

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 07984733352

A Meeting of **CHELMONDISTON PARISH COUNCIL** will be held IN THE VILLAGE HALL on **TUESDAY THE 4th of April 2023 AT 7.30PM.**

All Committee Members are summoned to attend. Parishioners and members of the public are very welcome.

AGENDA

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming

1. **Welcome by the Chairman:**
2. **Apologies for absence:** to receive and note apologies
3. **Dispensations:** to consider requests and **Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
4. **To approve the minutes of the Parish Council Meeting held on the 7TH OF March 2023**
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
6. **Reports:** to receive reports
 - 6.a County Councillor Report
 - SCC- Annual Parish Report 2022/2023
 - 6.b District Councillor Report
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:
 - 7.a Planning Committee
 - 7.b Village Hall
 - 7.c Playing Field
 - 7.d Village Amenities
 - 7.e Primary School
 - 7.e1 To inform members that the plaque to the buddy table has been ordered
8. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
8. Report circulated to members
9. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion
9. Correspondence circulated to members
10. **Recycle Centre:** to inform
 - 10.a To inform members of the year-end information
 - 10.b For members to consider ways in thanking the volunteers
11. **Dinghy Park/Pin Mill:**
 - 11.a Bridge Railing over the Common – Have asked Paul to quote (Re emergency powers)
12. **Jubilee Garden:**
 - 12.a To inform members that the grass cutter contractor has agreed to the Annual contract of £450.00
 - 12.b To inform members that I have asked the grass cutter to contact the Horticultural Society direct to discuss the work that is needed.
 - 12.c To inform the members that the grass cutter agreed to the hourly rate of £20.00 to prepare the garden for the start of the season
13. **Administration Matters:**
 - 13.a For members to consider approving the Terms of Reference for the Complaints Committee
 - 13.b To update the members with the Storage Facility
 - 13.c For members to consider approving the amended Storage Facility Contract (if applicable)
 - 13.d For members to consider approving the Annual Invoice Galliform Ltd (Storage Facility)
14. **Financial Matters:**
 - 14.a To update the members with the financial Information - February's Bank Statements £64,697.51
 - 14.b To update members with the financial information End of February 2023
 - 14.c For members to consider the Village Hall grant request - £2000.00

- 14.d For members to consider the Village Hall grant request - £2000.00
 14.e For members to consider approving Parish Clerk's overtime £35.85 (per line)
 14.f To inform members that the External Auditor has emailed all the documents for the 2022 - 2023 audit
 14.g To inform members that the 2022 -2023 Internal Audit is booked for w/c 06/06/2023
 14.h For members to consider approving the Change of the Address for Lloyds Bank:
 To: 'Trelowena', Hill Farm, Chelmondiston. IP9 1JU (Lloyds Bank request) and for the bank form to be signed
 14.i For members to consider approving a grant request from The Basic Life Charity

15. Budget 2023 -2024:

- 15.a For members to consider approving the £25.00 for the Annual Meeting of Parish/Village refreshments (budget)

16. End of Year Matters 2022 - 2023:

- 16.a To inform members of the Ring-fenced items for 2022 - 2023

17. Payments to Consider: April 2023 Payments

Number	Payee	Reason	Amount	VAT	Amount
A 002581	Anglia Foilblocking Ltd T/A P&J Labels	Dinghy Permits 2023	£131.00	£26.20	£157.20
B 002582	Chelmondiston Playing Fields Committee	Annual Grant	£3380.00		£3380.00
C 002583	Eastern Savings and Loan	Good Neighbours Donation	£173.00		£173.00
D 002584	HM Revenue and Customs Only	Quarter 4 Payment	£1024.67		£1024.67
E 002585	Jill Davis	March Salary 2023	£1274.59		£1274.59
F 002586	SA Garden Services	Completed Work – Village Hall	£300.00		£300.00
G 002587	Carl Sterling	Annual Tree Inspection	£260.00		£260.00
H 002588	Suffolk Assn. of Local Councils	6-month Payroll Service	£48.00	£9.60	£57.60
I 002589	Collins Skip Hire	Invoice 217204	£594.10	£118.82	£712.92
J 002590	Collins Skip Hire	Invoice 217206	£329.20	£65.84	£395.04
K DD	Government Nest - Pension	Jill Davis March Pension 2023	£99.88		£99.88
L 002591	SARS	Donation S137	£50.00		£50.00
M 002592	Home-Start in Suffolk	Donation S137	£50.00		£50.00
N 002593	East Anglia's Children's Hospices	Donation S137	£50.00		£50.00
O 002594	St Elizabeth Hospice	Donation S137	£50.00		£50.00
P 002595	East Anglian Air Ambulance	Donation S137	£50.00		£50.00
Q 002596	The Befriending Scheme	Donation S137	£50.00		£50.00
R 002597	Suffolk Family Carers Limited	Donation S137	£50.00		£50.00
S 002598	Revitalise	Donation S137	£50.00		£50.00
T 002599	Magpas	Donation S137	£50.00		£50.00
U 002600	Suffolk Neighbourhood Watch Association	Donation S137	£50.00		£50.00
V 002601	Holbrook Academy	Donation S137	£50.00		£50.00
W 00262	St Edmundsbury and Ipswich MAT	Donation S137	£50.00		£50.00
X 002603	Citizens Advice Ipswich	Donation S137	£50.00		£50.00
Y 002604	Suffolk's Libraries IPS Limited	Donation S137	£50.00		£50.00
Z 002605	Realise Futures CIC	Invoice 4323	£1401.00	£280.20	£1681.20
AA 002606	Galliform Ltd	Annual storage Facility Invoice	£500.00	£100.00	£600.00
BB 002607	Jill Davis	March 2023 Expenses	£35.85		£35.85
TOTAL:			£10,251.29	£600.66	£10,851.95

18. **The Next Parish Council Meeting:
Annual Meeting of the Parish Council
Tuesday 16th of May 2023 at 7.30pm in the Village Hall**
19. **Temporary exclusion of press and public:** Pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed
20. **Complaints Committee:**
20. To update the members with the meeting of the Complaints Committee
21. **Employment Matters:**
21. To inform members of working authorised overtime for the External Audit - to be worked in May

Jill Davis
Proper Officer

30/03/2023