



MEETING PROPER

1. Apologies for absence

Received from County Councillor Somerville and PC Farrow (report received).

2. Declaration of Pecuniary Interests and to Consider requests for Dispensation

The Chair expressed a pecuniary interest in the renewal of the Norse Grass Cutting Contract as an employee. There were no others.

3. Minutes of the Monday 17th November 2014 meeting (previously circulated) **Proposal: Minutes to be "taken as read and agreed as correct." Proposed JG; 2nd RM, unanimous.**

Minutes signed by the Chair upon completion of the meeting.

4. Matters Arising

4a. To report matters arising from the minutes, not on the agenda nor included in committee reports

None.

4b. To Do List

The Clerk read out the shorter list of outstanding items that have previously been noted as requiring the Council's attention and action. Councillors updated the Clerk on actions taken since the last meeting and the Clerk will follow-up on outstanding items. The list will be revisited at future meetings.

Clerk

5. Finance

5a. To receive report by the RFO and Approve Cheques (Annex A - circulated with the agenda)

The Clerk updated Councillors on the Council's financial position and referred to the cheque list for approval. Councillors' queried one payment and the length of time for invoices to be paid. The Clerk stated all invoices were settled at the meetings (every two months).

Proposal: Invoices to be settled monthly and to approve cheques. Proposed RK; 2nd RM, unanimous.

The Clerk was made aware there was an outstanding payment for Three Bells Furniture, Clerk to investigate.

Clerk

5b. 14-15 Out turn, Budget & Forecast (Annex B - circulated with the agenda)

The Chair gave a budget report and Councillors asked questions. After some confusion it was discovered that the wrong attachment had been circulated with the Agenda. Clerk to re-email.

Clerk

5c. To receive report on Internal Audit – 2nd quarter July-September (full report Doc. 1):

The Chair read out the latest Internal Audit report which was satisfactory with no issues identified.

6. To receive Reports (if present) from:

6a. Police

Not present and the Chair read the report. Main points (full report Doc. 2):

- 11 Crimes
- 39 Calls to police
- Police Neighbourhood Team had completed extensive crime prevention work.

Signed: _____ (Chair)

Date: _____



6b. Others (by invitation)

None.

7. To receive internal reports from Advisory Committees and Decision Committees

7a. Planning & Highways

Planning Committee Report (full report Doc. 3)

Councillor Weston reported the committee had met twice since the last full Council meeting. Main points:

Applications

- 43 Loddon Road
- All Hallows Farm Draper Lane
- Ditchingham Voluntary Controlled Primary School re-location of playgroup
- The Maltings Pirnhow St Aidens 1 Yarmouth Road
- 19 Woods Close
- 26 Tunneys Lane

Four Decisions

- The Old Stables Plum Tree Barn Fen Lane
- 11 Scudamore Place
- 2 Station Road
- 43 Loddon Rd (in 15th December meeting 2015)

Planning and Highways (full report Doc. 3).

Councillor Weston read out his report. Main points:

- Station Road flooding – District Councillor Allen has been working with agencies to resolve this issue.
- Hollow Hill Road – runners have been using this dangerous road after dark...
- Broome Heath Cycling Event – discussed in public session.
- Post Box – the Collection Planning Manager will be dealing with re-siting of the post box this month. A new box at Scudamore Place has been turned down.
- Highways Rangers will be visiting soon to complete a list of works.
- MP Richard Bacon has been contacted in support of his 'Community Right to Reduce Speed' campaign.
- The Maltings pedestrian walkway – work is due to commence w/b 9th February 2015.

Feasibility Study for New Alternative Footpath up Hollow Hill (full report Doc. 4)

Councillor Weston outlined the feasibility study to Councillors. Main points:

The landowners had in principal agreed with the Councils request and outline costs had been identified. Cllr. Weston drew Councillors attention to the requirements of the 'evidenced based' needs criteria of the partnership funding grant provision. In particular, the number of persons that would benefit (which was not known but believed to be in single figures on any given day).

