

To members of the Council

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

## Ditchingham Parish Council

**Date: Monday 17<sup>th</sup> March 2014 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

Lead      Guide  
minute  
5

*[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**.]*

A	To be addressed by a representative of Lamberts Way residents re planning application.	Public	5
B	To be addressed by Julie Cole of Ditchingham Estates re proposed fencing on Broome Heath	Public	5
C	To hear a resident's views on the signage for Belsey Bridge Conference Centre	Public	5

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

The meeting proper will commence at 8:00pm; or at the discretion of the Chair as soon as possible after 7:30pm. 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*

The meeting proper will be preceded by one minutes silence for the late John Smith

1	To accept <b>apologies</b> for absence.	Clerk	1
	<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 <b>Members Interests</b> - Declaration of Interests	Clerk	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]</i>		
3	To <b>confirm the minutes</b> of the meeting held on 20 <sup>th</sup> January 2014	Clerk	4
	<i>[This item for the purpose of confirming accuracy and completeness only]</i>		
4	<b>Matters Arising</b>	Clerk	0
4a	• Report matters arising from the minutes not on the agenda nor included in committee reports.		0
4b	• Attend to a list of outstanding items that have previously been noted as requiring the Council's action	Clerk	10
	<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. Open issues will be addressed as appropriate under the relevant item of business on the agenda].</i>		
5	To draw <b>training opportunities</b> to Councillors' attention	Chair	5
	<i>[It is a requirement that Councillors are aware of current legislation. Training helps ensure that our statutory obligations are met]</i>		
6	Systems of <b>Internal Control</b> . To:	Chair	5
6a	• Consider paper on Systems of Internal Control (circulated with agenda) in order to comply with 2003 legislation		5
6b	• Adopt the proposed "Internal Controls Policy."		5
6c	• Ensure that the Council has in place a system whereby its internal auditor has a work plan to ensure that the Council is compliant.		5
	<i>[These matters having been brought to Councillor's attention at the January 2014 meeting. The papers circulated in advance will be assumed to have been read.]</i>		
7	To receive <b>Reports</b> (if present) from:		
	• Police	Police	5
	• Others (by invitation)		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	<b>Finance</b> . To:	Clerk	1
8a	• Approve cheques		1
8b	• Receive a report by the RFO		1
8c	• Amend mandate for Barclays accounts to assign new clerk		5
8d	• Consider extending the Council's employee admin support to the Village Hall Management Committee and to Ditchingham United Charities		
	<i>[Audit and Budget reports are normally 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>		
9	To receive a report (if required) from the <b>Planning Committee</b>	Com. Chair	
	• Planning applications		

			5
	<i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i>		
10	Co-option to fill <b>Casual Vacancy</b>	Clerk Chair	10
	<i>[To consider any candidates who have made themselves available. Candidates will make a brief presentation and will then take questions from Councillors. The decision to co-opt will be by secret ballot, but must be determined through an absolute majority of the quorate meeting. Councillor speaking time is limited to 3 minutes in total across all candidates, and to 30 minutes in aggregate for this Agenda item].</i>		
11	To receive internal reports (if required) from <b>Advisory Committees</b>	Com. Chairs	
11a	• Planning & Highways		5
11b	• Local Development		5
11c	• Maintenance and Environment		5
11d	• Finance & Resources		5
	<i>[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]</i>		
12	To consider <b>external reports</b>		
12a	• County Councillor	MS	5
12b	• District Councillor	PA	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>		
13	Consider <b>issues not decided by Committees</b>		0
	• NB: at the date of drafting this agenda there are no issues to determine		
	<i>[To discuss further the requirements and the process by which these will be progressed].</i>		
14	To Notice <b>Correspondence</b> received	Clerk	10
	<i>[The Clerk has previously distributed correspondence to Councillors as relevant as determined by the Committee structure].</i>		
15	<b>Urgent Other Business</b>	Chair	0
	<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. The Chair may at his discretion, note, but not permit discussion on, matters that in his sole opinion, are not Urgent.</i>		
16	To confirm the date and time of <b>next scheduled meetings</b>	Clerk	2
	• Full Council meeting being 19 <sup>th</sup> May 2014 7:30pm		
	• Planning Committee meeting 14 <sup>th</sup> April 2014 6:00pm if required.		
17	To receive items for the <b>next agenda</b> .	Clerk	1

<b>Annex.</b>	<b>Description</b>	<b>Reference</b>
A	Cheques List	8
B	Finance report	8
C	Planning applications	9
<b>Appendix</b>		
1	Internal Controls Policy & preliminary paper	6
2	Risk register (update January 2014)	11