

Ditchingham Parish Council

ANNUAL PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 20th May 2024 – 8.05 pm

Councillors: Keith Weston (Chair), Brendon Bernard (Vice Chair), Angela Gifford, Fred Hartwell, Georgina Simmonds

Clerk/RFO: Sally Chapman

Also Present: Two members of the public

Public Forum – for Members of the Public

Village Issues

DPC's Cleaner gave a verbal report. Main points:

- There are drug problems in the village. People are smoking drugs on the bench near the skate park and in the youth shelter. This problem has been reported many times. Cllrs suggested inviting the Police to the next meeting. **Action: Clerk**
- Hollow Hill Road near Lower Wells Close is going to be closed from 3rd June 2024.
- A resident on Hollow Hill Road is parking on the pavement, making it unusable. **Clerk to report**

Bridleways and Footpaths

A parishioner spoke of the difficulties experienced while riding around Ditchingham and the local villages, especially:

- The state of the bridleways, which are very overgrown and not cleared.
- Dangerous road users and near misses.
- The Broome Heath bridleway entrance being blocked by parked vehicles.
- These issues have been reported to the Norfolk County Council Highways Department.

External Reports

No further reports

MINUTES

1. To Appoint a Chair

Keith Weston was proposed and elected as Chair.

2. To Appoint a Vice Chair

Brendon Bernard was proposed and elected as Vice Chair.

3. To Approve Apologies for Absence

Apologies were Approved and Accepted from Cllr Evans-Hendrick.

4. Declaration of Interests and Consider Requests for Dispensation

None

5. To Approve the Minutes of the Meetings held on 18th March 2024

The Minutes from the Meeting held on 18th March 2024 were confirmed unanimously as a True and Accurate record and signed by the Chair.

6. Matters Arising

None

Signed _____

Date _____

Ditchingham Parish Council

7. To Consider Co-option to fill the Casual Vacancies

None

8. Finance

a) To Approve the End of Year Accounts 2023/24

Councillors unanimously Approved the End of Year Balance Sheet 2023/24 *(as attached)*.

b) To Approve the Internal Auditor's Report for 2023/24

Councillors Approved the Internal Auditor's Report for 2023/24 and the Chair commended the Clerk for the excellent report with no Internal Audit recommendations.

c) To Approve the Annual Governance & Accountability Return Sections 1 & 2 2023/24

Councillors unanimously Approved the Annual Audit Return and the Chair and RFO signed the Annual Audit Return Sections 1 & 2.

d) To Appoint the Internal Auditor for 2024-25

Councillors unanimously Resolved to appoint the Internal Auditor Trevor Brown for 2023-2024.

e) To Receive the Current Financial & Budget Reports & Approve Receipts & Payments

Councillors resolved unanimously to Approve the Finance & Budget Report and Receipts & Payments *(attached)*.

f) To Approve the Street Lights Energy Contract Quotations

Councillors reviewed the Street Light Energy Quotations and Agreed unanimously to accept the 24-month tariff.

9. To Receive the Planning Applications & Decisions Report

Cllrs considered the following applications:

a) Ref. No: 2024/1455

Erection of a single and two storey extension to rear and side of dwelling

Barley Cottage Free Lane Ditchingham Norfolk NR35 2DW

Received: Wed 15 May 2024 | Validated: Wed 15 May 2024 | Status: Pending Consideration

Councillors Resolved to Respond with a Neutral decision and no comments.

b) Ref. No: 2024/0982

Single storey rear and side extensions and replacement garage

97 Loddon Road Ditchingham Norfolk NR35 2RA

Received: Tue 26 Mar 2024 | Validated: Mon 08 Apr 2024 | Status: Pending Consideration

Councillors Resolved to respond with a Neutral decision with the following comments:

- Tables are now placed outside the venue, which has reduced the parking spaces. Vehicles are now being parked on the road, endangering other road users.

c) To Receive the Planning Applications & Decisions Report

The Chair read out the list of Planning Applications & Decisions made since the last meeting. Full details are on DPC's website: <https://ditchinghampc.norfolkparishes.gov.uk/category/planning>

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

a) Chair's Report

- The Chicken Roundabout Lectern – *update*

The Chair confirmed the Chicken Roundabout Lectern has been received and will be put in place soon.

b) Community Chair's Report

- Pride in Place Community Grant - Clean Up & Bloom - *expenditure*

The Chair asked the Community Committee to come up with some suggestions for spending the SNC £300 grant.

