

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 3rd March 2025 – 7.30 pm

A. Parishioners' Matters of Concern

Parishioners (and non-parishioners at the Chair's discretion) are welcome to address the Council to share their views or opinions on any matter listed on the agenda. Speakers are kindly asked to keep their comments to a maximum of three minutes.

For matters not included on the agenda of the forthcoming meeting, members of the public may raise them at the Chair's discretion. If a Council decision is required, the matter will be considered for inclusion on the agenda of the next meeting or referred to the appropriate Councillor or Clerk for a response.

B. County Councillor, District Councillor and External Reports

AGENDA

Lead

*Once the meeting has commenced, only **Members of the Council** may speak unless expressly invited to do so by the Chair. Attendees who repeatedly speak without invitation will be asked to leave.*

Councillors are expected to have reviewed all documents distributed with and supporting the agenda prior to the meeting. These documents will be considered 'read' during the discussion.

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 20th January 2025

Chair

4. Matters Arising

Chair

Matters arising from the minutes that are not on the agenda or included in the committee reports.

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

Chair

The Council requires prospective candidates to submit their applications in writing prior to the meeting date.

6. Finance

RFO

a) To Receive the Current Financial & Budget Reports & Approve Receipts & Payments

b) To Consider Cemetery Lychgate Roof Repairs Quotations

c) To Consider General Reserves Balances

d) To Note the Internal Auditor's Inspection Date – 14th April 2025

e) Norfolk Armed Forces Covenant 2025 Commemoration Fund Grant - update

7. To Receive the Planning Applications & Decisions Report

Chair

Ditchingham Parish Council

8. Annual Review of Policies & Statutory Documents a) Asset Register - <i>updated</i> b) Cemetery Fees c) Council Policies d) Code of Conduct e) Data Retention Policy f) Financial Regulations Policy - <i>updated</i> g) Online Banking Procedure h) General Data Protection Regulations Policy i) Publication Scheme j) Risk Assessment k) Safeguarding Policy – New l) Standing Orders m) Sub & Advisory Committees Terms of Reference n) Subject Access Request and Procedure Policy	Clerk
9. To Receive Internal Reports from Committees (<i>if required</i>) a) Chair's Report b) Community Chair's Report - VE & Victory VJ Commemorative Event - Sunday 11th May at the Village Hall <i>Set times for activities</i> - Thwaite Road Play Area BMX Track Consultation - <i>update</i> c) Planning & Highways Chair's Report	KW AG AG Clerk KW
10. To Note Correspondence Received	Chair
11. To Consider Issues Not Decided by Committees a) Annual Website Statistics b) Village War Memorial – <i>update</i> c) The Parishioner Parish Magazine – <i>update</i> d) Handyman – <i>update</i> e) Defibrillator – <i>update</i>	Clerk AEH BB Clerk Clerk
12. Any Other Business <i>For discussion and information only; the Council cannot make decisions on these items.</i>	Chair
13. To Receive items for the Next Agenda	Chair
14. To Note the Next Meeting Dates (<i>Planning Meetings arranged as required</i>) • Monday 12th May 2025 - 7.30 pm • Monday 14th July 2025 - 7.30 pm • Monday 8th September 2025 - 7.30 pm • Monday 10th November 2025 - 7.30 pm	Chair

S. Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 25th February 2025