

# 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 7<sup>TH</sup> AUGUST 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 **3<sup>rd</sup> JULY 2018**.
4. **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:**
5. **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 report
  - b) **Village Hall:** to report
  - c) **Playing Field:** to report
  - d) **Village Amenities:** to report
  - e) **Housing Needs – WG:** to report
  - f) **Other:**
6. **Clerks Report:** and to consider any action necessary
  - a) **Updates:** report from previous meetings  
Sign Post 'Harkstead' chased down 27/07/2018  
School Achievement Award  
Resident quoting for notice board and sign holder Pin Mill
  - b) **Parish Council Vacancy:** to update  
Co-op from the 27/06/2018 (2 vacancies)
  - c) **Laptop:** to discuss  
Technical Issues
  - d) **Projector:** to update  
Awaiting value of funding
  - e) **Meeting Dates 2019 – 2020:** to approve  
Dates for next financial year to approve suggested changes.
  - f) **Clerk Topic:** to inform
7. **Correspondence:** to take any action deemed necessary on correspondence received
8. **Clerk's Holidays 2018:** to inform  
Minutes taking 04/09/2018  
Cover for Clerk's holiday (2 weeks)
9. **GDPR:** to inform  
LCPAS – 41 access requests/ 6 breaches (since 25/05/2018)  
Work Involved: tailored, read and understood. 6 Data Protection forms, 4 consent forms, 5 privacy notices, 11 policies, 3 safeguards, assessment of existing data and completed a risk assessment. Hard copies of all information documented and filed, Laptop all information documented and filed.  
Website updated and all policies and relevant documents uploaded.
10. **GDPR:** to approve
  - a) Assessment of Personal Data  
(20/07/2018)
  - b) Document and Electronic Data Retention Policy  
(20/07/2018)
  - c) Third Party Use of Council Resources Policy  
(20/07/2018)

- 
- d) Computer and telephone Misuse Policy  
(20/07/2018)
  - e) GDPR Risk Assessment  
(20/07/2018) **Chairman to sign**
  - f) Subject Access Request Policy  
(20/07/2018)
  - g) Lawful Process for Processing Data Policy  
(20/07/2018)
  - h) Technical and Organisational Safeguards 2018  
(20/07/2018)
  - i) Lawful Basis Safeguards 2018  
(20/07/2018)
  - j) Privacy Notices Safeguards 2018  
(20/07/2018) **Chairman to sign**
  - k) Electronic Policy  
(20/07/2018)
11. **Website:** to approve  
Responsibility and Training (Cllr request)
12. **Pin Mill Bay Management CIC:** to update
13. a) **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary  
Dinghy Park – Stolen dinghy 05/07/2018
- b) **Pin Mill:** to update  
53 dinghy owners 2017 – present, 44 permits.
- c) **Pin Mill:** to discuss  
Mooring query
- d) **Pin Mill:** to discuss  
Babergh -Public toilets and Health Matic Limited
- e) **Pin Mill:** to approve  
Removal of tree £50.00
14. **Neighbourhood Plan:** to approve  
£6.5k approx (reserves)
15. a) **Recycling Centre:** to approve  
Fiscal Study (Cllr request)
- b) **Recycling Centre:** to approve  
Renew Certificate of Registration £105.00 +£5.00 for the cards
- c) **Recycling Centre:** to update  
Financial Information  
Cost of Sacker Skips from April 2018
- d) **Recycling Centre:** to discuss  
Storage/ Gas Cannister/ Office
16. **Consultations:** to discuss  
Process
17. **Babergh East, Police and Parish Forum:** to update  
Hadleigh Meeting Minutes
18. **Community Payback Team:** to approve  
Village Hall  
£209.00+ VAT (offset VH Grant)
19. **Parish Councillor Vacancies:** to approve  
In Touch Magazine  
Shotley Peninsula News Website quote £40.00  
875 houses: Councillors and Clerk =87 houses each  
875 houses: Clerk (overtime)  
Printing: £10.00
20. **Media Policy 2018:** to approve  
Review Policy
21. **Centenary Event 2018:** to inform  
Poster / Invite
22. **Primary School:** to discuss  
Parish Councillor Representative
23. **Quotation for Village Hall:** to approve  
£300.00 Quote (contractor)
24. **Community Emergency Plan:** to discuss  
Parish Council members
25. **Annual Appraisal:** to inform  
Parish Clerk December 2018
26. **Budget 2019- 2020:** to inform  
Council's agenda/plans
27. **Financial Matters:**
- 27.1 **Government Mileage Rate:** to approve  
45p per mile
-

