

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 5th JUNE 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 **1st May 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:** report on 15/05/2018
 - b) **Village Hall:**
 - c) **Playing Field:**
 - d) **Village Amenities:** Asset maintenance/ War memorial
 - f) **Housing Needs – WG:** Update
 - g) **Other**
6. **Clerks Report:** and to consider any action necessary
 - a) **Updates:** report from previous meetings
There is a meeting confirmed for Friday 08/06/2018 with Viridur and the Playing Field Committee Chairman to discuss the grant application.
 - b) **Babergh East, Police and Parish Forum:** to approve Clerk to attend the Babergh East Police and Parish Form meetings.
4 meetings in total for the remaining of the year
Mileage Cost: 81 miles £36.45
 - c) AONB May Monthly Update – supporting documents
 - d) Stour and Orwell Summer Party Invitation 10th June- would anyone like to go
 - e) Shotley Peninsula Action Group Meeting 12th June- would anyone like to go
 - f) Thank you, letter, - resident
7. **Correspondence:** to take any action deemed necessary on correspondence received None. All letters as clerk's reports.
8. **Community Payback Team:** to approve
 - a) Cost of materials
2x litres of wood stain
2x 1-inch brushes
10x sheets med grade sand paper
TOTAL = £57.00
 - b) Service Level Agreement for 1 year for the Community Payback Team to work on projects in the village.

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- c) Second Person required to be a contact -
 - 9. **Literature:** to approve
 - a) 2 Good Councillor's Guides 2018 to purchase
TOTAL = £15.00 (INCLUDING POSTAGE)
 - 10. **Neighbourhood Plan:** to update
Grant has been approved
 - 11. **Pin Mill Bay Management CIC:** to update
Email received re issues of rubbish at Pin Mill
 - 12. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
 - 13. **Recycling Centre:** to consider reports and to take any action deemed necessary
 - 14. **Financial Items:**
 - 14.1 **End of Year Accounts 2017-2018:** to inform
Notice of Public Rights from Monday 02/07/2018 – Friday 10/08/2018
 - 14.2 **End of Year Accounts 2017-2018:** to inform
LCPAS Internal Report for 2017-2018
 - 14.3 **End of Year Reports 2017-2018:** to inform
External Auditor Report to arrive by Monday 11th June 2018
 - 14.4 **Replacement Cheque:** to approve
LCPAS replacement cheque for £300.00 DPO Service. Missing number.
Original Cheque Number 2000. Cheque to be cancelled.
 - 14.5 **RFO's Monthly Report:** May's 2018 Bank Reconciliation
 - 14.6 **To Consider Payments to:** and other invoices arriving after the posting of this agenda

a) 2009 LCPAS: Annual Audit Fee	£200.00
b) 2010 P J MANN: Gardening Village Hall/ Plants	£56.26
c) 2011 M Stevens: Food annual meeting of the Parish/ Paint (brackets)	£16.73
d) 2012 S A Meacock: monthly grass cutting	£72.50
e) 2013 SALC: Literature £30.44 (0.79)	£31.23
f) 2014 Suffolk Preservation Society: Annual Charge	£30.00
g) 2015 Chelmondiston PCC: Hire of Room NP	£12.50
h) 2016 SALC: Village HALL Training £26.00 (£5.20)	£31.20
i) 2017 Collins & Curtis Masonry Ltd: Repair War Memorial £175.00 (£35.00)	£210.00
j) 2018 J. Davis: May Salary	£747.73
k) 2019: J Davis Expenses: mileage/office supplies/ 6 monthly allowance/ postage £348.03 (£31.22) *	£379.50

SUB TOTAL: £1787.65

- Clerk wishes to inform **PC AND Public** of high expenses due to the following:
£66.66 fuel for Annual end of year accounts
£100.00 6 monthly allowance
£52.46 annual anti-virus charge
£31.69 shredder
£101.05 bulk office supplies

- **LCPAS CHEQUE 2000 TO BE CANCELLED (14.4)** -£300.00
- **LCPAS CHEQUE 2008 £300.00 REISSUE (14.4)** £300.00

TOTAL: £1787.65

The Next Parish Council Meeting:
Tues 3rd JULY 2018 at 7.30pm in the Village Hall.

Jill Davis – clerk@chelmondistonpc.info 01473 780159

Prepared 31st MAY 2018