Several Cllrs expressed reluctance to spend the sums needed on a project which might benefit relatively small numbers; a number of Cllrs expressed concerns with regards to how the Council's contribution (capital and ongoing) would be funded. Cllr. Cossey questioned whether the route was adequate, proposing additional length, and potentially more cost. Similarly, no consultation had taken place to test the public support for the initiative and this would also make a grant application difficult.

The application for a partnership grant was not approved and without it there is no



funding identified for the footpath so the project will not go forward at the present time.

Proposal: To apply for Partnership Funding to fund 50% of the Hollow Hill Footpath project – not approved by majority (with 2 abstentions).

Cllr Mulley expressed his disquiet about the decision and stated that he was minded to launch a petition. The Chair advised that he could do this as an individual but it would not be a Parish Council action.

7b. Local Development (full report Doc. 5)

Councillor Chadd read out her report. Main points:

- The first tranche of the S106 monies is due shortly.
- Suggested the next tranches totalling £60,000 may be saved for some significant infrastructure.
- The Litterpick will be held again in early spring, date TBC.
- WiSpire is liaising with the parish church to be a platform, as enough interested people have registered for fibre optic Broadband.

GO

7c. Maintenance and Environment (full report Doc. 6)

Councillor Kirkpatrick read out his report. Main points:

- Allotments – Two new applicants were on the waiting list.
- Cemetery – all the painting has been completed.
- The Dip – not used so much this time of year and very little rubbish.
- Thwaite Road Play Area – Extensive repairs have been completed on the play equipment. The next project is restoring the BMX track employing the Community Payback Unit. The costing and contract would be drawn up once agreed in principle.

Proposal: To support the restoration of the BMX track depending on costing. Proposed RK; 2nd KW, unanimous.

Councillors were informed a request from an allotment holder to keep bees had been received, which is acceptable as per Allotment Policy.

Two applicants were on the waiting list and as per Allotment Policy (The Council will provide one plot or one half a plot and no more than two plots to any one allotment holder) an allotment holder who has four single plots had been given notice to surrender two of his plots.

Proposal: to extend the allotment notice period to end on 30th September 2015 instead of 1st April 2015 to allow the allotment holder to harvest his planted crops. Proposed JG; 2nd KW, unanimous.

The Chair asked RK if he would ask Mrs Cheyne if the allotments could be extended.

RK

The Chair reported Norse Grass Cutting Contractors had quoted £262 per year to trim and cut the allotments area. The existing allotment rents income is only adequate to cover only the insurance and rent to the landowner.

Proposal: to leave the grass cutting to the allotment holders and if the allotments are not kept tidy, and a grass cutter has to be employed, the allotment rents will be raised in October 2015 to cover costs. Proposed JG; 2nd RM, unanimous.

7d. Finance & Resources (full report Doc. 7)

Councillor Green read out his report. Main points:

- The Committee has not met since the last meeting.
- The Chair (on behalf of the full Council) thanked the Clerk for completing one



year in post and the smooth running of Council business and affairs. - The Chair read out the new Norse Grass Cutting Contract. Proposal: to renew the contract for one year and to seek tenders at the end of 2015. Proposed SR; 2nd RK, unanimous. 8. To consider external reports 8a. County Councillor Somerville Not present and no report received, only an email concerning the Adult Social Care Committee (not read at meeting). The Chair suggested to Councillors that they might check the NCC website for an update on ASC. 8b. District Councillor Allen No report received prior to the meeting. The Chair invited Councillor Allen to give a brief verbal report: - Lamberts Walk - NCC Senior Planning Inspector had recently visited the site and things are slowly moving. - Station Road Flooding – matters will be discussed (cross Agency) at a meeting on 22nd January 2015. - Ditchingham Voluntary Controlled Primary School – regarding location of playgroup, planning officers waiting for report from NCC Highways. 9. Issues not decided by committees: None. 10. Correspondence Various correspondence and posters were circulated to Councillors. Councillors noted: - A thank you letter from Mrs Fairhead for her retirement flowers and card. - A letter from St Mary's PCC requesting that their notice board is relocated from the Old Post Office to be placed near the Council notice board opposite the village shop. Proposal: Permission is given to relocate the PCC notice board at the PCC's expense. Proposed KW; 2nd RJC, unanimous. Clerk to reply. 14. Urgent Other Business - It was reported debris from the PJ Livesey Maltings building site had blown into Alma Beck. Clerk to report. 15. Confirmation of meeting dates Planning Committee - Monday 16th February 2015 - 6:00pm (if required) Full Council - Monday 16th March 2015 7:30pm 16. Items for next agenda None. The meeting closed at 9.25pm	Clerk Clerk
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The following attached papers should be regarded as part of the minutes:

