Chelmondiston Parish Council

Chairman: Cllr. David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

A Meeting of CHELMONDISTON PARISH COUNCIL will be held in THE VILLAGE HALL on TUESDAY 3RD JULY 2018 at 7.30pm. All Parish Councillors are summoned to attend and all parishioners are invited.

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. Welcome by Chairman and to receive and consider Apologies for Absence
- 2. **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.
- 3. Minutes of the Meeting: to agree minutes of the meeting held on 5th JUNE 2018.
- 4. Parish Councillor Vacancy: to ratify

Applicant

- 5. Parish Councillor Vacancy: to ratify
 - Applicant
- 6. Election of Vice Chairperson 2018-2018: to approve
- 7. Election of Members to Committees and Working/ Monitoring Groups: to approve

a) Planning Committee b) Advisory Finance Group c) Village Amenities d) Community Emergency Plan e) Housing Needs

- **8.** Election of Representatives to Other Committees and Other Bodies: to approve a) Playing Field b) Village Hall c) SALC d) Chelmondiston Primary School
- 9. Public Participation Session: for the public to talk to Cllrs about items on the agenda AND to receive Reports (if available) from:
 - a) County Councillor:
 - b) District Councillors:
- 10. Reports From: Committees/Representatives of other

Committees/Groups/Meetings: to receive reports and proposals/requests and to take any action deemed necessary.

a) Planning Committee: to approve

Terms of Reference

- b) Village Hall:
- c.1) Playing Field: to report

AGM 2018 Playing Field Meeting

- **c.2)** Viridor Grant of £6,295 has been successful Contractor meeting next week.
 - d) Village Amenities: Asset maintenance/ War memorial: to approve Grit Bins
 - e) Housing Needs WG: to discuss
 - f) Other: Chelmondiston Primary School: to discuss Chelmondiston Parish Council Award for Community Achievement. Two Councillors Thursday 19th July 2018
- 11. Clerks Report: and to consider any action necessary
 - a) Updates: report from previous meetings
 - b) Parish Council Vacancy: to update

Co-op from the 21/06/2018

- c) Town and Parish Liaison Meetings: to discuss Tuesday 10th July – Clerk happy to attend
- d) Community Engagement Officers: to inform June 18^{th,} 2018
- e) Data Protection Act 2018: to inform

Data Protection Officer has now to be registered per ICO

- f) Data Protection Act 2018: to inform Updated Privacy Notices from ICO
- g) Suffolk Constabulary: to discuss

Fund a PCSO

h) Stour and Orwell Forum: to inform

Tuesday 17/07/2018 Royal Harwich Yacht Club

i) Notice of Public Rights: to inform

Dates between: Monday 02/07/2018 - Friday 10/08/2018

i) War Memorial: to inform

Cleaning

k) Parish:

Road signs

Road Sign Lings Lane Pin Mill Notice Board

Pin Mill Common

Pin Mill Byelaws

I) Hastoe: to inform

Meeting 04/07/2018

Attend either PC meeting or Planning Committee meeting

12. Correspondence: to take any action deemed necessary on correspondence received

13. Clerk's Holidays 2019: to update

10th June 2019 – 1 week (here for PC meeting)

4th September 2019 – 2 weeks (here for PC meeting)

14. a) Woodlands Development: to discuss

Resident emails

- b) Resident email
- c) Parish Council email

15. Asset Register 2018-2019: to review

Asset Register to check before annual Insurance payment

16. Pin Mill Bay Management CIC: to discuss

17. a) Pin Mill: Dinghy Park/Grindles: to receive reports and to take any action deemed necessary James Cartlidge MP confirmed BDC has received the Planning Committee's letter re the Jetty Foreshore.

b) Dinghy Park – 15 permits outstanding. Gentle reminder letter sent 06/05/2018.
4 new dinghy customers. 12 dinghies extra

18. Recycling Centre: to update

Financial Information

19. Neighbourhood Plan: to update

£8890.00 grant has been received.

20 a) Neighbourhood Plan: to approve

Terms of reference

b) Neighbourhood Plan approx costing £21,000

Reserves approx £12,110 for approval

21. Community Payback Team: to approve

£57.00 cost of materials

22. Babergh East, Police and Parish Forum: to approve

Clerk to attend 4 meetings £36.45 mileage costs

23. Financial Matters:

23.1 Maytrees IT Services: to approve

Quotation to provide a 'back up service and annual checks' £50.00 per annum

23.2 Nest Pension Scheme: to inform

Begins 01/08/2018. The employer pays 4 weeks £15.07 5 weeks £18.84

23.3 NALC National Salary Award: to approve

Annual Pay Award

Effective from 01/04/2018. Approving of Back Payment

23.4 Playing Field: to inform

Accounts up to year end 31st March 2018

23.5 Payment to Secretary

23.6 Playing Field: to approve

Precept £2,000

23.7 Tennis Courts: to approve

2018-2019 budget

23.8 Standing Orders: to approve

Statutory and Optional items

23.9 Lloyds Bank: to approve

Mandate Variation Request

23.10 Donation to St Andrews Church: to approve

Asking for any considered amount. Budget £250.00

23.11 Donation to Centenary Commemoration Committee 2018: to approve

Requesting for £300.00. The budget allows £1,000 other grants

23.12 Donations to listed Charities: to approve

s.137. Budget allows £600.00

11 charities at £40.00 per donation (2017)

23.13 Donations to Local Groups: to discuss

Budget allows £1,000

23.14 RFO's Monthly Report: June's 2018 Bank Reconciliation

23.15 To Consider Payments to: and other invoices arriving after the posting of this agenda

a)	2020 Viridor: Third Part Funding	£629.50
b)	2021 Jill Davis: expenses fuel and postage	£36.74
c)	2022 S A Meacock: Garden Services	£72.50
d)	2023 S A Meacock: Garden Services (No invoice for April 2018)	£72.50
e)	2024 SALC: Publications £8.20 [£0.34]	£8.54
f)	2025 SALC: Training Workshop £29.00 [£5.80]	£34.80
g)	2026 LCPAS: Annual Subscription	£100.00
h)	2027 Jill Davis: June's monthly salary	£747.43
i)	2028 Sackers: Skip collection general £457.18 [£91.44]	£548.62
j)	2029 Sackers: Skip collection green £369.20 [£73.84]	£443.04
k)	2030 HMRC: National Insurance Contributions	£13.31
I)	2031: HMRC: National Insurance Contributions	£61.89

total: £2768,87

23.16 Councillors Training Course: to approve

Midweek £123.60 each Saturday £135.60 each Dates to be arranged

24. Consultation: to inform

Consultation on an update to the Draft Statement of Community Involvement.

From 29/06/2018 - 30/07/2018.

25. Consultation: to inform

Consultation on Draft Suffolk Minerals and Waste Local Plan.

From 11/06/2018 - 23/07/2018

26. Items to be Considered for Next Agenda:

27. The Next Parish Council Meeting:

Tues 7th AUGUST at 7.30pm in the Village Hall.

28. Temporary exclusion of press and public: That 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

Employment Matters – (Overtime) Parish Council: to approve

Jill Davis - clerk@chelmondistonpc.info 01473 780159