

Action
by:

The Village Hall, Ditchingham

SC

6. Finance to:

- a) To receive a report** from the Internal Auditor (1st Quarter)
The Chair read out a satisfactory report from the Internal Auditor for the 1st quarter.
- b) To be advised of the YTD Financial Outturn 2015-16** (Annex A)
The Chair informed there was two new columns added to the report to aid understanding of the financial position.
- c) To receive the RFO report and Approve Cheques** (Annex B)
The RFO gave an up-to-date report on the Council's finances and the payments and receipts received since the last meeting.
Proposal: To approve cheques. Proposed JG, 2nd RM, unanimous.

7. Parishioner/Community Website Update

Councillor Bernard was not present and no update had been received.
JG expressed his concern that only Ditchingham PC had led this website proposal, which is intended to include information from the villages of Hedenham, Thwaite and Broome. He felt their input should be clarified before commencing with this project.
RK did not think a website could replace the Parishioner magazine.

8. To receive a report from the Planning and Highways Committee (Doc. 1)

The Chair reported there had been numerous planning applications and decisions (see Doc. 1) and all were listed on DPC's and the Planning Authority's website. He explained DPC planning framework policy that DPC looks unfavourably on developments that reduce the stock of family housing with family size gardens where any such development would result in the garden of each property being unsuitable for a young family.

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

a) Planning and Highways

The committee had not met since the last full Council meeting.

b) Local Development

Councillor Bernard was not present. Cllrs JB and DB had met with BB to consider a number of suggestions from Parishioners for the use of S106 monies. Another meeting will be needed as more suggestions have been received.

Solar Panels - The Chair informed that quotes were being sort for solar panels for the Village Hall.

c) Maintenance and Environment (full report Doc. 2)

Councillor Kirkpatrick gave his report. Main points:

Allotments - Majority of plots are well used, some will be given up at renewal time this month and new holders will be taking over. Rent renewal letters have been posted to all holders.

Cemetery - well maintained.

The Dip - Well used. Dogs are banned but are being taken on and allowed to foul the area. The goals are well used and had been moved to allow the ground to recover. Additional ramps for the skate park may be considered in the future.

Thwaite Road Play Area - Well used and much appreciated by many young families. Councillors have now blocked the hole in the hedge to stop children

BB

exiting in a dangerous place. There is a considerable amount of maintenance work outstanding and a large climbing frame was condemned (cheapest quote to replace £3,200). The Chair read out an extensive report of the different options to maintain the play area. The Council considered how the cost of general [preventative] maintenance, repairs, and how renewals are funded, now and in the future and voted on the various options.

Proposal: To choose an option from i-v (as listed in Doc. 2)

Option II - Proposed JG, 2nd RM, unanimous.

RK to provide the Clerk with a maintenance list and Clerk to order the Climbing frame.

Play Equipment Inspections and Litter Picking – The Council wished to thank Mr Paul Austin for all his through and hard work.

d) Finance & Resources (full report Doc. 3)

The Chair gave a verbal report. Main points:

- Changes to routine financial reporting.
- Discussion on moving some items on DCP's Calendar.
- Precept setting.
- Review/revise some policies.
- Consider climbing frame repairs – deferred to M&E Committee
- Consider Clerk's salary – now qualified. Annual appraisal overdue

Clerk

RK
KW

10. To consider External Reports

a) County Councillor

Councillor Stone gave a verbal report. Main points:

- Ditchingham Bus Service – meeting with NCC re late or non arrival of buses.
- Money from central government is reduced whilst service demands continue to increase with adult social services, elderly and children's services.
- No increase in Council tax this year.
- Devolution opportunities combining services with Norfolk and Suffolk and Local Enterprise Association.
- Youth Advisory board is trying to promote students to become active within the community and encourage Parish Councils to open up the opportunity for them to sit on Parish Councils.

b) District Councillor

Not present – no report sent.

c) Police (full report Doc. 4)

PC David Reeve reported 3 crimes and 37 incident calls in Ditchingham from 1st August to 21st September 2015.

d) Others (by invitation)

None.

