

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 18<sup>th</sup> January 2016 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

*[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 receive representations from residents of Green Lane concerning the state of the road surface.

For the purpose of transacting the following business:

The meeting proper will commence at 8pm or, at the discretion of the Chair, as soon as possible after 7:30pm when there is no further business under 'parishioner question time'.

### AGENDA

*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.*

Lead

Guide  
Mins

1. To consider **Apologies** for Absence

*[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)].*

Clerk

1

2. Register of **Members Interests/Declaration of Interests** and to **Consider requests for Dispensation**

*[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*

Clerk

1

*personal or prejudicial].*

3. To **Confirm the Minutes** of the meeting held on **16<sup>th</sup> November 2015** Chair 5  
*[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 10  
a) Report matters arising from the minutes not on the agenda, nor included in committee reports.  
b) Attend to a list of outstanding items that have previously been noted as requiring the Council's action. ('To Do List')  
*[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].*
5. **Finance to:** Chair 5  
a) To be advised of the YTD Financial Outturn 2015-16 (Annex A)  
b) To receive the RFO report and Approve Cheques (Annex B)  
*[Cheques may be issued without full Council approval in accordance with delegated powers, but must then be subsequently approved].*
6. To receive a report (if required) from the **Planning Committee** JG 5  
a) To inform the meeting of SNDC policy on the distribution of planning notices  
b) Planning applications/decisions  
c) To receive information on the **Bungay Neighbourhood Plan**  
Decision needed on the geographical extent - maps showing 3 options to be tabled.  
d) Signage on the highway  
*[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].*
7. To receive **Internal reports** (if required) from **Advisory Committees and Decision Committees** (as appropriate) Chairs  
a) Planning & Highways  
b) Local Development  
- S106 monies update  
- Parishioner/Community Website update  
c) Maintenance and Environment  
- Grounds Maintenance Quotes  
d) Finance & Resources  
*[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].*
8. To consider **External Reports** MS 5  
BB 5  
3  
a) County Councillor  
b) District Councillor  
c) Police  
d) Others (by invitation)  
*[Maximum 5 minutes per report. Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].*
9. Consider **Issues not decided by Committees** Chair 10  
- Retirement of Tree Warden  
*[To discuss further the requirements and the process by which these will be progressed].*
10. To Notice **Correspondence** received Clerk 5  
*[The Clerk has previously distributed correspondence to Councillors as relevant as determined by the Committee structure].*

**11. Urgent Other Business**

Clerk 5

*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.*

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

Clerk 1

**13. To confirm the date and time of Next Scheduled Meetings:**

**Planning Committee meeting**

- Monday 15th February 2016 (if required)

**Full Council meeting**

- Monday 21<sup>st</sup> March 2016

**Annex**

- A. YTD Financial Outturn 2015-16
- B. To receive a report by RFO and Approve Cheques

*S. G Chapman*

**Sally Chapman  
Clerk to Ditchingham Parish Council**

**Date: 13<sup>th</sup> January 2016**