

Ditchingham Parish Council

To Members of the Council

You are hereby summoned by the Clerk to attend the next

PARISH COUNCIL MEETING

Ditchingham Village Hall

Monday 18th March 2024 - 7.30 pm

A. Parishioners' Matters of Concern

Parishioners (non-parishioners at the Chair's discretion) are invited to address the Council to express their views or opinions on any matter on the agenda and shall not speak for more than 3 minutes. Any matter not listed on the agenda for the forthcoming meeting that a member of the public wishes to discuss will be progressed at the Chair's discretion. 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 Councillor or Clerk to respond.

B. To Receive External Reports

AGENDA

Lead

*Once the meeting has commenced Only **MEMBERS OF THE COUNCIL** are allowed to speak unless expressly invited to do so by the Chair. Other attendees who continually speak in the meeting uninvited will be asked to leave. Councillors are required to have read all papers distributed with and supporting the agenda as these will be assumed 'as read.'*

1. To Approve Apologies for Absence

Clerk

2. Declaration of Interests and Consider Requests for Dispensation

Chair

3. To Approve the Minutes of the Meetings held on 15th January 2024

Chair

4. Matters Arising

Chair

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

5. To Consider Co-option to fill the Casual Vacancies

Chair

The Council requires that prospective candidates to apply in writing before the day of the meeting

6. Finance

RFO

- a) To Receive the Current Financial & Budget Reports & Approve Receipts & Payments
- b) To Consider Grant Requests
- c) To Consider General Reserves Balances
- d) Pride in Place Community Grant - Clean Up & Bloom - update
- e) Gov.uk Domain Name Registration and Council Email Addresses - update
- f) The Chicken Roundabout Lectern - update

7. Street Lamps

Clerk

- a) Replacement Street Lamps (2) in Beevors Gardens and Green Lane - update

8. Planning and Highways

Chair

To Consider the following Applications:

a) 2024/0514

Location: Elmwood 22 Tunneys Lane Ditchingham Norfolk NR35 2RQ

Proposal: Two storey and single storey front and side extensions with associated alterations

Application Type: Householder

b) To Receive the Planning Applications & Decisions Report

Ditchingham Parish Council

9. Annual Review of Policies and Statutory Documents

- a) Asset Register - *updated*
- b) Cemetery Fees - *updated*
- c) Council Policies - *updated*
- d) Code of Conduct
- e) Data Retention Policy - *new*
- f) Financial Regulations Policy - *updated*
- g) Online Banking Procedure
- h) General Data Protection Regulations Policy
- i) Publication Scheme
- j) Risk Assessment
- k) Standing Orders - *updated*
- l) Sub & Advisory Committees Terms of Reference
- m) Subject Access Request and Procedure Policy - *new*

Chair

10. To receive Internal Reports from Committees (*if required*)

- a) Chair's Report
- b) Community Chair's Report
 - Pride in Place Community Grant - Clean Up & Bloom - *expenditure*
 - Tree Survey Report – *update*
 - Allotments
- c) Planning & Highways Chair's Report
 - SNC Alternative Sites and Focused Changes in relation to the Village Clusters
 - Housing Allocations Plan – Ditchingham

Chair
AG
AG
Clerk
AG
Chair

11. To Note Correspondence Received

- a) Parishioner's Email – Road Safety on Loddon Road
- b) Community First Responder – Thank you letter for Grant

Chair

12. To Consider Issues Not Decided by Committees

- a) Community Outreach Campaign – Thursdays 10/10/2024 - 28/11/2024
- b) Annual Website Statistics
- c) Ditchingham Village Fete 7th July 2024 – *update*
- d) Litter Picker/Play Equipment Inspector/SAM2 Operator – *update*
- e) Village Sign War Memorial Plaques – *update*

Chair
Clerk
GS
Chair
AEH

13. Any Other Business

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

Chair

14. To Receive items for the Next Agenda

Chair

15. To Confirm the Next Meeting Dates (*Planning Meetings arranged as required*)

- Monday 20th May 2024 - 7.30 pm – Annual Parish Meeting & Annual Parish Council Meeting
- Monday 15th July 2024 - 7.30 pm
- Monday 16th September 2024 - 7.30 pm
- Monday 18th November 2024 - 7.30 pm

Chair

S. Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 12th March 2024