

To members of the Council and to invite members of the public

You are hereby summoned by the Clerk to attend the next Meeting of:

Ditchingham Parish Council

Date: Monday 19th March 2018 at 7.30pm

At: The Village Hall, Ditchingham

A. Parishioner Question Time

Members of the public are invited to address the Council between 7:30 & 7:55pm offering an opportunity to express their views or opinions on any matter **listed on the Agenda for the forthcoming meeting.**

However, where there is no further business to discuss, at the discretion of the Chair, parishioner question time will be concluded and the meeting proper commenced.

*Any matter **not listed on the Agenda for the forthcoming meeting** that a member of the public wishes to discuss will be progressed to the extent time permits. Where a Council decision is required this will be considered for inclusion on the Agenda of the next meeting; or for referral to the appropriate Council sub-committee.*

B. External Reports

- i. County Councillor
- ii. District Councillor

AGENDA

Items on the Agenda will be time limited and meetings should not exceed two hours.

- | | Lead |
|---|-------------|
| 1. To consider Apologies for Absence | Chair |
| 2. Declaration of Interests and Consider Requests for Dispensation | Clerk |
| 3. To Confirm the Minutes of the meetings held on 15th January 2018 and 5th February 2018
<i>This item for the purpose of confirming accuracy and completeness only. The Chair will sign the minutes at the end of the meeting.</i> | Chair |
| 4. Matters Arising | Chair |
| a) Matters Arising
From the minutes not on the agenda, nor included in committee reports. | Chair |
| b) To Do List
Attend to a list of outstanding items that have previously been noted as requiring the Council's action. | Clerk |
| 5. Co-option to fill Casual Vacancies and Review Committees
<i>To consider co-option of parishioner(s) who have offered themselves for co-option.</i> | Chair |
| 6. Finance | RFO |
| a) To receive the RFO's Finance Report and Approve Cheques | |
| b) To receive the Budget Report | |
| c) To inform the Internal Audit will take place on 17 th April 2018 | |
| 7. To Approve the Amended Terms of Reference Policy | AL |

<p>8. To receive a report from the Planning & Highways Committee a) Planning Applications/Decisions</p>	AL
<p>9. To receive Internal reports (if required) from Committees a) Chair's Report i) To include a paper from the Chair re The Greater Norwich Local Plan ii) Lychgate update b) Planning & Highways i) To include a paper on Street Lighting Council to make a decision on the future responsibility for street lighting ii) Hastoe Housing Affordable Homes - update c) Community d) Finance & Resources</p>	Chairs
<p>10. General Data Protection Regulations (GDPR) <i>New rules being implemented from 25 May 2018. National ALC have commissioned a toolkit which will be available shortly and looking at a provision of a national Data Protection Officer (Clerk or Councillor cannot be the DPO). Clerk attending GDPR Awareness training 16th April 2018.</i></p>	Clerk
<p>11. Consider Issues not decided by Committees a) Litterpick – Saturday 19th May 2018 at 10.00am - update b) Ditchingham Yard Sale Sunday 3rd June 2018 – update c) The Maltings Amenity Area – update d) Councillor Training</p>	AL Chair Chair Clerk
<p>12. To Notice Correspondence received a) Norwich Western Link b) Campaign to Protect Rural England (CPRE)</p>	Clerk
<p>13. Urgent Other Business <i>The Council may not make decisions on these items.</i></p>	Chair
<p>14. To receive items for the Next Agenda a) General Data Protection Regulations (GDPR) – update</p>	Chair
<p>15. To confirm the Date and Time of the Next Meeting - Monday 21st May 2018 at 7.30pm – Annual Parish Meeting & AGM <i>Planning Meetings arranged as required</i></p>	Chair

S. Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 13th March 2018