

Meeting Minutes
Monday 16th September 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: 5 Parishioners & County Councillor Margaret Stone

PUBLIC MEETING

A. Parishioner Question Time

- A parishioner voiced his concerns over street lights in Green Lane. The Chair assured him no street lights would be removed without resident consultation.
- Open manholes on Hollow Hill Road and non-working lights in the bus shelter and phonebox library were reported by another parishioner.

Action

B. External Reports

County Councillor Margaret Stone and District Councillor Brendon Bernard both sent a report and read out the main points. Full reports:

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

The Chair read out CC Stone's report, as she was not present until later in the meeting. CC Stone agreed to support the local bus route problem raised by the Chair of Broome Parish Council (*if contacted directly*) and also requested any Parish Partnership funding applications before the end of year.

Clerk

MAIN MEETING

1. To consider Apologies for Absence

None

2. Declaration of Interests & Consider requests for Dispensation

6.c) Non-pecuniary Interest - Cllr Bernard Member of the Village Hall Committee.

3. To Confirm the Minutes of the meeting held on 15th July 2019

Councillors resolved the Minutes to be 'taken as read and agreed as correct'.

The Minutes were duly signed and dated by the Chair.

4. Matters Arising

To report matters arising from the minutes, not on the agenda nor included in the committee reports

a) To Do List

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

5. Co-option to fill Casual Vacancies

None

Signed: _____ (Chair)

Date:

6. Finance

- a) To receive the Finance & Budget Report and Approve Cheques (*reports attached*)
The RFO gave a report of all activities since the last meeting.
Cllrs resolved to approve the Finance Reports, Receipts and Payments.
- b) To receive the External Auditors Report (*attached*)
The Chair read out the External Auditors Report and informed there were no advisories or issues outstanding. Cllrs thanked the R.F.O. for all her hard work.
- c) To consider a Proposal for additional S106 monies for Village Hall extension
(*Cllr Bernard Member of the Village Hall Committee - non-pecuniary Interest and did not vote*)
The Chair advised Cllrs there is approximately £9-£10,000 un-allocated S106 monies and this would be returned if not used for a project in Ditchingham and recommended the remaining money to be used for the Village Hall Extension.
Cllrs resolved to allocate all the remaining S106 monies to the Village Hall Extension – carried.

Clerk

7. Policies

- a) Highways Policy – Amendments
Cllrs approved the amendments to the policy attached.

8. 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.

9. To receive Internal Reports from Advisory Committees & Decision Committees

- a) Chair's Report
The Chair officially thanked the Clerk and Councillors for all their work on the various projects and activities over the last few months.
- b) Community
The Chair read out his report and answered questions (*report attached*).
Cllr Taylor was thanked for mending the Cheyne Walk fence.
- c) Finance & Resources
The Chair informed Cllrs there was £189 CIL money in the reserves and this would be returned if not spent. SNC has agreed it could be spent on 5,000 Crocuses on the Chicken Roundabout to be planted this autumn for spring flowering.
Cllrs approved to purchase 5,000 Crocus from the CIL money for Chicken Roundabout.
- d) Planning & Highways
 - Posters**
The Chair informed excessive posters, which were put up without permission had been removed and another community group had been asked to remove their out-of-date posters.
 - SAM2**
Cllr Holloway gave a report (*attached*) and answered questions on the SAM2 locations and speeds throughout the village.
 - Street Lamps**
Cllrs reported a non-working street lamp in Woods Close (no. 4) and half a lamp post on the crossroads near the shop. Clerk to report.

Clerk

Clerk

10. Consider Issues not decided by Committees

- a) Chicken Roundabout Sculptures
No update
- b) Tree Warden Report
No issues and the saplings will be delivered in late autumn.
- c) Community Notice Board
Some issues to be rectified before payment and an agreement is being drawn up with the Guardian of the noticeboard.
- d) Community Speed Watch
Cllr Layton reported she had now 5 volunteers and the training should take place in November.
- e) Councillor Training
The Clerk advised NALC's in-house training will take place on the 9th October 2019 at 7pm and six places had been filled. Other local Councils will be contacted and the spare places offered.

Clerk

11. Correspondence

- a) Emails from Parishioners general questions re Street Lamps adoption.
- b) Clerks & Councils Direct Magazine.
- c) Email from Broome Parish Council re meeting Bus Charcoal Line service X41. The Chair offered to attend.

Chair

12. Urgent Other Business

None

13. Items for Next Agenda

None

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

- Monday 18th November 2019 at 7.30pm
- 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

Planning Meetings arranged as required.

