**Chelmondiston Parish Council**

**www. Chelmondiston.suffolk.gov.uk**

Chairman: Cllr. David Cordle, ‘Trelowena’, Hill Farm, Chelmondiston IP9 1JU

Parish Clerk: Mrs Jill Davis, ‘Michelle’, Church Road, Chelmondiston IP9 1HT

e-mail: **clerk@chelmondistonpc.info** or Tel: 01473 780159

 Pin Mill Common Dinghy Park

**February 2018**

Dear Dinghy Owner,

Firstly, may I take this opportunity to introduce myself. I have just been appointed Parish Clerk as Fran Sewell has now retired and moved onto new horizons.

As in previous years, the annual fee for parking a dinghy on Pin Mill Common Dinghy Park will be due for payment by the 1st April 2018. The annual fee remains the same as 2017 at £18.00.

Please, send a cheque or postal order for this amount, made payable to **Chelmondiston Parish Council,** to the Parish Clerk at the address above. For payment by **Bank Transfer** please contact the Clerk for bank details.

A Permit (coloured sticker) will be issued on receipt of the fee and the Parish Council asks that this Permit is placed on the SIDE of the dinghy, where it is visible when the dinghy is parked in the racks.

Please note the conditions, which apply to the Dinghy Park, as set out in the Permit Holder Agreement. Please remember to insure your dinghy as **the Parish Council cannot accept liability for damage or loss to either your dinghy or any other equipment** (see General Conditions).

**Any dinghy, not displaying a valid Permit after 1st May 2018 is liable to be issued with a ‘Warning Notice’ and may be subsequently removed.**

If you have difficulty in using the upright racks, you may apply to be allocated a flat storage space on the ground at the front of the Common (See General Conditions).

 This letter, the Permit Holder Agreement and the Application Form can be found on the Parish Council Website.

If I can be of any further assistance then please do not hesitate to contact me by email and I will reply at the earliest opportunity.

Yours Sincerely,

Jill Davis

Clerk to Chelmondiston Parish Council