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Documents		
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Signed: _____ (Chair)

Date: _____

**Ditchingham Parish Council - Annex A****January 2015****Finance Report: Payments & Receipts, & Balances at bank****£****Current account cashbook balance (as reported at last meeting)****22669.63****Cheques issued since last report**

Cheque			
Date	No.	Payee	Amount
15/12/2014	101328	Paul Austin - Salary	135.20
15/12/2014	101329	Mrs S Fairhead	84.50
15/12/2014	101330	Clerk's December Salary + back pay	1241.59
15/12/2014	101331	HMRC PAYE	252.43
19/01/2015	101332	Kevin Last Builder - Lichgate Repairs	350.00
19/01/2015	101333	NPTP Training - Clerk	40.00
19/01/2015	101334	Action Play & Leisure Repairs	2892.00
19/01/2015	101335	A J Swan – Play Equipment repairs	200.00
19/01/2015	101336	Community News - Cleaner Adverts	50.40
19/01/2015	101337	Clerk's December expenses/allowance	63.58
19/01/2015	101338	Paul Austin - January Salary	101.35
19/01/2015	101339	Clerk's January Salary	414.30

Total **5,825.35****Receipts paid in since last report**

12/11/2014	deposit	Burial - Mr F Honeywell	300.00
24/11/2014	deposit	HMRC Vat return	946.64
	adjustment (input error)		0.02

Total **1,246.66****Cashbook balance****18,090.94****Last Statement Balance 2nd January 2015****22,537.07**

Unpresented cheques 4446.13

Uncleared receipts 0.00

Cashbook balance (as above)**18,090.94****Business Saver Account**

Balance c/f		4,508.93
Interest	08/06/2014	0.61
Interest	08/12/2014	0.56

Balance 29 December 2014 **4,510.10****Total balance in both accounts****£ 22,601.04**

Signed: _____ (Chair)

Date: _____



Ditchingham Parish Council – Annex B

14-15 Out turn, Budget & Forecast

Year ended:

Q 03

BUDGET

F'CAST

14-15

14-15

14-15

Actual		OUT TURN	BUDGET	F'CAST	Variance Forecast to	
YR Ended		YR Ended	YR Ended	YR Ended	Budget 14-15	
31/03/2014		31/03/2015	31/03/2015	31/03/2015		
Fin Yr13-14		Fin Yr 14-15	Fin Yr 14-15	Fin Yr 14-15		
20,000	Precept	25,000	25000	25,000	0	
0	Increase in Precept		0	0	0	
0	New Strategies		0	0	0	
0	General reserve increase		0	0	0	
2,091	SN Transition monies	2,604	0	2,604	2,604	FAV
5	Interest	0	5	5	0	
2,800	Burial fees	1,950	2200	2,200	0	
216	Allotments	255	275	275	0	
1,159	Recreation Grounds	1,747	1300	1,300	0	
0	Honorarium		0	0	0	
0	Miscellaneous		0	0	0	
598	Recycling	185	200	200	0	
2,979	VAT	2,195	2000	2,300	300	FAV
29,848	Income	33,936	30,980	33,884	2,904	FAV
1,305	General Reserve	10,692	11434	11,434	0	
3,000	Play Area	142	0	0	0	
4,305	Reserves B/ Forward	10,834	11,434	11,434	0	
34,153	Available Resources	44,770	42,414	45,318	2,904	FAV
2,869	General Admin	704	2500	1,000	1,500	FAV
4,556	Clerks Employment Costs	5,600	5000	6,600	-1,600	ADV
0	Clerks home office	285	1000	500	500	FAV
0	Section 137		0	0	0	
500	Parishioner		750	750	0	
100	Allotments	100	150	150	0	
3,613	Burial Grounds	3,617	3800	3,800	0	
3,226	Village Tidy	4,908	3000	5,200	-2,200	ADV
0	Honorarium		0	0	0	
2,168	Recreation Grounds	2,691	2800	2,800	0	
1,500	Increase Play reserve	2,500	2500	2,500	0	
0	New Strategies		2000	2,000	0	
0	Charge Against reserve		0	0	0	
0	Play area maintenance	2,410	1000	2,500	-1,500	ADV
0	Bus Shelter		500	500	0	
140	Miscellaneous	383	1000	1,000	0	
0	Transfer to reserves		0	0	0	
0	Other estimated costs		1000	1,000	0	
1,788	VAT	2,067	2000	2,200	-200	ADV
20,461	Expenditure	25,264	29,000	32,500	-3,500	ADV

