

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 11th May 2026 – 8.00 pm

Councillors: Keith Weston (Chair), Brendon Bernard (Vice Chair), Angela Gifford, Neil Humphries, Gill Oliver, Tony Swan, Ed van Dijk and Stephen Young

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: Two parishioners

A. Parishioners' Matters of Concern

No comments.

B. County Councillor and District Councillor External Reports

All reports received will be published on [DPC's website](#).

County Councillor

The new County Councillor, George Boyd, was elected last Thursday. He has made contact with DPC and hopes to attend future meetings.

District Councillor Brendon Bernard

No further report

MINUTES

1. To Appoint a Chair

Keith Weston was Proposed and Elected as Chair and signed the Declaration of Acceptance of Office form.

2. To Appoint a Vice Chair

Brendon Bernard was Proposed and Elected as Vice Chair and signed the Declaration of Acceptance of Office form.

3. To Approve Apologies for Absence

Absent: Cllr Evans-Hendrick.

4. Declaration of Interests and Consider Requests for Dispensation

None

5. To Approve the Minutes of the Meeting held on 2nd March 2026

The Minutes from the Meeting held on 2nd March 2026 were Approved unanimously as a true and accurate record and signed by the Chair.

6. Matters Arising

None

7. Finance

All documents can be found on [DPC's website](#)

a) To Approve the End of Year Accounts 2025-26

Councillors unanimously Approved the End of Year Accounts 2025/26

b) To Approve the Internal Auditor's Report for 2025-26

Councillors Approved the Internal Auditor's Report 2025/26 and the Chair congratulated the Clerk for the excellent report with no auditor recommendations

c) To Approve the Annual Governance & Accountability Return 2025-26 - Sections 1 & 2

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

Signed _____

Date _____

Ditchingham Parish Council

d) To Appoint the Internal Auditor for 2026-27

Councillors unanimously Resolved to appoint the Internal Auditor Trevor Brown for 2026/27.

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

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

f) Community Orchard Bench – update

The Chair confirmed that the bench for the Community Orchard had been received and installed.

g) Cheyne Walk Fence – update

Cllrs discussed quotations for the new Cheyne Walk fence and noted that the Cllr Bernard had obtained grants totalling £4,000 towards the project.

Councillors Resolved (*carried*) to accept the quotation from Graham Harber Services to supply and install plain wire fencing with metal posts at a total cost of £2,724.55 excluding VAT.

Councillors also requested that an additional Cheyne Walk sign to be installed at the top of the hill.

Action: Clerk

h) Thwaite Road Play Area Pump Track – update

Cllr van Dijk gave an update on the project to support a new Pump Track. He reported that the campaign had been successful so far, with over 100 responses received in support of the project. Various quotations had been obtained for the Pump Track, with a preferred option costing approximately £120,000. Applications for numerous grants had also been submitted and responses are awaited.

Cllr Weston informed the Council that he had received an email from South Norfolk and Broadland Council regarding the proposed housing development on Loddon Road. The correspondence advised that, when the development proceeds, DPC may be eligible to receive a contribution towards play area provision and the Council should advise what additional facilities are required.

Councillors Agreed unanimously to advise that funding towards the proposed Pump Track would be welcomed.

Action: Clerk

i) Cemetery Lychgate Roof Repairs – update

Cllr Swan informed the Council that the roof had been repaired and that a soffit required painting and a gutter bracket needed replacing, which he kindly offered to complete.

Action: TS

8. To Receive the Planning Report

The Chair read out a list of Planning Applications and Decisions made since the last meeting. Full details are available on [DPC's website](#).

a) Application No: BA/2026/0116/FUL

Proposal: Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, floodlights, access footpath, landscaping bund and overflow Grasscrete parking area.

Address: Maltings Meadow Sports Ground, Pirnhow Street, Ditchingham, Norfolk

The above revised application had been submitted and the Chair and Clerk used their delegated authority to Support the planning application with no comments (*as agreed for the last application*).

9. St Mary's Church Ditchingham Maintenance Responsibility – update

The Clerk reported that correspondence had been sent to South Norfolk Council confirming Ditchingham Parish Council's decision to pass responsibility for the maintenance and all matters associated with St Mary's Churchyard, Ditchingham, to South Norfolk Council. South Norfolk Council has acknowledged receipt.

10. To Receive Internal Reports from Committees/Councillors

a) Chair's Report

No further report

Signed _____

Date _____

Ditchingham Parish Council

b) Community Chair's Report

- Ditchingham Fete – 14th June 2026

Cllr Gifford gave a Fete update and the Chair thanked her and Melanie (organiser) for all the hard work undertaken so far.

Cllrs agreed to meet at The Dip at 9.00am to assist with organisation on the day.

Action: Cllrs

c) Planning & Highways Chair's Report

No further report.

d) Antisocial Behaviour In Ditchingham – update

Cllr Humphries reported that since the Police Community Officer had visited the village, no further reports of drug use had been received from around the estates.

An issue was raised regarding a car with a noisy exhaust, believed to be coming from Clark Road, which will be reported to the appropriate authorities.

