

Ditchingham Parish Council

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PARISH COUNCIL MEETING MINUTES

Monday 21st September 2020

7.30pm

held by Zoom

Councillors: Brendon Bernard (District Councillor/Vice Chair), Corinne Layton, Jason Kercher, Alf Skippen, Charlie Taylor.

Clerk/RFO: Sally Chapman

Also Present: Two parishioners

A. Public Forum – for Members of the Public

- Tunneys Lane/ Loddon Road Oak Trees Report

A parishioner gave a very informative report and talk re the above Oak trees and how they could be lost if the planned housing development went ahead. Cllrs discussed, asked questions and considered a Tree Preservation Order on point 9.b).

B. External Reports

- County Councillor Margaret Stone and District Councillor Brendon Bernard sent reports, view on the website: <https://ditchinghampc.norfolkparishes.gov.uk/category/meetings/minutes>.

- Ditchingham United Charities Chair's Report

Cllrs received the annual report.

MINUTES

1. To consider Apologies for Absence

Cllr Larkin (*Zoom problems*) – apologies accepted.

Cllr Bernard Chaired the meeting.

2. Declaration of Interests and Consider Requests for Dispensation

6.a) Cllr Skippen Pecuniary interest (*payment*)

6.c) Cllr Bernard Pecuniary interest (*Village Hall Committee member*)

3. Minutes

The Minutes and Decisions from the meetings held on 16th March 2020, 11th May 2020, 18th May 2020 and 20th July 2020 were confirmed unanimously as a true and accurate record by Councillors who attended the meetings.

The approved minutes to be signed at the next proper meeting.

4. Matters Arising

From the minutes not on the agenda, nor included in committee reports.

a) Voting on Decisions

Cllrs agreed decisions made at Zoom meetings will be by a show of hands.

b) Noticeboard and Bench Maintenance

The noticeboard and bench near the Dip have now been repainted - many thanks to Cllrs Skippen and Cllr Taylor.

5. Councillor co-option

Angela Gifford and Emily Curtis were co-opted to the Council and signed the Declaration of Office form. Cllrs and the Clerk warmly welcomed them to the meeting.

6. Finance

a) To receive the current Financial and Budget Report & Approve Payments (*report attached*)

Cllr Skipton Pecuniary interest (payment) and did not vote.

Councillors agreed unanimously the Reports and the Income and Expenditure.

Cheques will be delivered to the Chair and a Cllr to sign

b) To receive the External Auditor Report 2019/20

Cllrs noted the following and thanked the Clerk for her work:

External Auditor Report 2019/20 (*full documents will be placed on the website*)

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.

c) Village Hall Extension Grant/Loan Request

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

Cllrs noted the following and discussed:

DPC has been approached for a grant or loan of £6,000 for the village hall extension.

Clerk/RFO's comment: DPC Grant Policy re-adopted in March 2020 states: DPC seeks to maximise the benefits of its resources across the breadth of the community and has no standing mandate to offer grant aid or support in any way to any individual, group or organisation, charitable or otherwise.

DPC cannot give unsecured loans with public money and did not include in the 2020-21 budget (precept £30,000) this expenditure and does not have a spare £6,000 of unbudgeted money to offer as all money held are restricted for different projects in the community. The Village Hall Committee received last year DPC's CIL money of £64998.73 and other grants should be sought.

Cllrs resolved to consider a grant of £6,000 for Ditchingham Village Hall in the 2020-21 budget (increasing the precept by 20%) to be approved at the 16th November 2020 meeting and the Grant Policy to be amended to include Ditchingham Village projects – carried.

7. New Policies for Adoption

a) Publication Scheme

b) Vexatious Correspondence & Complaints Policy

Cllrs resolved to adopt the above Publication Scheme and Vexatious Correspondence & Complaints Policy.

8. To comment on Planning Applications and Decisions (*see attached*)

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

9. To receive Internal Reports from Committees

a) Chair's Report (*see attached*)

Cllrs noted the Chair's report and Cllr Layton offered to look after the Community Noticeboard.

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

- New Swings for The Dip

The Community Committee has considered the quotes and recommended Option A on page 4 for approximately £4487.00 ex VAT.

Cllrs agreed to accept the quote as recommended by the Community Committee and the expenditure to be taken from the Play Area reserve.

