

To members of the Council

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

Ditchingham Parish Council

Date: Monday 18th November 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.

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	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 confirm the minutes of the meeting held on 16 th September	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"> • NB: at the date of drafting this agenda there are no issues to report 		
	<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	Appointment of new Clerk.	Chair	10
	<i>To update Council on matters pertinent to the recruitment and appointment of a new Clerk; this matter having been delegated to the Finance & Resources ADVISORY committee.</i>		
6	To receive reports (if present) from:	Police	5
	<ul style="list-style-type: none"> • Police • Others (by invitation) 		
	<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>		
7	Finance	Chair	10
	<ul style="list-style-type: none"> • Approve cheques • Forward budget planning considering the recommendations of the Finance & resources Advisory Committee • Agree a draft budget for 2014-15 <i>Papers to be tabled</i> • Agree a precept for 2014-15 <i>Papers to be tabled</i> 		
	<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>		
8	To receive reports (if required) from the Planning Committee	Com. Chair	5
	<ul style="list-style-type: none"> • Planning applications 		
	<i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i>		
9	To receive tabled internal reports (if required) from Advisory Committees	Com. Chairs	20
	<ul style="list-style-type: none"> • Planning & Highways • Local Development • Maintenance and Environment • Finance & Resources 		
	<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>		
10	Co-option to fill Casual Vacancy	Chair	10 (max 40 minutes)
	<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 consider external reports		
	• County Councillor	MS	5
	• District Councillor	PA	5

[Maximum 5 minutes per report. Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].

12	Consider issues not decided by Committees		1
	• NB: at the date of drafting this agenda there are no issues to determine		

[To discuss further the requirements and the process by which these will be progressed].

13	To Notice Correspondence received	Clerk	10
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14	Urgent Other Business	Chair	1
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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.

15	To confirm the date and time of next scheduled meetings	Clerk	2
	• Full Council meeting being 20 th January 2014 7.30pm		
	• Planning Committee meeting 16 th December 6.00pm if required.		

16	To receive items for the next agenda.	Clerk	1
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Annex.	Description	Reference
A	Cheques	7
B	Planning applications	8