Action: AG

Signed _____

Date _____

Ditchingham Parish Council

- Allotments – *update*

The Clerk informed that three allotments have changed hands recently for various reasons, and there is no longer a waiting list.

c) Planning & Highways Chair's Report

No further report.

11. To Note Correspondence Received

a) Parishioners' Emails re Bridleways

As in the earlier Public Forum.

12. To Consider Issues Not Decided by Committees

a) Ditchingham Village Fete 7th July 2024 – *update*

b) Cllr Simmonds gave an update on the Village Fete plans. Cllr Gifford and Cllr Hartwell agreed to man a DPC stand at the fete to encourage parishioners to become councillors.

c) Village War Memorial– *update*

Cllr Hartwell gave a progress report and confirmed that Earl Ferrers has given permission for the Village War Memorial to be placed on the village hall site.

13. Any Other Business

For discussion and information only, the Council may not make decisions on these items.

a) The King's Portrait

DPC has received a King's Portrait, which they donated to the village hall for display.

b) Resignation

Cllr Simmonds confirmed her resignation due to work commitments. The Chair thanked her for her contributions to the Parish Council.

14. To Receive items for the Next Agenda

None

15. To Confirm the Next Meeting Dates (*Planning Meetings arranged as required*)

- Monday 15th July 2024 - 7.30 pm
- Monday 16th September 2024 - 7.30 pm
- Monday 18th November 2024 - 7.30 pm

The meeting ended at 9:10 pm

Signed _____

Date _____

Ditchingham Parish Council

8. e) Finance Report

Ditchingham Parish Council Finance Report - May 2024					
Community Account balance from the last meeting - b/f					£ 10,344.72
Receipts since the Last Report					
Date	Ref.	Payee	Amount		
25/03/2024	credit	Cossey Funeral Service - Burial R.M.L	£ 415.00		
25/03/2024	credit	Rosedale Bungay - Burial R.E.D	£ 255.00		
01/04/2024	Transfer	VAT Reclaim - 01/02/23-31/03/2024	£ 967.62		
16/04/2024	cheque	Bierton & Woods Memorial - WP	£ 45.00		
22/04/2024	cheque	Allotment Fee - CB 12B	£ 6.00		
24/04/2024	Transfer	SNC Precept Payment 1/2	£ 23,500.00		
07/05/2024	cheque	Abbey Memorials - Headstone EW	£ 230.00		
			Total	+	£ 25,418.62
Payments since the Last Report					
20/03/2024	s/o	SSE Street Lighting Energy - November - March (no invoices/credit note only)	£ (114.12)		
21/03/2024	76	Keith Weston - Community Orchard Netting	£ 23.99		
25/03/2024	78	Leach's - Goal Post Anchors	£ 197.01		
28/03/2024	s/o	Staff Salaries - March	£ 1,258.73		
31/03/2024	s/o	Bank Charge (Unity Trust)	£ 18.00		
10/04/2024	1	NALC Website & Email Addresses	£ 70.00		
10/04/2024	2	NALC Subscription 2023/24	£ 421.65		
10/04/2024	3	Cozens (UK) Ltd - 3 Months Maintenance	£ 108.00		
10/04/2024	4	Excite Solutions Ltd - Grounds Maintenance March	£ 549.49		
29/04/2024	5	Excite Solutions Ltd - The Dip Goal Mouths Reseeding	£ 216.00		
29/04/2024	6	Trevor Brown - Internal Audit 2022/23	£ 300.00		
29/04/2024	7	Excite Solutions Ltd - Grounds Maintenance April	£ 549.49		
29/04/2024	8	Clerk's Expenses & Salary Underpayment	£ 141.38		
29/04/2024	S/O	Staff Salaries - April	£ 1,078.28		
			Total	-	£ 4,817.90
27/03/2024	-	Transfer to UTB Business Saver Account - £5,000		-	£ (5,000.00)
29/04/2024	-	Transfer to UTB Saver Account - £16,000		-	£ (16,000.00)
			Total		£ 9,945.44
Community Account Statement Balance					£ 9,901.32
Uncleared receipts					£ 344.12
Unpresented payments				-	£ 300.00
			Total		£ 9,945.44
Unity Business Saver Account				£ 75,130.24	
Barclays Business Saver Account				£ 69,205.32	
Total Savers Accounts					£ 144,335.56
Total Balance in All Accounts					£ 154,281.00