- 
- 27.2 Amazon Business Account:** to approve  
To be able to legally claim VAT Refund
- 27.3 Transparency Code for Smaller authorities:** to approve  
Democratic accountability
- 27.4 Insurance Policy:** to approve  
Renewal of Policy
- 27.5 PCSO Funding:** to discuss  
Costings
- 27.6 RFO's Monthly Report:** July's 2018 Bank Reconciliation
- 27.7 To Consider Payments to:** and other invoices arriving after the posting of this agenda
- |  |                 |
|--|-----------------|
| a) <b>2032 Jill Davis:</b> July Expenses £331.96 [£42.80]                  | £374.76         |
| b) <b>2033 Jill Davis:</b> July's Salary                                   | £972.82         |
| c) <b>2034 Tomlinson Ground care:</b> A/S Mower £224.73 [£44.95]           | £269.68         |
| d) <b>2035 Playing Fields Committee:</b> Money transferred                 | £1000.00        |
| e) <b>2036 Chelmondiston Village Hall:</b> 3-month hire                    | £59.00          |
| f) <b>2037 SALC:</b> Networking event £17.00 [ £3.40]                      | £20.40          |
| g) <b>2038 SALC:</b> Clerk's Training £51.50 [£10.30]                      | £61.80          |
| h) <b>2039 Sackers:</b> Skip costs £853.78 [£170.76]                       | £1,024.54       |
| i) <b>2040 Age UK Suffolk:</b> Donation                                    | £40.00          |
| j) <b>2041 Chelmondiston PCC:</b> Room hire for Neighbourhood Plan         | £12.50          |
| k) <b>2042 Webbs Maritime Limited:</b> Repair Wooden Bench £75.00 [£15.00] | £90.00          |
| l) <b>2043 SARS:</b> Donation  | £40.00          |
| m) <b>2044 Shotley Parish Council:</b> Grant for Centenary Event           | £300.00         |
| n) <b>2045 Chelmondiston PCC:</b> Grant for St Andrews Church              | £250.00         |
| o) <b>2046 St Elizabeth Hospice:</b> Donation                              | £40.00          |
| p) <b>2047 SNWA:</b> Donation  | £40.00          |
| q) <b>2048 Home Start:</b> Donation  | £40.00          |
| r) <b>2049 East Anglia's Children Hospice:</b> Donation                    | £40.00          |
| s) <b>2050 East Anglian Air Ambulance:</b> Donation                        | £40.00          |
| t) <b>2051 The Befriending Scheme:</b> Donation                            | £40.00          |
| u) <b>2052 Suffolk Family Carers:</b> Donation                             | £40.00          |
| v) <b>2053 Revitalise:</b> Donation  | £40.00          |
| w) <b>2054 MAGPAS:</b> Donation  | £40.00          |
| <b>TOTAL:</b>  | <b>£4875.50</b> |
- Clerk paid the for stones to resurface the paths at Pin Mill Common £234.00
- 28. Finance Advisory Committee:** to approve  
Hiring Meeting Room/Meeting in the Pavilion
- 29. Items to be Considered for Next Agenda:**
- 30. The Next Parish Council Meeting:**  
**Tues 4<sup>th</sup> SEPTEMBER 2018 at 7.30pm in the Village Hall.**
- 31. 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 GDPR) Parish Council:** to approve  
*Jill Davis* – [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) 01473 780159
-