

Ditchingham Parish Council

To members of the Council and to invite members of the Public

You are hereby summoned by the Clerk to attend:

Ditchingham Parish Council Annual General Meeting

**Monday 20th May 2019
at 7.30pm
Ditchingham Village Hall**

A. Parishioners' Matters of Concern

Parishioners are invited to address the Council to express their views or opinions on any matter **listed on the Agenda for the forthcoming meeting.**

When there is no further business to discuss at the discretion of the Chair, Parishioners' Matters of Concern 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 at the Chair's discretion. 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.*

B. External Reports

*All newly elected Councillors to complete a **DECLARATION OF ACCEPTANCE OF OFFICE FORM** and signed by a witness before the start of the meeting.*

AGENDA

Items on the Agenda will be time limited and meetings should not exceed two hours. The public are reminded they are only permitted to speak at the discretion of the Chair.

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.

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 Meeting held on 18th March 2019

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

From the minutes not on the agenda, nor included in committee reports.

a) To Do List

Outstanding items that have previously been noted as requiring the Council's action.

7. Co-option to fill Casual Vacancies

To consider co-option of parishioner(s) who have offered themselves for co-option.

Lead

Clerk

Chair

Clerk

Chair

Chair

Chair

Ditchingham Parish Council

8. To Elect Committees and Representatives

This item is to elect committee membership only, the election of the Chairs to the Committees is delegated to the Committee

- a) Community (advisory)
- b) Planning & Highways (advisory)
- c) Finance & Resources (decision & advisory)

The election of Finance & Resources Committee is for one Councillor member only, the other members of The Finance & Resources Committee being the Chairs of the other committees as elected above.

- d) To appoint a Member to the Village Hall Committee
- e) To appoint a Trustee to Ditchingham United Charities

Chair

9. Finance

- a) To receive the Internal Auditor Report 2018/19
- b) To confirm & sign the Annual Governance & Accountability Return Section 1 and 2
- c) Appoint an Internal Auditor for 2019/20
- d) To receive the Finance & Budget Report and Approve Cheques
- e) Men's Shed Grant – update

Chair/
RFO

RFO
BB

10. Policies & Documents Review

- a) Asset List
- b) Code of Conduct Policy
- c) Council Policies with the Sub Committee & Advisory Committee Terms of Reference
- d) General Data Protection Regulations Policy
- e) Risk Assessment
- f) Standing Orders
- g) Street Light Policy Amendment (2 lamps duplicated: adopting 86, not 88)
- h) To consider Adopting the General Power of Competence

(Including the Clerk's Delegated Function: under Section 101, Local Government Act 72. DPC delegates the function of responding to planning applications to the Council's Clerk)

(The General Power of Competence (GPC) was introduced by the Localism Act 2011. It gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc.,) and to eligible parish and town councils. It replaces the wellbeing powers in England that were provided under the Local Government Act 2000. It is a power of first resort).

Chair

11. Street Lamps - Update

Chair

12. To receive a report from the Planning & Highways Committee

Planning Applications/Decisions

Chair

13. To receive Internal reports from Committees (if required)

- a) Chair's Report
- b) Community
- c) Finance & Resources
- d) Planning & Highways
- i) SAM2 – update

Chairs

14. Consider Issues not decided by Committees

- a) Chicken Roundabout Sculptures – update
- b) Tree Warden – update
- c) Ditchingham Litter Pick Sunday 12th May 2019 Report
- d) Community Notice Board
- e) Community Speed Watch

Clerk
FH
Chair

15. To Notice Correspondence received

- a) Clerks & Councils Direct Magazine

Clerk

Ditchingham Parish Council

16. Urgent Other Business

The Council may not make decisions on these items.

Chair

17. To receive items for the Next Agenda

Chair

18. To confirm the Date of the Next Meeting

- Monday 15th July 2019 at 7.30pm

Chair

Planning Meetings arranged as required

S. Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 14th May 2019