Action: Clerk

There has also been a significant amount of graffiti on signs around Ditchingham, Chicken Roundabout and in Bungay. The Police are aware of these incidents.

e) Tree Warden

- Tree Maintenance – update

The Clerk reported that she had received a quotation from a local tree surgeon to attend to the damaged oak tree. In accordance with the Council's request, she asked the tree surgeon to consider the price, which he has done by £20. He will attend to the Oak tree and brambles in Thwaite Road Play Area as soon as possible.

11. To Consider Issues Not Decided by Committees

a) Website Statistics 2025/26

The Clerk reported that website views increased from 2.4K to 3.7K, representing a 55% increase. Website visitors increased from 1.1K to 1.9K, representing a 67% increase.

b) Bungay Conservation Volunteers Community Orchard Visit – April 2026

The Ditchingham Community Orchard continues to thrive thanks to the dedication of Bungay Conservation Volunteers. During a recent session, volunteers undertook work to remove invasive plants, clear around young fruit trees and apply protective mulching to support establishment and growth.

12. To Note Any Communication Received

a) Broome and Ditchingham First Bus 41/41A Bus Routes

Ditchingham Parish Council has been made aware of a proposal from a Broome parishioner to amend the First Bus 41 and 41A routes between Bungay and Norwich to include a diversion through Broome via Yarmouth Road, Sun Road and Loddon Road. The proposal has been submitted to First Bus, who are currently reviewing their network in the area.

Cllrs noted recent housing growth in Broome and north-east Ditchingham, including developments around Tunneys Lane. It is considered that the change could improve public transport access, strengthen links to Norwich and reduce reliance on private vehicles.

The Council has therefore expressed support for the proposal being assessed by the route planning team at First Bus. The new timetable is expected to be published shortly.

b) Waterside Maltings Amenity Area – update

The Chair is continuing to pursue the relevant authorities at Waterside Maltings regarding the lack of maintenance of the amenity area. Responses are very slow.

13. Any Other Business

For discussion and information only; the Council cannot make decisions on these items.

Signed _____

Date _____

Ditchingham Parish Council

14. To Receive items for the Next Agenda

None

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

- Monday 13th July 2026 - 7.30 pm
- Monday 14th September 2026 - 7.30 pm
- Monday 9th November 2026 - 7.30 pm

The meeting ended at 9.15 pm

Signed _____

2026/1016

Date _____

Ditchingham Parish Council

6. a) Finance Reports

Ditchingham Parish Council Finance Report - May 2026					
Community Account balance from the last meeting - b/f					£ 6,180.62
Transfer from Saver Account					
Receipts Since Last Report					
09/03/2026	Deposit	Grant of Exclusive Right of Burial - NT	£ 425.00		
18/03/2026	Transfer	Broadland Memorials - Inscription DNR	£ 45.00		
20/03/2026	credit	SNC Grant - Cheyne Walk Fencing	£ 1,000.00		
07/04/2026	cheque	Ditchingham United Charities - Fete Grant	£ 150.00		
08/04/2026	BACS	Ditchingham Parish Council - Vat Reclaim 01/01/2026-31/03/2026	£ 1,138.75		
08/04/2026	BACS	SNC Grant - Cheyne Walk Fence	£ 3,000.00		
16/04/2026	BACS	Bierton & Co - Memorial	£ 45.00		
27/04/2026	Credit	SNC Precept - 1st half	£ 23,500.00		
		Total		+	£ 29,303.75
Payments Since Last Report					
28/02/2026	Fee	Bank Service Charge	£ 6.00		
02/03/2026	83	Ditchingham Village Hall - Meetings Apr25-Mar26	£ 92.00		
02/03/2026	84	David Coe - TRPA Repairs	£ 100.00		
02/03/2026	85	The Parishioner - Production Costs	£ 750.00		
23/03/2026	86	British Gas - Street Lights Energy	£ 352.05		
23/03/2026	87	Cozens UK Ltd - Street Light Repair	£ 384.00		
23/03/2026	88	Defib World - Pads	£ 73.19		
23/03/2026	89	Excite Solutions Ltd - Grounds Maintenance - March	£ 947.48		
31/03/2026	Fee	Bank Service Charge	£ 7.00		
13/04/2026	1	Playquip Leisure - Zipwire Replacement	£ 1,150.80		
13/04/2026	2	Norfolk Parish Training & Support - Clerk's Networking	£ 7.20		
13/04/2026	3	British Gas - Street Lights Energy	£ 151.18		
20/04/2026	4	NBB Recycled Furniture	£ 343.14		
20/04/2026	5	van Dijk - Payroll Services	£ 90.00		
20/04/2026	6	Clerk's Expenses	£ 98.07		
Feb/Mar/Apr	D/D	Staff Costs	£ 3,621.46		
30/04/2026	DD	Bank Fee	£ 7.00		
				-	£ 8,180.57
		Total			£ 27,303.80
Community Account Statement Balance				Total	£ 27,303.80
Uncleared receipts					£ -
Unpresented payments				-	£ -
		Total			£ 27,303.80
Saver Accounts					
Unity Business Saver Account			£ 26,922.08		
Redwood Bank Business Saver Account			£ 120,477.87		
Total Saver Accounts					£ 147,399.95
Total Balance in All Accounts					£ 174,703.75