The meeting closed at 9.00pm

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

Signed: _____ (Chair)

Date:

6.a) Finance & Budget Reports

Ditchingham Parish Council - September 2019

Annex A

Finance Report

Current account b/f

£
6,178.58

Payments since last report

Date	Cheque No.	Payee	Amount
23/07/2019	D/D	ICO - Data Protection Fee	35.00
29/07/2019	101522	CAS Parish Protect Insurance (Street Lamps)	155.68
29/07/2019	101523	Acer Laptop for SAM2	169.00
29/07/2019	101524	Play Inspection Company (Annual Play Equipment Check)	156.00
29/07/2019	101525	Pearce & Kemp Ltd (Street Light Maintenance 3 mths)	360.00
29/07/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33
29/07/2019	S/O	Mrs O Mulley - Village Cleaner	73.34
29/07/2019	S/O	Ms S Chapman - Clerk	600.75
07/08/2019	101526	Void	0.00
07/08/2019	101527	Broads Authority - return of unused S106 money	5000.00
28/08/2019	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	175.33
28/08/2019	S/O	Mrs O Mulley - Village Cleaner	73.34
28/08/2019	S/O	Ms S Chapman - Clerk	600.75
16/09/2019	101528	Allotment Rent	100.00
16/09/2019	101529	PKF Littlejohn LLP - External Audit	240.00
16/09/2019	101530	Realise Futures - Community Noticeboard	504.44
16/09/2019	101531	Clerk's Expenses August & September	57.85
Total			8,476.82

Receipts since last report

11/07/2019	credit	Memorial - Mrs J Taylor	220.00
10/09/2019	credit	Broads Authority - S106 for Community Noticeboard	420.37

Total 640.37

Transfer

13/08/2019	Transfer from Savings Account	3,000.00
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Total 1,342.13

Community Account Statement Balance 28/08/2019

1,824.06

Unpresented cheques

902.30

Uncleared receipts

- 420.37

Total 1,342.13

Business Saver Statement Balance 28/08/2019

142,765.36

Total balance in both accounts

144,107.49

Signed: _____ (Chair)

Date:

Year End 2018/19		Budget 2019/20	Actual Year to Date 2018/19	Forecast 2018/19	% of Original Budget	Notes
	Income					
24,357	Precept	28,000	14,000	28,000	50%	2nd payment in September
643	SN Transition monies	0	-	0	-	
245	Allotments Rents	245	-	245	0%	Payments this month
1,670	Burial Grounds	2,000	640	2,000	32%	
500	Play Areas	0	-	0	-	
3,558	VAT Reclaimed	1,500	574	1,500	38%	
30,973	Total Budgeted Income	31,745	15,214	31,745	48%	
68	Miscellaneous	0	20	20	-	Litterpick
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 Grant	0	420	420	-	
96	Business Account Interest	0	24	24	-	
33,462	Total Income	31,745	93,478	110,009	48%	
	Expenditure					
6,840	Clerk's Employment Costs	7,709	2,998	7,709	39%	
380	Clerk's Office Costs (elec, b.band, comp.equip.)	380	184	380	49%	
1,398	General Expenses	1,200	658	1,200	55%	Internal Audit, Data Protection, laptop
100	Allotment Rent to Land Owner	100	100	100	100%	
4,805	Cemetery	4,500	1,258	4,500	28%	
900	Dog Waste Bin Servicing	1,000	-	1,000	0%	
911	Insurance	1,000	753	753	75%	Changed insurers
220	Miscellaneous	500	0	500	0%	
750	Parishioner Magazine/Website	750	-	750	0%	
3,880	Play Areas grass cut/litter picker	3,300	1,092	3,300	33%	
4,808	Play Area maintenance general	5,000	996	5,000	20%	
5,076	Village Maintenance	3,000	1,984	3,000	66%	
3,754	VAT	1,500	833	1,500	56%	
1,701	Tree Survey/Maintenance	1,000	-	1,000	0%	
-	Street Light's Electricity/Maintenance Contract	3,000	300	3,000	0%	
-	Lychgate Reserve	0	405	405	0%	Repairs
-	Play Area Reserve	0	-	0	0%	
35,521		33,939	11,562	34,097	34%	
0	Broads Authority - return of unused S106 money	0	5,000	5,000	-	
0	S106 Expenditure	0	420	420	-	Community noticeboard
3,550	SAM2 Unit	0	-	0	-	
550	Proceeds Yard Sale (for EAAA)	0	-	0	-	
39,621	Total Expenditure	33,939	16,982	39,517	50%	
(6,160)		(2,194)	76,496	70,493		Difference

Signed: _____ (Chair)

Date:

