

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 20th September 2021 at 7.30pm

Councillors: Fred Hartwell, (Chair), Julian Green (Vice Chair), Angela Gifford, Alan Larkin and Keith Weston

Clerk/RFO: Sally Chapman

Also Present: County Councillor Barry Stone and thirteen parishioners

A. Public Forum – for Members of the Public

The Chair opened the meeting and reassured parishioners the Chicken Roundabout was now in safe hands with the current PARISH COUNCIL and DPC would endeavour to continue maintaining the roundabout as it has for 30+ years.

Parishioners asked questions and the majority expressed how much they wanted DPC to keep the roundabout and Councillor Weston asked for a 'show of hands' for those in agreement. Ten parishioners voted yes for DPC to continue and three abstained to vote.

B. External Reports

County Councillor Barry Stone sent a report – full details: <https://ditchinghampc.norfolkparishes.gov.uk>.

Cllr Stone also gave a verbal report including:

- NCC's ambition is to plant 1 million trees in Norfolk over 5 years. Parishioners, community groups and councils can apply and the trees can be planted in private gardens and other areas (with permission).
- £10,000 budget to support projects throughout the community.
- Parish Partnership grants - 50/50 funding.
- Informed of Highway issues, reported to him in Ditchingham.
- Chicken Roundabout – Cllr Stone fully supported DPC in continuing to maintain Chicken Roundabout and has been pursuing the matter with NCC and will continue to give support and advice.

Cllrs and parishioners expressed their appreciation and thanks to Cllr Stone.

MINUTES

1. To consider Apologies for Absence

Councillor Bernard – apologies accepted.

2. Declaration of Interests and Consider Requests for Dispensation

9.b) Allotments – Cllr Larkin declared a pecuniary interest as an allotment holder.

3. To Approve the Minutes of the Last Meeting

The Minutes from the Meetings held on 19th July and 17th September 2021 were confirmed unanimously as a true and accurate record and were signed by the Chair.

4. Matters Arising

- a) **Community Noticeboard** - Cllr Larkin advised that removing the noticeboards doors (*as discussed at the July meeting*) would be against DPC Community Noticeboard guidelines. Cllrs agreed to drill holes in the noticeboard to see if this would help with the condensation. **Action: KW/AL**
- b) **Facebook Page** – Cllr Larkin informed a DPC Facebook page had been set up and used by a previous Cllr before the Social Media Policy had been adopted (*as agreed at the July 2021 meeting*). No further postings to be made to the Facebook page until a Social Media Policy has been adopted or pending a further review. **Action JG/Clerk**

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5. Co-option to fill Casual Vacancies

None

6. Finance

a) To Receive the Financial & Budget Reports & Approve Receipts & Payments

Councillors resolved unanimously to approve the Finance & Budget Reports (*attached*), Receipts and Payments.

b) LED Street Lights

The Clerk informed all the old street lights have now been changed to LED Lamps.

c) To Receive the External Auditor's Report

Cllrs noted the External Auditor's Report:

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

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

None.

d) To Consider Quotations for Play Equipment Replacements and Repairs

The Clerk advised she had an action list for the repairs and maintenance for the play equipment and was waiting for quotes from various companies and tradesmen.

7. Chicken Roundabout

a) To Review the Decision and the Process by which the Decision was made at the meeting dated 19th July 2021

Resolution from the 19th July 2021 Minutes:

'Councillors agreed to hand back the responsibility of Chicken Roundabout to NCC from the next financial year – carried 3/2.'

The Clerk is waiting for further communication from NCC.

Councillors resolved unanimously to review the July 2021 Chicken Roundabout decision.

b) Parishioners' emails and telephone calls re Chicken Roundabout

The Clerk confirmed she has received 15 letters and 6 telephone calls from Parishioners requesting the roundabout is not handed back to NCC. There have also been two Freedom of Information requests, a letter in the Parishioner Magazine and numerous Facebook posts relating to this decision.

c) To Consider Proposals for a Memorial and Sign at Chicken Roundabout

A design has been drawn and forwarded to NCC for their comments.

8. Planning Applications & Decisions

The Chair of Planning Highways read out the planning applications and decisions (*attached*).

9. To receive Internal Reports from Committees (*if required*)

a) Chair's Report

No report.

b) Community Chair's Report

The Chair read out her report (*attached*)

- The Queen's Platinum Jubilee Fete

Cllrs discussed the fete and will work with Broome Parish Council to share ideas.

Councillors approved unanimously the date Sunday 5th June 2022 and allocated the £200 VE Day Grant and £500 Miscellaneous Budget to help fund the fete.

- Allotment Water Supply

Cllr Larkin declared a pecuniary interest as an allotment holder and did not comment or vote.

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The Chair informed some Allotment Holders had requested a water supply at the allotments. DPC does not own the allotment land and permission would need to be sought from the landowner to lay on a supply. Councillors agreed unanimously they would support Allotment Holders requesting a water supply but not financially.

Action: Clerk

Planning & Highways Chair's Report

- Speed Awareness Machine (SAM2)

Cllrs arranged to take it in turns with a parishioner to move the SAM2 around the village and asked the Clerk to place an advert in the parish magazine for more volunteers. The parishioner advised the machine may need recalibrating.