Signed: _____ (Chair)

Date: _____



<u>13,692</u>	Reserves C/ Forward	<u>19,507</u>	<u>13,414</u>	<u>12,818</u>	<u>-596</u>	<i>ADV</i>
13,692	General Reserve	19,507	13,414	12,818	-596	ADV
-2,858	Reserves expended (play area)	2,500	2500	2,500	0	
4,500	Play Area	2,642	2500	2,642	142	FAV
-4,358		0				
	New Strategies					
<u>10,834</u>	Reserves (as above)	<u>22,007</u>	<u>15,914</u>	<u>15,318</u>	<u>-596</u>	<i>ADV</i>
904	VAT receivable	2,067	0	0	0	
<u>11,738</u>	Total Reserves	<u>24,073</u>	<u>15,914</u>	<u>15,318</u>	<u>-596</u>	<i>ADV</i>
10,692	General Reserve	19,365	13,414	12,676		
142	Play Area Reserve	2,642	2,500	2,642		
0	New Strategies	0	0	0		
<u>10,834</u>		<u>22,007</u>	<u>15,914</u>	<u>15,318</u>		

Other adjustments

Grants	594
Grants VAT	0
Transfers	0

Grants	0
Grants VAT	0

Balance Bfwd. Saver account	4,508
Balance Bfwd. Community account	6,324
Total Receipts per cash book	34,530
Total Payments per cash book	-22,764
	22,599

Non Cash	2,500
Play area contribution	0
Play area net spend	0

Reconciliation with Bank

Reserves as above	<u>22,007</u>
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Cashbook Community account	18091	18090.94
Cashbook Saver account	4510	4510.10

Balance at bank	<u>22,601</u>
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Difference	-595
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Signed: _____ (Chair)

Date: _____



Document 1

Ditchingham Parish Council – Independent Audit
2nd Quarter Jul- Sept 2014

I have audited the parish council accounts for the second quarter of 2014/15 and am satisfied with the figures.

I have audited the accounts that have been prepared up to the date of the November parish council meeting. As previously I have been provided with all the required documents, including the minute book, bank statements, accounts spreadsheet, chequebooks, invoices and remittances. I have seen that budget figures for the year to date, which compare to the precept, are relatively similar to actual expenses to date. The parish council has decided to plan to increase its precept next year to ensure it's reserves are at a higher figure that gives greater security. The audit trail has been straight forward to follow.

This time I have also been able to confirm the the playground inspections have been undertaken and documented, and that the records for the allotments and cemetery are up to date and accurate. I intend to check the other aspects of the audit in the final two quarters of the year.

I have been able to agree the bank reconciliation and am satisfied that the reserves are adequate especially given the possibility they may be increased in the coming year.

Paul Austin
29/12/14

Signed: _____ (Chair)

Date: _____



Document 2

Police Report

Unfortunately, no one can attend the meeting on the 19th January 2015 so please accept the report below. Due to my schedule I have had to complete the report today so the figures will only be correct up to today's date. Having checked the date of your last meeting I believe it was 17th November so I have checked our systems for crimes and incidents from this date.

CRIMES

11 in total the break is as follows:

Burglaries 3

Assaults 1

Affray 1

Theft from a motor vehicle 2

Theft of a pedal cycle 1

Theft other 1

Possession of Drugs 1

Harassment 1

CALLS TO POLICE

39 calls in total.