Action: Clerk

- Tunneys Lane/ Loddon Road Oak Trees

Cllrs discussed re placing a Tree Preservation Order.

Cllrs resolved to apply for Tree Preservation Orders on the above Oak trees.

Cllr Curtis and the Clerk will complete the paperwork.

Action: Cllr Curtis & Clerk

- Tree Warden Report (*see attached*)

Cllrs discussed the report and the rubbish around the Dip's Skate Park which is picked regularly by the litter picker.

- Youth Shelter Litter Bin

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Cllr Skippen reported the litter bin near the youth shelter had been placed on the roof and a fence post was loose on Cheyne Walk – Cllr Taylor said he would repair.

Action: Cllr Taylor

- The Dip Electricity Power Lines

Cllr Skippen reported the tree maintenance team had not cut back the branches in the electricity power lines as promised.

Action: Clerk

c) Planning & Highways Chair's Report *(see attached)*

- Street Light Electricity update

The Clerk informed she was now making progress with quotes for the direct electricity supply for the Ditchingham Street Lamps.

- 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 and informed this had been partially cut but no obvious evidence of pedestrians using it.

10. Consider Issues not decided by Committees

a) Website Accessibility *(Council websites that were published before 23 September 2018 need to comply with the Government's accessibility regulations by 23 September 2020)*

The Website Accessibility training was cancelled due to Coronavirus and the Clerk has completed online training, updated and checked the website with WAVE Web Accessibility Evaluation Tool and added the Website Accessibility statement as recommended by NALC. To the best of her knowledge DPC is now compliant. Cllrs thanked the Clerk for her efforts.

11. To Notice Correspondence received *(emails circulated as received)*

None

12. Urgent Other Business

None

13. To receive items for the Next Agenda

- a) Allocate new Cllrs to a Committee.
- b) To consider applying for a Parish Partnership Scheme for a trod path for Pirnhow Street/Alma Bridge roadside.

14. To confirm the Dates of the Next Meeting

- Monday 16th November 2020 at 7.30pm

Planning Meetings arranged as required

The meeting ended t 9:45pm

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Doc. 1 (point 6.a)

Ditchingham Parish Council Finance Report - September 2020					
Current balance b/f				£	7,473.00
Receipts since last report					
Date	Ref.	Payee	Amount		
06/07/2020	credit	Mr P Long - cemetery	£ 110.00		
05/08/2020	credit	Burial - Mrs C Coe	£ 625.00		
15/09/2020	credit	Internment - Mr R Bracewell	£ 210.00		
15/09/2020	credit	Burial - Mr Percy Long	£ 315.00		
				£	1,260.00
			Total		
Payments since last report					
20/07/2020	101665	Clerk's expenses - June-July (total should have been £94.63 missed VAT)	£ 2.43		
23/07/2020	S/O	ICO - Data Protection Fee	£ 35.00		
28/07/2020	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/07/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/07/2020	S/O	Ms S Chapman - Clerk	£ 598.04		
05/08/2020	101668	Amazon No Dogs Signs	£ 23.56		
05/08/2020	101669	Officefurniture Noticeboard (£391.20 as accounted for in July)			
05/08/2020	101670	D Coates - Handyman	£ 85.00		
05/08/2020	101671	Play Inspection Company	£ 162.00		
05/08/2020	101672	Mr P Forder - Wasp Nest	£ 45.00		
24/08/2020	101673	Pearce & Kemp - LED 9049	£ 316.14		
24/08/2020	101674	Norwich Norse - Tree Works	£ 1,312.85		
28/08/2020	S/O	Mrs O Mulley - Village Cleaner	£ 75.58		
28/08/2020	S/O	Mr P Austin - Litter Picker/Play Equipment Inspector	£ 180.60		
28/08/2020	S/O	Ms S Chapman - Clerk	£ 598.04		
21/09/2020	101675	Mr A Skippen - paint	£ 13.99		
21/09/2020	101676	Mr P Forder - Wasp nests	£ 60.00		
21/09/2020	101677	Clinks Care Farm Ltd - 2/3 Grounds Maintenance	£ 3,430.00		
21/09/2020	101678	Mr P Austin - Litter Picker Gloves	£ 6.80		
21/09/2020	101679	Clerk's expenses - August-September	£ 76.08		
			Total	£	7,277.29
			Total	£	1,455.71
Community Account Statement Balance 28/08/2020				£	6,146.57
Unpresented cheques				£	5,215.86
Uncleared receipts				-£	525.00
			Total	£	1,455.71
Business Saver Statement Balance 28/08/2020				£	143,117.45
Total balance in both accounts				£	144,573.16