11. Issues not decided by Committees:

a) Ditchingham & Broome Open Gardens and Scarecrow Festival 11th-12th

June 2016. JG asked the Clerk to contact the organiser to check it does not clash with Ditchingham Hall's open gardens day.

b) Ditchingham Yard Sale (similar to Earsham's) for spring 2016. The Chair asked Councillors to be involved with this event.

Proposal: To organise a Yard Sale. Proposed JG, 2nd AL, carried.

It was noted it should be made clear where any profits will go.

Clerk

Annex A

15-16 Out turn, Budget & Forecast		BUDGET	F'CAST			Outturn		
Year ended:		15-16	15-16			15-16		
Including transactions to 21/09/2015 for Quarter ending:								
Out Turn		BUDGET	NEW F'CAST			15-16 Qtr 02	Out turn	
YR Ended		YR Ended	YR Ended			YR Ended	as % of	as % of
31/03/2015		31/03/2016	31/03/2016	Variance FORECAST to ORIGINAL BUDGET		31/03/2016	Original	Revised
Fin Yr 14-15		Fin Yr 15-16	Fin Yr 15-16			Fin Yr 15-16	Budget	Forecast
25,000	Precept	34,250	34,250	0		17,125	50%	50%
0	Increase in Precept	0		0			-	-
0	New Strategies	0		0			-	-
0	General reserve increase	0		0			-	-
2,604	SN Transition monies	0	2,951	2,951	FAV	2,951	-	100%
0	Interest	5	5	0		0	0%	0%
2,675	Burial fees	2,200	4,000	1,800	FAV	3,060	139%	76%
255	Allotments	275	275	0		0	0%	0%
1,933	Recreation Grounds	1,750	2,038	288	FAV	2,038	116%	100%
0	Honorarium	0		0		0	-	-
2,974	Miscellaneous	0	0	0		20	-	-
300	Recycling	0		0		0	-	-
3,126	VAT	3,400	3,400	0		475	14%	14%
			0					
38,867	Income	41,880	46,919	5,039	FAV	25,669	61%	55%
10,692	General Reserve	10,738	21,964	11,226		21,964		
142	Ring Fenced Reserves	2,642	2,642	0		2,642		
				0				
10,834	Reserves B/ Forward	13,380	24,606	11,226		24,606		
49,701	Available Resources	55,260	71,525	16,265		50,275		
1,217	General Admin	2,700	2,500	-200	FAV	601	22%	24%
6,372	Clerks Employment Costs	6,000	6,000	0		2,072	35%	35%
380	Clerks Office Costs	500	500	0		190	38%	38%
0	Section 137	0	0	0		0	-	-
500	Parishionner Magazine	750	750	0		0	0%	0%
100	Allotments	250	250	0		0	0%	0%
3,617	Burial Grounds	6,000	6,000	0		3,741	62%	62%
4,715	Village Maintenance	4,000	4,000	0		3,448	86%	86%
0	Honorarium	0	0	0		0	-	-
1,409	Play Areas	3,000	3,000	0		1,499	50%	50%
2,500	Increased Play reserve	2,500	2,500	0		2,500	100%	100%
0	New Strategies	2,000	2,000	0		0	0%	0%
0	Charge Against reserve	0	0	0		0	-	-
3,126	Play area maintenance	2,000	2,500	500	ADV	1,055	53%	42%
249	Bus Shelter	0	0	0		650	-	-
125	Miscellaneous	1,000	1,000	0		0	0%	0%
0	Transfer to reserves	0	0	0		281	-	-
1,192	Insurance	1,000	1,181	181	ADV	1,181	118%	100%
2,093	VAT	3,400	3,400	0		1,577	46%	46%

Signed: _____ (Chair)

Date: _____

Ditchingham Parish Council

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27,595	Expenditure	35,100	35,581	481	FAV	18,794	54%	53%
22,106	Reserves C/ Forward	20,160	35,944	15,784		31,481		
22,106	General Reserve	13,018	28,802	15,784	FAV	26,339	202%	91%
-142	Reserves expended	0	0	0		0	-	-
2,642	Play Area	5,142	5,142	0		5,142	100%	100%
0	Lychgate	2,000	2,000	0		0	0%	0%
	New Strategies	0	0	0		0	-	-
				0				
24,606	Reserves (as above)	20,160	35,944	15,784		31,481		
27	VAT receivable	0	0	0		1,130		
24,633	Total Reserves	20,160	35,944	15,784		32,611		
21,964	General Reserve	13,018	28,802	15,784		26,339		
2,642	Ring Fenced Reserves	7,142	7,142	0		5,142		
24,606		20,160	35,944	15,784		31,481		
Other adjustments								
Grants						0		
Grants VAT						0		
Transfers						0		
Grants						0		
Grants VAT						0		
Balance Bfwd. Saver account						20,097		
Balance Bfwd. Community account						4,511		
Total Receipts per cash book						25,669		
Total Payments per cash book						-16,294		
Balance per Cashbook						33,983	A	
Non Cash						-2,500		
Play area contribution						0		
Play area net spend						0		
Non cash Adjustments (to reserves)						-2,500	B	
Reconciliation with Bank								
Reserves as above						31,483	A+B	
Cashbook Community account		32738.59	32739					
Cashbook Saver account		4511.23	4511					
Balance at bank						37,250	C	
Difference (uncleared receipts/payments)						-3,267	A-C	
Non cash Adjustments						-2,500	B	

Signed: _____ (Chair)

Date: _____

Annex B

Ditchingham Parish Council

September 2015

Finance Report: Payments & Receipts, & Balances at bank

£

Current account cashbook balance (as reported at last meeting)

35,331.13

Payments issued since last report

Date	Cheque No.	Payee	Amount
20/7/15	101376	Came & Company insurance	1181.29
20/7/15	101377	Play Equipment Inspection	150.00
31/7/15	S/O	P. Austin July's Salary	101.35
31/7/15	S/O	Clerk's July's Salary	414.30
3/8/15	101378	Norse - grass cutting Churchyard/Cemetery 4/7 payments	629.30
3/8/15	101378	Norse - grass cutting Play Areas 4/7 payments	204.48
3/8/15	101378	Norse - grass cutting Village Areas 4/7 payments	227.11
3/8/15	101379	Rev. R. Kirkpatrick (play area locks/keys)	29.04
3/8/15	101380	Clerk's July's Expenses	76.47
31/8/15	S/O	P. Austin August Salary	101.35
31/8/15	S/O	Clerk's August Salary	414.30
21/9/15	101381	P. Austin salary balance from S/O (Jul, Aug, Sep)	76.20
21/9/15	101382	Isabela Garden & House Services (BMX strimming x 3)	112.50
21/9/15	101383	Norse - grass cutting Churchyard/Cemetery 5/7 payments	629.30
21/9/15	101383	Norse - grass cutting Play Areas 5/7 payments	204.48
21/9/15	101383	Norse - grass cutting Village Areas 5/7 payments	227.11
21/9/15	101384	Mazars external auditors	240.00
21/9/15	101385	Clerk's August/September expenses	97.03
21/9/15	101386	AJ Swan - Bus Shelter Base	650.00
21/9/15	101387	Norse - grass cutting six monthly charge (2nd)	519.70
21/9/15	101387	Norse - grass cutting Churchyard/Cemetery 6/7 payments	629.30
21/9/15	101387	Norse - grass cutting Play Areas 6/7 payments	204.48
21/9/15	101387	Norse - grass cutting Village Areas 6/7 payments	227.11
Total			7,346.20

Receipts paid in since last report

14/7/15	deposit	Cash - play area box	38.40
4/8/15	deposit	HMRC VAT Reclaim 01/04/15-30/06/15	448.05
10/8/15	deposit	Mrs L Hancy - burial	350.00
10/9/15	deposit	Mr & Mrs K Smith - reserved plot	400.00
15/9/15	deposit	Mr Andrew Nelson - burial	250.00
Total			1,486.45

Cashbook balance

29,471.38

Signed: _____ (Chair)

