

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 Annual General Meeting

Date: Monday 15<sup>th</sup> May 2017 at 8.00pm

At: The Village Hall, Ditchingham

### 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.*

#### A. Community Governance Review

- a) To receive information from the Chair
- b) To consider the timeline for responses to the consultation
- c) To consult parishioners

#### 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.*

#### 1. To appoint a Chair

*In the interest of ensuring that the meeting is conducted in an efficient manner and consistent with last year's approach the Clerk will ask for a show of hands to establish which members are prepared to stand as Chair, and which members are prepared to stand as Vice Chair.*

#### 2. To appoint a Vice Chair

*The Chair as appointed at item 1 above will now preside.*

#### 3. To consider Apologies for Absence

#### 4. Declaration of Interests and Consider Requests for Dispensation

#### 5. To Confirm the Minutes of the meetings held on 20<sup>th</sup> March 2017

*This item for the purpose of confirming accuracy and completeness only. The Chair will sign the minutes at the end of the meeting.*

#### 6. Matters Arising

- a) **Report matters arising from the minutes not on the agenda, nor included in committee reports.**
  - BT Phone Box - update
  - Village Sign - update

**Lead**  
Clerk

Chair

Chair

Clerk

Chair

Chair

<p><b>b) To Do List</b> Attend to a list of outstanding items that have previously been noted as requiring the Council's action.</p>	Clerk Clerk
<p><b>7. Co-option to fill Casual Vacancies</b> <i>To consider co-option of parishioner(s) who have offered themselves for co-option.</i> None currently</p>	Chair
<p><b>8. To Elect Committees</b> <i>This item is to elect committee membership only, the election of chairs to the Committees is delegated to the Committee as newly elected, save as for the Finance and Resources committee where ToR mandate that the Chair of the Full Council is appointed as Chair. The Council Chair will nominate temporary Chairs of the Committees pending the Committees' first meetings (and to ensure such meetings are convened as needed).</i> <i>Each item will be considered as a separate item of business as follows:</i></p> <p>a) Planning &amp; Highways (advisory) b) Community (advisory) (formally Local Development &amp; Maintenance &amp; Environment Committees) c) Finance &amp; Resources (decision &amp; advisory) <i>Please note that the election of Finance &amp; Resources Committee is for one Councillor member only, the other members of The Finance &amp; Resources Committee being the Chairs of the other committees as elected above.</i> d) To appoint a member to the Village Hall Committee</p>	Chair Chair RFO RK
<p><b>9. Finance to:</b></p> <p>a) To receive a report from the Internal Auditor b) To confirm &amp; sign the Annual Audit Return Section 1 and 2 c) Appoint an Internal Auditor for 2017/18 d) To receive the Budget Report 2017/18 (Annex A) e) To receive the RFO's Finance Report and Approve Cheques (Annex B) f) To review Cemetery fees for 2017-18 (Annex C, current fees) <i>Annual review with fees to be effective from 1<sup>st</sup> July 2017.</i></p>	Chair Clerk
<p><b>10. Policies Reviews and Revisions</b></p> <p>a) To Approve an addition to the Planning &amp; Highways Policy and to assign Delegated Authority to the Clerk (Annex D) b) Proposed changes to Standing Orders (Annex D) <i>This is a requirement. A temporary change prior to adopting new Standing Orders at a future meeting.</i></p>	Chair
<p><b>11. To receive a report (if required) from the Planning &amp; Highways Committee</b></p> <p>a) Planning Applications/Decisions</p>	Chair
<p><b>12. To receive Internal reports (if required) from Committees</b></p> <p>a) Chair's Report b) Planning &amp; Highways c) Local Development - S106 monies update d) Maintenance and Environment - Hollow Hill Footpath to approve a Contractor - Tree Inspection - update - Grounds Maintenance - update - The Dip Steps - update e) Finance &amp; Resources - no report</p>	Chairs
<p><b>13. Consider Issues not decided by Committees</b></p> <p>a) Chicken Roundabout Sculpture - update b) Wildflower Planting - update c) Litter Pick Saturday 13<sup>th</sup> May 2017 - report</p>	Clerk AL

d) Council's response to SNC re **Local Governance Review**

Clerk

**14. To Notice Correspondence received**

*The Clerk has previously distributed correspondence to Councillors.*

- a) Mr J Reed – The Dip Slope
- b) SNDC Monitoring Officer – re a Parishioner's concerns
- c) Campaign to Protect Rural England (CPRE) – two emails  
*Information re. Opposing new housing targets.*

Chair

**15. Urgent Other Business**

*The Council may not make decisions on these items.*

Chair

**16. To receive items for the Next Agenda**

*Consider the need for an extra meeting, bring diaries.*

- a) Future Yard Sale
- b) To consider setting up a DPC Facebook page
- c) Resilience Planning
- d) Thwaite Road Play Area designation as a Village Green
- e) Standing Orders updates

**17. To confirm the Date and Time of the Next Scheduled Meetings**

**- Full Council - Monday 17<sup>th</sup> July 2017 at 7.30pm**

**Annex**

- A. Budget Report 2016/17
- B. To receive the RFO Finance Report and Approve Cheques
- C. Cemetery Fees 2016-17
- D. Policy Amendments

*S. Chapman*

**Sally Chapman**

**Clerk to Ditchingham Parish Council**

**Date: 9<sup>th</sup> May 2017**