

To members of the Council

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

Ditchingham Parish Council

Date: Monday 21st July 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
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*[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 8:00pm; 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

- 1 To accept **apologies** for absence.

Clerk 1

[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)].

- 2 Register of **Members Interests** - Declaration of Interests

Clerk 1

[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]

- 3 To **confirm the minutes** of the meeting held on 19th May 2014

Clerk 4

[This item for the purpose of confirming accuracy and completeness only. Draft Minutes have been previously distributed with the Agenda and will be assumed to have been read. The Chair will ask Councillors if they agree the minutes; or if amendments are needed. If no Councillors request amendments the Chair will move that they be agreed and signed; in the event that any Councillor proposes any amendment the Chair will request comments against each Agenda Item in sequence. The Chair will sign the minutes at the end of the meeting.]

4	Matters Arising	Clerk	1
4a	• Report matters arising from the minutes not on the agenda, nor included in committee reports.		
4b	• Attend to a list of outstanding items that have previously been noted as requiring the Council's action	Clerk	9
<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 confirm Councillor's individual responsibilities in respect of Sub Committee and Working Party activity.	Chair	10
5a	• Role of Sub Committee and of Chair		
5b	• Delegated Authority		
5c	• Councillors acting individually		
<i>[The 'ways of working' provide a structured approach to getting things done. This item is to remind all Councillors of the distinction between acting alone as a Councillor or as a member of the public].</i>			
6	To consider for adoption the revised Cemetery Policy and Fees schedule:	WP. Chair	5
6a	• Cemetery Policy		5
6b	• Fees Schedule		
<i>[A specific working party was appointed, at the May meeting, to propose revisions to the Cemetery Policy and Fees Schedule with a view to reporting back at the July meeting. The [revised] draft Policy and Fees Schedule are included as attachments with this Agenda. Councillors are assumed to have familiarised themselves with the content before this agenda item].</i>			
7	To receive Reports (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	Finance. To:	Clerk	
8a	• Approve cheques		3
8b	• Receive a report by the RFO		5
8c	• Update on Internal Audit		3
<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 Planning Committee	Com. Chair	10
	• Planning applications		
<i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i>			
<i>It is this Council's responsibility to ensure that the Council is democratic & representative.</i>			
10	To inform the Council of the need for Succession Planning	Clerk Chair	5
10a	<i>The Council is asked to consider</i>		
10b	• Casual Vacancy <i>is any further effort is to be made this term (until May 2015) to fill the Casual Vacancy?</i>		
	• New Council May 2015 <i>given the difficulty in filling the Casual Vacancy Cllrs. to share</i>		

10c	<i>their thoughts on how the Council might operate after the May 2015 election</i>		
	• Recruiting new Councillors <i>how the Council could be promoted as an opportunity to serve the community thus encouraging the public to stand for election</i>		
11	To receive internal reports (if required) from Advisory Committees	Com.	
11a	• Planning & Highways	Chairs	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 external reports		
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 issues not decided by Committees		
	• NB: at the date of drafting this agenda there are no issues to determine		0
	<i>[To discuss further the requirements and the process by which these will be progressed].</i>		
14	To Notice Correspondence received	Clerk	10
	<i>[The Clerk has previously distributed correspondence to Councillors as relevant as determined by the Committee structure].</i>		
15	Urgent Other Business	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 next scheduled meetings	Clerk	2
	• Planning Committee meeting 18 th August 2014 6:00pm if required.		
	• Full Council meeting being 15 th September 2014 7:30pm		
17	To receive items for the next agenda .	Clerk	1

Annex.	Description	Reference
A	Cheques List	8a
B	Finance report	8b
C	Planning applications	9

Appendix

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