

**A MEETING OF CHELMONDISTON PARISH COUNCIL WILL BE HELD IN THE  
VILLAGE HALL ON TUESDAY 5<sup>th</sup> DECEMBER 2017 AT 7.30pm**

All Parish Councillors are summoned to attend and all parishioners are invited.

**Parish Council meeting at 7.30pm. AGENDA**

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are 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 Chairman** and to *receive and consider Apologies for Absence*
2. **Position of Clerk/RFO:**
3. **Dispensations:** *to consider requests* AND **Declaration of Interests:** *to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.*
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 7<sup>th</sup> November 2017*
5. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*

AND to receive **REPORTS** (if available) from: a) County Councillor: b) District Councillors:

6. **REPORTS FROM... Committees/Representatives of other Committees/Groups/Meetings:** *to receive reports and proposals/requests and to take any action deemed necessary.*

- |  |   |
|--|---|
| a) <b>Planning Cttee:</b>                                    | b) <b>Village Hall:</b>                           |
| c) <b>Playing Field: Tennis Court</b>                        | d) <b>Footpaths, Trees &amp; Hedgerows:</b>       |
| e) <b>Village Amenities: Asset maintenance/ War Memorial</b> |   |
| f) <b>Housing Needs -WG: Update</b>                          | g) <b>Data Protection Course: Jennie &amp; JD</b> |
| h) <b>Other</b>  |   |

7. **Clerk's Report:** *and to consider any actions necessary* -
  - i) **updates** – *tennis court moss clearance; hedge alongside school; 2018 meeting dates;*
  - ii) **Broadband** – *to discuss options for the Village Hall*
8. **CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*
9. **DATA PROTECTION:** Action required on: training, appointing a suitable officer.
9. **Pin Mill Bay Management CIC:** *update if available*
10. **Play & Keep Fit Equipment:** *Update & Quotes if available J Deacon takes over*
11. **Recycling Centre:** *to consider reports and to take any action deemed necessary J Deacon takes over*
12. **Pin Mill Common: Common/Dinghy Park/Grindles:** *to receive reports - to take any action deemed necessary on maintenance.*
  - a) **Tidal flap maintenance** *to consider gift to Gus Curtis for working gratis on tidal flap*
  - b) **to consider appointment of Dinghy Warden??????**
13. **FINANCIAL ITEMS:**
  - 13.1 **RFO's Monthly Report:**
    - \* November Bank Reconciliation
    - \* Payment of donation to RBL for wreath £40.00 cq. No. 1959
    - \* To appoint an internal auditor (LCPAS)
  - S. Meacock quotation for grass cutting at Pin Mill, car park hedge cutting and any snow clearance required for 2018 *to accept (same rates as last year)*
  - 13.2
    - a) **Precept discussion**
    - b) **Grant Applications:** *to consider applications for 2018*
      - i) V. Hall. ii) St Andrews Church iii) Good Neighbour Scheme iv) Playing Field

13.3 PAYE: to consider contracting out to SALC or LGA.

13.4 To consider Payments to: and other invoices arriving after the posting of this agenda

- |   |       |
|---|-------|
| a) 1960 S A Meacock Garden Services: Pin Mill grass cutting etc.    | 72.50 |
| b) 1961 Mrs F Sewell: Final Salary (to 09 November)                 |       |
| c) 1962 Holbrook Academy Endeavour Award                            | 30.00 |
| d) 1963 St. Andrew's PCC Room hire on 12 <sup>th</sup> October 2017 | 12.50 |

14. Reports of Other Business (not itemised): to be included on next agenda if necessary.

15. THE NEXT PARISH COUNCIL MEETING – Tues 9<sup>th</sup> January 2017 in the Methodist Hall

Rosie Kirkup – Acting Clerk to Chelmondiston Parish Council. Email: clerk@chelmondistonpc.info

NOTES This is a start

2. Position of Clerk: *Both positions if taken up by a Cllr must be unpaid.*

a) to appoint an Acting Clerk:

b) to consider an Acting Finance Officer (LGA 1972 s112) *Not a Responsible FO See SALC folder*

*Must have a vote/resolution and minutes that both temporary jobs are unpaid*

*I would suggest the resolution should include writing appropriate letters, issuing service orders and invoices as required*

*See SALC folder re Chairman writing letters; a resolution is required!*

Re 13.2 You have to resolve having LCPAS as the internal auditor. That could go on December's agenda

Re Holiday pay may do that separately for later payment. Need to tell council.

No decision should be made on the precept until you have received the tax base which should come in later this month