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Ditchingham Parish Council - Budget Report 2020-21		September 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%	2nd payment late September
255	Allotments Rents	245	-	245	0%	
2,840	Burial Grounds	2,840	1,370	2,840	48%	
2,179	VAT Reclaimed	2,000	1,267	2,000	63%	
33,274	Total Budgeted Income	35,085	17,637	35,085	50%	
387	Miscellaneous	0	-	0	-	
77,800	Street Lamp Payment	0	-	0	-	
65,863	S106/CIL Grants	0	-	0	-	
299	Business Account Interest	700	77	700	11%	
177,623	Total Income	35,785	17,714	35,785	-	
Expenditure						
7,176	Clerk's Employment Costs	7,938	2,990	7,938	38%	Payrise now announced increase of £16.13 pcm.
380	Clerk's Office Costs (elec, b.band, comp.equip).	380	190	380	50%	
1,368	General Expenses	1,200	808	1,200	67%	Stationery, NALC subs, Internal Audit, Zoom £3.60pcm
100	Allotment Rent to Land Owner	100	-	100	0%	
3,775	Cemetery Maintenance	5,000	2,517	5,000	50%	
961	Dog Waste Bin Servicing Charge	1,000	-	1,000	0%	
753	Insurance	800	780	780	98%	
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	1,448	4,250	34%	
3,377	The Dip Maintenance/grass cut/litter picker	4,250	1,874	4,250	44%	
3,076	Village Maintenance	4,000	1,936	4,000	48%	
2,872	VAT	2,000	1,792	2,000	90%	
-	Tree Survey/Maintenance	1,500	1,501	1,500	100%	
3,046	Street Light's Electricity/Maintenance Contract	3,000	1,125	3,000	0%	
30,349		36,668	16,962	36,648	46%	
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	16,962	36,648	-	
76,210		(883)	752	(863)		Difference
25,925	Balance per Community Acc B/F 2019/20		780.28			
177,623	Total Receipts per cash book		17,714			Yellow and green boxes should match
101,413	Total Payments per cash book		16,962			
97,800	Transferred to Saver Account		-			
780	Community Account Balance		1,456			
143,041	Business Saver Account		143,117			
143,821	Total in Both Accounts		144,573			Blue box should match the RFO Finance report (rounded)
Restricted Reserves						
	General Reserves		127,615			
			16,958	Year to date		
			144,573			
			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		May have to be returned to SNC
-	Tree Survey/Maintenance (unspent from 2019-20)		407	593		
127,022				127,615		
16,799	General Reserves			16,958		
143,821				144,573		

Doc. 2 (point 8)

Planning Applications and Decisions since the last Meeting

Applications

a) **App. Number 2020/1337**

Conversion of existing single storey outbuilding to annexe.

Location: Wood Farm Thwaite Road Ditchingham Norfolk NR35 2EA

Applicant: Mr Peter Wallis

Application Type: Full Planning Permission

Status: Pending

Decisions

b) **Application Number: BA/2020/0286/TCAA**

Site Location: 30 Ditchingham Dam, Ditchingham, Norfolk, NR35 2JQ

Proposal: T1: Holly - trim and remove ivy. T2: Laburnum - remove. G3: Hedges/Overgrown Area - trim to 2m (Hawthorn trees to be left untouched). T4: Variegated Holly - crown reduction to height of 3m. T5: Fallen Tree and Deadwood - area to be cleared and returned to garden use.

Status: Approved

c) **App. Number 2020/1281**

Applicant: Ms Julie Cole

Location: Workshop and Storage Building Norwich Road Ditchingham NR35 2JU

Proposal: Erection of replacement workshop building

Application Type: Full Planning Permission

Status: Approved with conditions

d) **App. Number 2020/0692 - Listed Building**

Parish: Ditchingham

Grid Ref: 632291 293140

Location: Hall Farm The Old Granary Belsey Bridge Road Ditchingham Norfolk

Proposal: Minor alterations to listed building consent 2019/1836

Status: Approved with conditions

e) **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

Status: Approve Subject to Section 106 Agreement

Doc. 3 (point 9.a)

Chair Report 21st September 2020

Community Notice Board

Use of the Community Notice Board is still suspended.

