

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 March 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:**
2. **Apologies for absence:** to receive and note apologies
Cllr Keeble – Health reasons
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 7TH OF February 2023**
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
6. **Reports:** to receive reports
6.a County Councillor Report
6.b District Councillor Report
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests and considerations** and agree on any actions needed:
7.a Planning Committee
7.b Village Hall
7.c Playing Field
7.d Village Amenities
7.e Primary School
7.e1 To inform members that the buddy bench and plaque have been ordered for £531.05 No delivery charge plus VAT
7.e2 To update members – Biodiversity Information (Cllr Lyrick)
7.e3 To consider approving the wording of the plaque for the Buddy Bench
8. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
8. Report circulated to members
9. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion
9. Correspondence circulated to members
10. **Recycle Centre:** to inform
10.a To inform members of January's 2023 Financial Information
11. **Dinghy Park/Pin Mill:**
11.a To inform members that 46 Dinghy permits were sold in 2022 -2023 and all outstanding fees have been paid
11.b For members to consider approving the annual charge for the Dinghy Permit Labels - £131.00 plus VAT
11.c For members to consider approving the annual Dinghy Park Forms: Privacy Notice, Permit Holder Agreement, Consent Form and Application Form
12. **Election Matters:**
12.a To inform members of the Election Process for 2023
12.b To inform members - Election Overview Pack
12.c To inform members of the Guidance for Members Information Pack
12.d To inform members – Nomination Packs
13. **Administration Matters:**
13.a To update members with the feedback from the Babergh Town and Parish Liaison Meeting (Cllr Ward)
13.b To update members concerning Quiet Lanes
13.c To update members with the Storage Facility and Agreement
13.d To inform members that the cost of hiring the Village Hall is £22.00 from March 2023

- 13.e To update members concerning the highway issue at Collimer Close
14. **Financial Matters:**
 14.a To minute that the October Bank Statements 2022 have been circulated Total: £73,002.85
 14.b To minute that the November Bank Statements 2022 have been circulated Total: £69,959.63
 14.c To minute that the December 2022 Bank Statements have been circulated Total: £69,754.90
 14.d To minute that the January 20223 Bank Statements have been circulated Total: £65,910.18
 14.e To inform members that £15,000 has been transferred from the Business Savings Account to the Treasure's Account to ensure March and April 2023 Payments are made
 14.f For members to consider approving all/some of the suggested works concerning Jubilee Garden
 14.g For members to consider approving the purchase of the Printer (Emergency powers Used Chairman informed) £149.99
 14.h For members to consider approving the Grant Request of the Village Hall £2000.00
 14.i For members to consider approving the invoice from IP9 IT Services £20.00
 14.j For members to consider approving January/February Expenses 2023 £260.22

15. **Budget 2023 -2024:**

15. To inform members that the VAT Reclaim will be requested quarterly

16. **End of Year Matters 2022 - 2023:**

- 16.a To minutes that the Cheque Signatories for 2022 -2023 are Cllrs David Cordle, Dot Cordle and Keeble.
 16.b For members to consider approving the review of the Data Protection Policy
 16.c For members to consider approving the review of the Cookie Policy
 16.d For members to consider approving the review of the Privacy Notice
 16.e For members to consider approving the review of the Insurance Premium
 16.f For members to consider approving the review of the Asset Register
 16.g To inform members that the HP Printer 6960 has been disposed of on 07/03/2023
 16.h To inform members that the VAT Reclaim has been requested £2057.25

17. **Payments to Consider: March 2023** Payments

A 002577	Mr Anthony Gould	Investigate Printer Issues	£20.00		£20.00
B 002578	Jill Davis	February Salary 2023	£1224.62		£1224.62
C DD	Government Nest	February Pension 2023	£94.43		£94.43
D 002579	Jill Davis	February Expenses 2023	£225.32	£34.90	£260.22
E 002580	Chelmondiston Village Hall	Room Hire	£60.00		£60.00
TOTAL:			£1624.37	£34.90	£1659.27

18. **The Next Parish Council Meeting:
 Tuesday 4th of April 2023 at 7.30pm in the Village Hall**

19. **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

20. **Employment Matters:**

- 20.a For the Chairman to sign the overtime payment (deeds – approved 06/09/2022)
 20.b For the Chairman to sign the overtime payment (website – approved 01/03/2022 carried forward 2022-2023 by 07/03/2023)

21. **Correspondence Matter:**

21. To inform members of correspondence received

22. **Other Matters:**

22. For members to consider forming a Complaints Committee

Jill Davis
Proper Officer

02/03/2023