

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 2nd March 2026 - 7.30 pm

A. Parishioners' Matters of Concern

Parishioners, and non-parishioners at the Chair's discretion, may address the Council on any agenda item for up to three minutes.

Matters not on the agenda may be raised at the Chair's discretion. Where a decision is required, the item will be placed on the next agenda or referred to the appropriate Councillor or Clerk for response.

B. County Councillor, District Councillor and External Reports

AGENDA

*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 Meeting held on Monday 12th January 2026

Chair

4. Matters Arising

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

Chair

5. Finance

RFO

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

b) To Consider a Bench for the Community Orchard

c) To Consider a Fete Grant to the Ditchingham Events Committee

d) To Consider General Reserves Balances

e) To Note the Internal Auditor's Inspection Date – 13th April 2026

f) Cheyne Walk Fence– *update*

g) Thwaite Road Play Area BMX Track - *update*

h) Cemetery Lychgate Roof Repairs – *update*

6. To Receive the Planning Applications & Decisions Report

Chair

7. To Consider St Mary's Church Ditchingham Maintenance Responsibility

Chair

The Parochial Church Council of the said church and parish hereby requests the Ditchingham Parish Council to take over responsibility for the maintenance of the said churchyard pursuant to section 215(2) of the Local Government Act 1972.

8. Annual Review of Policies & Statutory Documents

Chair

a) Asset Register - *updated*

b) Biodiversity Policy

c) Committees Terms of Reference

Ditchingham Parish Council

- d) Council Policies
- e) Councillor Code of Conduct
- f) Data Retention and Disposal Policy
- g) Financial Regulations
- h) Freedom of Information Policy and Publication Scheme
- i) General Data Protection Regulations Policy, Privacy Notice & Data Information Audit
- j) Information Technology Policy - *new*
- k) Risk Assessment
- l) Standing Orders

9. To Receive Internal Reports from Committees/Councillors

- a) Chair's Report
- b) Community Chair's Report
 - Event Organising Working Party - *update*
 - Play Areas Inspection/Maintenance - *update*
- c) Planning & Highways Chair's Report
 - Ditchingham Dam Article 4 Direction
 - Street Light's Condition Annual Report
- d) Antisocial Behaviour In Ditchingham – *update*
- e) Tree Warden
 - Tree Survey Report - *update*

Chair
AG

Clerk
Chair

NH
NH

10. To Consider Issues Not Decided by Committees

Chair

11. To Note Any Communication Received

Chair

- a) SNC/BDC Tobacco & Vapes Businesses Contact Details
- b) Invitation to a Reserve Forces Training Evening – Thursday 5th March 2026
- c) Waterside Maltings Amenity Area – *update*

12. Any Other Business

Chair

For discussion and information only; the Council cannot make decisions on these items.

- a) Bungay Conservation Volunteers visits for 2026 (*confirmed*)
- b) Ditchingham United Charities Member

13. To Receive items for the Next Agenda

Chair

14. To Note the Next Meeting Dates (*Planning Meetings arranged as required*)

Chair

- Monday 11th May 2026 - 7.30 pm - Annual Parish Meeting & Annual Parish Council Meeting
- Monday 13th July 2026 - 7.30 pm
- Monday 14th September 2026 - 7.30 pm
- Monday 9th November 2026 - 7.30 pm

S. Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 24th February 2026