Parishioner Magazine

The September magazine was issued and delivered. Many thanks to the Editor and all the volunteer residents.

Bridleway

The bridleway, on the south side of the A143, between Alma Bridge and Ellingham, become overgrown over the past months. Although not in Ditchingham, it is used by many of our residents for exercise. The Parish Councils of Kirby Cane and Ellingham, Broome and Ditchingham asked for clearance to be considered a priority. I am pleased to advise that this work has now been completed. I am grateful to our County Cllr, Margaret Stone, for her support in this matter.

Alma Beck

We have been contacted by a Maltings resident who was concerned about the weeds in the Beck with possible potential flooding. I have asked David Thomas, from the Internal Drainage Board, who we recently met, to contact her and advise present position and offer reassurance.

Cllrs have continued to undertake duties where self-isolation and social distancing has permitted. I am grateful to all Cllrs, our Clerk, and employees for their continued work during this difficult time.

Alan Larkin

Chair, Ditchingham Parish Council

Doc. 4 (point 9. b)

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Community Committee Report 21st September 2020

Please find below my report compiled on Thursday 17th September 2020.

Allotments

All allotments are taken. We now have ten people on the waiting list. There are approx. 30 plots. Renewal letters will soon be sent out for renewal as from 01st October.

Cemetery

Grass is getting in need of cutting. There is a meeting arranged on 25th September with Clink Care Farms to discuss any additional work that is required. Lychgate is tidy.

The Dip

The Dip looks in a good state. Paul Austin reported that a fence post was loose between the Dip and All Hallows near the Skate Park. Seat and notice board has been painted. A final decision is required on replacing the swings. It has been suggested that we look at making good the church notice board. Litter bin next to shelter needs to be cemented in so that it cannot be moved.

Thwaite Road Play Area

Area looks generally in good shape, and it is lovely to see the children back. 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 actioned.

Chicken Roundabout

Looking in shape good. Clink has cut around the edge leaving the wild flowers in the middle to grow. 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.

Maltings Amenity Space

P J Liversey has employed Contractors to keep the area between Pirnhow Street and the Alma Beck in a satisfactory state. This has now been done along with tidying an area next to the road. Cally Smith from the Broads Authority has stated that this is now how it will be. However, in one email she talked of it being a meadow. There may still be a planning application to do this.

Cheyne Walk

Getting in need of a trim. 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.

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

Doc. 5. (point 9.b)

Tree Warden Report

Inspected all three locations this morning, nothing to report regarding our "old trees" they all seem to be in good condition. Regarding the saplings we planted around the village sites, I only found four that were showing any sign of survival on the bank bordering All Hallows at the Dip. No sign of any others Play Park, two dead saplings along the roadside hedge, found no others. Church yard, no survivors. mature trees all OK.

Litter, serious amount of litter all around the skate area.

Road Markings at Loddon Rd / Hollow Hill. No warning sign on the approach from Bungay. I had to make an emergency stop to avoid a vehicle going straight over towards the shop. Needs sorting asap. please.

Doc. 6 (point 9.c.)

Planning and Highways Report 21st September 2020

Highways

The repairs to the Highway and pavements at the Crossroads on Loddon Road have been completed, together with new road markings.

The 30mph sign at the top of Hollow Hill road has been re-instated

Streetlamps

2 lamps, Loddon Road and Thwaite Road, have been decided to be not required and notices have been placed on them for resident comments. We await developments

1 lamp in Loddon Road has failed. 10 residents have been posted with leaflets. 3 responses so far indicate that the lamp is not required. 1 resident has stated that they do not want any lamps and another is supportive of our policy

1 lamp in Rider Haggard Way has failed. Residents will be consulted by leaflet

Finance

Despite strenuous efforts by our Clerk we have been unable to make sense of how we are to pay for the electricity used. All parties have been contacted on numerous occasions without success. The problem is that SNC paid the bill in bulk for all the Town and Parish Councils. It has proved difficult to move these costs to individual Councils but we will persevere. This fact should be considered when deciding our Budget for 2020/21

A R Larkin

Chair, Planning and Highways Committee