

Ditchingham Parish Council

PARISH COUNCIL MEETING MINUTES

Monday 16th November 2020

7.30pm

held by Zoom

Councillors: Alan Larkin (Chair), Brendon Bernard (District Councillor/Vice Chair), Emily Curtis, Angela Gifford, Jason Kercher, Corinne Layton, Alf Skippen, Charlie Taylor.

Clerk/RFO: Sally Chapman

A. Public Forum – for Members of the Public

None

B. External Reports

- County Councillor Margaret Stone sent a full report find on the website:
<https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>.

MINUTES

1. To consider Apologies for Absence

County Councillor Margaret Stone.

2. Declaration of Interests and Consider Requests for Dispensation

7.b) Cllr Bernard Pecuniary interest (*Village Hall Committee member*).

3. To Approve the Minutes of the Meeting held on 21st September 2020 by those attending

[The Minutes from the Meeting held on 21st September 2020 were confirmed unanimously as a true and accurate record.](#)

4. Matters Arising

- The Dip's Telephone Lines

Cllrs discussed the telephone lines through the tree branches on The Dip. The Clerk informed she asked the tree contractor to trim these back when they telephoned regarding the other contracted tree work, which they agree to do free of charge and then forgot. The Clerk will continue to pursue the contractor.

5. Co-option to fill Casual Vacancies

None

6. Policy Amendment - To Consider Amendments to the Grants Policy

[Councillors resolved to agree the Amended Grants Policy with the following addition: 'All Grants to be considered and approved at a Full Council meeting'.](#)

Clerk to amend and place on website.

Action: Clerk

7. Finance

a) To receive the Financial and Budget Reports & Approve the Income and Expenditure (*reports attached*)
[Councillors agreed unanimously the Reports and the Income and Expenditure.](#)

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b) To Agree the Budget and Precept for 2021-22

Cllr Bernard declared a Pecuniary interest (Village Hall Committee member) and did not vote.

The RFO had prepared three draft budgets for consideration and the Finance Committee recommended Draft Budget 1.

Councillors voted on the Draft Budgets and Draft Budget 3 was carried by 4 votes to 3 against and the Precept for 2021-22 will be raised by £7,000 to £37,000 to include a grant of £6,000 to the Village Hall.

8. Council Committees

a) To allocate Councillors to Committees

The following Committees were agreed:

- **Community** Alf Skippen (Chair), Brendon Bernard, Angela Gifford, Charlie Taylor.
- **Finance** Alan Larkin (Chair), Brendon Bernard, Emily Curtis, Alf Skippen.
- **Planning and Highways** Emily Curtis (Chair), Alan Larkin, Jason Kercher, Corinne Layton.

Clerk to re-issue list.

Action: Clerk

b) To Agree on a new Chair for the Planning & Highways Committee

Cllr Curtis agreed to be Chair of the Planning & Highways Committee.

9. To comment on Planning Applications and Decisions *(report attached)*

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

10. To receive Internal Reports from Committees *(if required)*

a) Chair's Report

- A143 Crossing Fatal Accident

The Chair informed he had written to Mr Gary Overland at Norfolk County Council's Highways Engineer and County Councillor Margaret Stone requesting again improvements are made at this crossing to avoid further accidents. The Chair was advised they are waiting for a Police Safety Team Report before decisions can be made on improvements.

The Council expressed sincere condolences to the lady's family and friends at this very sad time.

b) Community Chair's Report *(report attached)*

The Community Chair gave an informative report and answered questions on issues arising. The Council Chair thanked him for his excellent report and thanked Cllr Skipton and Cllr Taylor for maintenance around the village.

c) Planning & Highways Chair's Report

- Street Light Electricity – update

The MPAN certificate has now been received and the Clerk will be seeking quotes for the energy.

- Pirnhow Street/Alma Bridge Walkway

The Chair informed Cllr Bernard was pursuing a walkway with NCC Highways and the Broads Authority.

- Village Gateways

Cllr Curtis suggested looking into installing village gateways in the village. Clerk to request quotes.