Action: Clerk

- Memorandum of Understanding

The Clerk informed she had emailed NCC again with no response and will follow-up once more.

Action: Clerk

10. To consider Issues not decided by Committees

a) Councillors' Email Addresses

Cllrs agreed to have dedicated DPC email addresses for Council business.

The Clerk will set up accounts for those needing them.

Action: Clerk

b) The Big South Norfolk Litter Pick 2021 (1st September-31st October)

Councillors agreed unanimously not to hold a litter pick this autumn.

c) Communication Policy

Cllr Green agreed to update the Communication Policy.

Action: JG/ Clerk

11. To note Correspondence received

a) Falcon Meadow Trust

Additional rubbish bin requested on Falcon Meadow.

Councillors resolved not to supply another litterbin at Falcon Meadow.

12. Any Other Business

None

13. To Receive items for the Next Agenda

None

14. To confirm the Next Meeting Dates

- Monday 15th November 2021 at 7.30pm

Planning Meetings arranged as required.

The meeting ended at 9.35pm

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6. a) Finance and Budget Reports

Ditchingham Parish Council Finance Report - September 2021

Community Account balance from the last meeting b/f £ 144,941.18
(less £415.00 deposited into saver account)

Receipts since last report

Date	Ref.	Payee	Amount	
17/08/2021	credit	Memorial - Mr R Hansey & Mr S Hansy	£ 230.00	
19/08/2021	credit	Howsham Memorial - Mrs C Coe	£ 230.00	
27/08/2021	credit	Vat Reclaim 01/01/2021-31/07/2021	£ 1,182.28	
		Total	£ 1,642.28	

Payments since last report

28/06/2021	S/O	Staff Salaries - June	£ 876.64	
23/07/2021	S/O	ICO - Data Registration	£ 35.00	
27/07/2021	10	Pearce & Kemp - Quarterly Charge 01/07/21-30/09/21	£ 360.00	
27/07/2021	11	Norfolk Training & Support - annual subscription	£ 295.00	
27/07/2021	12	Van dijk Accountants - payroll services	£ 72.00	
27/07/2021	13	Chair's Stationery Expenses	£ 47.84	
27/07/2021	14	Clerk's Overtime & Expenses	£ 263.38	
28/07/2021	S/O	Staff Salaries - July	£ 876.64	
31/08/2021	S/O	Staff Salaries - August	£ 876.64	
TBC	15	Mr P Austin - Mileage to Training	£ 29.70	
TBC	16	Cawthorne Electrical - light in phonebox	£ 95.00	
TBC	17	SALC - Clerk's Training	£ 30.00	
TBC	18	Clinks Care Farm - Ground Maintenance 2/3	£ 3,565.72	
TBC	19	PKF Littlejohn - External Audit	£ 240.00	
TBC	20	Clerk's Overtime & Expenses	£ 367.50	
TBC	21	Cozens (UK) Ltd - LED Street Lights	£ 16,112.40	
TBC	22	Cozens (UK) Ltd - LED Street Lights additional works	£ 690.00	

18/08/2021 Transfer to Barclays Business Saver Account

Total - £ 24,834.46
- £ 25,000.00

Total £ 96,749.00

Community Account Statement Balance 31/08/21

Uncleared receipts £ 117,880.32

Unpresented payments 0.00

Total £ 21,131.32

Unity Business Saver Account Balance 31/08/21 415.00

Barclays Business Saver 31/08/21 25,000.00

Total both Savings Account £ 25,415.00

Total balance in all accounts £ 122,164.00

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Ditchingham Parish Council - Budget Report 2021-22

