

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 07984733352

A Meeting of **CHELMONDISTON PARISH COUNCIL** will be held IN THE VILLAGE HALL on **TUESDAY THE 5th of April 2022 AT 7.30PM.**

All Committee Members are summoned to attend. Parishioners and members of the public are very welcome.

AGENDA

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are 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 the Chairman:**
2. **Apologies for absence:** to receive and note apologies
3. **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.
4. **To approve the minutes of the Parish Council Meeting held on the 1st of February 2022**
5. **To approve the minutes of the Parish Council Meeting held on the 1st of March 2022**
6. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
7. **Reports:** to receive reports
 - 7.a County Councillor Report
 - 7.b District Councillor Report
8. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:
 - 8.a Planning Committee (10/03/2022) and (05/04/2022)
 - 8.b Village Hall
 - 8.c Playing Field
 - 8.d Village Amenities
9. **Playing Field Grant:**

For members to consider approving a Grant of £2326.00.
10. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion
 10. Items circulated to the members (If applicable)
 - 10.a SARS Report
11. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
 11. Items circulated to the members (If applicable)
 - 11.a Finger Post (Cllr Ward) – Repaired
 - 11.b Footpath Contractor – Will check all grit bins when completing work in the Parish
 - 11.c Freston Hill Flooding – SCC have agreed to carry out the work. Date to be confirmed
 - 11.d Tree Planting – Pages Common Autumn
12. **Recycle Centre:** to inform
 - 12.a For members to consider discussing/approving information received concerning the Fire Risk Assessment
 - 12.b To inform members concerning the process for CCTV
13. **Neighbourhood Plan:**
 - 13.a For members to consider John Deacon's recommendations
 - 13.b To update the Terms of Reference (re 13.a) if approved
 - 13.c To formally minute that in an 'out of meeting' decision taken on Wednesday 2nd of March 2022; Babergh District Council agreed to adopt 'make' the Neighbourhood Plan (Chelpin Plan). This now forms part of the Joint Local Plan and will be used to help decide on planning applications in the Parish.
14. **Dinghy Park/Pin Mill:**
 - 14.a To update members with Coach Becca's information
 - 14.b For members to consider approving the Parish Clerk to seek a quotation for the replacement noticeboards on Pin Mill Common
 - 14.c For members to consider replacing the damaged outdoor furniture on/at Pin Mill Common

14.d For members to consider approving the Parish Clerk to start the process of bidding from CIL Funds to cover the Costings (Bids open 01/05/2022 -31/05/2022)

14.e For members to consider approving any action concerning Pin Mill Common and Pages Common

15. Covid - 19: Update:

15.a For members to consider approving the monthly Covid -19 Spend £39.39

15.b To inform members there is £127.64 left in the grant

16. Queen's Platinum Jubilee:

16.a To update members with the planned Jubilee Event (Cllr Barwick)

16.b For members to consider approving a Grant of £1000.00

16.c For members to consider tree planting in the parish in honour of the Queen's Jubilee (Cllr Ward) (Women's Institute)

17. Administration:

17.a For members to consider approving letters to all of our volunteers for all their help and support during 2021 – 2022.

17.b To inform members that the grass cutting schedule for 2022-2023 from SCC has been received

17.c To inform members that the grass cutting schedule for 2022-2023 has been set with our contractor

17.d To update members with the bench inspection (Cllr David Cordle)

17.e To update members with the catering arrangements for the Parish/Village Meeting

17.f To inform members of the Community Governance Review

17.h For members to discuss potholes in the Parish (Cllr Ward)

17.i For members to consider any action concerning Bylam Common

18. Finance:

18.a For members to consider approving the payment to Mr Miller £350.00 (2021-2022)

18.b To formally minute that February 2022 Bank Statements have been circulated to the members

18.c For members to consider approving the Power to Pay to Mr Marcus Cordle of £216.00 for removal of damaged trees and debris from the recent storms. Please note Cllr Dot Cordle was not involved in the process.

18.d For members to consider approving the Power to Pay to Booths for the work needed at the Village Car Park. Costing still to be supplied

18.e For members to consider approving Mr Meacock's 3-year Contract

18.f For members to consider approving Mr Breitsprecher's (footpath contractor) increase in costs. From £150.00 per day to £160.00 per day. (He works 8 hours per day)

18.g For members to consider approving SCC to investigate the costing of a road sign at Hollow Lane

18.h To inform members that the Recycling Credits (Red Lion and Recycling Centre) have been applied for

18.i For members to consider the redirection costs and the permanent change of address

18.j For members to consider allowing Cllr Peter Ward to purchase 10 Queen's Jubilee Mugs @ £ 5.88 each = £58.80 from the Parish Council

18.k For members to approve the following (budget):