The main concern for the area was the mini spike we had with the 3 burglaries in November. Kevin (PCSO) and I did extensive crime prevention work soon after they were reported visiting the victims and neighbouring houses as history shows us that the offenders often returned to the same area to commit further crimes. We also visited previous victims from up to 2 years before to warn them that they could be targeted again we also visited their neighbours. The idea was to raise awareness and encourage people to ring to report anything suspicious as well as thinking about their own security as we offered crime prevention surveys. Unfortunately not many people took advantage of this offer however we did see a rise in calls from residents reporting suspicious vehicles or people which was really pleasing as it showed us that people were being more vigilant. Another positive was that Kevin held a meeting at Scudamore Place with some of the villages more vulnerable residents to ensure they were made aware of the burglaries and how they could help prevent themselves becoming victims.

With my fingers crossed to date there have been no further burglaries reported to us but we would continue to ask residents to be aware of anything suspicious and to ring the 101 number. We will always be available to conduct crime prevention surveys this is a free service and in some cases if the resident is elderly we can often use the services of PACT the Police support service that has a handyman who can do small improvements to doors etc free of charge. PACT is run basically like a charity alongside the Police Service. If you know of any vulnerable residents please feel free to let us know so we can them a visit.

Any question that arise from this please contact me or Kevin.

PC Penny Farrow

Signed: _____ (Chair)

Date: _____



Document 3

DITCHINGHAM PARISH COUNCIL

Planning & Highways Advisory Committee/Decision Committee

Chair's Report for the January 2015 Parish Council Meeting

PLANNING

The Committee met on 15th December 2014 and on 5th January 2015. (Full minutes of these meeting are on DPC's web site)

15th December 2014

To consider two applications:

- i) (SNC) 43 Loddon Rd
Proposal: New 2 bedroom bungalow in garden; other changes to access and future extension of no 43
As this plan breaches the Council's policy on maintaining family sized gardens and no in fill it was recommended for refusal.
- ii) (SNC) All Hallows Farm Drapers Lane Ditchingham
Proposal: Erection of new timber framed outbuilding and creation of an area of timber screened hard standing for the secure storage of construction equipment, tools and materials. This was recommended for approval.

5th January 2015

To consider one application:

Location: Ditchingham Voluntary Controlled Primary School Rider Haggard Way
Ditchingham Norfolk NR35 2RE.

Proposal: Re-location of Playgroup into a detached modular building on the Ditchingham Primary School site.
This was recommended for approval but with the addition of a number of comments.

Other Applications:

- i) Location : The Maltings Pirnhow Street Ditchingham Norfolk NR35 2RT
Proposal: Minor variation of plans and elevations for Blocks Gi, Gii, H and D. Resulting in an increase in numbers by 1. THIS APPLICATION IS TO BE DETERMINED BY THE BROADS AUTHORITY.
- ii) Location: St Aidens 1 Yarmouth Road Ditchingham Norfolk NR35 2PF
Proposal: Discharge of condition 3 following planning permission 2013/2325 – materials. Pending – no plans received yet.
- iii) Proposal: Proposed extension to the front of semi-detached house.
This will have been considered by the Committee immediately prior to the Council meeting.
- iv) Location: 26 Tunneys Lane Ditchingham Norfolk NR35 2RQ
Proposal: Storage required for livestock and feed - buildings required for expansion of agricultural use. Pending – no plans received yet.

Four decisions:

- i) Location: The Old Stables Plum Tree Barn Fen Lane Ditchingham Norfolk

Signed: _____ (Chair)

Date: _____



Proposal: New Air Source Heat Pump
Decision: Approval with Conditions

- ii) Location: 11 Scudamore Place Ditchingham Norfolk NR35 2QT
Proposal: To remove a door from the rear elevation, part brick up and install a new window. To remove a window from the rear elevation, cut brickwork to form a door opening and install a new door.
Decision: Approval with Conditions
- iii) Location: 2 Station Road Ditchingham Bungay Suffolk NR35 2QW
Proposal: External wall insulation to ground and first floor solid brick, part timber and rendered walls.
- v) Decision: Approval with Condition (SNC) 43 Loddon Rd (see application (i) in 15th December meeting (above)
Proposal: New 2 bedroom bungalow in garden; other changes to access and future extension of no 43. Decision: refused

GENERAL

There has been a further instance of **Station Road** being affected by flooding with water and effluent. District Cllr. Pauline Allen has been working hard, with various agencies, on this. She will give a fuller account in her own report to the meeting but, it seems we can be optimistic about the upgrading of the pumps which will be the long-term solution to the problem.

