

Ditchingham Parish Council

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 13th July 2026 – 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor George Boyd & District Councillor Chris Brown & four parishioners

Public Forum

A. Parishioners' Matters of Concern

Ditchingham Speedwatch Group

Mrs Janice Taylor introduced herself and gave an overview of the proposed Ditchingham Speedwatch Group.

B. County Councillor and District Councillor External Reports

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

County Councillor George Boyd

The new County Councillor introduced himself, gave his report and answered Councillors' questions. Cllrs welcomed the County Councillor to his new role.

District Councillor Chris Brown

Cllr Brown gave a verbal report:

- Local Government Reorganisation - South Norfolk are progressing with a legal challenge to the Government's decision. Whilst disappointed with the option chosen by the Government, for 3 Unitaries, I do not support the legal challenge against the decision. Officers are continuing to work on preparations for the change.
- The Greater Norwich Local Plan Review process has started, with an initial Call for Sites having been issued.
- Food waste collections will start in some parts of the district in July, with other areas expected to start in September
- Bungay Football Club - I have been liaising with them on their planning application for a new 3G football pitch, with £1.1m funding secured. I have called it in to go to planning committee with the Broads Authority, though no date for this yet.
- You will be aware that there is a County wide Police & Crime Commissioner election taking place on 16th July. Details of candidates at www.choosemypcc.org.uk

MINUTES

1. To Approve Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes of the Meeting held on 11th May 2026

The Minutes from the Meeting held on 11th May 2026 were Approved unanimously as a true and accurate record and signed by the Chair.

4. Matters Arising

None

Signed _____

Date _____

Ditchingham Parish Council

5. Finance

a) Annual Governance and Accountability Return (AGAR) External Audit Receipt – 19/05/26

Councillors expressed their thanks to the Clerk for submitting the External Audit Documents well within the required timescale.

b) To Appoint the Internal Auditor for 2026-27 – *update*

The Clerk confirmed that the Internal Auditor, Trevor Brown, has agreed to undertake the internal audit for the current financial year.

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

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

d) To Consider Energy Quotations – *to be received*

Councillors Delegated Authority to the Chair, Vice Chair and Clerk to approve the new energy contract once the prices had been received, enabling the most competitive tariff to be secured.

Action: Chair/Vice Chair/Clerk

e) To Consider a Poppy Wreath or Donation for Remembrance Sunday

Councillors Agreed to purchase a RBL Poppy Wreath for £27.00.

Action: Clerk

Cllr Evans-Hendrick agreed to obtain quotations for a Memorial Service and bring the costings to the September meeting.

Action: AEH

f) Cheyne Walk Fence – *update*

Councillors reported that the new fence at Cheyne Walk has now been installed and a further Cheyne Walk sign has been purchased for the top end.

g) Thwaite Road Play Area Pump Track – *update*

Cllr Van Dijk provided an update on the proposed pump track project and reported that grant applications were continuing to be submitted. Unfortunately, the National Lottery grant application had been unsuccessful. Councillors discussed other potential grant funding opportunities.

Councillors Resolved the transfer of £20,000 from the Play Area New Equipment/Repairs Reserve to the Pump Track Reserve. Cllr Humphries abstained from this vote.

Councillors Approved the transfer of £50,000 from the Street Light Repairs/LEDs/Removal Reserve to the Pump Track Reserve and Agreed to allocate £10,000 annually from the budget to the Street Light Repairs/LEDs/Removal Reserve for the period 2027 to 2031. Cllr Humphries abstained from this vote.

h) Cemetery Lychgate Roof Repairs – *c/f*

6. To Receive the Planning Applications & Decisions Report - Full [DPC's website](#).

The Chair read out a list of Planning Applications and Decisions made since the last meeting.

7. To Receive Internal Reports from Councillors/Committees

a) Chair's Report

The Chair read out his report and answered Councillors' questions, report attached.

b) Community Chair's Report

- Fete – *update*

Cllr Gifford gave a fete update and thanked Cllrs for the support at the fete, full report below.

- Play Areas Inspections – booked October 2026

- Community Orchard

Cllrs discussed the long grass in the Community Orchard and asked the Clerk to obtain quotations for cutting a path to the bench and a circular walking route.