PJB Garden Maintenance £200.00, Shotley Odd Jobs £150.00, SALC £57.60, Chelmondiston Village Hall £60.00, 12 x 137 Donations £480.00, 2x 137 Donations £60.00 and Chelmondiston Good Neighbours Scheme £160.00

18.l For members to consider approving the One Suffolk Website Charge £60.00

19. End of Financial Year 2021-2022:

19.a To inform members that the VAT Reclaim amount for the year is £3082.18

19.b To inform members of the Financial Information for the Recycling Centre

20. Financial Year 2022-2023:

20.a To inform members that the Section 137 expenditure is £8.82 per elector

20.b For members to consider approving the Annual War Memorial Planting £120.00

20.c For members to consider the mileage allowance of £0.45p per mile

20.d For members to consider approving SALC as the Internal Auditor

20.e For members to consider delegating the Stationery Budget to the Parish Clerk £1000.00 (Financial regulations and Standing Orders will be updated if approved)

20.f For members to consider delegating the Footpath Management to the Parish Clerk £3000.00 (Financial Regulations and Standing Orders will be updated if approved)

20.g For members to consider delegating small jobs (upto a value) to existing contractors when required (Financial regulations and Standing Orders will be updated if approved)

20.h For members to consider approving the Annual BullGuard Subscription of £69.99

20.i For members to approve Jill Davis as the RFO for 2022-2023 – Annual legal requirement

20.j To inform members that the External Audit cost has been increased by 5% to £378.00

21. Payments to Consider: April 2022 Payments

A	002455	Jill Davis	Covid-19 March 2022 Payment	£36.99	£2.40	£39.39
B	002456	Bruce Miller	Jubilee Garden Maintenance	£350.00		£350.00
C	002457	M & D Cordle (Contractors)	Clearing and removing damaged trees post storms	£180.00	£36.00	£216.00

D 002458	PJB Garden Maintenance	Footpath Work	£200.00		£200.00
E 002459	Shotley Odd Jobs	Dogbin Emptying	£150.00		£150.00
F 002460	P & J Labels	Dinghy Permit Labels	£120.95	£24.19	£145.14
G 002461	Suffolk Assn. of Local Councils	6 Month Payroll Service	£48.00	£9.60	£57.60
H 002462	Chelmondiston Village Hall	Room Hire	£60.00		£60.00
I 002463	Jill Davis	March 2022 Payslip	£1103.75		£1103.75
J 002464	HMRC	Quarter Payment 4	£384.29		£384.29
K 002465	Suffolk Accident Rescue Service (SARS)	137 Donation	£40.00		£40.00
L 002466	Home-Start	137 Donation	£40.00		£40.00
M 002467	Each Anglia's Children's Hospices	137 Donation	£40.00		£40.00
N 002468	Elizabeth Hospice	137 Donation	£40.00		£40.00
O 002469	East Anglian Air Ambulance	137 Donation	£40.00		£40.00
P 002470	The Befriending Team	137 Donation	£40.00		£40.00
Q 002471	Suffolk Family Carers	137 Donation	£40.00		£40.00
R 002472	Revitalise	137 Donation	£40.00		£40.00
S 002473	Magpas	137 Donation	£40.00		£40.00
T 002474	Suffolk Neighbourhood Watch Association	137 Donation	£40.00		£40.00
U 002475	Holbrook Academy	137 Donation	£30.00		£30.00
V 002476	Chelmondiston C OF E Primary School	137 Donation	£30.00		£30.00
W 002477	Citizens Advice Ipswich	137 Donation	£40.00		£40.00
X 002478	Suffolk's Libraries IPS Limited	137 Donation	£40.00		£40.00
Y 002479	Policy Bee	Good Neighbourhood Scheme	£160.00		£160.00
Z 002480	Jill Davis	March 2022 Expenses	£110.01	£17.92	£127.93
AA DD	Nest	Government Pension Scheme	£84.49		£84.49
BB 002481	John Deacon	Land Registry payment	£41.94		£41.94
TOTAL:			£3570.41	£90.11	£3660.52

22.

**The Next Parish Council Meeting:
Tuesday 3rd of May 2022 at 7.30pm in the Village Hall**

23.

**The Annual Meeting of the Parish/Village
Wednesday 4th of May 2022 at 7.00pm in the Village Hall**

24.

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

25.

Employment Matters:

25.a To update members with the Pay Scales for 2021-2022

25.b To remind members of the annual leave date -11/04/2022 - one week

25.c For members to consider approving the NJC pay award for 2021 – 2022

26.

Other Matters:

26.a For members to consider approving the Covid -19 Request (TP)

26.b For members to consider a Community Award (NP)

26.c For members to discuss and consider approving a donation to the British Redcross Ukraine Appeal

Jill Davis Parish Clerk

Dated: 31/03/2022