16,831	Balance per Community Acc B/F 2018/19	25,925	
50,800	Total Receipts per cash book	93,454	
41,706	Total Payments per cash book	16,982	
0	Transferred to Saver Account	97,800	
25,925	Community Account Balance	1,342	
47,846	Business Saver Account	142,765	
73,771	Total in Both Accounts	144,107	
	Restricted Reserves	126,378	
	General Reserves	17,729	Year to date
		144,107	
		Added/Spent	Current
	Restricted Reserves	2019/20	Balance
13,414	Lychgate Maintenance	495	12,919
3,470	Hollow Hill Footpath Maintenance	-	3,470
30,000	Play Area Reserves	-	30,000
189	CIL Infrastructure Levy (SN)	-	189
2,000	New strategies Reserve	-	2,000
5,000	S106 Money	-	0
0	Streetlight Reserve	-	77,800
54,073		495	126,378
13,538	General Reserves		17,729
67,611			144,107
	Precept 2019/20		
	Parish Precept Requirement	28,000.00	{+ £3000}
	Tax Base 2017/18	625.00	
	Band D property (less SNC Grant - now finished)	44.80	
	An increase of	5.64	per year

Signed: _____ (Chair)

Date:

6.b) External Auditors Report

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **DITCHINGHAM PARISH COUNCIL - NO0128**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions taken to address issue in 2019/20.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

30/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Signed: _____ (Chair)

Date:

7. a) Highways Policy – Amendments

Ditchingham Parish Council

Taken from Council Policies

(amendments highlighted in yellow)

B. Highways

B1. Highways Authority: Norfolk County Council (NCC) are the highways authority responsible for upkeep and maintenance. DPC's responsibility is to ensure that the Highways Authority undertake their responsibilities in a manner consistent with local requirements.

B2. Safer Roads: DPC maintains dialogue with the Highways Authority and the Police to encourage safer roads, nonetheless the consistent message from the authorities and agencies involved that there is 'no such thing as a dangerous road, only a dangerous driver'.

B3. B1332: This road is classified as a primary distributor route. As such it is the Highways Authority's responsibility to ensure that the road is maintained at adequate standard for use at that classification (for both light and heavy vehicles), and that a sufficiently 'high' speed is maintained along the route. This strategy is often seen as conflicting with local residents' wishes to reduce and enforce speed limits. Notwithstanding the Highways Authority's strategic aim DPC continues to lobby for improvements leading to safer roads.

B4. Speed: Speed on roads other than the B1332 is also seen as an issue, most noticeably through Hollow Hill and on Loddon Road. DPC continues to lobby for improvements leading to safer roads. DPC co-operates with other local government agencies and may from time to time deploy Speed Awareness Monitoring (SAM) or other measures to promote road safety.

B5. Parking: DPC has no powers to enforce parking restrictions; any such powers are to a limited extent vested in NCC through the Norfolk Parking Partnership, however DPC respectfully requests that residents park in a considerate manner; and that in doing so they do not obstruct the footpath, and do not obscure vision at road junctions or such places where pedestrians cross.

B6. Chicken Roundabout: DPC discourages all advertising on the roundabout; 'official' or otherwise. Any unauthorised advertising will be removed.

B7. Advertising on the highways: DPC discourages all advertising or other artefacts on the highway, specifically the B1332 and within the village, but note that this is not illegal provided that other regulations including safety, fly posting and planning issues are not breached.

- DPC encourages all advertisers to include a full contact name and number (so that we can reasonably request the advertiser to remove posters if inappropriate; or that are displayed in excessive numbers).
- DPC reminds advertisers that the decision to 'fly-post' is at the sole discretion of the advertiser and that there are penalties for breaking the law.
- DPC may remove any advertising that, in the opinion (and absolute discretion) of the **Chair of the Highways & Planning Committee plus at least one other member of that committee:**
 1. includes inappropriate content (e.g. commercial content)
 2. is displayed in excessive numbers
 3. does not include relevant contact details
 4. is displayed sooner than 14 days before, or 7 days after the event (unless when posted on the Community Notice Board, when they may be displayed 28 days before the event).
 5. is affixed to such street furniture as to be a distraction or a danger
 6. is not of a 'local' nature

Posters removed, by the Council, will be retained until the date of the event so organisers have an opportunity to retrieve them. If a contact number is displayed, but another item is not complied with, an attempt should be made to contact the organisers and they should be given an opportunity to comply.

