

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 5TH OF OCTOBER 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:

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 7TH of September 2021:**
This item is deferred – Parish Clerk holiday
- 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. Correspondence Report:** Items received after publication of the agenda or for items needing discussion
 - 8.a Reply to residents' letter
 - 8.b Correspondence from Woolverstone Parish Council
 - 8.c Correspondence from a resident
- 9. Clerk's Report:** Items received after the publication of the agenda or for items needing discussion
 - 9.a Replacement bench in place – opposite Lings Lane bus stop
 - 9.b Confirmation received from the primary school and the board of Governors – parish councillor vacancies.
 - 9.c All outstanding items from the September Meeting will be completed by the end of October along with the October items.
 - 9.d Advert for Parish Councillor – October edition of the InTouch Magazine
- 10. Recycle Centre:** to inform
 - 10.a To update the members with the Financial Information for September 2021

- 10.b To inform the members of the recycling credit (paper, bottle bank, etc) £342.92
 10.c To update the members with the Risk Assessment and Report (if received)
 10.d To inform members of the recommended Fire Risk Template from the risk assessor
 10.e To inform members of the reply from Cllr Barwick's query concerning Fire Risk Assessment

11. Dinghy Park/Pin Mill:

No items at present

12. Neighbourhood Plan:

Cllr Bareham to update the members

13. Covid - 19: UPDATE

- 13.a For members to consider the payment of £14.39 for September 2021
 13.b To inform members £469.76 left to use

14. Administration:

14.a For members to consider allowing the parish clerk to research replacement noticeboards, signage boards and grants.

15. Finance:

- 15.a For members to consider the annual costing of the Clerks and Council Direct Annual Subscription £12.00
 15.b To inform members that £272.00 has been received for the Bottle Bank at the Red Lion
 15.c To inform members of the August Bank Statements £73,477.58
 15.d To minute that the August Bank Statements have been circulated to the members
 15.e For members to consider ordering the Commemorative Mug (deferred from a previous meeting) The Queen's Platinum Jubilee
 15.f To inform members that the second Precept Payment has been received £13,414.50
 15.g To inform members that the parish clerk's expenses for September will be carried forward to the following month

16. End of Year 2020 -2021:

16.a To inform members of the Completion of the Limited Assurance Review 2020-2021 – no issues.

17. Financial Year 2021 -2022:

- 17.a To update members with the asset register
 17.b For members to consider the Annual Insurance Review (emergency powers)
 17.c For members to consider approving the Annual Insurance Costing £752.33 (emergency powers)

18. Payments to Consider: October 2021 Payments

A 002408	BDC	Annual Brown Bin Charge	£46.60		£46.60
B 002409	SA Meacock Garden Services	Monthly Garden services	£208.00		£208.00
C 002410	Mansion House Publishing	Advert in the InTouch Magazine	£125.00	£25.00	£150.00
D 002411	Jill Davis	September Salary	£1066.73		£1066.73
E 002412	Jill Davis	October Covid -19 Payments	£11.99	£2.40	£14.39
F 002413	McCormack Benson Health and Safety	Health and Safety Risk Assessment	£595.00	£119.00	£714.00
G 002414	PJB Garden Maintenance	Invoice 99 Garden Services	£200.00		£200.00
H 002415	PJB Garden Maintenance	Invoice 100 Garden Services	£160.00		£160.00
I 002416	Realise Futures	Replacement Bench	£681.02	£136.20	£817.22
J 002417	Chelmondiston Village Hall	Village Hall Hire	£80.00		£80.00
K 002418	Came & Company	Annual Insurance Payment	£752.33		£752.33
L 002419	HMRC	HMRC Payment	£358.02		£358.02
M 002420	PKF Littlejohn LLP	External Audit Payment	£300.00	£60.00	£360.00
N 002421	Clerk's and Councils Direct	Annual Subscription	£12.00		£12.00
O DD	Nest Pension	September Nest Payment	£80.45		£80.45
TOTAL:			£4677.14	£342.60	£5019.74

19.

**The Next Parish Council Meeting:
 The next meeting of the Parish Council:
 Tuesday 2nd of November 2021 at 7.30pm in the Village Hall**