

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

Monday 15th March 2021 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 for the link or to send questions.

B. To Receive External Reports

AGENDA

Lead

1. To consider Apologies for Absence

Clerk

2. Declaration of Interests and Consider Requests for Dispensation

AL

3. To Approve the Minutes of the Meeting held on 18th January 2021

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

AL

4. Matters Arising

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

a) Grit Bins - update

AL

5. Co-option to fill Casual Vacancies

To consider co-option of any parishioners who have offered themselves for co-option.

AL

6. Finance

a) **To Receive the Financial and Budget Report & Approve Receipts & Payments**

RFO

b) **To Consider a New Dog Waste Bin – Thwaite Road/Tunneys Lane Junction**

Clerk's comment: Bin cost £110 ex vat and annual emptying cost £109 ex vat and a street furniture license will have to be approved.

AL

AL

c) **To Consider Restricted Reserves**

AL

d) **Street Light Energy Contractor - update**

AL

e) **To Note the Internal Audit – 20th April 2021**

7. Policies, Documents & Fees Review

AL

a) Asset List (*updated*)

b) Code of Conduct Policy

c) Council Policies

(including LGA 72. S101 delegating the function of responding to Planning Applications to the Council's Clerk as per planning policy)

d) Financial Regulations Policy (*updated as NALC's guidance Section 11 footnote*)

e) General Data Protection Regulations Policy

f) General Power of Competence

g) Play Area Risk Assessment - Covid-19

h) Publication Scheme

i) Risk Assessment

j) Standing Orders Policy (*updated as NALC's guidance Section 18f & 18g*)

k) Sub Committee & Advisory Committee Terms of Reference

Ditchingham Parish Council

l) Allotment Fees (<i>due October 2021</i>)	
m) Cemetery Fees	
8. To Consider the Street Light Policy To agree in principle a change to the Policy in that ALL lamps are maintained and repaired without resident consultation.	EC
9. Planning Applications and Decisions	EC
10. To receive Internal Reports from Committees (<i>if required</i>)	
a) Chair's Report	AL
b) Community Chair's Report	AS
c) Planning & Highways Chair's Report	EC
- SAM2 – update	JK
11. Consider Issues not decided by Committees	
a) Bungay Town Council <i>Clerk's comment: A email was sent to BTC thanking them for their support to parishioners over the last year with the pandemic and the recent flooding.</i>	
b) To Consider Chair & Councillor Training	
c) Events for Ditchingham	CL
12. To Note Correspondence received	AL
13. Any Other Business <i>For discussion and information only, the Council may not make decisions on these items.</i>	AL
a) Defibrillator Annual Report <i>Clerk's comment: The defibrillator is regularly checked throughout the year and the annual report states: 'The Pads were replaced at the end of January; the expiry date is December 2021. The battery is likely to need replacing in August 2021'.</i>	
14. To receive items for the Next Agenda	AL
15. To confirm the Dates of the Next Meetings	AL
- Monday 17th May 2021 at 7.30pm & Annual Parish Meeting - Monday 19th July 2021 at 7.30pm - Monday 20th September 2021 at 7.30pm - Monday 15th November 2021 at 7.30pm	
<i>Planning Meetings arranged as required.</i>	

S. Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 9th March 2021