Signed: _____ (Chair)

Date:

8. Planning and Highways Committee Planning Applications/Decisions

Ref. No: 2019/1767

Details of conditions 3 – contamination assessment phase I & II, 4 – percolation test results and 5 – drainage layout of 2019/0561

69 Loddon Road Ditchingham NR35 2RA

Received: Tue 03 Sep 2019 | Validated: Mon 09 Sep 2019

Status: Pending Consideration

Ref. No: 2019/1676

Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to three dwellings (QA and QB)

Barns North Of Hall Farm Belsey Bridge Road Ditchingham Norfolk

Received: Thu 15 Aug 2019 | Validated: Fri 23 Aug 2019 | Status: Pending Consideration

Ref. 2019/1387

Applicant: Mrs Cecile Roberts

Location: Emmaus House Belsey Bridge Road Ditchingham Norfolk NR35 2DZ

Proposal: Erection of 2x timber buildings

Copies of the submitted plans can be viewed on-line at:

<https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PU7KSIOQLD800>

Status: Pending Consideration

Signed: _____ (Chair)

Date:

9.b) Community Committee Report 16th September 2019

Please find below my report compiled on Thursday 12th September 2019.

Allotments

The Allotments renewal is due on 01st October 2019 for the next year. We have a waiting list of three parishioners. Letters have been sent out to two allotment holders who have not tended the allotment this year causing them to be overgrown. Another is part overgrown. We have had complaints that fires on the allotments have caused problems to residents on Norwich Road. This is being monitored and a letter will be included with letter requesting rent for the coming year.

Cemetery

The Cemetery looks good. Not aware of any issues. We did have a Parishioner who complained that the grass was long in between the graves. Clinks Care Farm was contacted who confirmed they had cut all the grass. The Parishioner has recently sent an email confirming that it is in a tidy state and thank the Parish Council for maintaining it in good order.

The Dip

The Dip looks in a reasonably good state. At the recent fair we did see a car drive down the slip road, at the All Hallows end, into the Skate Park before turning onto the field. If someone was using the ramp there could have been a serious accident. I would recommend that a barrier be put across the bottom of the slip road before the Skate Park. This would also stop people parking on it. The field has been booked for Saturday 28th September.

Thwaite Road Play Area

Area looks generally in good shape. Some repair work has been carried out on a climbing frame.

Chicken Roundabout

Waiting for response from Black Dog Arts reference chickens decided at a previous meeting. Bobbie Watchom is waiting for a response from Highway Department. Sadly the wild flowers have died away and the roundabout has been tidied. We have asked Clinks Care Farm to state whether 5,000 crocuses could be planted around the edge in front of the wild flower beds.

Maltings Amenity Space

Area between beck and A143 still looks like waste land although Broads Authority comment is that it is a good environmental area. The Beck is now full of weeds again. Rest is looking like a field with cut grass path that could not be used by invalid chair or baby buggy. Still waiting for an update from Broads authority and P J Livesey to confirm that they are working to the latest management plan for the area. We have been contacted by a Maltings Resident requesting if we could help concerning the state of the Amenity Area. A meeting is being proposed to discuss this with hopefully other residents taking part.

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.

A143 Ditchingham Pedestrian Crossing

A request has been made to Gary Overland, Highway Engineer if he could investigate the possibility of additional signs and lighting for this area after the recent accident.

Signed: _____ (Chair)

Date:

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

Signed: _____ (Chair)

Date:

9.d) SAM2 Report

Ditchingham Parish Council

Speed Monitoring July -September 2019

The SAM2 unit has been regularly moved, either every week, or every two weeks, between specified locations within the village. Data has been regularly collected.

The data so created has been studied. There are isolated cases of speeding on all roads, but little regular pattern to much of it, most of it being at random times during the day; there is more speeding in the evening, and at night. The 85th percentile speed for most roads is very close to the specified speed limit, suggesting, in general, little further action is required. Future, deeper analysis may indicate some evidence of regular patterns of speeding, on which further action may possibly be appropriately taken.

The main location of excessive speeding is in Pirnhow Street, in both directions, and here the 85th percentile is high, at around 38 – 39mph. The majority of this street is unlit, without pavements, and of rural appearance. It is apparent from the detail of the data that a proportion of speeding motorists identify this as a 40mph zone. It is possible that some further action could be considered, although the location and timing of the most extreme speeding may make this difficult.

I will continue to move the SAM2 unit, and analyse the data, on a regular basis.

Ben Holloway

Location, direction of traffic	Dataset (Days)	Average cars per day	(Average) 85th percentile
Hollow Hill Road <i>into</i> village	6	464	29.72
Loddon Road <i>into</i> village	7	733	32.3
Ditchingham Dam <i>into</i> village	14	371	29.71
Pirnhow Street <i>out of</i> village	14	1319	39.3
Pirnhow Street <i>into</i> village		1324	38

Signed: _____ (Chair)

Date: