Farm The Old Granary Belsey Bridge Road Ditchingham NR35 2JT

Proposal: Part demolition of out buildings, conversion of existing barn to garage and fitness room, loggia, extension to dwelling, internal and external alterations to main dwelling, new attic rooms, conversion of office to study and all associated works (Revision to previously approved scheme 2017/2520)

Status: Approved with conditions

Reference 2019/1925

Alternative Reference: PP-08167977

Application Received: Tue 24 Sep 2019

Application Validated: Tue 24 Sep 2019

Address: Land Off Hamilton Way Ditchingham Norfolk

Proposal: Construction of 27 dwellings and garages with access

Status: Awaiting Decision

Ref. No: 2019/1848

Variation of condition 2 of 2017/2519 - revisions to extension scheme and internal alterations

Hall Farm The Old Granary Belsey Bridge Road Ditchingham NR35 2JT

Received: Mon 16 Sep 2019 | Validated: Mon 16 Sep 2019

Status: Approved with conditions

Signed: _____ (Chair)

Date:

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. 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

Signed: _____ (Chair)

Date:

8.d) SAM2 Report

I have continued to move the SAM unit around the designated locations. Average and 85% speeds remain fairly consistent with previous recordings at all locations, which is to be expected. Pirnhow Street remains by far the fastest location, in both directions, some 5mph faster than any other location on average, with rather more extreme speeders too.

SAM recorded the first days' obviously-erroneous data, during the exceptionally heavy rains back in October. I have not used that data in any analysis, but it is of note. The unit does show some signs of damp penetration, but well away from the electrics, and it's more likely water on the lens, or the raindrops themselves being detected. I have, as a result, tried to take SAM in for the heaviest rains, just in case it's a problem that might result in damage.

Councillor Ben Holloway

Signed: _____ (Chair)

Date: