

Minutes of Ditchingham Parish Council Meeting

Monday 16th November 2015 at 7.30pm

The Village Hall, Ditchingham

Action
by:

Councillors present: Keith Weston - Chair, Julian Green – Vice Chair (JG), Rev Reg Kirkpatrick (RK), Alan Larkin (AL), Richard Mulley (RM), Colin Mison (CM), Rebecca Wass (RW).

Clerk/RFO: Sally Chapman.

Also present: PC David Reeve and three members of the public.

Parishioner Question Time opened with the Chair welcoming those present.

No questions from the public.

MEETING PROPER

1. To consider Apologies for Absence

Councillor Bernard and County Councillor Stone – apologies accepted. The Chair informed Councillors David and Joy Bates had resigned.

2. Declaration of Pecuniary Interests and Consider requests for Dispensation

None.

3. To Confirm the Minutes of the meeting held on Monday 21st September 2015

Proposal: Minutes to be 'taken as read and agreed as correct'.

Proposed RK, 2nd JG, unanimous.

Minutes signed by the Chair upon completion of the meeting.

4. Matters Arising

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

Yard Sale - the Chair informed there had not been much interest in the Yard Sale planned for June 2016 as yet.

Council Vacancies - the Chair stated there were three vacancies on the Council at present and these had been advertised in the "Parishioner."

Cleaner - the cleaner vacancy for the bus shelters, Lynch Gate and Youth Shelter had now been filled.

2. To Do List

The Clerk read out the list of outstanding items requiring the Council's attention and action. Councillors updated and the Clerk will follow-up on remaining items. The bench refurbishment from Drapers Lane to be added.

5. Policies Reviews and Revisions

a) To adopt the recommendations made by the Finance and Resources ADVISORY Committee

The Chair read out the list of recommendation and revisions to the Policies.

Clerk

Signed: _____ (Chair)

Date: _____

Proposal: To accept the minor amendments. Proposed JG, 2nd RM, unanimous. Major changes: Page 37/Para A4 – delegated to P&H Committee to update wording. Page 37/Para A8 – Proposal: To remove (S106 is transitory). Proposed KW, 2nd RK, unanimous. Page 4/Para 3.5 – Proposal: The quorate of the F&R Committee can vire budget amounts. Proposed JG, 2nd RM, unanimous. Page 4/Para 5.2 – Proposal: The Responsible Financial Officer can transfer amounts between the Council's bank accounts. Proposed JG, 2nd RK, unanimous. Page 9/Para 4a – Clerk to gain advice re limitations. Clerk to update Policies. 6. Finance to: a) To receive a report from the Internal Auditor (2nd Quarter) The Chair read out a satisfactory report from the Internal Auditor for the 2nd quarter. b) To be advised of the YTD Financial Outturn 2015-16 (Annex A) JG advised Councillors were responsible to check the RFO's reports and to have a degree of understanding of the Council's finances. c) Cashbook Analysis 2015/16 (Annex B) The RFO had previously circulated a breakdown of all Council expenses occurred YTD. d) To receive the RFO report and Approve Cheques (Annex C) 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 RW, 2nd RK, unanimous. 7. To consider and approve Finance Matters for 2016-17 Draft Budget and Precept for 2016-17 (Annex D) JG summarised the draft budget and precept recommendations for 2016-17 and invited Councillors to consider their recommendations in respect of the 2016-17 precept as follows: 1.1 That required to support the main budget and to maintain the status quo. 1.2 That required to fulfil 1.1 plus a (one off) supplement being half of the expected cost of the Hollow Hill footpath scheme. 2.1 The final precept. Proposal: To adopt recommendations 1.2. Proposed AL, 2nd KW, unanimous. The precept for 2016-17 will be £39,000. JG commented the Council does follow a transparency code and there are three vacancies on the Council if Parishioners would like to have input and express their views. 8. Parishioner/Community Website Update Councillor Bernard was not present and the Chair read out the main points of the Q/A paper. Councillors discussed the relevant points and Councillor Wass expressed willingness in setting up the initial website rather than paying the £1,500 quoted. She recommended social media was used in addition to the website and Councillors discussed its merits.	JG Clerk Clerk
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*The meeting was adjourned at 8.55 for a member of the public to comment:
'Bungay's Facebook page has 777 likes and 6297 people have checked in'
The meeting reconvened at 8.58pm.*

Councillor Wass was requested to engage with Councillor Bernard to report on the websites proposed audience and user-ship for the January 2016 meeting. A meeting of the LD Committee could take this project forward.

RW

9. 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.

38 Ditchingham Dam – a (non-contentious) application had been submitted, but had been overlooked by the Committee; an apology was given.

45 Loddon Road - the Committee met to consider the application –
Recommended for approval.

10. To consider Committee membership

Councillor Wass was elected to the Local Development and Maintenance and Environment Committees.

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

a) Planning and Highways

Highway Rangers are visiting Ditchingham to carry out minor maintenance and the Clerk has submitted a list.

Pumping Station – Anglian Water have advised that works at Broome have been completed.

Signage - the Chair had requested Emmaus to remove non-compliant signs from the B1332.

b) Local Development (full report Doc. 2)

Councillor Bernard was not present. The Chair read out the main points from his discussion paper. Councillors were not able to reach a conclusion about which suggestions to support with S106. The meeting requested the LD Committee Chair to call meeting, in the near future, to make clear proposals for the next meeting.

BB

c) Maintenance and Environment (full report Doc. 3)

Councillor Kirkpatrick gave his report. Main points:

Allotments – All rents received and the all allotments allocated – no one is on the waiting list.

Cemetery – well maintained and a mole problem has been resolved.

The Dip – Well used and the new benches and picnic tables are in place.

Thwaite Road Play Area – the large climbing frame has been replaced.

Quotes have been received to place safety matting under the two see-saws to avoid ground erosion.

Proposal: To accept the £140 safety matting quote. Proposed JG, 2nd KW, unanimous.

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

d) Finance & Resources

The Chair gave a verbal report. Main points:

Clerk's Appraisal - the Clerk has made good progress against objectives

including passing the CILCA examinations and the F&R ADVISORY Committee advised Council of changes to the Clerk's remuneration. (Confidential)

12. To consider External Reports

a) County Councillor (full report Doc. 4)

Councillor Stone gave apologies and the Chair read her report. Main points:

Devolution - only areas with a Directly Elected Mayor would be able to surcharge business rates and increase Council Tax.

Broadband - access to high speed broadband has doubled in Norfolk.

Winter Campaign - NCC is launching its winter campaign to help country people get through the winter.

Finances - NCC is to consult residents on budget proposals to save £123 million over the next three years.

b) District Councillor

Not present - no report sent.

c) Police

PC David Reeve reported:

6 Crimes and 28 Incident Calls in Ditchingham from 1st September 2015 to 16th November.

Speeding - Special Constables had been monitoring Norwich and Loddon Road and Ditchingham Dam to curb speeding and to educate, not prosecute. This action will be repeated in the near future.

Area - PC Reeve reported his area covered 34 parishes and youth's behaviour has improved in the last few years.

d) Others (by invitation)

None.

13. Issues not decided by Committees:

a) Bungay Neighbourhood Plan

Councillor Larkin will be attending a meeting with Bungay Town Council and Waveney District Council on 26th November 2015.

b) Norfolk County Council: Re-imagining Norfolk - Strategic and Financial Planning 2016/19 (Annex E)

The Chair asked Councillors to respond directly, as individuals, to this document online.

14. Correspondence

Memorial Plaques - Mrs Smith and Mrs Pavitt sent thanks to the Council for the Memorial Plaques on the village benches.

Falcon Meadow Trust (FMT) Grant Request - the Chair confirmed Council's policy of not giving grants, but FMT can bid for S106 money. No Cllrs volunteered to be involved with the FMT's activities. Clerk would inform the FMT.

Recycling Banks on Green Lane - A petition had been received from the residents of Green Lane asking for the glass recycling banks to be removed.

Proposal: To remove all recycling banks at the next contractual break.

Proposed JG, 2nd RK, unanimous.

Clerk to write to SNC and Ditchingham Estates to make this request.

Clerk

15. Urgent Other Business

RM reported a blocked drain on the A143 going towards Great Yarmouth. Clerk

Signed: _____ (Chair)

Date: _____

Clerk

None.

Planning Committee meeting

- Monday 21st December 2015 (if required)

- Monday 18th January 2016

The meeting closed at 9.50pm

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- A. YTD Financial Outturn 2015-16
- B. Cashbook Analysis 2015/16
- C. To receive a report by RFO and Approve Cheques
- D. Draft Budget and Precept Recommendation for 2016-17
- E. Norfolk County Council: Re-imagining Norfolk – Strategic and Financial Planning 2016/19 letter

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1. Planning and Highways Committee Report
2. Local Development Report
3. Maintenance and Environment Report
4. County Councillor Report

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Annex A: YTD Financial Outturn 2015-16

Ditchingham Parish Council:									
15-16 Out turn, Budget & Forecast		BUDGET	F'CAST					Outturn	
Year ended:		15-16	15-16					15-16	
Including transactions to 16/11/2015 for Quarter ending:								15-16 Qtr 03	
Out Turn	PrintMe	BUDGET	NEW F'CAST					OUT TURN	Out turn
YR Ended		YR Ended	YR Ended			Variance		YR Ended	as % of as % of
31/03/2015		31/03/2016	31/03/2016			FORECAST to		31/03/2016	Original Revised
Fin Yr 14-15		Fin Yr 15-16	Fin Yr 15-16			ORIGINAL BUDGET		Fin Yr 15-16	Budget Forecast
25,000	Precept	34,250	34,250	0				34,250	100% 100%
0	Inflation increase	0		0					- -
0	More dwellings	0		0					- -
0	HollowHill footpath	0		0					- -
2,604	SN Transition monies	0	2,951	2,951	FAV			2,951	- 100%
0	Interest	5	10	5	FAV			0	0% 0%
2,675	Burial fees	2,200	5,000	2,800	FAV			3,780	172% 76%
255	Allotments	275	275	0				245	89% 89%
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				337	- -
300	Recycling	0		0				0	- -
3,126	VAT	3,400	2,600	-800	ADV			475	14% 18%
38,867	Income	41,880	47,124	5,244	FAV			44,076	105% 94%
10,692	General Reserve	10,738	21,964	11,226				21,964	
142	Ring Fenced Reserves	2,642	2,642	0				2,642	
10,834	Reserves B/ Forward	13,380	24,606	11,226				24,606	
49,701	Available Resources	55,260	71,730	16,470				68,682	
1,217	General Admin	2,700	2,000	-700	FAV			963	36% 48%
6,372	Clerks Employment Costs	6,000	6,000	0				2,900	48% 48%
380	Clerks Office Costs	500	500	0				253	51% 51%
0	Section 137	0	0	0				0	- -
500	Parishionner Magazine	750	750	0				0	0% 0%
100	Allotments	250	250	0				100	40% 40%
3,617	Burial Grounds	6,000	5,000	-1,000	FAV			4,266	71% 85%
4,715	Village Maintenance	4,000	5,000	1,000	ADV			5,191	130% 104%
0	Honorarium	0	0	0				0	- -
1,409	Play Areas	3,000	3,000	0				1,815	61% 61%
0	Increased Play reserve	2,500	2,500	0				2,500	100% 100%
0	New Strategies (web site)	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			4,528	226% 181%
249	Bus Shelter	0	300	300	ADV			3,650	- 1217%
125	Miscellaneous	1,000	1,000	0				67	7% 7%
0	Xfer Reserves (Lychgate & HollowHill)	0	2,000	2,000	ADV			2,000	- 100%
1,192	Insurance	1,000	1,181	181	ADV			1,181	118% 100%
2,093	VAT	3,400	2,600	-800	FAV			3,330	98% 128%
25,095	Expenditure	35,100	36,581	1,481	FAV			32,745	93% 90%
24,606	Reserves C/ Forward	20,160	35,149	14,989				35,938	
22,106	General Reserve	13,018	28,007	14,989	FAV			28,796	221% 103%
-142	Reserves expended	0	0	0				0	- -
2,642	Play Area	5,142	5,142	0				5,142	100% 100%
0	Lychgate & HollowHill	2,000	2,000	0				2,000	100% 100%
	New Strategies	0	0	0				0	- -
24,606	Reserves (as above)	20,160	35,149	14,989				35,938	
27	VAT receivable	0	0	0				2,882	
24,633	Total Reserves	20,160	35,149	14,989				38,820	

Signed: _____ (Chair)

Date: _____

Annex B: Cashbook Analysis 2015/16

DPC Cashbook Analysis 2015/16 - Annex B		
Expenditure		Total
General Admin		
General admin expenses/stationery etc.	218.68	
Internal Audit Fees	100.00	
Councillors training	110.00	
Hall Hire April 2015 - March 2016		
ICO Data Protection Registration	35.00	
Ladywell Accountancy Services		
Mazars Fee	200.00	
NALC Membership	260.59	
Norfolk RCC Membership	20.00	
CPALC Membership	18.75	
Total		963.02
Clerks Employment Costs		
Clerk's Salary /HMRC/PAYE	2900.10	
Clerk's Training		
Total		2900.10
Clerk's Office Costs		253.12
Parish Magazine		0.00
Allotments Rent to landowner		100.00
Burial Grounds		4265.84
Village Maintenance		
Litterpicker Salary	351.19	
Village maintenance expenses	57.26	
Litterpicker HMRC/PAYE	0.00	
Norse Grounds Maintenance	2190.98	
SNDC Dog Bins - emptying	177.55	
New rubbish bins	967.92	
2 x Litter pickers	12.03	
Noticeboard move	40.00	
Cleaner	154.66	
New benches/picnic tables	1239.42	
Total		5191.01
Play Areas		
Play area - grass cutting/litter picking		1815.14
Play Area maintenance		
Maintenance	889.37	
Play Equipment Inspector Salary	158.77	
Play Equipment Inspector HMRC/PAYE	0.00	
Play Inspection Company Report	125.00	
Emergency Access signs	55.00	
Premier Toilet Hire	100.00	
Climbing Frame	3200.00	
Total		4528.14
Bus Shelter		
Base for new shelter	650.00	
bus stop shelter	2999.99	
		3649.99
Miscellaneous		
2 Memorial Benches plaques		66.90
Insurance		1181.29
Total		24914.55
Total from Cashbook		24914.55
Difference		0.00

Signed: _____ (Chair)

Date: _____

Annex C: RFO Report and Approve Cheques

Ditchingham Parish Council - Annex C			November 2015
Finance Report: Payments & Receipts, & Balances at bank			
			£
Current account cashbook balance (as reported at last meeting)			29,471.38
Payments issued since last report			
Date	Cheque No.	Payee	Amount
28/09/2015	S/O	P. Austin September Salary	101.35
28/09/2015	S/O	Clerk's September Salary	414.30
15/10/2015	101388	Black Dog Signs	66.00
15/10/2015	101389	Premier Toilet Hire	120.00
15/10/2015	101390	Clerk's October's expenses	126.35
15/10/2015	101391	Mr K Weston Expenses	110.18
28/10/2015	S/O	P. Austin October Salary	101.35
28/10/2015	S/O	Clerk's October Salary	414.30
16/11/2015	101392	Realise Futures Bus Stop/Benches	5087.29
16/11/2015	101393	Norse - grass cutting Churchyard/Cemetery 7/7 payments	629.30
16/11/2015	101393	Norse - grass cutting Play Areas 7/7 payments	204.48
16/11/2015	101393	Norse - grass cutting Village Areas 7/7 payments	227.11
16/11/2015	101394	Action, Play & Leisure - Climbing Frame	3840.00
16/11/2015	101395	A Swan - move noticeboard	40.00
16/11/2015	101396	NPTP Finance Training - KW	35.00
16/11/2015	101397	P. Austin salary balance from S/O (Oct, Nov)	58.60
16/11/2015	101398	Mrs Mulley - Cleaner	154.66
16/11/2015	101399	Mrs Cheyne - Allotment Rents	100.00
16/11/2015	101400	Clerk's November Expenses	39.80
16/11/2015	101401	Isabela Garden & House Services (BMX track strim)	37.50
16/11/2015	101402	P. Austin 2nd quarter internal audit	20.00
Total			11,927.57
Receipts paid in since last report			
23/09/2015	deposit	SNDC Adopter Grant Payment (Recycling Centre)	300.00
30/09/2015	deposit	SNDC Precept	17125.00
21/10/2015	deposit	Mr & Mrs James reserved cemetery plot	400.00
21/10/2015	deposit	Allotments Rents	245.00
21/10/2015	deposit	Mrs S Hubbard Memorial	220.00
09/11/2015	deposit	Mr G Sharp - inscription	100.00
09/11/2015	deposit	UK Power Network	17.32
Total			18,407.32
Cashbook balance			35,951.13
Last Statement Balance 2 October 2015			46,796.93
Unpresented cheques from 2014-15			100.00
Unpresented cheques from 2015-16			11728.12
Uncleared receipts			982.32
Cashbook balance (as above)			35,951.13
Business Saver Account			
Balance c/f		4,510.62	
Interest	08/06/2015	0.61	
	07/09/2015	0.56	
Balance 2 October 2015			4,511.79
Total balance in both accounts			40,462.92

Signed: _____ (Chair)

Date: _____

Annex D: Draft Budget and Precept Recommendation for 2016-17

Ditchingham Parish Council:					
15-16 Out turn, Budget & Forecast		BUDGET	F'CAST		Budget
Year ended:		15-16	15-16		16-17
Including transactions to 28/10/2015 for Quarter ending:					
	PrintMe				
Out Turn		BUDGET	NEW F'CAST		BUDGET
YR Ended		YR Ended	YR Ended		YR Ended
31-03-15		31-03-16	31-03-16		31-03-17
Fin Yr 14-15		Fin Yr 15-16	Fin Yr 15-16		Fin Yr
25,000	Precept	34,250	34,250		27,750
0	Inflation increase	0			833
0	More dwellings	0			3,049
0	HollowHill footpath	0			7,500
2,604	SN Transition monies	0	2,951		0
0	Interest	5	10		10
2,675	Burial fees	2,200	5,000		4,000
255	Allotments	275	275		275
1,933	Recreation Grounds	1,750	2,038		2,000
0	Honorarium	0			0
2,974	Miscellaneous	0	0		0
300	Recycling	0			0
3,126	VAT	3,400	2,600		3,000
38,867	Income	41,880	47,124		48,417
10,692	General Reserve	10,738	21,964		28,007
142	Ring Fenced Reserves	2,642	2,642		7,142
10,834	Reserves B/ Forward	13,380	24,606		35,149
49,701	Available Resources	55,260	71,730		83,566
1,217	General Admin	2,700	2,000		2,000
6,372	Clerks Employment Costs	6,000	6,000		6,500
380	Clerks Office Costs	500	500		500
0	Section 137	0	0		0
500	Parishionner Magazine	750	750		750
100	Allotments	250	250		250
3,617	Burial Grounds	6,000	5,000		5,250
4,715	Village Maintenance	4,000	5,000		5,250
0	Honorarium	0	0		0
1,409	Play Areas	3,000	3,000		3,300
0	Increased Play reserve	2,500	2,500		3,500
0	New Strategies (web site)	2,000	2,000		2,000
0	Charge Against reserve	0	0		0
3,126	Play area maintenance	2,000	2,500		2,500
249	Bus Shelter	0	300		750
125	Miscellaneous	1,000	1,000		1,000
0	Xfer Reserves (Lychgate & HollowHill)	0	2,000		9,500
1,192	Insurance	1,000	1,181		1,181
2,093	VAT	3,400	2,600		3,000
25,095	Expenditure	35,100	36,581		47,231
24,606	Reserves C/ Forward	20,160	35,149		36,335
22,106	General Reserve	13,018	28,007		16,193
-142	Reserves expended	0	0		0
2,642	Play Area	5,142	5,142		8,642
0	Lychgate & HollowHill	2,000	2,000		11,500
	New Strategies	0	0		0
24,606	Reserves (as above)	20,160	35,149		36,335

Signed: _____ (Chair)

Date: _____

Annex E: Norfolk County Council: Re-imagining Norfolk – Strategic and Financial Planning 2016/19 letter



Dr Wendy Thomson, CBE
Managing Director
County Hall
Martineau Lane
Norwich
NR1 2DH

WT/TAH

Tel: 0344 800 8020

26 October 2015

Email: wendy.thomson@norfolk.gov.uk

Dear Colleague

Re-imagining Norfolk - Strategic and financial planning 2016/19

My report "Re-imagining Norfolk" published in June this year, outlined the context and challenges which local government is facing following the general election results in May 2015, and proposed a three year strategy for delivering the Council's priorities and statutory duties with 75% to 85% of current resources.

Making the most of our resources by doing things differently is the headline message that runs throughout the strategy. It covers a range of activities such as raising revenue, trading services where there are the right market opportunities, making greater use of technology to shift delivery channels, managing demand for our services towards early help and community-based support, and continuing to improve the efficiency of the organisation by cutting costs particularly in back office functions.

During September and October each of the Council's service committees have been meeting to consider how to re-model services for the future.

A number of service committee discussions have been reported and you may be aware of media coverage in recent weeks regarding potential scenarios and possible savings. On 26 October 2015 the Council's Policy and Resources Committee will review the whole Council position and agree a set of proposals for public consultation.

I wanted to sign-post you to the consultation site where we expect consultation proposals to be published on **Friday 30 October 2015**. The consultation will close at midnight on **Thursday 14 January 2016**. I invite your organisation and those you represent to take part in the following ways

- Online at www.norfolk.gov.uk/reimagining
- by email at haveyoursay@norfolk.gov.uk
- on Twitter using #norfolkbudget
- by phone on 0344 800 8020
- via your county councillor - contact details at www.norfolk.gov.uk/councillors

www.norfolk.gov.uk



Signed: _____ (Chair)

Date: _____

Doc. 1 Planning and Highways Committee Report

1. The Clerk maintains planning details on the Council's website. As of the date of drafting this report (16/11/2015) 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:

13/11/2015 Application Number : App Type : 2015/2507

Works to trees in Conservation Area

Parish : Ditchingham

Grid Ref : 633894 291218

Location : Scudamore Place Ditchingham Norfolk

Proposal : T – 650 – London plane – Remove the damaged section of the stem down to the two opposite branches below the tear wound and reduce the two opposite branches by 40%. Reduce the adjacent lower branch to the north at 6m from the ground level by 4m to bring in line with previously reduced branches. Reduce the limb leading of the central stem. future remedial works will need to be carried out to allow canopy to re-establish with safe form.

Applicant : Adam Welstead, Saffron Barn, Swan Lane, Tharston Norfolk NR15 2XP

Considered by the P&H committee. Noted.

10/10/2015 Application Number : App Type : 2015/2247

Householder

Parish : Ditchingham

Grid Ref : 633689 291334

Location : 50 Norwich Road Ditchingham Norfolk NR35 2JL

Proposal : Two storey side extension / Single storey rear extension to existing cottage.

Applicant : Mr S Seaman, 50 Norwich Road, Ditchingham, Norfolk. NR35 2JL

Agent : Mr Michael Marshall, 1 Ferry Lane, Postwick, Norwich, Norfolk. NR13 5HL

Considered by the P&H committee by circulating plans. Recommended for approval

29/09/2015 Application Number : App Type : 2015/2191

Full

Parish : Ditchingham

Grid Ref : 634011 291178

Location : 45 Loddon Road Ditchingham Norfolk NR35 2RA

Proposal : Demolish prefabricated bungalow and erect 4 semi detached bungalows and 1 detached bungalow with associated works.

Applicant : Mr Darren Broughton, 9 The Loke, Ditchingham, Norfolk. NR35 2QS

Agent : Mr Jerry Stone, 21 Sea View Rise, Hopton On Sea, Norfolk. NR31 9SE

Considered by the FULL P&H committee. Recommended for approval

1.b Decisions since the last meeting:

Appl Number : App Type : 2015/2020

Householder

Parish: Ditchingham

Applicant : Mr M Wallace

Location : All Hallows Farm Drapers Lane Ditchingham Norfolk NR35 2JW

Proposal : Erection of new oak framed outbuilding (revised application)

Decision : Approval with Conditions

Delegated Date of decision : 26 October 2015

Appl Number : App Type : 2015/1595

Householder

Parish: Ditchingham

Applicant : Mrs L Currie

Location : 41 Loddon Road Ditchingham Norfolk NR35 2RA

Proposal : Retrospective permission for replacement of wall

Decision : Approval with Conditions

Delegated Date of decision : 24 September 2015

Signed: _____ (Chair)

Date: _____

1.c Further application

There was a further application in respect of BA/2015/0274/HOUSEH (Single storey/rear extension, garage conversion, new garage roof containing attic room. 38 Ditchingham Dam) dated 12 October 2015. It appears that this is not posted on the Council's web site. Details were received by the Chair of Planning and Highways but overlooked. Both the Clerk & Chair of P&H are remiss in this matter. Consequently the Council has not expressed opinion on this application. Plans are available for inspection by Councillors after the close of this meeting.

2. Highways matters

NCC highway rangers are proposing to visit Ditchingham in the near future. They have requested that we advise them of any specific works within their scope. Their latest request for items to be attended to is to be received 16/11/2015 (today).... Please advise any specific items to the Clerk after the close of this meeting.

Typical Items that they maintain include

Side out a carriageway or footway (overgrown grass/weeds or soil encroachment)

- **Verges:** Strim grass verges, Clear verge grips, Soil & seed
- **Drains:** Rod and flush drains, Clean out drainage gullies, Clean out drainage chambers, Rod and flush kerb drainage off lets
- **Signs:** Wash signs, bollards or reflector posts, Minor sign/post repairs (such as straightening and reattaching)
- **Kerbs:** Repair minor kerb defects, Clear *small* areas of mud and soil from the carriageway.

Typical Items they DO NOT maintain include:

- **Carriageway/footway surface defects:** (such as potholes/ cracking), these should be raised with the Highways Department when noticed as these are repaired by separate gangs.
- **Ditches and Hedges:** (in private ownership)
- **Street Name Plates** (ie "High St" these are the responsibility of the District Council)
- **Street Cleaning:** (*large* areas of mud, soil, leaves from the carriageway/ footway, (these are the responsibility of the District Council)
- **Rubbish/ litter picking:** (this is the responsibility of the District Council)

Please note that all items of an enquiry type or requiring substantial works be sent separately to the attention of the area highway engineer.

3. Drainage matters

DPC has received confirmation that pumping station works at Yarmouth Road, Broome are now complete.

4. Highways signage and advertising

The Chair [of P&H] requested that Emmaus remove A frame advertising boards placed on the B1332 as they did not comply with specification agreed by DPC.

DPC Planning & Highways FULL Committee report November 2015

1. The committee met to consider application

29/09/2015 Application Number : App Type : 2015/2191

Full

Parish : Ditchingham

Grid Ref : 634011 291178

Location : 45 Loddon Road Ditchingham Norfolk NR35 2RA

Proposal : Demolish prefabricated bungalow and erect 4 semi detached bungalows and 1 detached bungalow with associated works.

Applicant : Mr Darren Broughton, 9 The Loke, Ditchingham, Norfolk. NR35 2QS

Agent : Mr Jerry Stone, 21 Sea View Rise, Hopton On Sea, Norfolk. NR31 9SE

Recommended for approval

Signed: _____ (Chair)

Date: _____

Julian Green
Chair Planning & Highways Committee

Doc. 2 Local Development Report

Review of Section 106 proposals.

Guidelines for Funds Allocation.

Eligibility of the project for S106 funding

To be eligible for a S106 grant a project must provide improved or increased community or social infrastructure, the need for which has arisen at least in part, as a result of a new development taking place.

S106 funding is available for capital projects only. Revenue funding towards on-going running costs is not available. The types of project that might be eligible will be dependent primarily upon evidence that an assessment has been made of local community needs and that the project provides new or improved community or social infrastructure, the need for which has at least arisen in part as a result of new development in the community. Some examples of the types of projects which might be appropriate are listed below:-

Community Centre/Village Halls:

Upgrading facilities which are the main community centre in a village and which are available for anyone in the community to use. The funding can support works such as new build, extensions, refurbishment, provision of disabled facilities and provision of facilities which will enable the hall to diversify its use. Examples of an eligible project:

- *The installation of a new kitchen.*
- *Complete re-roofing of a facility.*
- *Entrance improvements including access ramps and automatic door openers.*

Minor repairs, redecoration and movable equipment items are excluded from the grant scheme. Examples of projects that would not be eligible for funding:

- *A new cooker.*
- *The replacement of broken roof tiles.*
- *Painting a meeting room.*

Multi-purpose sports and leisure centres which serve the general public:

Building a new facility, extending or refurbishing an existing facility or the provision of disabled facilities. When designing and developing facilities and implementing projects, applicants are advised to consider best practice guidance provided by Sport England and the relevant National Governing Bodies. The Sport England guidance can be found at the following link: <http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/>

Examples of an eligible project:

- *The installation of a new sprung floor.*
- *Complete re-surfacing of an astro pitch.*
- *Upgrading toilets and changing areas to improve accessibility.*

Minor repairs, maintenance, redecoration and movable equipment items are excluded from the scheme.

Examples of projects that would not be eligible for funding:

- *Patch repairs to an astro pitch.*
- *Fixing a broken shower.*
- *Goal posts or other sports equipment.*

Play facilities:

Signed: _____ (Chair)

Date: _____

Building new or substantially refurbishing play areas, teenage zones, skateboard facilities and similar. The need for the facility should also normally have been identified. In addition, we would expect to see evidence that families and young people have been consulted and have participated in the design of the proposed play facility. Examples of an eligible project:

- *New play equipment*
- *New safety surface*
- *A youth shelter*

Minor repairs, maintenance, redecoration and movable equipment items are excluded from the scheme. Examples of projects that would not be eligible for funding:

- *Patch repairs to safety surfaces.*
- *Painting existing play equipment.*

Open Spaces:

Grants are available to parish councils and community groups for the purchase or leasing of land for formal/ informal public open space, recreation and allotments. Leases must be for a minimum of 25 years or, where land is to remain in private ownership, there needs to be a Covenant or written agreement in place which protects public access and use of the site in perpetuity. Grants are also available for improvement to existing open spaces such as improving access, education or other facilities. Please note that planting enhancements will only be considered as part of whole woodland/orchard development projects. Examples of an eligible project:

- *A new trail and signage in an existing open space that improves accessibility*
- *Securing a piece of land to develop into a community orchard*

Maintenance and repairs to existing provision are excluded from the scheme.

Examples of projects that would not be eligible for funding:

- *Repairing a sign*
- *Replacing or repairing a damaged bench.*

unquote.

It is clear that we have to invest these moneys in projects which leave a legacy for now and the future generations of Ditchingham Parish.

List of Proposals

Proposal	Estimated cost	Preference.
Hallow Hill footpath Proposal	£13,000 - possible matching grant	
Skateboard Park - new ramp (See illustration below)	£18,000	
FODP - Phase 3 of outdoor play area	Any amount would be appreciated	
Solar panels on Parish hall	£ 14,000 - with revenue generating over 20 years.	
Sport centre - Pavillion Maltings extension and renewed changing area	£40,000 From future tranches?	
More bus Shelters	Bus schedule reduced.	
Dog Litter bins	Not Eligible, alternative District contribution	

Signed: _____ (Chair)

Date: _____

Proposal	Estimated cost	Preference.
Steps to Youth Shelter	Not Eligible (Clerk is currently seeking quotes) DPC maintenance budget	
Ramp A143 footpath	Not Eligible, alternative District contribution / parish account.	
Traffic calming Bridge street to Chicken Roundabout	NCC responsible	



While working through these recommendations we did have a number of other ideas put forward and maybe for ongoing discussions to improve life in Ditchingham, worth listing here and the reasons that S106 does not work.

1. Defibrillator - possible sites Ditchingham Village hall (not always open), Ditchingham Stores, All Hallows. cost £2000.00 (renew every 7 years) - presently there are two Defibrillators close by - Bungay gold course and Maltings Pavilion. Both have not been used since installation. Seems does not fit criterion. Funding alternative is also available through the District council.
2. Music for Dementure - Community Music - proposal not clear, but likely to require ongoing cost, which not possible with section 106 moneys. However there are District council grants avenue which I will check out.
3. 4 moveable table tennis tables for the village hall. - too small
4. Badminton equipment for village hall - too small
5. Upgrade Village hall cooking facilities - not allowed, but other parishes have successfully applied for funds from District council.
6. Ward Web site to work with The Parishioner - Not eligible - However Grant of £1000 available from District Councillor fund to get the web site up - maintenance cost £700 to £900 pa out of community fund and advertising.
7. Add basketball square alongside the present skateboard park in the DIP. Projected cost £30,000, fits criterion, what demand?
8. Rider Haggard Museum to be set up - proposal not sorted yet.
9. Wild flower round about at Chicken roundabout - too small and ongoing cost (one in Lowestoft looks good)
10. Footbridge over the A143 linking Maltings and Ditchingham, usage? demand? cost?
11. Benches on old railway footpath - too small - could be paid for from community initiatives budget.
12. Outdoor fitness machines - back of the Parish Hall - once school moves.
13. Repairs to roof of north aisle at Parish Church

Signed: _____ (Chair)

Date: _____

14. Footpath through amenity area between Maltings development and Alma Bridge to improve pedestrian safety in Pirnough Street – no need for S106 funding – footpath already being provided.
15. Falcon Meadow

Community Website

Cllr Bernard had a further discussion with Simon Wilkin on Sat. 14th November. He is fully supportive of this project, sees no problem with handling content and info - as most of his input would be digitised anyway and makes it easy for Sally.

The question on finance - he said we would have to ask Reg Kirkpatrick if he saw any problem - as Reg is Treasurer. But since we are using the same channels as The Parishioner, he cannot see this would be a problem - except the extra cost of Sally's work. Ref advertising - there are two alternatives - £5.00 per month for Magazine and £3 for web site advert - or £8.00 total for both - which personally think we should do as it will mean less work for Reg.

As far as Parish contributions to the Parishioner - present contributions to the Parishioner would be maintained and supplements for web to be sorted out proportionate to housing.

Cost of setting up web site £1500 - £1000 from DC grant and £500 from Ditchingham communities budget.

Doc. 3 Maintenance and Environment Report

Allotments:

On the allotments, this years rents have been collected.

We will look at introducing a 6month period where if an allotment holder is deemed not to be working their plot then they will be asked to give it up.

Cemetery:

The cemetery continues to be well maintained. We were contacted by a member of the public who has a relative in the ashes plot that there was evidence of moles. The problem has been addressed, two moles caught.

The Dip:

The Dip is being well used and relatively little litter being left around.

The benches and picnic table have been placed in the dip we will see how well they are used when the good weather returns.

There is a proposal to add to the skate park which will come up later in the meeting.

Thwaite Road Play Area:

This continues to be very well used and much appreciated by many young families. The large climbing frame has now been replaced after been condemned in the last inspection.

A number of the other items on the repair list have been addressed.

We asked for quotes to repair the areas under the 'See Saw' & 'Multi See Saw' and to renovate the goal mouth, this was £695 from Norse. In addition they quoted £140 to place safety matting in the areas under the 'See Saws' which will also reduce erosion over time around the items.

Inspections:

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

Signed: _____ (Chair)

Date: _____

Reg Kirkpatrick Maintenance & Environment

Doc. 4 County Councillor Report

Key Issues

Devolution update – There's a lot going on with Devolution both in County and District Councils. The Chancellor has said that only those areas with a DEM [Directly Elected Mayor] would be able to surcharge business rates to pay for infrastructure as well as increase Council Tax above the present 1.9%. Currently any increase over 1.9% in Council Tax would require a local referendum.

Better Broadband – Access to high-speed broadband has doubled in Norfolk as first Better Broadband contract is completed ahead of schedule and under budget. Norfolk County Council's partnership with BT has given 185,885, mainly rural homes and businesses, access to fibre-enabled broadband with more than 80 per cent of households and businesses in the county now able to buy a superfast broadband service (24 Megabits per second and above), nearly double the number who could receive these speeds three years ago.

The first areas set to benefit from the second BBfN contract are parts of Burgh St Peter, Barnham Broom, Barford, Bawdeswell, North Creake, Dereham, Ashwellthorpe, Bradwell, Gorleston, Great Yarmouth, Shropham, Hanworth, Starston, Harleston, Hickling, Sea Palling, Thuxton, Cawston, Bradenham, Southrepps, Gunthorpe, Ridlington, East Ruston, Weasenham St Peter, Little Fransham, Topcroft, Woodton and Wymondham.

Faster broadband services for these areas are set to become available by the end of March 2016. It should be noted that the new roadside fibre broadband cabinets serve very localised areas, usually parts of towns and villages rather than whole communities.

Winter Campaign – With the start of November comes the launch of Norfolk County Council's annual Norfolk Winter campaign, designed to help people in the county get through the winter.

From Monday (2 November) onwards and throughout the winter, daily updates and useful advice will be shared using the #NorfolkWinter hashtag on Twitter and on the Norfolk Facebook page (www.facebook.com/norfolkcc), including the ever-popular gritting updates, informing people if the council's fleet of gritter lorries are needed each day. The council's 51 gritter lorries are ready to hit the road on any given day or night and Norfolk County Council's seven salt domes are stocked with more than 17,000 tonnes of salt. This will be replenished as it is used through a long-term contract the council has with its supplier Compass Minerals.

More than 2,000 miles of Norfolk's roads – over a third of the county's network – are on Norfolk County Council's regular gritting routes, including all A and B-class roads and some C-class roads (the A11, A47 and A12 are gritted by Highways England).

The gritting routes are reviewed every year and amendments made as necessary; people can check which roads are on the council's gritting routes for the 2015/16 season by looking at the map at www.norfolk.gov.uk/gritting. On the same map people can find the locations of the more than 1,800 grit bins in the county that will be filled by the County Council and which people can use on public pavements and roads.

Finances – Norfolk County Council is to consult residents on a package of budget proposals to help save the Authority £123 million over the next three years - but which will also see all the county's libraries and children's centres remaining open. These savings are on top of the £245 million the council has saved over the last five years. The council is also recommending some invest to save proposals including swipe card after-hours access to libraries and greater support for some aspects of adult social care. Council committees have been discussing the need to re-imagine how services will look - with a worst case scenario of them having to manage with 75% of their current budget - given Government grant cuts and increasing demand for services. Following last month's

Signed: _____ (Chair)

Date: _____

Policy and Resources Committee the range of savings for 2016/17 vary from 2% in Children's Services to 23% in the Central Resources and Finance department. The County Council expects to have its budget consultation up and running on its website by Friday 30 October, which will last until 14 January, although people can already make their views known by emailing haveyoursay@norfolk.gov.uk

Margaret Stone - County Councillor for Clavering

DRAFT

Signed: _____ (Chair)

Date: _____