

# Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 07984733352

The Annual Meeting of **CHELMONDISTON PARISH COUNCIL** will be held IN THE VILLAGE HALL on **TUESDAY THE 16th of May 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 is 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. **Election of Chairman 2023 - 2024:** and to sign Declaration of Acceptance of Office
2. **Declaration of Acceptance of Office:**  
For members to sign the Declaration of Acceptance of Office document
3. **Election of Vice-Chair for 2023– 2024:**
4. **Apologies for absence:** to receive and note apologies
5. **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.
6. **To approve the amended minutes of the Parish Council Meeting held on the 7th of March 2023**
7. **To consider approving the minutes of the Parish Council Meeting held on the 4th of April 2023**
8. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
9. **Statutory Documents to sign for 2023 – 2024:**  
Register of members' Interests, Councillors Data Protection Checklist and Method of Service of Summons
10. **Reports:** to receive reports  
10.a County Councillor Report      10.b District Councillor Report
11. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests and considerations** and agree on any actions needed:  
11.a Planning Committee      11.b Village Hall  
11.c Playing Field      11.d Village Amenities  
11.e Primary School  
11.f To inform members that the groups/committees/representatives for 2023 -2024 will be itemised for the next meeting.
12. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion  
12. Items circulated to the members
13. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion  
13. Items circulated to the members  
13.a Quotation requested – Stile at Pin Mill (delegated power)  
13.b To inform members of a party on Pin Mill Common – Sunday 08/05/2023  
13.c To inform members of an incident in the parish. While walking near Clamp House a couple of parishioners came across an aggressive dog. Please let me know if any further incidents.
14. **Code of Conduct:** to inform  
14.a To inform members of the LGA Model Councillor Code of Conduct 2020. This will be itemised in detail for discussion and consideration at the next meeting.  
14.b To minute that councillors have received a copy of the Local Suffolk Code of Conduct
15. **Recycle Centre:** to inform  
15.a To update the members with the Financial Information for April 2023  
15.b For members to consider any action from transferring funds (not allocated grants) from the recycling centre to the general reserves (Cllr Ward)
16. **Dinghy Park/Pin Mill:**  
16. Pin Mill Road – Quiet Lanes – members please see the supporting papers
17. **Administration:**

17.a For members to consider the date of the Annual Meeting of the Parish/Village 2023 (due to the publication of the agenda) the dates are Thursday 25<sup>th</sup> of May or Tuesday 30<sup>th</sup> of May 7.30pm Village Hall (Parish Clerk unable to attend).

17.b To minute that the Standing Orders, Financial Regulations, Councillor privacy policy and the meeting dates for 2023 have been given to councillors at this meeting.

17.c To inform members of the On-going Projects that are still outstanding

17.d To inform members that due to my long service, the annual leave entitlement is now 178 hours.

**18. Finance:**

18.a For members to consider approving the Post – Election councillor training cost. 11 councillors at £60.00 = £660.00 and select the dates if required.

18.b To inform members that the 1<sup>st</sup> Precept Amount of £14,507.50 has been received

18.c To inform members that BDC has been chased concerning an outstanding recycling payment. BDC has confirmed payment of £600.18 will be received in May

18.d To inform members that BDC has been chased for outstanding CIL payments (Foresters' Arms). BDC has confirmed that the payment of £336.98 will be received in May

18.e For members to consider approving a grant to support a parishioner (Cllr Lyrick)

18.f To inform members that the Budget for 2023 – 2024 will need to be reset due to a large grant allocation

18.g For members to consider approving the Parish Clerk's expenses for April and May 2023 £159.53

18.h To inform the members that overtime (24 hours) has been approved in the budget for 2023 -2024 for overtime relating to the year-end.

**19. Items for Agenda:**

The cut-off date for the July Agenda – is 17<sup>th</sup> of June 2023

Method of items – Please email any items for all meetings.

**20. Payments to Consider: May/June 2023**

A 002609	M & D Cordle (Contractors)	Repairing handrail at the Village Hall	£40.00	£8.00	<b>£48.00</b>
B 002610	PJB Garden Maintenance Ltd Invoice 139	Jubilee Garden/ Support with moving the archives	£20.00		<b>£20.00</b>
C 002611	PJB Garden Maintenance Ltd Invoice 141	Meeting with the Horticultural Society	£35.00		<b>£35.00</b>
D 002612	PJB Garden Maintenance Ltd Invoice 142	Clearing and cleaning the area of Jubilee Garden NOT the beds	£160.00		<b>£160.00</b>
E 002613	PJB Garden Maintenance Ltd Invoice 144	Carrying out the work recommended by the Horticultural Society – Jubilee Garden (Still needs to be finished)	£160.00		<b>£160.00</b>
F 002614	PJB Garden Maintenance Ltd Invoice 145	Carrying out the work recommended by the Horticultural Society – Jubilee Garden (Completed)	£200.00		<b>£200.00</b>
G 002615	Chelmondston Village Hall	Replacement Oil Tanker	£4000.00		<b>£4000.00</b>
H 002616	PJB Garden Maintenance Ltd Invoice 146	Footpaths 24, 25 and a third of 47	£200.00		<b>£200.00</b>
I 002617	The Basic Life Charity	Grant Donation approved 04/04/2023	£50.00		<b>£50.00</b>
J 002618	SA Meacock Garden Services	Monthly Payment	£206.80		<b>£206.80</b>
K 002619	SA Meacock Garden Services	Monthly Payment	£206.80		<b>£206.80</b>
L 002620	Realise Futures CIC	Primary School – Picnic bench	£531.05	£106.21	<b>£637.26</b>
M 002621	Jill Davis	April/May 2023 Expenses	£149.16	£10.37	<b>£159.53</b>
N 002622	Jill Davis	April 2023 Salary	£1274.59		<b>£1274.59</b>
O DD	Government Nest	April 2023 payment	£99.88		<b>£99.88</b>
<b>TOTAL:</b>			<b>£7333.28</b>	<b>£124.58</b>	<b>£7457.86</b>

**21.**

**The next meeting of the Parish Council:  
Tuesday 04th of July 2023 at 7.30pm in the Village Hall  
NO MEETING IN JUNE 2023**