

# Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 01473 780159

A Virtual Zoom Meeting of **CHELMONDISTON PARISH COUNCIL** will be held REMOTELY on **Tuesday the 1<sup>ST</sup> OF DECEMBER 2020 at 7.30pm**. All Parish Councillors are summoned to attend, and all parishioners are welcome to join.

**Password:** 337283

**I.D:** 810 3977 9502

## AGENDA

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press is 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 3RD of NOVEMBER 2020:**
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. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
8. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
9. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests and considerations** and agree any actions needed:
  - 9.a Planning Committee
  - 9.b Village Hall
  - 9.c Playing Field
  - 9.d Village Amenities
  - 9.e Pin Mill Multi-Agency
  - 9.f Climate and Ecological Emergency Working Party:
10. **Recycle Centre:** to inform
  - 10.a To update the members with the Financial Information for November 2020
  - 10.b For members to consider applying for a grant from SCC £1500.00
  - 10.c For members to consider applying for a grant from Shotley parish Council £750.00
11. **Dinghy Park/Pin Mill:**
  - 11.a For members to consider extra seating (Memorial Benches) at Pin Mill
12. **Neighbourhood Plan:**
  12. a Cllr Ward to update the members in relation to the progress of the plan and other matters
13. **Covid - 19: UPDATE**
  - 13.a For members to approve the monthly Covid – 19 expenditure £181.12
  - 13.b To update the members with the Covid – 19 Grant Information
  - 13.c To inform members of the Covid – 19 spend to date £442.74
14. **Finance and Administration:**
  - 14.a To update the members in relation to the cost of the benches (exc VAT and grant) £393.76
  - 14.b To update the members with the October 2020 Bank statements
  - 14.c To update the members with the monthly financial information for November 2020
  - 14.d For members to consider if any action is to be taken in relation to the gate at Bank House (Cllr Barwick)
  - 14.e To update members with the car park works – 03/12/2020 (Cllr Barwick and Parish Clerk)
  - 14.f For members to consider approving for the signatories to sign the Direct Debit Instructions for NEST Pension.
  - 14.g For members to consider approving the purchase a new laptop
  - 14.h For members to consider requesting support from Maytrees IT to recommend (if 14.g approved)
  - 14.i For members to consider requesting the clerk to research grants in support of the new laptop (if 14.g is approved)
  - 14.j To inform members that the Budget 2021 -2020 delayed due to BDC Tax Bases being delayed. Expectation being early January 2021.
  - 14.k To inform members that the External Auditor raised a matter on the Accounting Statements – a typo error. The External Auditor approved for the RFO to amend the typo.

14.I To inform members that the Notice of Conclusion of Audit is now completed, and the accounts have been published (23/11/2020)

**15. Payments to Consider: November 2020 Payments**

A 002316	PKF Littlejohn LLP	External Audit Costs	£300.00	£60.00	<b>£360.00</b>
B 002317	BDC	Litter/Dog Bin emptying	£698.34	£139.67	<b>£838.01</b>
C 002318	Jill Davis	Covid -19 Expenses	£160.75	£20.37	<b>£181.12</b>
D 002319	Jill Davis	November Salary 2020	£1055.60		<b>£1055.60</b>
E 002320	Realise Futures	Jubilee Benches	£1143.76	£228.75	<b>£1372.51</b>
F 002321	Sackers Limited	Skips Removal	£1203.93	£240.79	<b>£1444.72</b>
G 002322	Groundwork UK	Underspent N/Plan Grant	£98.00		<b>£98.00</b>
H 002323	Jill Davis	Expenses – November 2020	£257.94	£6.31	<b>£264.25</b>
		<b>TOTAL:</b>	<b>£4918.32</b>	<b>£695.89</b>	<b>£5614.21</b>

**16. The Next Parish Council Meeting:**  
**The next meeting of the Parish Council:**  
**Tuesday 5<sup>th</sup> of January 2021 at 7.30pm Held Remotely.**

**17. 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

**18. Covid -19 Grants:**

- 18.a For members to consider Christmas Donations to existing recipients (Cllr Bareham)
- 18.b For members to formally approve the recent donation
- 18.c For members to consider nominations for the Keep Britain Tidy Awards

*Jill Davis* Parish Clerk

**Dated: 26/11/2020**