Action: Clerk

- SAM2

Cllr Kercher agree to take over managing the SAM2 from Cllr Taylor.

11. Consider Issues not decided by Committees

None

12. To Note Correspondence received *(emails circulated as received)*

None

13. Urgent Other Business

For discussion/information only, the Council may not make decisions on these items.

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None

14. To receive items for the Next Agenda

a) Zoom Meeting Etiquette

Cllr Curtis agreed to forward a copy.

Action: Cllr Curtis

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

- Monday 18th January 2021 at 7.30pm
- Monday 15th March 2021 at 7.30pm
- Monday 17th May 2021 at 7.30pm
- Monday 19th July 2021 at 7.30pm
- Monday 20th September 2021 at 7.30pm
- Monday 15th November 2021 at 7.30pm

Planning Meetings arranged as required

The meeting ended at 9:15pm

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Doc. 1 (point 7.a & b)

Ditchingham Parish Council Finance Report - November 2020					
Current balance b/f				£	1,455.71
Receipts since last report					
Date	Ref.	Payee	Amount		
23/09/2020	credit	Allotment Rents	£ 40.00		
23/09/2020	credit	Allotment Rents	£ 10.00		
30/09/2020	credit	VAT Reclaim - 01/04/2020-30/09/2020	£ 1,792.43		
30/09/2020	credit	Allotment Rents	£ 15.00		
30/09/2020	credit	R. Bracewell - Memorial	£ 210.00		
30/09/2020	credit	Percy Long - Memorial	£ 315.00		
30/09/2020	credit	Allotment Rents	£ 10.00		
30/09/2020	credit	SNC Precept 2/2 payment	£ 15,000.00		
01/10/2020	credit	Allotment Rents	£ 10.00		
05/10/2020	credit	Allotment Rents	£ 25.00		
30/10/2020	credit	Allotment Rent	£ 10.00		
30/10/2020	credit	Mr & Mrs B Finch - Ashes burial	£ 300.00		
30/10/2020	credit	Mr Reginal Brinded - memorial	£ 230.00		
30/10/2020	credit	Allotment Rents	£ 90.00		
			Total	£	18,057.43
Payments since last report					
24/09/2020	101680	Clerk's - backpay	£ 80.65		
28/09/2020	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/09/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/09/2020	S/O	Ms S Chapman - Clerk	£ 598.04		
28/10/2020	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/10/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/10/2020	S/O	Ms S Chapman - Clerk	£ 598.04		
30/10/2020	101681	Clinks Care Farm Ltd - 3/3 Grounds Maintenance	£ 3,430.00		
30/10/2020	101682	Mr J Cheyne - Allotment Rent	£ 100.00		
30/10/2020	101683	Pearce & Kemp Ltd - quarterly charge	£ 360.00		
30/10/2020	101684	PKF Littlejohn - External Audit	£ 480.00		
16/11/2020	101685	Litterpicker Expenses	£ 11.99		
16/11/2020	101686	SNC - Dog Bin Charge (9)	£ 1,181.52		
16/11/2020	101687	Clerk's Expenses October-November	£ 102.74		
			Total	£	7,455.34
			Total	£	12,057.80
Community Account Statement Balance 28/10/2020				£	16,579.05
Unpresented cheques				£	5,666.25
Uncleared receipts				-£	1,145.00
			Total	£	12,057.80
Business Saver Statement Balance 28/10/2020				£	143,155.29
Total balance in both accounts				£	155,213.09

