

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 7th of February 2023 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:**
Election 2023 Announcement: Parish Clerk
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 6TH OF DECEMBER 2022**
5. **To approve the minutes of the Parish Council Meeting held on the 10th OF January 2023**
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
 - Basic Life Pop-up Shop (Cllr Lyrik)
 - 8.c Playing Field
 - 8.d Village Amenities
 - 8.e Primary School**
50th Anniversary (Cllr Lyrick)
9. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
9. Report circulated to members
10. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion
 10. Correspondence circulated to members
11. **Recycle Centre:** to inform
 - 11.a To inform members of December's Financial Information
 - 11.b To update members concerning the communications with the volunteers (Cllr David Cordle)
12. **Dinghy Park/Pin Mill:**
 - 12.a To inform members we have a new dinghy owner. £25.00 has been paid.
 - 12.b For members to consider any actions – Native trees Pin Mill Common (Cllr Lyrick)
 - 12.c For members to consider any actions – Vegetation issues, the hard Pin Mill (Cllr Lyrick)
13. **Traffic Matters:**
 - 13.a To inform members that there is a new community engagement officer for the peninsula, an introduction has been made
 - 13.b For members to consider any actions from communications received (SCCllr Harley)
14. **Administration Matters:**
 - 14.a For members to consider approving the TOR for the Planning Committee and for the Chairman to sign once approved
 - 14.b For members to consider any actions from the communication received from SPCC
 - 14.c For members to consider activities for the King's Coronation
 - 14.d For members to consider approving National Lottery Application Funding for the King's Coronation

14.e To update members with matters concerning the Play Group. SCC believe they are at a place where the lease is agreed upon. Once this is completed SCC can commence with the process of Expression of Interest.

14.f To inform members that Parish Clerk will be meeting with the Footpath Contractor in March to organise the coming year. Any suggestions for areas please email me.

15.

Financial Matters:

15.a For members to consider approving the costing for the Village Hall post to be replaced £590.40 (Cllr Dot Cordle omitted)

15.b For members to consider approving the Annual IT Services IP9 IT Invoice £120.39

15.c To inform members that the £100.00 has been received from LS Productions Global Ltd (Pin Mill Shoot)

15.d Parish Clerk to minute – the November 2022 Bank Statements have been circulated to the members.

15.e To inform members that THE £464.40 has been received from SCC (Annual Grass Cutting Contract)

15.f To inform members that the Zoom Subscription has been cancelled and the Free Subscription is in place.

15.g For members to consider a commitment in principle to the cost of repairs on Collimer Road

15.h To inform members that the Final Report and Certificate have been received for 2021 - 2022

15. i To inform members that based on the Review Sections 1 and 2 are in accordance with Proper Practices – PKF Littlejohn

15.j To inform members that the Notice of Conclusion of Audit will be published from 07/02/2023 until 07/03/2023

15.k For members to discuss the Village Sign Information - Election

16.

Budget 2023 -2024:

16.a For members to approve the increase in the Payments for 2023 -2024 (donations) by £160.00

17.

Information Matters 2022 - 2023:

17.a Parish Clerk to minute and Parish Council to consider agreeing that all monthly bank statements are circulated to the Parish Council

17.b Parish Council to minute and Parish Council to consider agreeing that all suggestions from the Internal Audit have been implemented.

18.

Payments to Consider: FEBRUARY 2023 Payments

A 002572	Jill Davis	January 2023 Salary	£1849.38		£1849.38
B 002573	M and D Cordle (Contractors)	replace of Oak Post	£492.00	£98.40	£590.40
C 002574	PKF Littlejohn LLP	2021-2022 External Audit	£200.00	£40.00	£240.00
D 002575	Mr Anothony Gould IP9 IT Services	Annual IT Service	£120.39		£120.39
E DD	Government Nest	January Pension Payment	£163.31		£163.31
TOTAL:			£2825.08	£138.40	£2963.48

19.

**The Next Parish Council Meeting:
Tuesday 7th of March 2023 at 7.30pm in the Village Hall**

20.

Temporary exclusion of press and public: 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.

Employment Matters:

21. For members to approve the Chairman signing the correspondence letter to SALC – WFH Allowance Increase (Budget Approved 10/01/2023)

22.

Correspondence Matter:

22. To inform members of correspondence received (Private and confidential matters)

Jill Davis
Proper Officer

02/02/2023