Action: Clerk

c) Planning & Highways Chair's Report

The Chair read out his report - see attached.

d) Antisocial Behaviour In Ditchingham – *update*

- Graffiti

Signed _____

Date _____

Ditchingham Parish Council

Cllr Humphries reported that the graffiti had been cleaned off but had since reappeared. The Police were investigating and appeared to have identified another suspect. The Clerk was asked to report the new graffiti. **Action: Clerk**

No recent anti-social behaviour had been reported in Ditchingham.

e) Tree Warden

- Tree Maintenance – update

The tree in Thwaite Road Play Area has been made safe by a local tree surgeon and the dangerous tree reported on Broome Heath had now been felled.

8. To Consider Issues Not Decided by Committees

a) Ditchingham United Charities (DUC) Council Trustee

Councillors Resolved that Mr Alan Larkin be nominated as the Parish Council Trustee to Ditchingham United Charities.

b) Norfolk Local Access Forum (NLAF) - updated Strategic Vision and Action Plan

Cllr Humphries to review the NLAF Strategic Vision and Action Plan.

Action: NH

9. To Note Any Communication Received

a) Parishioner email 1 re: Traffic Calming Measures Pirnow Street/Chicken Roundabout

b) Parishioner email 2 re: Pirnow Street Traffic Issues

c) Parishioner email 3 re: Double Yellow Lines

Cllrs discussed the issues reported above and requested a meeting with Gary Overland from NCC Highways to discuss the concerns raised.

Action: Clerk

Councillors agreed to photograph examples of poor parking near Barwoods and forward these to the Clerk.

Action: All Cllrs

d) Ditchingham Speedwatch Group

Correspondence was received regarding the formation of a Community Speed Watch group in Ditchingham. A resident expressed willingness to act as the Group Lead and sought the Parish Council's support.

Councillors Resolved to support the establishment of a Ditchingham Community Speed Watch group in Ditchingham, subject to the relevant scheme requirements and volunteer arrangements.

The Clerk agreed to liaise and produced adverts.

Action: Clerk

e) Waterside Maltings Amenity Area – update

The Chair reported that he continued to pursue the relevant authorities at Waterside Maltings regarding the lack of maintenance of the amenity area. Unfortunately, no response had been received.

Councillors Resolved for the Chair and Clerk to write to PJ Livesey requesting the transfer of ownership of the Waterside Amenity Land to Ditchingham Parish Council, free of charge, with PJ Livesey covering all associated costs, to enable the area to be maintained by the Parish Council in the future.

Action: Chair/Clerk

10. Any Other Business

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

a) The Dip's Gate Post

Cllrs reported that the gate post at The Dip was rotten and required replacement.

Action: Clerk

b) Ditchingham Farm Event

This event has now been postponed.

c) Basketball Court

Cllrs discussed the possibility of installing a basketball court at The Dip Play Area.

11. To Receive items for the Next Agenda

a) Memorial Service

Signed _____

Date _____

Ditchingham Parish Council

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

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

The meeting ended at 9.10 pm

Signed _____

2026/1022

Date _____

Ditchingham Parish Council

6. c) Finance Reports

Ditchingham Parish Council Finance Report - July 2026					
Community Account balance from the last meeting - b/f					£ 27,303.80
Transfer to Saver Account				-	£ 13,000.00
Receipts Since Last Report					
13/05/2026	Grant	Bungay & District Sports Association - Fete Grant	£ 50.00		
			Total	+	£ 50.00
Payments Since Last Report					
11/05/2026	7	British Gas - Street Lights Energy	£ 126.73		
11/05/2026	8	Trevor Brown - Internal Auditor	£ 349.00		
11/05/2026	9	Cozens (UK) Ltd - Street Light Maintenance Charge	£ 108.00		
11/05/2026	10	National Association of Local Councils (NALC) - subscription	£ 439.74		
27/05/2026	13	British Gas - Street Lights Energy	£ 47.09		
31/05/2026	DD	Bank Fee	£ 7.00		
10/06/2026	14	Angela Gifford - Fete Expenses	£ 171.06		
10/06/2026	15	Keith Weston - Village Maintenance	£ 45.69		
10/06/2026	16	Glasdon UK Ltd - The Dip Rubbish Bin	£ 138.24		
10/06/2026	17	Excite Solutions Ltd - Grounds Maintenance - April	£ 1,171.00		
10/06/2026	18	NALC - Subscription	£ 86.88		
10/06/2026	19	Excite Solutions Ltd - Grounds Maintenance - May	£ 1,171.00		
10/06/2026	20	British Gas - Street Lights Energy	£ 82.93		
10/06/2026	21	Graham Harber Services - Cheyne Walk Fence	£ 3,269.46		
24/06/2026	22	PK Services - Tree Surgery & Weed Spraying	£ 276.00		
24/06/2026	23	St John Ambulance - Fete	£ 30.00		
24/06/2026	24	Phoenix Bird of Prey Rescue - Fete	£ 50.00		
24/06/2026	25	Excite Solutions Ltd - Grounds Maintenance - June	£ 1,171.00		
24/06/2026	26	Clerk's Expenses - June & July	£ 95.52		
29/06/2026	27	Angela Gifford - Fete Expenses	£ 220.31		
30/06/2026	DD	Bank Fee	£ 7.00		
May/June	DD	Staff Costs	£ 2,440.15		
				-	£ 11,503.80
			Total		£ 2,850.00
Community Account Statement Balance				Total	£ 2,850.00
Uncleared receipts					£ -
Unpresented payments				-	£ -
			Total		£ 2,850.00
Saver Accounts					
Unity Business Saver Account			£ 40,099.23		
Redwood Bank Business Saver Account			£ 121,369.01		
Total Saver Accounts					£ 161,468.24
Total Balance in All Accounts					£ 164,318.24