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Ditchingham Parish Council - Budget Report 2020-21						November 2020							
Year End 30/9/20		Budget 2020-21	Actual Year to Date 2020-21	Forecast 2020-21	% of Original Budget	Notes	Draft 1 Budget 2021-22	Draft 2 Budget 2021-22	Draft 3 Budget 2021-22	Notes			
Income													
28,000	Precept	30,000	30,000	30,000	100%		30,000	37,000	31,000				
235	Allocations Rents	340	210	245	61%		240	240	240				
5,840	Rental Grounds	2,880	5,425	5,880	204%		2,880	2,880	2,880				
5,179	VAT (Included)	2,000	5,880	5,880	294%		2,880	2,880	2,880				
33,274	Total Budgeted Income	37,000	35,895	38,145	100%		35,580	42,580	38,580				
387	Miscellaneous	0	-	0	-		0	0	0				
77,800	Street Lamp Payment	0	-	0	-		0	0	0				
65,863	100% Vm Grants	0	-	0	-		0	0	0				
388	Business Account Interest	700	115	200	16%		200	200	200	Not changed to a higher interest account			
177,625	Total Income	37,700	35,809	38,045			35,780	42,780	38,780				
Expenditure													
1,176	Clerk's Employment Costs	7,936	6,289	7,008	74%		8,176	8,176	8,176	3% increase (increase set by NALC)			
580	Clerk's Office Costs (tele, internet, consumables)	560	253	480	86%		336	336	336	1st increase since January 2014			
1,368	General Expenses	1,300	1,228	1,300	100%	Stationery, NALC subs, Audits, Zoom £3.60 per	1,300	1,300	1,300				
100	Allocated Rent to Land Owner	100	100	100	100%		100	100	100				
3,775	Grounds Maintenance (grass cutting/clearing)	3,000	3,883	3,880	129%	Invoice for extra work and £15 salary to be added	4,980	4,980	4,980	Reduced + Grounds Maintenance 2% (agreed). Staff +2%			
981	Dog Waste Bin Servicing Charge	1,000	883	1,000	88%		1,070	1,070	1,070	7% increase last year			
755	Insurance	800	790	780	98%		800	800	800				
169	Miscellaneous	500	-	500	0%		500	500	500				
750	Parkrunner Magazine/Website production costs	750	-	750	0%		750	750	750				
2,547	Thames Road Play Area Maintenance (grass cutting/other picket)	4,250	3,889	4,250	91%	£300 salary still to be added.	4,250	4,250	4,250	Reduced + Grounds Maintenance 2% (agreed). Staff +2%			
3,777	The Big Maintenance (grass cutting/other picket)	4,250	3,884	4,250	91%	£300 salary still to be added.	4,250	4,250	4,250	Reduced + Grounds Maintenance 2% (agreed). Staff +2%			
5,076	Village Maintenance (grass cutting/other picket/clearing)	4,000	2,592	4,000	65%	£800 salary still to be added.	5,250	5,250	5,250	Reduced + Grounds Maintenance 2% (agreed). Staff +2%			
2,872	VAT	2,000	2,791	2,703	135%		2,500	2,500	2,500				
-	Tree Survey/Maintenance	1,500	1,591	1,500	100%		1,500	1,500	1,500				
3,046	Street Light's Electricity/Maintenance Contract	3,000	1,425	3,000	48%		3,000	3,000	3,000	Still unsure of electricity cost			
-	Grant to Village Hall	0	-	0	0%		0	4,000	0				
-	Grants for Local Projects	0	-	0	0%		0	1,000	1,000				
60,348		36,688	25,417	27,544	75%		35,582	41,582	35,582				
495	Lychgate Reserve	0	-	0	-		0	0	0				
-	Play Area Reserve	0	-	0	-		1,200	1,200	1,200	£4,487 Disbursements in 2020			
5,000	Broads Authority - return of unused £100 monthly	0	-	0	-		0	0	0				
65,568	MISC/OTH Expenditure	0	-	0	-		0	0	0				
101,418	Total Expenditure	36,688	25,417	27,544			35,782	42,782	38,782				
76,210		(688)	11,392	(1,199)		Difference	12	12	12	Over/under - take from general reserve			
Balance per Community Acc 6/1/2019/20													
25,525	Total Receipts per cash book		780.28				£ 88,000	£ 17,000	£ 11,000	Precept 2021/22			
177,625	Total Payments per cash book		(24,417)			Below cash green sheet should match	£ 624	£ 624	£ 624	£ 624 Tax Base 2020/21 - may differ			
101,418	Total Payments per cash book		(24,417)				£ 48.08	£ 58.15	£ 48.68	£ 48.68 Band D property			
97,800	Transferred to Saver Account						(40.90)	£11.21	£1.68	increase			
780	Community Account Balance		62,058				0%	22.32%	3.32%				
143,081	Business Saver Account		143,155										
145,861	Total in Both Accounts		355,213			Blue box should match the BPO finance report (rounding)							
Restricted Reserves													
	General Reserves		127,625										
			27,598	Year to date									
			655,213										
Restricted Reserves													
			Received/Spent 2020/21	Current Balance									
12,919	Lychgate Maintenance		-	12,919									
1,470	Hollow Hill Footpath Maintenance		-	1,470									
30,000	Play Area Reserves for new equipment		-	30,000		will spend £4,487 this year							
408	£10 Infrastructure Levy (SME)		-	408									
3,000	New strategies Reserve		-	3,000						Add to Play Area Reserves if not used by March 2021			
77,800	Streetlight Reserve		-	77,800									
200	MIL Vt Day Grant		-	200		May have to be returned to SMC							
	Tree Survey/Maintenance (arising from 2019-20)		487	583									
127,028				127,615									
16,799	General Reserves			27,598									
148,821				155,213									
Precept 2019/20													
	Parish Precept Requirement		£ 28,000.00	(+ £3,000)									
	Tax Base		624										
	Band D property		46.87										
	An increase of		£ 5.88	per year									
Precept 2020/21													
	Parish Precept Requirement		£ 30,000.00	(+ £2,000)									
	Tax Base		624										
	Band D property		48.08										
	An increase of		£ 6.21	per year									