Date: _____

Last Statement Balance 4 September 2015**32,738.59**

Unpresented cheques from 2014-15

100.00

Unpresented cheques from 2015-16

3,817.21

Uncleared receipts

650.00

Cashbook balance (as above)**29,471.38****Business Saver Account**

Balance c/f

4,510.62

Interest 8th June 2015

0.61

Balance 4 September 2015

4,511.23**Total balance in both accounts****33,982.61**

Signed: _____ (Chair)

Date: _____

Doc. 1

DPC Planning & Highways ADVISORY Committee report September 2015

1. The Clerk maintains planning details on the Council's website. As of the date of drafting this report (20/09/2015) the web site reports that the Council has been notified of the details listed below. This list might not be fully comprehensive and Councillors are advised to check the planning portals of both South Norfolk and the Broads Authority respectively.

1.a Applications since the last meeting:

18/08/2015 Application Number : App Type : 2015/1595

Householder

Parish : Ditchingham

Grid Ref : 634074 291133

Location : 41 Loddon Road Ditchingham Norfolk NR35 2RA

Proposal : Retrospective permission for replacement of wall

Applicant : Mrs L Currie, 41 Loddon Road, Ditchingham Norfolk, NR35 2RA

Agent : Mr J Currie, 1 Oak Mews, Bungay Suffolk, NR35 1BA

Considered by Chair of the P&H committee. Recommended for approval

18/08/2015 Application Number : App Type : 2015/1803

Householder

Parish : Ditchingham

Grid Ref : 633918 290749

Location : 4 Norwich Road Ditchingham Norfolk NR35 2JJ

Proposal : Formation of vehicular access to property through existing frontage brick wall

Applicant : Mr Russell Gorbell, 6 Norwich Road, Ditchingham Norfolk, NR35 2JJ

Agent : Mr Patrick Bradley, 129 Beccles Road, Bungay Suffolk. NR35 1HX

Considered by Chair of the P&H committee. Recommended for approval

12/08/2015 Application Number : App Type : 2015/1595

Householder

Parish : Ditchingham

Grid Ref : 634074 291133

Location : 41 Loddon Road Ditchingham Norfolk NR35 2RA

Proposal : Retrospective permission for replacement of wall

Applicant : Mrs L Currie, 41 Loddon Road, Ditchingham, Norfolk, NR35 2RA

Agent : Mr J Currie, 1 Oak Mews, Bungay, Suffolk, NR35 1BA

Considered by Chair of the P&H committee. Recommended for approval

22/07/2015 Application Number : App Type : 2015/1627

Non Material Amendment

Parish : Ditchingham

Grid Ref : 634000 290621

Location : The Maltings Pirnhow Street Ditchingham Norfolk NR35 2RT

Proposal : Non-material amendment on pp BA/2014/0400/COND to remove from the Norwich Road Elevation the window on the third floor and add it to the East Elevation on the third floor – slight change to roof. THIS APPLICATION

WILL BE DETERMINED BY THE BROADS AUTHORITY

BA/2015/0224/NONMAT.

Applicant : Miss Diana Magee, The Maltings, Pirnhow Street, Ditchingham, Norfolk. NR35 2RT

Considered by Chair of the P&H committee. Recommended for approval

15/07/2015 Number : App Type : 2015/1352 Full

Parish : Ditchingham

Grid Ref : 634057 291145

Location : Land Rear Of 43 Loddon Road Ditchingham Norfolk

Proposal : Two bedroom detached bungalow required for elderly applicant (revised application)

Applicant : Mr Sidney Buggs, 43 Loddon Road, Ditchingham, Norfolk, NR35 2RA

Agent : Mr Darren Broughton, La Rochelle, 9 The Loke, Ditchingham, Norfolk. NR35 2QS

Considered by Chair of the P&H committee. Recommended for refusal

Signed: _____ (Chair)

Date: _____

15/07/2015 Application Number : App Type : 2015/1567 Full

Parish : Ditchingham

Grid Ref : 634086 290013

Location : Douglas House Falcon Lane Ditchingham Norfolk NR35 2JG

Proposal : Change of use of agricultural buildings to flexible commercial use (Class B1 & B8), extension to proposed building for flexible commercial use (Class B1 & B8) and retrospective application for drive to serve premises – THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY

BA/2015/0211/FUL

Applicant : Mr Steve Cundy, Douglas House, Falcon Lane, Ditchingham, Norfolk, NR35 2JG

Agent : Mr David Rogers, Durrants Pump Hill House, 2B Market Hill, Diss Norfolk IP22 4WH

Considered by Chair of the P&H committee. Recommended for approval

15/07/2015 Application Number : App Type : 2015/1568 Agricultural

Parish : Ditchingham

Grid Ref : 634086 290013

Location : Douglas House Falcon Lane Ditchingham Norfolk NR35 2JG

Proposal : Notification for prior approval for change of use of agricultural building to flexible commercial use (Class R) THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY BA/2015/0212/AGR

Applicant : Mr Steve Cundy, Douglas House, Falcon Lane, Ditchingham, Norfolk, NR35 2JG

Agent : Mr David Rogers, Durrants Pump Hill House, 2B Market Hill, Diss Norfolk IP22 4W

Considered by Chair of the P&H committee. Recommended for approval

15/07/2015 Application Number : App Type : 2015/1549

PD Change from Agr to A1/2/3

B1/8 C1/2

Parish : Ditchingham

Grid Ref : 633179 291826

Location : Disused Grain Store Opp Ditchingham House Norwich Road Ditchingham Norfolk

Proposal : Proposed change of use of agricultural grain store to light industrial workshops or storage and distribution (Resubmission)

Applicant : Mr J Cheyne, C/o Agent, Agent : Miss Anna-Marie High, 52 South Green Park, Mattishall

Dereham, Norfolk, NR20 3JY.

Considered by Chair of the P&H committee. Recommended for approval

30/06/2015 Application Number : App Type : 2015/1436

Full

Parish : Ditchingham

Grid Ref : 633121 293296

Location : Tindall Hall Farm Thwaite Road Ditchingham Norfolk NR35 2EA

Proposal : Proposed new agricultural building for the loose housing and management of cattle and storage of machinery

Applicant : Mr Austin Felgate Tindall Hall Farm Thwaite Road Ditchingham Norfolk NR35 2EA

Considered by Chair of the P&H committee. Recommended for approval

30/06/2015 Application Number : App Type : 2015/1415

Works to TPO trees

Parish : Ditchingham

Grid Ref : 633910 290056

Location : Builders Store Falcon Lane Ditchingham Norfolk NR35 2JG

Proposal : Horse Chestnut – Removal of two large branches

THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY – BA/2015/0004/TPOW

Applicant : Mr H J Leach 38 Southend Road Bungay NR35 1DN

Considered by Chair of the P&H committee. Recommended for approval

1.b Decisions since the last meeting:

Appl Number : App Type : 2015/1549

PD Change from Agr to A1/2/3 B1/8 C1/2

Signed: _____ (Chair)

Date: _____

Parish: Ditchingham
Applicant : Mr J Cheyne
Location : Disused Grain Store Opp Ditchingham House Norwich Road Ditchingham Norfolk
Proposal : Application for prior approval determination under Class R of proposed change of use of agricultural building to light industrial (Class B1) or storage and distribution (Class B8) – resubmission
Decision : Approval of details – Approved
Delegated Date of decision : 27 August 2015

Appl Number : App Type : 2015/1097
Full
Parish: Ditchingham
Applicant : Mr D Broughton
Location : 45 Loddon Road Ditchingham Norfolk NR35 2RA
Proposal : Construction of replacement bungalow with attached garage and rooms in roofspace
Decision : Withdrawn
Delegated Date of decision : 24 August 2015

Appl Number : App Type : 2015/1627
Non Material Amendment
Parish: Ditchingham
Applicant : Miss Diana Magee
Location : The Maltings Pirnhow Street Ditchingham Norfolk NR35 2RT
Proposal : Non-material amendment on pp BA/2014/0400/COND to remove from the Norwich Road Elevation the window on the third floor and add it to the East Elevation on the third floor – slight change to roof. THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY BA/2015/0224/NONMAT.
Decision : Approval of details – Approved
Date of decision : 11 August 2015

Appl Number : App Type : 2015/0869
Full
Parish: Ditchingham
Applicant : Mr Tony Sprake
Location : 40A Station Road Ditchingham Norfolk NR35 2QW
Proposal : Erection of rear conservatory to dwelling approved under 2009/1023/F.
Decision : Approval with Conditions
Delegated Date of decision : 28 July 2015

Appl Number : App Type : 2015/1393
Full
Parish: Ditchingham
Applicant : Mr & Mrs D Hillyard
Location : 8 Pirnhow Street Ditchingham Norfolk NR35 2RU
Proposal : New single storey extension and windows replacement to the North East elevation and associated decoration work – THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY BA/2015/0177/FUL
Decision : Approval with Conditions
Date of decision : 27 July 2015

Appl Number : App Type : 2015/1394
Listed Building
Parish: Ditchingham
Applicant : Mr & Mrs D Hillyard
Location : 8 Pirnhow Street Ditchingham Norfolk NR35 2RU
Proposal : New single storey extension and windows replacement to the North East elevation and associated decoration work – THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY BA/2015/0178/LBC
Decision : Approval of details – Approved
Date of decision : 27 July 2015

Appl Number : App Type : 2015/0790
Agricultural determination
appr- details
Parish: Ditchingham
Applicant : Mr M Latham

Signed: _____ (Chair)

Date: _____

Location : 26 Tunneys Lane Ditchingham Norfolk NR35 2RQ
Proposal : Agricultural Storage Buildings – Buildings required for expansion of agricultural use – submission of details
Decision : Approval of details – Approved
Delegated Date of decision : 8 July 2015

Appl Number : App Type : 2015/1167
Householder
Parish: Ditchingham
Applicant : Mr & Mrs M E James
Location : Ockley 36 Norwich Road Ditchingham Norfolk NR35 2JL
Proposal : Proposed rear single storey extension.
Decision : Approval with Conditions
Delegated Date of decision : 3 July 2015

Appl Number : App Type : 2015/0438
Listed Building
Parish: Ditchingham
Applicant : Cheyne Farms
Location : Home Farm Norwich Road Ditchingham Norfolk NR35 2JP
Proposal : Minor alterations including creation of new door and window
Decision : Approval with Conditions

Appl Number : App Type : 2015/0437
Full
Parish: Ditchingham
Applicant : Cheyne Farms
Location : Home Farm Norwich Road Ditchingham Norfolk NR35 2JP
Proposal : Change of use of redundant agricultural buildings to form 3 workshop and storage units (B1/B8)
Decision : Approval with Conditions
Delegated Date of decision : 26 June 2015

Appl Number : App Type : 2015/0855
Householder
Parish: Ditchingham
Applicant : Mr Jamie Curtis
Location : Elmwood 22 Tunneys Lane Ditchingham Norfolk NR35 2RQ
Proposal : A two storey side extension, a single storey rear extension and the replacement of a flat roof over a garage to a pitched roof.
Decision : Approval with Conditions
Delegated Date of decision : 10 June 2015

1.c Further application

There is one further application for consideration received 14/09/2015 in respect of Ref. No: 2015/2020; Erection of new oak framed outbuilding (revised application) Open for Comment. All Hallows Farm Drapers Lane Ditchingham Norfolk NR35 2JW This plan will be considered in advance of this meeting. The Chair of the meeting will advise the Council's recommendation in respect of this application.

2. Footpath at Hollow Hill Road

The chair notes that the Council has placed on the Agenda (item 11) potential funding options for an alternative footpath. While the Council has received a petition supporting the concept, the chair wishes to suggest to exponents of the scheme that external funders (and also this Council) will likely require objective empirical quantification of current and potential usage in the future. The chair recommends that this information is collated for a representative period in advance of pursuing any specific application.

DPC Planning & Highways FULL Committee report September 2015

1. The committee has not met since the last meeting.

Julian Green

Chair Planning & Highways Committee

Signed: _____ (Chair)

Date: _____

Doc. 2

Report from Maintenance & Environment Committee

Tabled Chair's Report for 21st September 2015 Parish Council

Allotments:

Having visited the allotments with the clerk majority of plots are well cared for but there are a number, which, if they have not been worked at the time of renewal at the end of September will be asked to surrender them. A number have indicated they are not continuing. We have a waiting list.

Cemetery:

The cemetery continues to be well maintained.

The Dip:

The Dip is being well used although it is disappointing that dog owners are allowing their dogs to foul the area.

The council would ask anyone who can identify the owners to contact a councillor.

The goals that were relocated have allowed the ground they vacated to recover; we will repeat the move when the present goal areas need a rest.

Having looked at the skate park with a view to extending it, there would be considerable cost and with expenditure on the Thwaite Road Play Area that will be highlighted later in the report this project will be put on hold.

Thwaite Road Play Area:

This continues to be very well used and much appreciated by many young families.

The issue of children leaving the play area through a hole in the fence seems to have been resolved. Councillor Weston and myself fixed a temporary fence which seems to have achieved its purpose. The land owner has said he will make a more permanent repair.

As I said in my last report we have had the annual inspection done on 'The Dip' and 'The Play Area'. I hope the majority of councillors have seen a copy. It is a significant document and would have used a number of trees to print one for everyone. There is a considerable amount of work to be done on maintenance. A large climbing frame was condemned and was put out of action immediately, thanks to the councillors who undertook this work.

The committee has been through the document and highlighted work that we feel needs carrying out.

The Council must then consider how the cost of general [preventative] maintenance, repairs, and renewals is funded, now and in the future.

Over recent years the council has set aside £2500 per year into a **specific ring fenced play area reserve** with the clear intent that this reserve was designed for major works & renewals. 2 years ago the play areas (both Thwaite Road and The Dip) were extensively renovated (new equipment and back log maintenance) funded by a combination of Grant monies and a contribution from the Council resources. This completely exhausted the reserve, but without it the renovations would not have been possible. The reserve now stands at £5000, and clearly with larger pieces of equipment costing upward of £10000, it will take some time at this level for these reserves to again be adequate for this purpose.

Additionally, **an in year budget** of £2500 has been set aside for maintenance, of which some £1000 has already been spent (grass cutting is budgeted elsewhere). We estimate that the additional works recommended as per my report will cost in the region of £1500, subject to formal quotation and therefore will consume the full 15-16 budget provision.

We have received a quotation for the replacement of the climbing frame that was condemned in the report at £3200, given that the in-year maintenance budget will likely

Signed: _____ (Chair)

Date: _____

be wholly utilised it seems that we have a number of options that to a greater or lesser extent can be combined or flexed. These include:

- I. Not replace the feature.** Cash is not spent and the utility/benefit of the play area is reduced
- II. Replace the feature out of the current in-year surplus/reserves.** The Council's revenues have exceed expectations, while costs (until this point) have been lower, resources are available
- III. Replace the feature out of in-year surplus/general reserves and mitigate the impact by doing only the minimum repairs/ safety works.** This is a short term benefit but backlog maintenance, the repairing status diminishing, and result in higher costs in the future
- IV. Replace the feature from ring fenced reserves.** The reserve will be reduce to £1800 the reserves must be re-established, in the meantime if the reserve was to be called on, it would not be adequate for any significant purpose.
- V. Some combination of the above?**

Recommendation

The Committee recommends II. Replace the feature out of in-year surplus/general reserves. The Council's revenues have exceed expectations, while costs (until this point) have been lower, resources are available.

Additionally

While seeking to protect the accumulated play areas reserve for the current time, the Committee notes that the level of repairs/ maintenance identified to date is the minimum to ensure continued safety, rather than good repair, while much of the [older] kit fails to meet current safety standards, albeit its use does not contravene regulations, this might change and results in it becoming necessary to withdraw items from service or incur significant remedial expenditure; as such the Committee recommends that when setting the budget for 16-17 (this will be presented at the November meeting) that:

- The in-year maintenance budget be increased to £3000; and
- The annual commitment to the play areas reserve is increased to £3500.

Please see costings below.

Inspections:

The council wishes to thank Paul Austin for the through job he does on the play areas inspecting the equipment and the litter picking.

Reg Kirkpatrick Maintenance & Environment

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Agenda for F&R Committee 1st September 2015

1) Proposed changes to the way routine financial reporting is done. Consider a Budget Control Report BCR (typically used in schools) For each line and subline the columns to include Budget, Amount spent, amount left and variance (shown as a %) .

2) Consider moving some items on the calendar from Oct/Nov to Feb/Mar (to spread the work out).

3) Prepare the committee for the precept setting exercise; plot the steps.

Signed: _____ (Chair)

Date: _____

- 4) Review/revise the following - brought forward from Oct/Nov:
Committee and Advisory Committee Terms of Reference; Code of Conduct; Meetings Rules and Etiquette.
- 5) Confirm the amounts the Clerk and Chairs of committees can spend without Council prior authorisation.
- 6) Consider quotes received re climbing frame repair.
- 7) To consider the Clerk's salary in the light of her CILCA qualification.

Minutes of the meeting of F&R Committee 1st September 2015

- Present Cllrs. Bernard, Green, Larkin and Weston (in the Chair)
- Apologies Cllr. Kirkpatrick and Clerk, Sally Chapman
- Item 1 There was a long discussion about the way routine financial reporting is done. Cllr Weston wanted reports to be sufficiently clear for them to be understandable to Cllrs., and to members of the public, who don't have the interpretive skills shared by those who work in the financial sector. Cllr Green agreed to draft an example of the current reporting method with some modifications. Budget would be the first column; other columns would clearly show the actual amount spent (up to the date [which would be shown at the column head] of the report), amount spent as a %, forecast position with revised forecasts where necessary. The revised method will be shown to Cllrs at the September meeting to be approved, or further modified, in the light of Cllrs.' comments. Cllr. Larkin suggested that, if it were helpful, two reports could be produced – one for the F&R Committee and (a simpler) one for Council meeting and for the public.
- Item 2 After some discussion it was decided not to change the calendar showing committees' work.
- Item 3 Cllr Green took members through the steps in preparing for setting the precept. It was agreed to hold a meeting on 8th October in preparation for the full Council in November.
- Item 4 The meeting decided not to bring forward these reviews.
- Item 5 The amounts the Clerk and Chairs of committees can spend without Council prior authorisation was discussed. The Council's documentation allows the Clerk to spend sums to attend to urgent matters E.g. repairs to unsafe play equipment. Chairs can refer inter-meeting costs to the Clerk. Non-emergency expenditure should be brought to a full Council meeting.
- Item 6 Quotes for the climbing frame replacement were referred to the Maintenance & Environment Committee.
- Item 7 The Clerk's annual appraisal is overdue. The F&R chair agreed to arrange it. The October F&R committee meeting will prepare recommendations, re the Clerk's salary, for the full November meeting.

Signed: _____ (Chair)

Date: _____

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Ditchingham Parish Meeting

Police Report – from 1st Aug – 21st Sept 2015

Update on SNT Members

Inspector Louis Provar
Sergeant James HEATH
PC David REEVE
PCSO Kevin NIGHTINGALE

Crime statistics :-

From the 1st of August to 21st of Sep 2015 there have been **2 crimes** in Ditchingham, these are as follows;-

1 - Theft of a motor vehicle.

1 - Door damaged.

1 Other – (Non crime recorded - non crime domestic report),

Incident calls

There have been a total of **37 incident calls** from the residents of Ditchingham during this period.

***PCSO 8303 Kevin Nightingale.
Loddon SNT, Norfolk Constabulary.
Hobart High School, Kittens Lane
Loddon Norfolk NR14 6LU
Tel: 101, Ext 6227,***

Signed: _____ (Chair)

Date: _____