Signed _____

2026/1023

Date _____

Ditchingham Parish Council

Ditchingham Parish Council - Budget Report 2026-27		July 2026				
Year End 2025-26		Budget 2026-27	Actual Year to Date 2026-27	Forecast 2026-27	% of Original Budget	Notes
	Receipts					
332	Allotment Rents	332	-	332	0%	
4,663	Business Accounts Interest	3,000	1,068.29	3,000	36%	
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	25,707.04	55,832	46%	
	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	200.00	200	200	
61,703	Total Receipts	55,832	28,907.04	58,832	3,000	
	Budget Variance			3,000		
	Expenditure					
710	Allotment Rent to Land Owner & Expenses	150	-	150	0%	
504	Clerk's Expenses	504	168.00	504	33%	
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	984.46	2,200	45%	
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	731.85	3,031	24%	
2,459	Maintenance & Grass Cutting Dip - 3-year contract end Mar28	3,031	864.79	3,031	29%	
3,583	Maintenance & Grass Cutting Thwaite Road Play Area- 3-year contract end Mar28	3,031	781.88	3,031	26%	
2,434	Maintenance & Grass Cutting Village - 3-year contract end Mar28	3,031	759.86	3,031	25%	
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	3,641.97	15,659	23%	
2,202	Street Lights - Energy Annual Contract & Maintenance Contract	3,400	474.56	3,400	14%	
2,318	Street Lights - Repairs/Removal/Replacements	2,000	-	2,000	0%	
1,048	Tree Maintenance & Survey	800	180.00	800	23%	
4,387	VAT to be Reclaimed	3,000	1,552.98	3,000	52%	
44,449	Total Budgeted Expenditure	55,899	11,385.30	55,899	20%	
	Budget Variance	-67		-		
	Un-Budgeted Expenditure					
-	Cheyne Walk Fence Replacement	0	2,724.55	2,724.55	0%	
515	Community Projects - VE Day Event	0	-	-	0%	
-	Fete Expenses	0	443.16	443.16	0%	
4,232	Lychgate Roof Repairs	0	-	-	0%	
49,197	Total Expenditure	55,899	14,553.01	55,899	-	
12,506	Total Variance	-67		2,933		

7.a) CHAIR'S REPORT TO JULY 2026 MEETING

Summer Fete

I think most people would agree that the fete was a great success It wasn't possible to count visitors but, there was good footfall throughout the day. My thanks go to those who organised the event; they did a brilliant job. I also thank those who helped on the day. The proceeds were shared between the Village Hall and the Tiny Tots group.

Funding for the Pump Track Project

a) Below is an extract from the minutes of the AGM of **Ditchingham United Charities**:

After general discussion and clarification, meeting agreed to 'pledge' £3,000 to Ditchingham Parish Council for the 'Pump Track' only. This would be taken forward for three years (2026, 2027, 2028 to end of financial year 31.03.2029). Pledge nominated by Simon Wilkin, seconded by Reg Kirkpatrick. Meeting agreed for £3,000 to stay in C.C.L.A Deposit Fund for the next three years. To be re-considered annually and situation updated.

b) George Boyd, our new County Cllr. has, in his report, spoken of a number of funding sources –

- **NCC will shortly launch a £3.25m grant funding scheme** for the VCSE sector, funded by the Crisis and Resilience Fund. I would encourage the council to flag this to any local groups who may have been expecting to apply to the Community Fund, once further detail is published.