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Doc. 2 (point 9)

Planning Applications and Decisions since the last Meeting

Application Number: 2020/1861

Applicant: Mr Glenn Shiplee

Location: 17 Waveney Road Ditchingham Norfolk NR35 2RF

Proposal: New single storey summerhouse/hobby-room

Application Type: Householder

Application Number: OBA/2020/0329/HOUSEH

Proposal: Erection of conservatory to rear

Applicant: Mr Carl Roe

Address: Riverside Cottage, 32 Ditchingham Dam, Ditchingham, Norfolk

Doc. 3 (point 10.b)

Ditchingham Parish Council Community Committee Report 16th November 2020

Please find below my report compiled on Tuesday 10th November 2020.

Allotments

Two allotments given up, one has a new allotment holder, and the last one waiting for payment from a man who says he wants it. There are nine currently on the waiting list.

Cemetery

Generally, in good order. A meeting took place with Clink Care Farm to carry out some light pruning and general tidying. Clink have agreed to do this free of charge and will also put up some bird boxes.

The Dip

The Dip looks fine. Paul Austin reported that a fence post was loose between the Dip and All Hallows near the Skate Park. Replacement swings should be installed this month. A new post has been fixed to the church notice board, and now needs painting. Litter bin next to shelter has been cemented in. There is a problem with telephone lines passing through the trees. Openreach state it is the landowner's responsibility. We have requested Norse to provide a quote.

Thwaite Road Play Area

Area looks generally in good shape. There are an increasing number of rabbit holes on the football pitch which looks well used as against Dip. The annual inspection of the equipment has raised a few issues that need to be action. The contractor installing the swings on the Dip will review this work. Work is required on Climbing Frame, and Multi Play Unit/Slide. The play equipment is looking a bit sad and in need of painting. Perhaps we could arrange a village paint day next year with the DPC providing material and getting as many Parishioners involved as possible.

Chicken Roundabout

Looking tidy. 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. 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.

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Maltings Junction and Pirnhow Street

Gary Overland, Highways Engineer, has confirmed that new signs are on order and will be installed early in the New Year.

Cheyne Walk

One of the posts holding the sign is loose and needs fixing.

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.

Pirnhow 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.

Tree Preservation Order

A TPO has been issued for trees at 2 Tunneys Lane from 19th October 2020 till 19th April when a decision to make the order permanent will be made. Comments are required from the DPC to make this order permanent.

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