September 2021

Year End 2020-21		Budget 2021-22	Actual Year to Date 2021-22	Forecast 2021-22	% of Original Budget	Notes
	Income					
30,000	Precept	37,000	18,500	37,000	50%	
2,260	Cemetery	2,840	715	2,840	25%	
275	Allotments Rents	255	-	255	0%	
122	Business Account Interest	200	-	200	0%	
5,522	VAT Reclaimad	2,500	1,182	2,500	47%	
38,179	Total Budgeted Income	42,795	20,397	42,795	48%	
-	S106/CIL/Grants	0	-	0	-	
38,179	Total Income	42,795	20,397	42,795	48%	
	Expenditure					
7,566	Clerk's Employment Costs	8,176	3,573	8,176	44%	Inc. Overtime
380	Clerk's Office Costs	396	188	396	50%	
1,506	General Expenses / Internal Audit / Subscriptions	1,300	1,857	1,857	143%	Additional subs, phone
100	Allotment Rent to Land Owner	100	-	100	0%	
3,955	Cemetery Maintenance & Grass Cutting	4,500	1,848	4,500	41%	
985	Dog Waste Bin Servicing Charge	1,070	-	1,070	0%	
780	Insurance - 3 year contract 2019-2021	800	766	766	96%	
-	Miscellaneous	500	-	500	0%	
750	Parishioner Magazine & Website Production Costs	750	-	750	0%	
2,374	Thwaite Road Play Area Maintenance/Grass Cutting/Litter Picker	3,250	2,043	3,250	63%	
3,031	The Dip Maintenance/Grass Cutting/Litter Picker	3,500	1,950	3,500	56%	
3,152	Village Maintenance/Grass Cutting/Litter Picker/Cleaning	3,250	2,140	3,250	66%	
1,501	Tree Survey & Maintenance	1,500	-	1,500	0%	
1,200	Street Lights Electricity & Maintenance Contract	3,000	600	3,000	20%	Maintenance Contract June 2019-May 2021
-	Village Hall Grant - Section 137	6,000	6,000	6,000	100%	
-	Local Projects Grants - Section 137	1,000	-	1,000	0%	
4,287	VAT	2,500	4,591	4,591	184%	
31,569	Total Budgeted Expenditure	41,592	25,967	44,206	82%	
4,765	Play Area Reserve	1,200	1,521	1,521	127%	Repairs
1,807	Street Lights Repairs/LEDs/Removal	0	14,002	14,002	-	
-	S137/CIL Expenditure	0	-	0	-	
1,425	The Malting's Landscaping	0	-	0	-	
39,562	Total Expenditure	42,792	41,080	59,729	-	
(1,383)		3	(20,692)	(16,934)		
780	Community Account Balance 2020/21 b/f		4,276			
38,179	Total Receipts per cash book		20,397			
39,562	Total Payments per cash book		40,213			
4,276	Community Account Balance		96,748			
138,161	Business Saver Accounts		25,415			
142,438	Total In Both Accounts		122,164			
15,004	General Reserves		9,053	Year to date		
127,434	Restricted Reserves		119,111			
127,434			122,164			
	Restricted Reserves	Received 2021/22	Spent 2021/22	Current Balance		
12,919	Lychgate & Cemetery Maintenance	-	-	12,919		
2,045	Chaynie & Maltings Footpath Maintenance	-	-	2,045		
31,829	Play Area New Equipment Reserve	1,200	(1,521)	31,508		
444	CIL Infrastructure Levy (SN) to be used before 2025	-	-	444		
74,147	Street Lights Repairs/LEDs/Removal	-	(14,002)	60,145		
2,845	Street Lights Electricity & Maintenance Contract	-	-	2,845		
200	SNC VE Day Grant	-	-	200		
593	Tree Survey/Maintenance	-	-	593		
2,412	Village Improvements	-	-	2,412		
127,434				119,111		
15,004	General Reserves			9,053		
142,438				122,164		
	Precept 2019/20					
	Parish Precept Requirement	£	28,000	(+ £3,000)		
	Tax Base		624			
	Band D property	£	44.87			
	An Increase of	£	5.64	per year		
	Precept 2020/21					
	Parish Precept Requirement	£	30,000	(+ £2,000)		
	Tax Base		624			
	Band D property	£	48.08			
	An Increase of	£	3.21	per year		
	Precept 2021/22					
	Tax Base 2020/21 - updated 17/12/20	£	37,000	(+ £7,000)		
	Tax Base		628			
	Band D property	£	58.92			
	An Increase of	£	10.84	per year		

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8. Planning Applications & Decisions

Ref. No: BA/2021/0269/TCAA

Application for Works to Trees

Land and Buildings Adjoining 6 Ditchingham Dam Ditchingham Norfolk NR35 2JQ

Received: Mon 12 Jul 2021 | Validated: Mon 12 Jul 2021

Status: Broads Authority - No objection

Ref. No: 2021/1166 |

Land off Hamilton Way, Ditchingham, Norfolk Programme of Archaeological Mitigatory Work

Received: Thu 20 May 2021 | Validated: Thu 20 May 2021

Status: Approval of details - Approved

9.b) Community Committee Chair's Report - September 20th, 2021

The Bungay Town Neighbourhood Plan

Due to a reduced Community Committee, it has not been discussed to date.

The Jubilee Fete meeting was attended by myself, Brendon and Georgina Simmons and we would like to make the celebration date Sunday 5th of June 2022, which is the official date.

- We spoke about using the Village Hall, Station Road and The Dip as part of a daylong event.
- We would like to involve all organisations in the village, the school and the shop.
- Much of the funding could be covered by DPC by charity and we could also possibly raise some funds for a local charity.
- This needs to be voted as acceptable before quotes, ideas, etc can start to be made.

Tree Warden

The main tree areas in the village are: The Dip play area, Thwaite Road play area and St. Mary's Cemetery. Trees need to be looked at every 1-2 months and reported to the bi-monthly meetings. A parishioner, who I believe will be at the meeting this evening has shown an interest. DPC would offer full support for her health and safety, discussions about her findings, etc.

Allotments

I carried out an allotment check in early September and apart from one, (which has since been rented) all were in good or excellent order. I spoke to two allotment holders who again raised the issue of not having available water and would like this to be discussed further to see if this could be negotiated. All plot holders have been invoiced.

Play Area

The play area on Thwaite Road had been visited by the Community Committee earlier in the Summer and requisite recommendations were put forward. These have gone out for quotes and already some remedial work has been carried out.

Angela Gifford
Chair