

# 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 Virtual Zoom Meeting of **CHELMONDISTON PARISH COUNCIL** will be held REMOTELY on **Tuesday the 6<sup>th</sup> OF APRIL 2021** at **7.30pm**. All Parish Councillors are summoned to attend, and all parishioners are welcome to join.

**Passcode:** 671068

**I.D:** 818 0660 7912

## 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 2ND of MARCH 2021:**
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
10. **Recycle Centre:** to inform
  - 10.a To update the members with the Financial Information - 2020 - 2021
  - 10.b To inform the members Shotley Parish Council has awarded a Grant of £750.00 for the 2021 -2022 Year
  - 10.c To update members with the Grant request to SCC
  - 10.d To update the members concerning the fly-tipping issues
  - 10.e To formally thank our Volunteers
11. **Dinghy Park/Pin Mill:**
  - 11.a To inform the members of the Dinghy Park Information for 2020 -2021
  - 11.b To inform the members that all the documents for the Dinghy Park for 2021 -2022 have been distributed.
  - 11.c For members to consider the three quotes received for the work on Pin Mill Common
  - 11.d For members to consider a Memorial Bench Application
  - 11.e For members to consider which area on the Common for the Memorial Bench (11.d)
  - 11.f For members to consider updating and clearing the Dinghy Park (Footpath Budget)
  - 11.g For members to consider re-shingling the Pin Mill Common Footpath (CIL Funds)
12. **Neighbourhood Plan:**
  12. a Cllr Bareham to update the members concerning any matters
  - 12.b To inform members of the Costs to Date: £14,968.50 – Available £1,531.50
  - 12.c To inform members that the final costings should be approx. £1200.00
13. **Covid - 19: UPDATE**
  - 13.a For members to approve the monthly Covid – 19 expenditure £14.39
  - 13.b To inform members that BDC have approved for the remaining grant to be carried over to the 2021 -2022 year
  - 13.c To inform the members that the grant cannot support any educational activities
  - 13.d For members to approve the amended Poster
  - 13.e To update the members with the year to date spend £813.90
14. **Finance:**
  - 14.a For members to consider the final costs for the car park £5337.60 (which includes VAT)
  - 14.b For members to consider approving Holbrook Academy Grant £920.69 (approved in Budget 2021-2022)
  - 14.c To inform the members that the Pension Contribution Direct Debit has been Set Up

- 14.d For members to consider approving the Mileage allowance of 45p per mile  
 14.e For members to consider Delegating Power of Footpaths/Bridleways to the Parish Clerk (within budget 2021-2022 £2500.00)  
 14.f To inform the members that the Section 137 Expenditure for 2021 -2022 is £8.41 Per Elector  
 14.g For members to consider Delegating Power of Stationery to the Parish Clerk (within budget 2021-2022 £1,000)  
 14.h To minute that February 2021 Bank Statements have been circulated to the members  
 14.i For members to consider a donation to Fresh Start  
 14.j For members to consider a schedule of works for replacing Street Furniture/Litterbins/Dog Bins when needed (Cllr Bareham)  
 14.k For members to consider replacing Meadow Lane Bench and Church Road Bench with Realise Futures Green and Brown (Jubilee Garden – Budget 2021 -2022 £5,000 Projects)  
 14.l For members to consider funding/Grant applications for the two benches if 14.l approved.  
 14.m For members to consider Cutting SCC Footpaths (Payment to Parish Council £464.60)  
 14.n For members to consider approving the Holbrook Academy Annual Grant £30.00 (Budget 2021 -2022)  
 14.o For members to consider the grant request from Shotley Peninsula Cricket Club  
 14.p For members to consider 'Business Direction' Costs (costs attached)  
 14.q For members to consider approving the change of address for all statutory, banking, and formal activities to the Chairman's home address  
 14.r For members to consider approving the Annual Memorial Wreath £40.00  
 14.s For members to consider approving the Annual Donations (s137) for 2021 -2022  
 14.t For members to consider approving the grant to St Andrews Church £700.00  
 14.u For members to consider approving the grant to Chelmondiston Playing Field £2377.00  
 14.v For members to consider approving the grant to Chelmondiston Good Neighbours Scheme £160.00

