

To members of the Council

You are hereby summoned by the Clerk to attend the next Meeting of:

Ditchingham Parish Council

Date: Monday 16th March 2015 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
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**.]*

A Election matters

Clerk

15

The Clerk will 'walk' Councillors and members of the public through the procedures and timeline applicable to the May 7th 2015 elections. The Clerk will distribute application (nomination) papers in this session to those requiring them.

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 consider **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 and to Consider requests for Dispensation	Clerk	1
	<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 Monday 19th January 2015	Clerk	4
	<i>[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.]</i>		
4.	Matters Arising	Clerk	5
	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.		
	<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.	Finance to:		
	5a. To receive report by the RFO and Approve Cheques	Clerk	5
	5b. 14-15 Out turn, Budget & Forecast	Clerk	5
	<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>		
6.	To receive a report (if required) from the Planning Committee	Com. Chair	
	<ul style="list-style-type: none"> • Planning applications • To consider a brief paper, from the Chair of Planning & Highways Committee, re clarifying the Council's policy on the display of posters in the village. (To be tabled.) 		
	<i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i>		
7.	To receive internal reports (if required) from Advisory Committees and Decision Committees (as appropriate)	Com. Chairs	5
	7a. Planning & Highways		
	7b. Local Development		
	7c. Maintenance and Environment		
	7d. 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>		
8.	To consider External Reports		
	8a. County Councillor	MS	5
	8b. 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>		
9.	Consider Issues not decided by Committees	Clerk	3
	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].

10. To Notice **Correspondence** received Clerk 0
- [The Clerk has previously distributed correspondence to Councillors as relevant as determined by the Committee structure].*
11. **Urgent Other Business** Chair 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 5
13. To confirm the date and time of **Next Scheduled Meetings:** Clerk 1
- **Planning Committee meeting**
Monday 20th April 2015 - 6:00pm (if required)
 - **Full Council meeting**
Monday 18th May 2015 - 7:30pm

Annex	Description	Reference
A	Receive report by RFO and Approve Cheques	5a
B	14-15 Out turn, Budget & Forecast	5b

SChapman

Sally Chapman
Clerk to Ditchingham Parish Council

Date: 9th March 2015