Signed _____

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Date _____

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2026-27		May 2026				
Year End 2025-26		Budget 2025-26	Actual Year to Date 2025-26	Forecast 2025-26	% of Original Budget	Notes
	Receipts					
332	Allotment Rents	332	-	332	0%	
4,663	Business Accounts Interest	3,000	-	3,000	0%	
3,570	Cemetery	2,500	-	2,500	0%	
47,000	Precept	47,000	23,500.00	47,000	50%	
4,069	VAT Reclaim	3,000	1,138.75	3,000	38%	
59,633	Total Budgeted Receipts	55,832	24,638.75	55,832	44%	
	Un-Budgeted Receipts					
1,069	Community Infrastructure Levy (CIL)	0	-	-	-	
1,000	Grants Received - Cheyne Walk	0	3,000.00	3,000	3000	
-	Grants Received - Ditchingham Fete	0	150.00	150	150	
61,703	Total Receipts	55,832	27,788.75	58,832	3,000	
	Budget Variance			3,000		
	Expenditure					
710	Allotment Rent to Land Owner & Expenses	150	-	150	0%	
504	Clerk's Expenses	504	84.00	504	17%	
790	Community Orchard	350	285.95	350	0%	Bench - taken from Reserves
1,390	Dog Bin Servicing Charge (10 Bins)	1,460	-	1,460	0%	
1,842	General Expenses/Internal Audit/Subs/Bank Charges/Defib/Village Hall/etc.	2,200	99.72	2,200	5%	
412	General Maintenance (Handyman)	1,000	-	1,000	0%	
1,004	Insurance - 3 year LTA 2025-2028	1,002	-	1,002	0%	
2,369	Maintenance & Grass Cutting Cemetery - 3-year contract end Mar28	3,031	-	3,031	0%	
2,459	Maintenance & Grass Cutting Dip - 3-year contract end Mar28	3,031	-	3,031	0%	
3,583	Maintenance & Grass Cutting Thwaite Road Play Area- 3-year contract end Mar28	3,031	-	3,031	0%	
2,434	Maintenance & Grass Cutting Village - 3-year contract end Mar28	3,031	-	3,031	0%	
409	Miscellaneous	500	-	500	0%	
750	Parishioner Magazine Production Costs	750	-	750	0%	
150	Play Area's New Equipment & Repairs	10,000	959.00	10,000	10%	
1,086	S137/CIL Expenditure	1,000	-	1,000	0%	
14,604	Staff Costs	15,659	1,201.82	15,659	8%	
2,202	Street Lights - Energy Annual Contract & Maintenance Contract	3,400	143.99	3,400	4%	
2,318	Street Lights - Repairs/Removal/Replacements	2,000	-	2,000	0%	
1,048	Tree Maintenance & Survey	800	-	800	0%	
4,387	VAT to be Reclaimed	3,000	274.73	3,000	9%	
44,449	Total Budgeted Expenditure	55,899	3,049.21	55,899	5%	
	Budget Variance	-67		-		
	Un-Budgeted Expenditure					
-	Cheyne Walk Fence Replacement	0	-	-	0%	
515	Community Projects - VE Day Event	0	-	-	0%	
4,232	Lychgate Roof Repairs	0	-	-	0%	
49,197	Total Expenditure	55,899	3,049.21	55,899	-	
12,506	Total Variance	-67		2,933		
	Community Account Balance b/f		2,219.26			
62,048	Total Receipts per cashbook (less interest)		27,788.75			
49,197	Total Payments per cashbook		3,049.21			
2,219	UTB Current Account Balance		27,303.80			
147,400	UTB & Redwood Bank Saver Accounts (including interest)		147,399.95			
149,964	Total in Both Accounts		174,703.75			
23,500	General Reserves (should be at end of year 50% of precept - £23,500)		45,375.70			
126,464	Restricted Reserves		129,328.05			
149,964			174,703.75			
	Restricted and Earmarked Reserves	Received 2026/27	Spent 2026/27	Balance		
1,000	Cheyne Walk Fence - Earmarked	3000		4,000		
-	CIL Infrastructure Levy - Restricted			-		
1,350	Community Orchard Grant - Restricted		(285.95)	1,064		
-	Fete Grants - Earmarked	150		150		
15,019	Grounds Maintenance Reserve - Earmarked			15,019		
3,916	Lychgate & Cemetery Maintenance Reserve - Earmarked			3,916		
30,009	Play Area New Equipment/Pump Track & Repairs Reserve - Earmarked			30,009		
68,109	Street Lights Repairs/LEDs/Removal (74 Street lights) Grant - Restricted			68,109		
6,093	Tree Maintenance Reserve - Earmarked			6,093		
68	VE Day Grants - Restricted			68		
900	Village Improvements Reserve - Earmarked		-	900		
126,464	Restricted and Earmarked Reserves			129,328		
23,500	General Reserves			45,376		
149,964				174,704		

Signed _____

Date _____

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