

TO MEMBERS OF THE COUNCIL AND PARISHIONERS

You are invited by the Chairman to attend the 2013

ANNUAL DITCHINGHAM PARISH MEETING

Date: **Monday 20th May.**

At: The Village Hall, Ditchingham, 7.30p.m.

A G E N D A

A chairman will be elected for this meeting.

1. To confirm the minutes of the 2012 annual parish meeting
2. To deal with any business not on the agenda arising from those minutes.
3. The retiring chairman will tell of changes to the Council's working practices: the thinking behind the Precept and matters in general.
4. To receive reports giving of the year's activities from the Working Parties:

Planning & Highways

Local Development

Maintenance & Environment

5. Report from the police.
6. Report from the County Councillor.
7. Report from the District Councillor.
8. Report from Community Groups.
9. To be informed of the Ditchingham United Charities activities during the year, by their chairman, and have their accounts available.

10. PUBLIC QUESTIONS AND ANSWERS.

Please note that anyone may attend this meeting but only registered electors of Ditchingham parish may speak. *At the Chair's discretion any person wishing to speak who is not an elector may be invited to address the meeting (provided that the meeting is temporarily adjourned for that purpose.)*

Only registered electors of Ditchingham Parish may vote.

2012 ANNUAL PARISH MEETING

This was held on Monday 21st May at 7.30 p.m. in the village hall with the clerk, John Smith, in the Chair. Present were Cllrs. Ankretts', Chadd, Cossey, Green, James, Kirkpatrick, Mulley & Weston. Also present were county Cllr. Tomkinson, PCSO Nightingale, Judith Masters (south Norfolk Games promoter) two members of the public and nine young people.

Election of Chair. Cllr. Green was proposed by Cllr. Mulley, 2nd by Cllr. Ankrett to chair the meeting and with no other nominations unanimously elected. He thanked those present and said that the youngsters would be given the opportunity to put points later when the meeting would be temporarily adjourned to allow this.

1. The minutes of the 2011 annual parish meeting were confirmed & signed.
2. Business arising had been dealt with during the year.
3. Chairman's Report. Cllr. Green told of the changes in council working practices that he had instigated and spoke of the thinking behind the increased precept. He expressed his thanks for the support from councillors and paid tribute to the clerk for his efforts during the busy year. Recognising these new working practices the Chair then requested that the Chair's of the new working parties presented individual reports.

4. Working Party Reports:

Planning & Highways chairman, Cllr. Weston, gave a comprehensive report with the main items concerning the Local Dev. Framework, the Maltings and S106 monies & the way planning applications had been dealt with.

Local Development chairman Cllr. Chadd spoke of the efforts being made with regards to grants and the problems experienced with youngsters gathering around the village concerning residents. No interest had been generated with regards to a possible Twinning with a French village.

Maintenance & Environment chairman Cllr. Kirkpatrick detailed equipment totalling some 20K as a wish list providing grants could be obtained although S106 money might well be used. A necessary see-saw replacement (£5640) would be a priority. The annual inspection was imminent. Allotments were in good order as were the burial ground and the village in general.

5. PCSO Nightingale(deputising for PC Farrow who apologised for absence) detailed crime statistics and spoke of anti-social behaviour.

The chairman then adjourned the meeting proper in order that the young people present could put their views concerning more activities for them. Joshua Scotton gave a particularly good presentation in relation as to how a skate park area might be developed. A discussion about the proposed provision of a youth shelter followed with the young people present keen to have one, possibly sited near the skate park.

A broad ranging discussion then followed and while positive about proposals 165 concerns were expressed over past experiences with deposited rubbish and misuse.

The young people present acknowledged their responsibility in the community and expressed their appreciation of the parish Council's approach to their circumstances.

Judith Masters (a Broome resident) then gave information on her work with promoting sport in the community and how she could assist in giving residents (including young people) incentives to fill their leisure time in a more constructive manner. One suggestion concerning Archery was readily accepted and would be furthered.

The inter village games for 2012 were too close to organise entry but during the year "taster" sessions could be organised with free coaches and full support for 2013. The young people then left together with PCSO Nightingale and the Chairman reconvened the meeting.

6. County Cllr. Tomkinson, prior to his report, congratulated councillors for what was a really positive step to involve youngsters and help cure anti-social behaviour.

He spoke of not standing for re-election next year and expected to become Armed Forces Commissioner.

He was appreciative of the courtesy always extended to him by both council & clerk, and he followed this with a very comprehensive report.

7. District councillor Allen, having apologised for her absence, had sent a detailed report which the chairman read out in full.

