

# Chelmondiston Parish Council

Chairman: Cllr. David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto: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 **5<sup>th</sup> JUNE 2018**.
4. **Parish Councillor Vacancy:** to ratify Applicant
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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 19<sup>th</sup> 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 10<sup>th</sup> July – Clerk happy to attend
  - d) **Community Engagement Officers:** to inform June 18<sup>th</sup>, 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
  - j) **War Memorial:** to inform  
Cleaning
  - k) **Parish:**  
Road signs  
Road Sign Lings Lane  
Pin Mill Notice Board  
Pin Mill Common  
Pin Mill Byelaws
  - l) **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  
10<sup>th</sup> June 2019 – 1 week (here for PC meeting)  
4<sup>th</sup> 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 31<sup>st</sup> 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
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|---|-----------------|
| a) <b>2020 Viridor:</b> Third Part Funding                              | £629.50         |
| b) <b>2021 Jill Davis:</b> expenses fuel and postage                    | £36.74          |
| c) <b>2022 S A Meacock:</b> Garden Services                             | £72.50          |
| d) <b>2023 S A Meacock:</b> Garden Services (No invoice for April 2018) | £72.50          |
| e) <b>2024 SALC:</b> Publications £8.20 [£0.34]                         | £8.54           |
| f) <b>2025 SALC:</b> Training Workshop £29.00 [£5.80]                   | £34.80          |
| g) <b>2026 LCPAS:</b> Annual Subscription                               | £100.00         |
| h) <b>2027 Jill Davis:</b> June's monthly salary                        | £747.43         |
| i) <b>2028 Sackers:</b> Skip collection general £457.18 [£91.44]        | £548.62         |
| j) <b>2029 Sackers:</b> Skip collection green £369.20 [£73.84]          | £443.04         |
| k) <b>2030 HMRC:</b> National Insurance Contributions                   | £13.31          |
| l) <b>2031: HMRC:</b> National Insurance Contributions                  | £61.89          |
| <b>total:</b>   | <b>£2768,87</b> |
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- 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 7<sup>th</sup> 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
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