

# Ditchingham Parish Council

## To Members of the Council

*You are hereby summoned by the Clerk to attend the next*

## PARISH COUNCIL MEETING

*The meeting will be held virtually using the Zoom platform on*

**21<sup>st</sup> September 2020 at 7.30pm**

### A. Parishioners' Matters of Concern

*Members of the public are welcome to join the meeting, please contact the Clerk by email on [clerkdpc@aol.co.uk](mailto:clerkdpc@aol.co.uk) for the link or to send questions.*

**- Tunneys Lane/ Loddon Road Oak Trees Report**

### B. External Reports

## AGENDA

**Lead**

#### 1. To consider Apologies for Absence

Clerk

#### 2. Declaration of Interests and Consider Requests for Dispensation

AL

#### 3. To Ratify the Minutes and Decisions from the email meetings held on 16<sup>th</sup> March 2020, 11<sup>th</sup> May 2020, 18<sup>th</sup> May 2020 and 20<sup>th</sup> July 2020

AL

*The approved minutes to be signed at the next proper meeting.*

#### 4. Matters Arising

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

AL

##### a) Voting on Decisions

*Clerk's Comment: Decisions made at Zoom meetings will be by a show of hands.*

##### b) Noticeboard and Bench Maintenance

*Clerk's Comment: The noticeboard and bench near the Dip have now been repainted - many thanks to Cllrs Skippen and Cllr Taylor.*

#### 5. Councillor co-option

AL

#### 6. Finance

##### a) To receive the current Financial and Budget Report & Approve Payments

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

RFO

##### b) To receive the External Auditor Report 2019/20

Report 2019/20: On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

AL

##### c) Village Hall Extension Grant/Loan Request

*DPC has been approached for a grant or loan of £6,000 for the village hall extension.*

*Clerk/RFO's comment: DPC Grant Policy re-adopted in March 2020 states: DPC seeks to maximise the benefits of its resources across the breadth of the community and has no standing mandate to offer grant aid or support in any way to any individual, group or organisation, charitable or otherwise.*

BB

*DPC cannot give unsecured loans with public money and did not include in the 2020-21 budget this expenditure and does not have a spare £6,000 of unbudgeted money to offer as all money held are restricted for different projects in the community. The Village Hall Committee received last year DPC's CIL money of £64998.73 and other grants should be sought.*

# Ditchingham Parish Council

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| <b>7. New Policies for Adoption</b><br>a) Publication Scheme<br>b) Vexatious Correspondence & Complaints Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AL                                 |
| <b>8. To comment on Planning Applications and Decisions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AL                                 |
| <b>9. To receive Internal Reports from Committees (if required)</b><br>a) Chair's Report<br>b) Community Chair's Report<br>- New Swings for The Dip<br><i>The swings on The Dip need replacing and the Clerk was asked to obtain quotes. The Community Committee has considered the quotes and recommend Option A on page 4 for approximately £4487.00 ex VAT.</i><br>- Tunneys Lane/ Loddon Road Oak Trees<br><i>To consider applying for a Tree Preservation Order on these trees.</i><br>- Tree Warden Report<br>c) Planning & Highways Chair's Report<br>- Street Light Electricity update                                                                      | AL<br>AL<br>AS<br><br>AL<br><br>AL |
| <b>10. Consider Issues not decided by Committees</b><br>a) Ditchingham United Charities Chair's Report<br><i>To receive the annual report</i><br>b) Website Accessibility (Council websites that were published before 23 September 2018 need to comply with the Government's accessibility regulations by 23 September 2020)<br><i>Clerk's Comment: The Website Accessibility training was cancelled due to Coronavirus. I have completed online training, updated and checked the website with WAVE Web Accessibility Evaluation Tool and added the Website Accessibility statement as recommended by NALC. To the best of my knowledge DPC is now compliant.</i> | AL<br><br>Clerk                    |
| <b>11. To Notice Correspondence received</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | AL                                 |
| <b>12. Urgent Other Business</b><br><i>For discussion/information only, the Council may not make decisions on these items.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | AL                                 |
| <b>13. To receive items for the Next Agenda</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AL                                 |
| <b>14. To confirm the Dates of the Next Year's Meetings</b> <ul style="list-style-type: none"> <li>Monday 16<sup>th</sup> November 2020 at 7.30pm</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | AL                                 |
| <i>Planning Meetings arranged as required</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |

S. Chapman

**Sally Chapman**

**Clerk to Ditchingham Parish Council**

**Date:** 15<sup>th</sup> September 2020