**15. Administration:**

- 15.a To formally 'thank' a parishioner for all his help with the car park closure  
 15.b To inform the members that car park is completed  
 15.c To inform members of the Draft Meeting Notes of the SALC/Babergh Forum have been circulated.  
 15.d To inform members of the Election of Councillors to Suffolk County Council has been published  
 15.e To inform members of the Election for Police and Crime Commissioner – Suffolk Police Area has been published  
 15.f For members to consider the implications of face-to-face meetings from the 17<sup>th</sup> May onwards  
 15.g For members to consider the date for The Great British Spring Clean – 28/05/2021 - 13/06/2021  
 15.h To inform members that any requests for items for the Annual Meeting of the Parish/Village need to be with the parish clerk by 18<sup>th</sup> April 2021  
 15.i To inform members that any requests for items for the Annual Meeting of the Parish Council need to be with the parish clerk by 18<sup>th</sup> April 2021

**16. End of Year 2020 -2021:**

- 16.a To inform the members – Covid -19 Spend £813.90  
 16.b To inform the members – Recycling Centre  
 16.c For members to consider approving the End of Year Reserves

**17. Payments to Consider: April 2021 Payments:**

A 002340	Jill Davis	March Covid – 19 Expenses	£14.39		<b>£14.39</b>
B 002341	Jill Davis	March 2021 Salary	£1105.60		<b>£1105.60</b>
C 002342	Mansion House (UK) LTD	Advert in the In - Touch Magazine	£80.00	£16.00	<b>£96.00</b>
D 002343	SALC	Payroll -6-month Service	£48.00	£9.60	<b>£57.60</b>
E 002344	HMRC	QUARTER 4 Payment	£423.41		<b>£423.41</b>
F 002345	Holbrook Academy	Contribution to the Music Room (Grant CIL)	£920.69		<b>£920.69</b>
G 002346	Eastern Savings and Loan Credit Union	Good Neighbours Scheme 2021 -2022	£160.00		<b>£160.00</b>
H 002347	Chelmondiston Playing Fields Committee	Annual Donation 2021 -2022	£2377.00		<b>£2377.00</b>
I 002348	Holbrook Academy	Annual Donation (S137)	£30.00		<b>£30.00</b>
J 002349	Suffolk Neighbourhood Watch Association	Annual Donation (s137)	£40.00		<b>£40.00</b>
K 002350	AGE UK	Annual Donation (s137)	£40.00		<b>£40.00</b>
L 002351	Revitalise	Annual Donation (s137)	£40.00		<b>£40.00</b>
M 002352	Suffolk Family Carers	Annual Donation (s137)	£40.00		<b>£40.00</b>

N 002353	The Befriending Scheme	Annual Donation (s137)	£40.00		<b>£40.00</b>
O 002354	St Elizabeth Hospice	Annual Donation (s137)	£40.00		<b>£40.00</b>
P 002355	EACH	Annual Donation (s137)	£40.00		<b>£40.00</b>
Q 002356	Chelmondiston PCC	Cutting of the Churchyard	£350.00		<b>£350.00</b>
R 002357	Chelmondiston PCC	Cutting of the Churchyard	£350.00		<b>£350.00</b>
S 002358	Home-Start	Annual Donation (s137)	£40.00		<b>£40.00</b>
T 002359	SARS	Annual Donation (s137)	£40.00		<b>£40.00</b>
U 002360	East Anglian Air Ambulance	Annual Donation (s137)	£40.00		<b>£40.00</b>
V 002361	Magpas	Annual Donation (s137)	£40.00		<b>£40.00</b>
W 002362	Jill Davis	March Expenses	£57.98	£3.75	<b>£61.73</b>
X 002363	Booth (Tarmacadam)	Completion of the Car Park	£4448.00	£889.60	<b>£5337.60</b>
Y DD	Nest Pension – Jill Davis	1 -31 March 2021	£80.45		<b>£80.45</b>
		<b>TOTAL:</b>	<b>£10,885.52</b>	<b>£918.95</b>	<b>£11,804.47</b>

18. **The next meeting of the Parish Council:  
Both Meetings conducted Remotely by Zoom  
Annual Meeting of the Parish Council 4<sup>th</sup> of May 2021  
Annual Meeting of the Parish/Village 5<sup>th</sup> of May 2021**

19. **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

**Employment Matters:**

19.a For members to consider approving the Parish Clerk's Annual Leave 2021 -2022

19.b To inform members – Parish Clerk new address

*Jill Davis* Parish Clerk

**Dated: 30/03/2021**