Signed _____

Date _____

Ditchingham Parish Council

- Another potential source of funding, identified independently of NCC, is the **Adnams Community Trust**

Maltings Amenity Area.

Steve Ward, a Maltings resident who has been liaising with DPC, is pointing up a new Government Scheme - Community Right to Buy (local assets)

I have replied as follows but I need the Council to endorse (or not) my response:

Hi Steve

Who did you have in mind as buyers? Maltings residents? Parish Council?

I can't speak for all Councillors but, I think Council might be wary of becoming owners of the Amenity Area.

Even if the purchase were grant aided the new owners would assume the on-going maintenance costs.

Given that the present owners (PJL) are responsible for this "in perpetuity" this might be problematic. All parishioners would contribute, through the precept, towards something that should be "free."

When you have answered the above question's we can discuss the matter at our July meeting. The amenity area is always on the agenda!

In the meantime I will keep in touch with Tony Wilkins (BA Planning) to keep the pressure on PLJ. As you can see, I have copied him into this Email.

My requests for an update from the Broads Authority were unanswered. On 10th July I 'phoned and Tony Wilkins returned my call. He told me that he had made no progress. He had not been able to speak with P J Livesey and his Emails had been ignored. He agreed to discuss, with his superiors, the possibility of "upscaling" the issue. I explained that DPC cannot accept the status quo and that our next steps could be to involve our County Councillor and/or our local M.P.

LGR

Both SNC and NCC are attempting to challenge LGR via the Judicial Review route.

7.b) COMMUNITY CHAIR'S REPORT

The main event of the past two months has been the Fete which took place on the 14th June. Luckily the weather was good and we had an excellent attendance. No trouble occurred, the field was left remarkably free of litter after the stalls etc, had left so only a short look round and clean up was needed.

Both The Village Hall and Tiny Tots have now received 50% each of the money raised around £440 each approximately.

Currently I have the luminous vests and the megaphone in my cupboard, where should they be held for future events?

The new fencing on Cheyne Walk looks very good and the success can be gauged by the fact that I saw a lady in a motorized buggy using it a couple of weeks ago.

The dust from the fields on both sides of Bakers Lane has been accumulating down the hill end and when the rain comes, the run off and the weeds which will grow will be a problem again. I don't think there is any point in doing something about it now. There are also two or three large pot holes in the Lane, which are deep and a danger to any cyclist if they are not concentrating on where they are going.

The telephone book library, could we have a sign in to ask people to put their books on the shelves rather than just piling them on top of the books which are there. I have a couple of times, replaced books into spaces easily when I have visited. It seems to be a well-used facility and keeping it well presented is important.

Angela Gifford

12th July 2026

Signed _____

Date _____

Ditchingham Parish Council

7.c) P & H CHAIR'S REPORT TO JULY 2026 MEETING

Planning

There have been no contentious planning applications since our last Council meeting. Our Clerk and I made a neutral response, with no comments, to the following:

1. 2026/1727

Applicant: Mrs Pippa Wiltshire

Location: The Rectory Belsey Bridge Road Ditchingham Norfolk NR35 2JS

Proposal: Removal of existing conservatory and erection of Orangery style extension

Application Type: Householder

2. Proposal: Sub-division of existing residential curtilage and conversion of ancillary annexe into a separate self-contained dwelling Location: Annexe At 9 The Loke Ditchingham Norfolk NR35 2QS Applicant: Mr Darren Broughton Application Type: Full Planning Permission

Highways

A parishioner and I have written to NCC about dangerous parking in the Loddon Road when Barwoods is busy. No action is proposed.

I filled in an online form to report the fallen 30/60mph sign in Loddon Road. It is "with Highways" and has not been fixed.

I reported the faulty Loddon Road static speed monitor. Westcotec, the suppliers, have told NCC it is too old to be repaired. NCC will decide whether or not to replace it.

A number of residents have contacted DPC and NCC requesting traffic calming measures in Pirnough Street. With a friend, I have twice removed the graffiti from the signage at Chicken Roundabout (CR). I note that some has reappeared.

Some advertising on CR was removed but we do not know who by.

The fence along Cheyne Walk has been replaced with metal post and wire. We have purchased a new sign for the top of the path; it will be installed shortly.

An order has been issued to extend the 20mph speed limit into the new parts of Hamilton Way.

Keith Weston
July 2026

Signed _____

2026/1026

Date _____