

# 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 1ST MAY 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. **Election of Chairperson for 2018 – 2019:** and to sign Declaration of Acceptance of Office
2. **Election of Vice Chairperson for 2018 – 2019:** option to defer
3. **Apologies for Absence:** to receive and consider apologies
4. **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.
5. **Minutes of the Meeting:** to agree minutes of the meeting held on the **3<sup>RD</sup> APRIL 2018**.
6. **Parish Councillor Vacancy:** to discuss/approve  
Two candidates
7. **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:**
8. **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 24/04/2018
  - b) **Village Hall:**
  - c) **Playing Field:**
  - d) **Footpaths, Trees & Hedgerows:**
  - e) **Village Amenities:** Asset maintenance/ War memorial
  - f) **Housing Needs – WG:** Update
  - g) **Other**
9. **Election of Members to Committees and Working/Monitoring Groups (WG/MG):**  
option to defer  
A) Planning Cttee B) Footpaths, Trees and Hedgerows (MG) C) Advisory Finance Group (Chq Signatures) D) Community Emergency Plan E) Village Amenities F) Housing Needs (WG)
10. **Election of Representatives to Other Committees and Other Bodies:** option to defer  
A) Playing Field B) Village Hall C) SALC D) Chelmondiston C OF E Primary School E) Any others.
11. **Employment Matters:** to discuss  
Parish Councillor is required to oversee all matters relating to employment on behalf of the PC.
12. **Clerks Report:** and to consider any action necessary
  - a) **Updates:** report from previous meetings  
Tennis Courts - Work completed  
War Memorial - To be completed by the 10/05/2018  
Memorial Bench - Work completed  
CAS Membership Certificate until 31/03/2019

13. **Correspondence:** to take any action deemed necessary on correspondence received
14. **Formal Quotations:** to approve
15. **Clerk's Holiday:** to discuss  
Holiday from 04/06/2018 for 1 week.  
Minutes to be taken for Planning Committee Meeting 05/06/2018  
Minutes to be taken for Parish Council Meeting 05/06/2018
16. **GDPR:** to update/approve/defer
- a) LCPAS - Acceptance of DPO
  - b) GDPR - Policies to approve - approve
  - c) GDPR - Privacy Notice to approve
  - d) GDPR - Parish Council training
  - e) GDPR - ICO Update
17. **Recycling Centre:** to consider reports and to take any action deemed necessary  
Update on Revenue  
Allocation of £1500.00 Grant
18. **Pin Mill Bay Management CIC:** to update
19. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
20. **Neighbourhood Plan:** to update
21. **The Parish Meeting/Village:** to discuss  
Confirmation of date 22/05/2018  
Agenda
22. **Chelmondiston C OF E Primary School:** to discuss/award
23. **Financial Matters:**
- 23.1 **Annual Accounts: (Annual Return Form)**
- a) **Signing of Section 1:** to discuss/approve – **The Annual Governance Statement**
  - b) **2017 – 2018:** to consider approval of **Receipts/Payments/Bank Reconciliation**
  - c) **Signing of Section 2:** to discuss and approve **The Accounting Payments**
- 23.2 **RFO's Monthly Report:** April 2018 Bank Reconciliation
- 23.3 **Purchase of a Shredder:** to approve
- 23.4 **Lloyds Bank Signatures:** to discuss/approve
- 23.5 **Annual Subscriptions:** to discuss/approve  
SALC, Suffolk Preservation Society and LCPAS
- 23.6 **External Auditor Fees:** to discuss/approve  
£200.00
- 23.7 **S137 Limit 2018-2019:** to inform
- 23.8 **Village Hall Precept 2018 – 2019:** to approve  
Request of £3,150.00
- 23.9 **To Consider Payments to:** and other invoices arriving after the posting of this agenda
- |  |                  |
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| a) <b>1999 Suffolk Association of Local Councils:</b> Annual Fee                               | £398.66          |
| b) <b>2000 Local Council Public Advisory Service:</b> DPO Fee                                  | £300.00          |
| c) <b>2001 Sackers:</b> Collections £611.98 [£122.40]  | £734.40          |
| d) <b>2002 Anglia Surface Care:</b> Treatment of Tennis Courts £400.00 [£80]                   | £480.00          |
| e) <b>2003 Mrs J Davis:</b> April 2018 monthly salary  | £913.23          |
| f) <b>2004 Mrs J Davis:</b> Expenses for April – post/mileage/ink cartridges<br>£63.75 [£4.96] | £ 68.51          |
| g) <b>2005 A.B. INCUBATORS:</b> Steel Brackets £40.00 [£8.00]                                  | £48.00           |
| h) <b>2006 Cllr M Stevens:</b> Black Bags £4.38 [0.49]   | £4.87            |
| i) <b>2007 Village Hall:</b> Precept   | £3,150.00        |
| <b>TOTAL</b>   | <b>£6,097.67</b> |

24. **The Next Parish Council Meeting:**  
**Tues 5<sup>th</sup> June 2018 at 7.30pm in the Village Hall.**