

# Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 07984733352

A Meeting of **CHELMONDISTON PARISH COUNCIL** will be held IN THE VILLAGE HALL on **TUESDAY THE 02<sup>nd</sup> of August 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
  - 2.a For members to consider a 6-month sabbatical for Cllr Keeble
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 3rd of May 2022**
5. **To approve the minutes of the Parish Council Meeting held on the 28<sup>th</sup> of June 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
  - 8.b Village Hall
  - 8.c Playing Field
  - 8.d Village Amenities
  - 8.e For members to consider which groups/committees they wish to join
9. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion
  9. Items circulated to members 9.a -9.g
  - 9.h Congratulations letter sent to Chelmondiston Primary School – Pledge of £65k through the Condition Improvement Fund.
10. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
  10. Items circulated to members 10.a – 10.f
  - 10.g Paul (contractor) is on annual leave – Next in the parish on the 11<sup>th</sup> August
11. **Recycle Centre:** to inform
  - 11.a To inform members of the May Financial Information Running Total £23,146.07
12. **Dinghy Park/Pin Mill:**
  - 12.a To inform members of a complaint re the car park (No Man's Land). Our contractor has been organised to trim and clear the issue.
  - 12.b To inform members that there will be some work (If planning permission is granted) in Pin Mill Wood – Cutting down of trees
  - 12.c For members to consider Realise Futures for the two memorial benches (Originally Wood) In connection with 12.d
  - 12.d For members to consider replacing the 5 damaged benches on Pin Mill Common
  - 12.e To inform members of the correspondence received from James Cartlidge MP/Member of the public
13. **Administration:**
  - 13.a To inform members of ongoing 'dog poo' issues around the footpath connecting Red Lion.
  - 13.b For members to consider moving the Dog Bin to the end of the Footpath (If applicable)
  - 13.c For members to consider approving Cllr Melville training costs £156.00
  - 13.d To inform members that all tasks from the May/June/August Meetings will all be completed by the September Meeting
  - 13.e For members to consider a representative for the Village Hall in the absence of Cllr Keeble

13.f For members to consider approving training opportunities with SALC for councillors  
 13.g For members to consider approving the costing for the CiLCA Qualification for the parish clerk £301.00 + VAT

**14. Financial Matters:**

14.a For members to consider approving a reissue cheque to Collins Skip Hire for £657.24  
 14.b To update members with the Bank Statements for April 2022 £82,780.07  
 14.c To update members with the Bank Statements for May 2022 £79,679.44

**15. End of Financial Year 2021-2022:**

15.a To inform members that the Financial Accounts have been posted to the external auditor  
 15.b To inform members that the Annual Internal Report has been received from SALC and has been circulated to members.  
 15.c To inform members that the Full Internal Report has been received from SALC and has been circulated to members.  
 15.d For members to consider approving SALC's suggestions from the Annual Internal report  
 15.e For members to consider approving the CIL Form to be signed

**16. End of Year Reserves 2021-2022:**

16.a To inform members that the CIL funds are £2744.90

**17. Financial Year 2022 -2023:**

17.a For members to consider SALC as the Internal Auditor  
 17.b For members to consider approving SALC's Annual Subscription  
 17.c For members to consider approving SALC as the Payroll Administrator  
 17.d For members to approve Jill Davis as the RFO for the Financial Year  
 17.e To inform members that the CIL Funds were £2744.90  
 17.f For members to consider existing and new cheque signatories

**18. Payments to Consider: August 2022 Payments**

A 002519	SA Meacock Garden Services	July 2022 Account	£206.80		<b>£206.80</b>
B 002520	Realise Futures CIC	New Noticeboard	£757.96	£151.59	<b>£909.55</b>
C 002521	Realise Futures CIC	New Bench – Tudwick Foundation Pin Mill	£696.00	£139.20	<b>£835.20</b>
D 002522	Jill Davis	July 2022 Salary	<u>£1155.59</u>		<b>£1155.59</b>
E 002523	Sackers Limited	Final Invoice	<u>£74.63</u>	<u>£14.92</u>	<b>£89.55</b>
F 002524	Suffolk Assn. of Local Councils	Invoice for the Internal Audit 2021-2022	£249.00	£49.80	<b>£298.80</b>
G 002525	Collins Skip Hire	Skip and Haulage Charge	£483.90	£96.78	<b>£580.68</b>
H 002526	Collins Skip Hire	Skip and Haulage Charge - Reissue	£547.70	£109.54	<b>£657.24</b>
I 002527	PJB Garden Maintenance	122 Clearing and Tidy Pin Mill. Footpaths 35,37 and 19	£200.00		<b>£200.00</b>
J 002528	PJB Garden Maintenance	120 Support to install equipment at Pin Mill	£40.00		<b>£40.00</b>
K 002529	PJB Garden Maintenance	121 Footpaths 16,27 and 28	£200.00		<b>£200.00</b>
L 002530	PJB Garden Maintenance	119 Make safe Village Hall handrails and Materials	£32.00		<b>£32.00</b>
M 002531	PJB Garden Maintenance	116 Footpath 24 and preparing work for the Jubilee trees and materials	£227.88		<b>£227.88</b>
N DD	Nest Pension	July 2022 Pension Payment	£87.15		<b>£87.15</b>
<b>TOTAL:</b>			<b>£4958.61</b>	<b>£561.83</b>	<b>£5520.44</b>

**19. The Next Parish Council Meeting:  
 Tuesday 6<sup>th</sup> of September at 7.30pm in the Village Hall**

**20. 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

**21. Pin Mill Matter:**

21. To discuss communications concerning Pin Mill