

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 SEPTEMBER 2021 AT 7.30PM.**

All Committee Members are summoned to attend. Parishioners and members of the public are welcome but we ask you to follow the Covid – 19 Special Hire Conditions listed below.

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

The Parish Council will be following the Covid -19 Special Hire Conditions:
(This list is not exhaustive)

Maintaining social distancing as far as possible

Please use hand sanitisers provided

Wearing a face covering is recommended but not mandatory

The recommended capacity of the Village Hall is 30 persons

There will be a record of attendance for track and trace

No hard copies of agendas or supporting papers will be available – so please bring your own

The doors will be open from 6.30pm (there is a Planning Meeting beforehand) for parishioners and members of the public

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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 August 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. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests and considerations** and agree any actions needed:
 - 7.a Planning Committee
 - 7.b Village Hall
 - 7.c Playing Field
 - 7.d Village Amenities
8. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
 - 8.a Defib Pads – Arrived and Fitted
 - 8.b BDC Paper Bank at the Recycling Centre
 - 8.c Tree Safety Work – Pin Mill Woodland w/c 06/09/2021
9. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
 - 9.a Thank you's received from parishioners – Footpath Contractor
 - 9.b Thank you received from a parishioner – Covid -19 Grant Award
 - 9.c Update – Peninsula Community Play
10. **Recycle Centre:** to inform
 - 10.a To update the members with the Financial Information for August 2021
 - 10.b To update members with the Health and Safety Report
 - 10.c To update members with the Risk Assessment
11. **Dinghy Park/Pin Mill:**
 - 11.a To update members concerning the Flood Defence Boards

- 11.b To update the members concerning the rubbish area at Pin Mill
 11.c To update the members – the contractor has ordered the materials for the areas for the memorial benches
 11.d For members to consider approving a Memorial Bench Request

12. Neighbourhood Plan:

Cllr Bareham to update the members

13. Covid - 19: UPDATE

- 13.a For members to consider the payment of £69.39 for August 2021
 13.b To inform members £484.15 left to use

14. Administration:

- 14.a To inform the members that the Draft Meeting Notes from the SALC/BDC have been circulated to all members
 14.b To inform members of fly-tipping around the parish
 14.c To inform the members of the Festival of Suffolk Zoom Invite - Chairman
 14.d To inform members of the Image Copyright for the Website

15. Finance:

- 15.a For members to consider the costing for the Annual Tree Risk Assessment Costing £75.00
 15.b For members to consider Defib training in the parish
 15.c To inform members of the July Bank Statements £74,178.44
 15.d To inform members of the monthly Expenditure
 15.e For members to consider 20 hours overtime – Website Update

16. End of Year 2020 -2021:

- 16.a To review the points made from the Internal Audit Report from SALC
 16.b To consider approving the points raised from the Internal Audit Review
 16.c To inform the members that the AGAR was amended (Internal Audit Report and conversation with the external auditor) Chairman informed before actioning
 16.d To inform the members that the AGAR and supporting papers were emailed to the External Auditor on Thursday the 26th August 2021
 16.e To inform members of the updated End of Year Reserves

17. Financial Year 2021 -2022:

- 17.a For members to consider appointing SALC as the Internal Auditor for 2021 -2022
 17.b For members to approve Jill Davis as the RFO for 2021 -2022
 17.c For members to consider the Annual Insurance Review

18. Payments to Consider: September 2021 Payments

A 002397	Covid – 19 Applicant 'Power to Pay'	Grant Awarded	£25.00		£25.00
B 002398	SA Meacock Garden Services	Monthly Garden services	£208.00		£208.00
C 002399	Sackers	Skip Hire	£603.60	£120.72	£724.32
D 002400	Sackers	Skip Hire	£575.15	£115.03	£690.18
E 002401	PJB Garden Maintenance Invoice - 98	Footpaths	£150.00		£150.00
F 002402	SALC	Internal Audit Report	£286.00	£57.20	£343.20
G 002403	Jill Davis 'Power to Pay'	Covid -19 Expenses	£36.99	£7.40	£44.39
H 002404	Jill Davis	August Expenses 2021	£70.68	£9.83	£80.51
DD	Nest - Pension	Monthly Pension	£80.45		£80.45
I 002405	Wel Medical	Defib Pads	£149.95	£29.99	£179.94
J 002406	Jill Davis	August Salary 2021	£1066.73		£1066.73
K 002407	Sackers	Skip Hire	£1051.94	£210.39	£1262.33
		TOTAL:	£4304.49	£550.56	£4855.05

19.

**The Next Parish Council Meeting:
 The next meeting of the Parish Council:
 Tuesday 5^h of October 2021 at 7.30pm in the Village Hall**

Jill Davis Parish Clerk

Dated: 02/09/2021