Signed _____

Date _____

Ditchingham Parish Council

8. e) Budget Report 2023-24

Ditchingham Parish Council - Budget Report 2024-25		May 2024		
Year End 2023-24		Budget 2024-25	Actual Year to Date 2024-25	Forecast 2024-25
	Receipts			
40,000.00	Precept	47,000	23,500	47,000
3,275.00	Cemetery	1,500	600	1,500
322.00	Allotment Rents	308	6	308
1,984.68	Business Account Interest	1,700	0	1,700
3,765.86	VAT Reclaim	5,000	968	5,000
49,347.54	Total Budgeted Receipts	55,508	25,074	55,508
51.75	Wayleave Payment	0	0	0
-	Thwaite Road Play Area Cashbox	0	0	0
549.56	Community Infrastructure Levy	0	0	0
1,500.00	S106/Grants	0	0	0
51,448.85	Total Receipts	55,508	25,074	55,508
	Budget Variance		-30,434	0
	Expenditure			
14,446.81	Staff Costs	14,059	1,128	14,059
504.00	Clerk's Expenses	504	84	504
1,893.84	General Expenses/Internal Audit/Subs/Bank Charges/Defib/etc.	2,000	798	2,000
100.00	Allotment Rent to Land Owner	150	0	150
1,238.70	Dog Waste Bin Servicing Charge	1,250	0	1,250
849.38	Insurance - 3 year contract 2022-2025	900	0	900
200.50	Miscellaneous	500	0	500
750.00	Parishioner Magazine & Website Production Costs	750	0	750
1,981.61	Cemetery Maintenance & Grass Cutting	2,755	229	2,755
2,194.55	The Dip Maintenance & Grass Cutting	2,755	409	2,755
2,174.56	Thwaite Road Play Area Maintenance & Grass Cutting	2,755	229	2,755
2,413.92	Village Maintenance & Grass Cutting	2,755	229	2,755
456.00	Tree Survey & Maintenance	2,600	0	2,600
2,037.97	Street Lights Energy Contract to 31/05/2024 & Maintenance Contract 2022-2025	3,000	90	3,000
2,720.00	Local Projects Grants - S137	1,000	0	1,000
4,483.42	VAT Expenditure	5,000	238	5,000
3,341.25	General Maintenance (Handyman)	5,000	0	5,000
356.81	Community Projects (Jubilee/Coronation Events)	0	0	0
5,570.18	Play Area's New Equipment & Repairs	5,500	0	0
3,590.00	Street Lights/Columns -Repairs/LEDs/Removal/Replacements	2,000	0	0
42,143.32	Total Budgeted Expenditure	47,733	3,434	47,733
9,305.53	Budget Variance		-44,299	0
549.56	S137/CIL Expenditure	0	0	0
910.25	Chicken Roundabout Lectern	0	0	0
52,763.31	Total Expenditure	47,733	3,434	47,733
(1,314.46)	Total Variance	7,775	21,639	7,775
	Community Account Balance b/f		4,631.11	
49,464.17	Total Receipts per cashbook (less interest)		24,748.62	
52,763.31	Total Payments per cashbook		3,434.29	
4,631.11	Community Account Balance		9,945.44	
128,335.56	Business Saver Accounts (including interest)		144,335.56	
132,966.67	Total in Both Accounts		154,281.00	
20,000.38	General Reserves (should be at end of year 50% of precept - £23,500)		41,314.71	
112,966.29	Restricted Reserves		112,966.29	
132,966.67			154,281.00	

Signed _____

Date _____