

To members of the Council

**You are hereby summoned by the Chairman to attend the next Meeting of**

## **Ditchingham Parish Council**

**Date: Monday 16<sup>th</sup> September 2013 at 7.30pm**

**At: The Village Hall, Ditchingham.**

Members of the public are invited to address the Council between 7.30 & 7.55pm. 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. Members of the public are strongly encouraged to be present from the outset of business as the Chair will not re-open this session once concluded.

### **PARISHIONER QUESTION TIME**

*Guide  
minutes*

*[Members of the public are invited to informally address the Council BEFORE the start of the meeting proper and may use this session as an opportunity to express their views or opinions on any matter **listed on the Agenda for the forthcoming meeting**.*

*Members of the public may also choose to indicate that they would like the opportunity to speak on a given topic in the meeting proper; this opportunity will be allowed at the discretion of the Chair; however any opportunity so allowed may be time restricted, also at the discretion of the chair.*

*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 and that no Council decision is required. 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.*

*Where more than one person wishes to speak on the same or similar topic(s) from one or more interest groups (of the same opinion) the Chair, at his discretion, will request that such group or groups appoint a spokesperson. Whilst speakers may add their support to what has already been said, full repetition will be curtailed. Speakers will be limited to **3 minutes each**.]*

### **For the purpose of transacting the following business:**

The meeting proper will commence at 8.00 p.m; or at the discretion of the Chair as soon as possible after 7.30 p.m. where there is no further business under 'parishioner question time'.

### **AGENDA**

*Lead            Guide  
Minutes*

*Items on the Agenda will be time limited with the aim that no single topic exceeds the guide duration indicated in the column to the right with the aim that no meeting closes later than 9.30pm*

- |  |  |              |           |
|--|--|--------------|-----------|
| 1  | To accept apologies for absence.                         | <i>Clerk</i> | <i>1</i>  |
| <br><i>[Members are required to attend all possible meetings so summoned. Any member who does not attend throughout 6 consecutive months will cease to be a member of the Council unless reason was given and approved by the Council in advance of that 6 month period expiring; (however attendance at a meeting of a committee, or sub-committee or at a joint committee of the council and another local authority is deemed to be attendance)].</i> |  |              |           |
| 2  | Register of Members Interests - Declaration of Interests | <i>Clerk</i> | <i>10</i> |

*[Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is personal or prejudicial]*

*This item will also include a review of Current information held on Councillors' Declarations and revised information provided to the Clerk. Papers to be tabled.*

- |    |  |             |    |
|----|--|-------------|----|
| 3  | To confirm the minutes of the meeting held on 15 <sup>th</sup> July  | Clerk       | 4  |
|    | <i>[This item for the purpose of confirming accuracy and completeness only]</i>  |             |    |
| 4  | To report matters arising from the minutes not on the agenda nor included in committee reports.  | Clerk       | 1  |
|    | <ul style="list-style-type: none"> <li>• NB: at the date of drafting this agenda there are no issues to report</li> </ul>  |             |    |
|    | <i>[For information only. Any discussion on these matters is restricted to questions of fact; any question of further or future decision may not be discussed].</i>  |             |    |
| 5  | To accept resignation of Clerk.  | Chair       | 1  |
|    | <i>To formally accept the resignation of the Clerk and record a vote of thanks for the support he has provided this Council recognising over 55 years of loyal service.</i>  |             |    |
| 6  | Appointment of new Clerk.  | Chair       | 10 |
|    | <i>To consider matters pertinent to the recruitment and appointment of a new Clerk and to seek the Council's approval that recruitment matters be delegated to the Finance and Resources Committee.</i>  |             |    |
| 7  | To receive reports (if present) from:  |             |    |
|    | <ul style="list-style-type: none"> <li>• Police</li> <li>• Others (by invitation)</li> </ul>   | Police      | 5  |
|    | <i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair. [MAX 5 minutes per report]</i>  |             |    |
| 8  | Finance  | Chair       | 10 |
|    | <ul style="list-style-type: none"> <li>• Approve cheques [as reported at annex A]</li> <li>• Forward budget planning including S106 monies.</li> </ul>   |             |    |
|    | <i>[Audit and Budget reports are provided quarterly (Jan, May, July, Nov). Cheques may be issued without full Council approval in accordance with delegated powers, but must then be subsequently approved].</i>   |             |    |
|    | <i>This item will include a brief discussion on strategic objectives setting in order to inform a draft budget for 2014-15 to be discussed at the next (November) meeting and a discussion on outline plans for use of S106 monies. Papers to be tabled]</i> |             |    |
| 9  | Insurance Matters  | Chair       | 5  |
|    | <i>To inform the Council of matters concerning their insurance cover and the revisions made thereto on the recommendations of the F &amp; R Committee.</i>   |             |    |
| 10 | To receive reports (if required) from the Planning Committee   | Com. Chair  | 5  |
|    | <ul style="list-style-type: none"> <li>• Planning applications [as reported annex B]</li> </ul>  |             |    |
|    | <i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i>  |             |    |
| 11 | To receive tabled internal reports (if required) from Advisory Committees  | Com. Chairs | 20 |
|    | <ul style="list-style-type: none"> <li>• Planning &amp; Highways</li> <li>• Local Development</li> <li>• Maintenance and Environment</li> <li>• Finance &amp; Resources</li> </ul>   |             |    |

*[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair. Chairs reports and papers to be distributed at the meeting]*

12	The Council's Employees	Chair	10
	<i>To consider matters relating to the "employment" of council labour and volunteers, specifically with reference to formalising money reward and Health &amp; Safety matters.</i>		
12	Casual Vacancy	Chair	5
	<i>To consider the options available to the Council with regard to the casual vacancy arising due to the resignation of Frank James and to record a vote of thanks on behalf of the Council for his support over many years.</i>		
14	To consider external reports		
	<ul style="list-style-type: none"> <li>• County Councillor</li> <li>• District Councillor</li> </ul>	MS PA	5 5
	<i>[Maximum 5 minutes per report. Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i>		
15	Consider issues not decided by Committees		1
	<ul style="list-style-type: none"> <li>• NB: at the date of drafting this agenda there are no issues to determine</li> </ul>		
	<i>[To discuss further the requirements and the process by which these will be progressed].</i>		
16	To Notice Correspondence received	Clerk	10
	<ul style="list-style-type: none"> <li>• To consider a request from All Hallows to lay a cable under the ground of the Dip from the sub-station to their premises.</li> <li>• To discuss Community Centres in relation to Bungay &amp; District Sports Association re plans [Martin Edwards letter fwd]</li> <li>• NCC plans for budget savings proposals in the 2014-15 Budget.</li> </ul>		
17	Urgent Other Business	Chair	1
	<i>The Chair will invite Councillors to identify any Urgent Other Business that must be discussed at the current meeting. Given that insufficient notice will have been received on any item so discussed; the Council may not make decisions on these items. Any item requiring a decision of the full Council must be determined after proper notice.</i>		
18	To confirm the date and time of next scheduled meetings	Clerk	2
	<ul style="list-style-type: none"> <li>• Full Council meeting being 18<sup>th</sup> November 7.30pm</li> <li>• Planning Committee meeting 14<sup>th</sup> October 6 pm if required.</li> </ul>		
19	To receive items for the next agenda.	Clerk	1

<b>Annex.</b>	<b>Description</b>	<b>Reference</b>
A	Cheques	6
B	Planning applications	7