She had relinquished the school governorship and had enjoyed her happy relationship with this parish council. She reported Affordable Housing was nearing fruition as was the start of the Maltings project and she had welcomed the chance of working on them with councillors.

In all, her year had been both fruitful and demanding.

8. No representatives from Community Groups were present.

9. Ditchingham United Charities chairman, Keith Weston, was able to report the usual successful year with interest from COIF funds enabling all requests for grants to be met.

Accounts were available for perusal.

There being no further business the meeting closed at 9.05 p.m.

To members of the Council & Parishioners

You are hereby summoned by the Chairman to attend the

Ditchingham ANNUAL Parish Council Meeting

Date: Monday 20th May 2013 following the annual parish meeting

At: The Village Hall, Ditchingham.

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 'the annual parish meeting'.

PARISHIONER PARTICIPATION

This meeting following the Annual Parish Meeting will not include opportunity for public participation, as this opportunity is included in the Annual Parish Meeting. Members of the public are invited to inform the Clerk in advance of any matters that may be tabled in the course of transacting business on the Agenda.

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 appoint a chairman
<i>Members are reminded that it has been customary for this Council to elect to the Chair the Vice Chair who has served for two years. This practice is neither adopted policy or included within Standing Orders. The Chair in the first instance will propose that this customary practice is exercised this year also. Members are invited to propose an alternative Chair for election. Until the new Chair has been appointed the retiring Chair controls the meeting and has a casting vote.</i> | Ret.Chair | 3 |
| 2. | To appoint a vice chairman
<i>Members are reminded that it has been customary for this Council to elect a new Vice Chair when the existing Vice Chair has served for two years. This practice is neither adopted policy or included within Standing Orders. The Chair in the first instance will propose that this customary practice is exercised this year also. Members are invited to propose an alternative vice Chair for election.</i> | Chair | 3 |
| 3. | To accept apologies for absence. | Clerk | 1 |
| 4. | Register of Members Interests - Declaration of Interests
<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> | Clerk | 1 |
| 5. | To elect committees.
<i>The Chair in the first instance will propose that existing Chairs and membership are extended. This practice is neither adopted policy or included within Standing Orders. Members are invited to propose alternative membership for election.</i> | Chair | 10 |

This item is to elect committee membership only, the election of chairs to the Committees is delegated to the Committee as newly elected, save as for the Finance and Resources committee where ToR mandate that the Chair of the Full Council is appointed as Chair.

Each item will be considered as a separate item of business as follows:

- 5.a Planning & Highways
- 5.b Local Development
- 5.c Maintenance & Environment
- 5.d Finance & Resources

Please note that 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, ToR mandate that the Chair of the Full Council is appointed as Chair of the Finance & Resources Committee.

- | | | | |
|-----|--|-------------------------|-------------|
| 6. | To confirm & sign the minutes of the 18 th March meeting.
<i>This item for the purpose of confirming accuracy and completeness only. The Chair will ask Councillors if they agree the minutes; or if any 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 review the minutes requesting comments against each Agenda item in sequence.</i> | Clerk | 3 |
| 7. | To report on matters arising from the minutes not on the agenda <ul style="list-style-type: none"> • Cemetery gates • New bins Pirnhow Street cul-de-sac • Litter pick <p><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></p> | Clerk | 2 |
| 8. | To appoint a member to the village hall committee.
<i>Councillors are reminded that Keith Weston and John Smith are independent village hall committee members. Councillors are asked whether this Council wishes to appoint a member in an official Council capacity.</i> | Clerk | 2 |
| 9. | To receive a report from School Governor. | RK | 3 |
| 10. | To review cemetery fees (tabled)
<i>Councillors are reminded that when setting the precept for 2013-14 it was agreed that a review of cemetery fees was required with the objective of increasing income to off-set the significant costs associated with maintaining the cemetery.</i> | Clerk | 3 |
| 11. | Finances <ul style="list-style-type: none"> a) To confirm & sign the Annual Audit return Section 1 (Annex 1) b) To confirm & sign the Annual Audit return Section 2 (Annex 2) c) To be advised of the Financial outturn 2012-13 (tabled) d) Approve cheques (Annex 3) <p><i>[Audit and Budget reports are given quarterly. Cheques may be issued without full Council approval in accordance with delegated powers, but must then be subsequently approved].</i></p> | Clerk
Chair
Clerk | 5
5
2 |
| 12. | To receive reports and transact business (if required) from the Planning Committee <ul style="list-style-type: none"> • Chair's report of meeting on 22nd April. • Planning applications [as reported annex 4] • Any matters arising in connection with the Maltings <p><i>[Reports to be delivered without interruption and discussion to be allowed at the discretion of the Chair]</i></p> | KW | 5 |
| 13. | To receive reports and transact business (if required) from Advisory Committees <ul style="list-style-type: none"> • Planning (covered in item 12) • Local Development • Maintenance and Environment • Finance & Resources <p><i>[Reports to be delivered without interruption and discussion to be allowed at the discretion</i></p> | KW
JC
RK
JG | 10 |

of the Chair]

- | | | |
|--|------|---|
| 14. To receive external reports (if present) from: | | |
| • Police | PCSO | 5 |
| • County Councillor | MS | 5 |
| • District Councillor | PA | 5 |
| Others (by invitation) | | |

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

- | | | |
|--|-------|----|
| 15. To notice correspondence received | | 5 |
| 16. To consider issues not decided by Committee | | - |
| • At time of drafting no items were to hand | | |
| 17. To consider matters lowering the tone of Ditchingham: | Chair | 10 |
| • To receive a paper (tabled) on the physical state of disrepair of litter & dog bins, public seating, and other 'assets' generally. | | |
| • To agree a plan of corrective action with regard to the matters considered. | | |

- | | | |
|---------------------------|-------|---|
| 18. Urgent Other Business | Clerk | 1 |
|---------------------------|-------|---|

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.

- | | | |
|--|-------|---|
| 19. To receive items for next agenda | Clerk | 2 |
| 20. To confirm the date and time of next scheduled meetings | Clerk | 2 |
| • Extraordinary meeting [called by retiring Chair] 17 th June. Single item agenda – Training in New Standards Regime [SNC tutors] | | |
| • Full Council meeting being 15 th July at 7.30pm | | |
| • Planning Committee meeting 17th June at 6.30pm N.B. Only if any planning applications to hand/please note revised time | | |

As previously announced

Annex.	Description	Reference
1	Annual Audit return Section 1	11
2	Annual Audit return Section 2	11
3	Cheques	11
4	Planning applications	12

20th May 2013 meeting annexes

Annex 1 & 2

Section 1 being 2012-'13 Accounting Statements for Annual Audit

Section 2 “ “ Governance Statements “ “ “

Annex 3

Cheques – Glasdon, Pirnhow Street bins £293.30/J.A.Smith, petty cash(inc.
Litter pickin £52 & bin fixing £10)£74.24/Waveney Norse, Tree work Play Area
££690/Nfk.Assce.Local Councils sub. 251.22/Rural Com.Council sub. £20/Norse
1st cutting bills £1029.80/J.A.Smith, petty cash(inc.£52 litter pick & room £50)£114/
Talk Talk 2 months ££44.38.

Annex 4

Planning applications

2013/0433 New dwelling garden of Forsythia, Thwaite Road-approved by DPC & SNC.

2013/7011 Kiosk for control equipment on water treatment facility Thwaite Road-approved DPC.

2013/0117 Tractor store on existing concrete base off Norwich Road-approved DPC.

2013/1022 Variation of Condition 2 to redesign blocks B & C to meet expected housing demand Maltings Dev. No decision at time of going to print.

DITCHINGHAM PARISH COUNCIL

Two items have to be audited and signed by your chairman under current Audit Rules. Consequently I give the following information as to what is being done in your name as a councillor for the year ended 31st March 2013

Section 1 Statement of Accounts

Balances b/fwd at beginning of year	2011-12	£ 5456	2012-13	£ 3868
Annual precept	“	£12000	“	£15000
Receipts other than precept	“	£ 4602	“	£34413
Clerk's salary	“	£ 4964	“	£ 4964
Loan interest/capital repayments	“	NIL	“	NIL
Total payments excluding clerk's salary	“	£13226	“	£15087
Balances c/fwd.	“	£ 3868	“	£33230
Total cash & investments	“	£ 3868	“	£33230
Total fixed assets	“	£ 7308	“	£ 7527
Total borrowing	“	NIL	“	NIL
Trust funds council acts as sole trustee	“	N/A	“	N/A

Section 2 Annual Governance Statement

1. You have approved the accounts which have been prepared in accordance with the requirements of the Accounts & Audit Regulations & proper practices.
2. You have maintained an adequate system of internal control, including measures designed to prevent & detect fraud & corruption & reviewed its effectiveness.
3. You have taken all reasonable steps to assure yourselves that there are no matters of actual or potential non-compliance with laws, regulations & codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
4. You have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts & Audit Regulations.
5. You have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. You have maintained throughout the year an adequate & effective system of internal audit of the council accounting records & control systems.
7. You have taken appropriate action on all matters raised in reports from internal & external audit.
8. You have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.
9. You are not sole trustees of any Trust Funds.

BEING CONFIRMED & SIGNED AT THE 20th MAY MEETING.