

Ditchingham Parish Council

To Members of the Council

You are hereby summoned by the Clerk to attend the next

PARISH COUNCIL MEETING

to be held by email on

18th May 2020 at 7.30pm

Councillor's Name:

A. Parishioners' Matters of Concern

Please forward any questions to the Clerk by post or email (clerkdpc@aol.co.uk) before 6pm on the day of the meeting.

B. External Reports

AGENDA

Lead

1. To consider Apologies for Absence

2. Declaration of Interests and Consider Requests for Dispensation

Comment:

3. To Confirm the Minutes of the Meeting held:

a) 16th March 2020 (Doc. 1)

Agree/Disagree:

Comments:

b) 11th May 2020 (Doc. 2 - email meeting, to be ratified at the next proper meeting)

Agree/Disagree:

Comments:

4. Matters Arising

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

Clerk's Note: The Annual Parish Meeting and the re-election of the Chair and Vice Chair postponed until May 2021

a) Coronavirus Play Area Notices and Allotment Holders emails/letters

Clerk's Note: The Coronavirus notices were displayed and allotment holders' email/letters were circulated as Government Guidelines

Comments:

b) Chicken Roundabout Sign

Clerk's Note: The latest request for a Chicken Roundabout sign has been rejected by NCC.

Comments:

c) Parish Council Emails and Documents

Clerk's Note: Please can I remind Councillors that emails circulated by the Clerk and Councillors are strictly confidential and should not be shared with the general public without authorisation from the Chair and the General Data Protection Regulation (GDPR) Policy should be followed at all times.

Comments:

d) Noticeboard and Bench Maintenance – c/f

Comments:

5. To Elect Committees and Representatives

Clerk's Note: The current Committees Members and the Village Hall Member to be c/f to the May 2021 meeting.

a) To appoint a Trustees to Ditchingham United Charities

Ditchingham Parish Council

Clerk's Note: The current trustees Mr Frank James & Mr Vic Cossey have confirmed they are happy to be re-elected.

Agree/Disagree:

Comments:

6. Finance

a) To approve the End of Year Balance Sheet 2019/20 (Doc. 3)

Agree/Disagree:

Comments:

b) To approve the Internal Auditor's Report for 2019/20 (Doc. 4)

Clerk's Note: The insurance has now been increased as advised in Recommendation 1.

Agree/Disagree:

Comments:

c) To confirm the Annual Governance & Accountability Return Section 1 and 2 (Doc. 5)

Agree/Disagree:

Comments:

d) To appoint the Internal Auditor for 2020-21

Clerk's note: To continue with the present internal auditor Mr Trevor Brown or appoint a new internal auditor

Agree/Disagree:

Comments:

e) To receive the current Financial and Budget Report & Approve Payments (Doc. 6)

Agree/Disagree:

Comments:

Clerk's note: Cheques will be posted to the Chair and a Cllr to sign

7. To note Planning Applications and Decisions (Doc. 7)

Comments:

8. To receive Internal Reports from Committees (if required)

a) Chair's Report (Doc.8)

Comments:

AL

b) Community (Doc. 9)

Comments:

AS

9. Consider Issues not decided by Committees

a) The Maltings Amenity Area

Clerk's note: The B.A. is now obtaining quotes from Landscaping Companies and the Clerk has requested an Environmental Agency Report on Alma Beck

Comment:

b) Pirnhow Street - Alma Bridge Walkway

Clerk's note: Cllr Bernard is in discussion with NCC Highway re clearing a 40-foot stretch along the curbed area of road creating a walkway for pedestrians.

Comment:

BB

10. To Notice Correspondence received

11. Urgent Other Business

For discussion/information only, the Council may not make decisions on these items.

a) Volunteer

Clerk's Note: A young Parishioner has volunteered to Litterpick Broome Heath and some safe areas of Ditchingham as part of their Duke of Edinburgh Award.

Comments:

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12. To receive items for the Next Agenda

13. To confirm the Dates of the Next Year's Meetings

- Monday 20th July 2020 at 7.30pm
- Monday 21st September 2020 at 7.30pm
- Monday 16th November 2020 at 7.30pm

Planning Meetings arranged as required

S. Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 12th May 2020