A parishioner contacted me about runners using Hollow Hill Road, after dark, as part of a training route. Allegedly some of these runners were inconspicuous and there had been a near miss with a motorist. I had a useful Email exchange with the running club and I am clear that members are regularly given clear safety advice.

There has been some disquiet expressed about the management of a cycling event on Broome Heath in December. This will have been discussed in the public part of the meeting.

Our Clerk has been in touch with the Royal Mail about the positioning of post boxes in the parish. Apparently the Collection Planning Manager will be dealing with this month. We have been informed that a request for a new box near Scudamore Place has been turned down.

In response to a request from NCC Highways I provided a list of works to be done by highway rangers. The response is shown in the following table:

Request	NCC reply (Bob Edwards)	Follow up
Repair Church Lane sign	District Council responsibility	KW told SNC
Sweep silt and debris from path up Hollow Hill	District Council responsibility	KW told SNC
Replace 7 broken paving slabs shoring up bank	In NCC sched. Will be done soon. Defect Number 871512	
B1332 rod and flush drains	Rangers do this work but not here as it needs traffic management. * see note below	NCC team will monitor
B1332 clean out drainage gullies		
Wash signs, bollards or reflector posts	Jet washed in Autumn; will be checked	

Signed: _____ (Chair)

Date: _____



broken plastic kerb B1332 approx. opposite Home Farm	Rangers do this work but not here as it needs traffic management	NCC will check
clear mud from centre of Baker's Lane	District Council responsibility	KW told SNC
15.01.15 Highway Rangers are due in about two weeks.		

*NCC have been replacing the old failing gullies along this road with specialist heavy duty iron work and have cleaned out gullies with this work. Gully opp. Free Lane should drain into pit behind it. Cleaned by NCC many times but is (deliberately?) blocked.

As a follow up to our last meeting, I informed the local MP of our decision that we support his initiative in principle and he may add the Council to a public list of supporters for his proposed 'Community Right to Reduce Speed'.

I have contacted P J Livesey to ask when the new pedestrian walkway at The Maltings will be ready.

I have been told that the delay is caused by the need to close the road to complete the work. Work is expected to commence w/b 9th February.

At the last meeting I was asked to carry out a feasibility study on an alternative footway (to the existing pavement) to be installed up Hollow Hill. I have dealt with this in a separate paper which will either be distributed in advance of the meeting or will be tabled.

Keith Weston 15.01.15

Document 4

DITCHINGHAM PARISH COUNCIL Planning & Highways Committee

Feasibility Study for New Alternative Footpath up Hollow Hill

Availability of the land

Key to the feasibility is the availability of the land. Jonathan and Dorothy Cheyne, representing the land owners, have given their permission, in principle, to the footpath using a strip of land at the edge of one of their fields. See sketch map appendix 1.

Proposed route

At the south east the path would leave the present pavement at the drop kerb just below where the paving slabs, which shore up the bank, start. See appendix 2.

It would re-join the pavement at the drop kerb just below the drive to Hollow Hill House. See appendix 3.

Norfolk County Council Approval

Bob Edwards, our highways engineer has considered the idea, has provided Appendix 1, has given an estimated price and has recommended other contractors.

The form of the proposed path (Bob Edwards)

A path 210 metres long by 1.0 metres wide. Removal of minimal surface layer (to take off any grass) then compaction of formation. Lay a geotextile mat to prevent vegetation penetration from beneath followed by a 100mm layer of compacted sub-base.

Costs

Signed: _____ (Chair)

Date: _____



If the Council is successful in obtaining a grant from the Partnership Scheme the costs would be shared 50/50. I sought prices from three contractors in addition to NCC.

