

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

A Virtual Zoom Meeting of **CHELMONDISTON PARISH COUNCIL** will be held REMOTELY on **Tuesday the 2nd of FEBRUARY 2021 at 7.30pm**. All Parish Councillors are summoned to attend, and all parishioners are welcome to join.

Passcode : 788187

I.D: 864 9809 1774

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 1ST of DECEMBER 2020: to consider
5.	To approve the minutes of the Parish Council Meeting held on the 5th of January 2021: to consider
6.	To approve the minutes of the Extraordinary Parish Council Meeting held on the 19th of January 2021: to consider
7.	Public Participation Session: for the public to talk to Cllrs about items only on the agenda
8.	Reports: to receive reports 8.a County Councillor Report 8.b District Councillor Report
9.	Correspondence Report: Items received after the publication of the agenda or for items needing discussion
10.	Clerk's Report: Items received after publication of the agenda or for items needing discussion
11.	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: For members to consider removing 9.e and 9.f from the agenda going forward
12.	Recycle Centre: to inform 12.a To update the members with the Financial Information for January 2021
13.	Dinghy Park/Pin Mill: 13.a For members to consider approving the Permit Holder Agreement 2021 -2022. 13.b For members to consider approving the Privacy Policy 2021 – 2022 13.c For members to consider the costing for the Permit Labels 2021 -2022 £132.00 13.d For members to consider annual maintenance to the Flood Barrier at Pin Mill (PC's responsibility)
14.	Neighbourhood Plan: 14.a Cllr Bareham to update the members (if applicable)
15.	Covid - 19: UPDATE 15.a For members to approve the monthly Covid – 19 expenditure £140.58 15.b To update the members with the Covid – 19 Grant Information 15.c To inform members of the Covid – 19 spend to date £785.12
16.	Finance and Administration: 16.a To inform members that BDC has confirmed receipt of the Precept Request 2021 -2022 16.b To minute Decembers Bank Statements 2020 have been circulated to members. 16.c For members to consider approving SALC as the Internal Auditor for 2021 -2022 16.d For members to consider approving Jill Davis as the RFO (annual legal requirement) to be responsible for the administrative affairs of the Parish Council. 16.e To minute that the members receive the Bank Account Statements every month. 16.f To minute that the members received an update re the budget in January 2021.

17.		GDPR Matters (Annual Reviews): 17.a For members to consider approving the Data Protection Policy 17.b For members to consider approving the SAR Policy 17.c For members to consider approving the Document and Electronic Data Retention Policy 17.d For members to consider approving the Electronic Communications Policy 17.e For members to consider approving the Assessment of Personal Data Checklist				
18.		Payments to Consider: January 2021 Payments				
		A 002331	Peninsula Tree Services	Removal of tree and Ivy footpath 31	£75.00	£75.00
		B 002332	Shotley Odd Jobs	Dog Bin Emptying	£105.00	£105.00
		C 002333	Jill Davis	January 2021 Monthly Salary	£1055.60	£1055.60
		D 002334	Jill Davis	Covid – 19 January Expenses	£123.80	£16.78 £140.58
		E Direct Debit	Chelmondiston Nest Pension	Jill Davis – Pension Month 10 January 2021	£80.45	£80.45
				TOTAL:	£1439.85	£16.78 £1456.63
19.		The Next Parish Council Meeting: The next meeting of the Parish Council: Tuesday 2nd of March 2021 at 7.30pm Held Remotely.				
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.		Private and Confidential matters: 21.a Employment Matter - for members to consider approving the working from home allowance for 2021 -2022. 21.b Employment Matter – for members to consider approving overtime. 21.c Employment Matter – for members to consider approving (if 21.b approved) 21.d Employment Matter – to inform members of the holiday allowance for 2021 -2022 21.e Employment Matter – for members to considering approving the updated contract of employment.				

Jill Davis Parish Clerk

Dated: 28/01/2021