

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 16th November 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

*[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 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

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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 personal or prejudicial].

Clerk

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| <p>3. To Confirm the Minutes of the meeting held on 21st September 2015
 <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></p> | <p>Chair 5</p> |
| <p>4. Matters Arising
 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')
 <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></p> | <p>Clerk 10</p> |
| <p>5. Policies Reviews and Revisions
 a) To adopt the recommendations made by the Finance and Resources ADVISORY Committee
 <i>[To be advised that members of the Finance and Resources ADVISORY Committee has reviewed the Council's policies as previously agreed and that the Committee recommends to Council that the changes as advised [tabled document] are adopted.]</i></p> | <p>Chair 5</p> |
| <p>6. Finance to:
 a) To receive a report from the Internal Auditor (2nd Quarter)
 b) To be advised of the YTD Financial Outturn 2015-16 (Annex A)
 c) Cashbook Analysis 2015/16 (Annex B)
 d) To receive the RFO report and Approve Cheques (Annex C)
 <i>[Cheques may be issued without full Council approval in accordance with delegated powers, but must then be subsequently approved].</i></p> | <p>Chair 5</p> |
| <p>7. To consider and approve Finance Matters for 2016-17
 a) Draft Budget for 2016-17 (Annex D)
 b) Precept for 2016-17
 <i>[To consider finance matters for 2016-17 and received recommendation from Finance and Resources ADVISORY Committee as per tabled paper].</i></p> | <p>Chair 10
10</p> |
| <p>8. Parishioner/Community Website Update
 <i>[To receive an update from the Local Development Advisory Committee].</i></p> | <p>BB 5</p> |
| <p>9. To receive a report (if required) from the Planning Committee
 a) Planning applications/decisions
 <i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i></p> | <p>JG 5</p> |
| <p>10. To consider Committee membership
 a) To assign Councillor Wass to a Committee/s
 <i>[To ensure Council workload is balanced and that committee membership recognises the work to be managed].</i></p> | <p>Chair 5</p> |
| <p>11. To receive Internal reports (if required) from Advisory Committees and Decision Committees (as appropriate)
 a) Planning & Highways
 b) Local Development
 Consider a communication from Cllr Bernard and make decisions about the recommendations to be made to the Broads Authority re allocating the next tranche of S106 monies
 c) Maintenance and Environment
 d) Finance & Resources
 To note change of Clerk's salary following qualification and annual appraisal.
 <i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the</i></p> | <p>Chairs</p> |

discretion of the Chair. Chairs reports and papers to be distributed at the meeting].

12. To consider **External Reports**
- | | | |
|---------------------------|----|---|
| a) County Councillor | MS | 5 |
| b) District Councillor | BB | 5 |
| c) Police | | 3 |
| 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].*
13. Consider **Issues not decided by Committees** Chair 10
- [To discuss further the requirements and the process by which these will be progressed].*
- a) **Bungay Neighbourhood Plan** - update
- b) **Norfolk County Council: Re-imagining Norfolk – Strategic and Financial Planning 2016/19** – Council’s procedure in dealing with NCC consultation, ‘Re-imagining Norfolk’ (Annex E)
14. To Notice **Correspondence** received Clerk 5
- [The Clerk has previously distributed correspondence to Councillors as relevant as determined by the Committee structure].*
15. **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.*
16. To receive items for the **Next Agenda** Clerk 1
17. To confirm the date and time of **Next Scheduled Meetings:**
- Planning Committee meeting**
- Monday 21st December 2015 (if required)
- Full Council meeting**
- Monday 18th January 2016

Annex

- A. YTD Financial Outturn 2015-16
- B. Cashbook Analysis 2015/16
- C. To receive a report by RFO and Approve Cheques
- D. Draft Budget and Precept Recommendation for 2016-17
- E. Norfolk County Council: Re-imagining Norfolk – Strategic and Financial Planning 2016/19 letter



Sally Chapman
Clerk to Ditchingham Parish Council

Date: 11th November 2015