Contractor	Estimated cost £	Notes
NCC	10,000	
G&J Bircham*		No reply
T Farrow Construction* Berghapton	11.850	This company's approach to the job took little account of the farming needs and would need a large area of land during the works
Potter & Harwin	Awaited but expected to be lower	Very local Considered the farming needs in its planning. Work after harvest. Little encroachment on the field

*Companies suggested by Bob Edwards and used by NCC

In addition to the above costs funds would be needed for signage and for the materials and labour for a simple post and wire fence along the length of the footpath.

Councillors are reminded of the points raised at the November meeting:

1. Depending on the position of any footway we would need to ascertain who the land owner is *DONE*
2. Permission to use the land would be needed *ACHIEVED, IN PRINCIPLE*
3. The advice of NCC Highways would be needed *SOUGHT AND GIVEN*
4. Tenders would be needed *ACHIEVED*
5. The cost would be significant. The path would be long (at the time of writing unknown). If it were not at the top of the bank it would need to be cut out and shored up. *APPROX 210 METRES*
6. The case would have to be made for using resources (DPC's and the scheme's) to benefit a small number of people (How many people use the path? How many have no alternative but to use it? Would more people use the route if there was a safer path? Do we want to encourage people to walk this route? Is there a risk people would choose to continue to use the existing path over the new one?
7. Maintenance of the new path would fall to the PC
8. Limited improvements to the road will be made within 12 months; might these make the present path safer?

If the Council wants to proceed but grant is not made future tranches of S106 grant might be an alternative source.

If the Council wants to apply for a Partnership grant the following have to be provided:

Details of the scheme – with a sketch or plan – its cost and the Council's contribution	Much in this document could be used
Who and how many people would benefit	Very difficult to answer but a fair question in relation to the use of public money. See No. 6 above
How it supports the objectives of the Local Transport Plan	This would need to be researched
Local support, particularly from your local member	Cllr. Somerville has not yet been approached

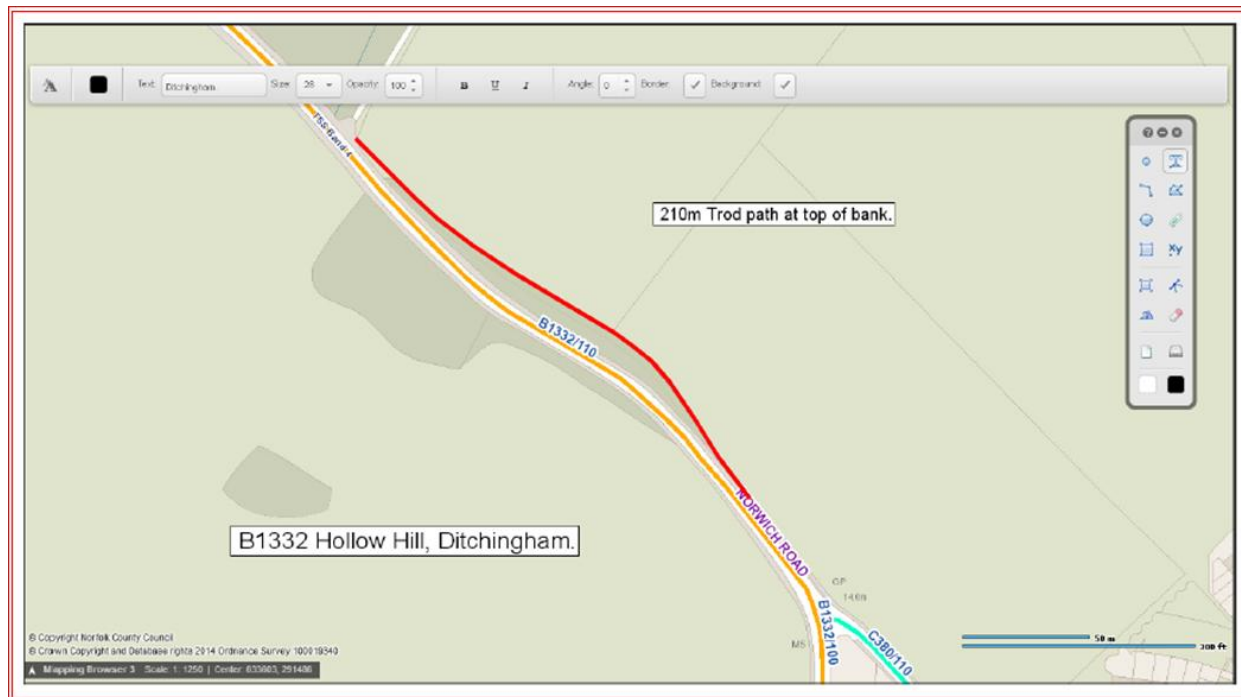
Signed: _____ (Chair)

Date: _____



Residents	No consultation yet and time is short
Land owners	Achieved
It is important there is broad community support	Closing date for applications (unless we ask for an extension) is 30 th January

Appendix 1



Appendix 2



Signed: _____ (Chair)

Date: _____



Appendix 3



Document 5

COMMUNITY AND LOCAL DEVELOPMENT REPORT

19th January 2015

The Broads Authority have agreed to pay the first tranche of the Section 106 money which is £20,000. Once their accountant has the necessary details the following recipients will receive the money.

Emmaus £2,350

Mescal £300

Village Hall Management committee £14,685

This leaves £2,665 for outdoor furniture.

There has been some discussion that the next tranches might be saved over a period of time so that some significant infrastructure can be achieved with £60,000

Gill has asked for a litter pick pack and hopes to organize this event in early spring before the regrowth starts on the verges. We hope to advertise this to get as many helpers as possible. Does Gill have a suggestion of a date that we can put in our diaries?

Wispire have been in touch with the church now that enough interested people in Ditchingham have registered. Brendon is keeping track of that process to see if we can increase Broadband speeds locally.

Jane Chadd

Signed: _____ (Chair)

Date: _____



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Report from Maintenance & Environment Committee

Tabled Chair's Report for 19th January 2015 Parish Council

Allotments:

We have had some more applicants for allotments and we are in the process of giving notice to existing holders who have more than one plot to fulfil their request. We are grateful to Mr Girling who took on extra plots when there was no demand for them and as a result has created excellent plots for new allotment holders.

Cemetery:

All the painting has now been completed at the Lych Gate and the gates into the cemetery.

The clerk is in contact with the family who wished to have a memorial bench at the ashes plot. The cost has now risen to a significant amount so not sure if they will proceed.

The Dip:

The area has not been used much in this period. The nets will be anchored again when the lighter evenings come along.

The area seems to be tidier, perhaps darker evening's helps. The situation will continue to be monitored.

Thwaite Road Play Area:

There has been a lot of work done on the play area.

The roundabout has been refurbished and I am sure will last for many more years.

The platform on the mound has been repaired.

The Zip Wire was tightened, and won't have to be done again.

The bench has been repaired and tyres removed that had collapsed.

The next project is to look at restoring the BMX cycle track at the bottom of the play area.

Keith and I met with a representative of Norfolk and Suffolk Community Rehabilitation Company (Community Payback Unit) with a view to them carrying out this work. It used to be a government run scheme free to organisations but now it has been given over to a private company and there will be a charge. It will be significantly less than any contractor we could get for other providers. The cost would be £75 per day for a team of 7 men or women with supervisors. On some occasions this could be up to 14 at no extra cost. Once we have agreed in principle a contract will be drawn up and we can have as much work as we require doing.

Reg Kirkpatrick Maintenance & Environment

Signed: _____ (Chair)

Date: _____



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Ditchingham Parish Council

Report from the Finance & Resources ADVISORY Committee: 19th January 2015

1. The Committee has not met since the last meeting.
2. The Chair (on behalf of the full Council) would like to take this opportunity to remind councillors that the 'new Clerk', Sally Chapman has now completed one year in post, and would like to record a vote of appreciation recognising the positive contribution that she has made in that time to the smooth running of Council business & affairs. As Chair, I would also like to remind councillors that in addition to her 'Clerk' job, that Sally is progressing well with her studies, and on her obtaining qualification, this would allow DPC to be accredited within the Local Council Award scheme.

Julian Green

Chair, Ditchingham Parish Council

Signed: _____ (Chair)

Date: _____