

Chelmondiston Parish Council

Chairman: Cllr. David Cordle

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

A Meeting of **CHELMONDISTON PARISH COUNCIL** will be held in **THE VILLAGE HALL** on **TUESDAY 6TH MARCH 2018** at **7.30pm**. All Parish Councillors are summoned to attend and all parishioners are invited.

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 Chairman** and to receive and consider **Apologies for Absence**
2. **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.
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **6th February 2018**.
4. **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**
5. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests** and to take **any action** deemed necessary.
 - a) **Planning Committee:** report on 20/02/2018
 - b) **Village Hall:**
 - c) **Playing Field:** grant updates
 - d) **Footpaths, Trees & Hedgerows:** to discuss Footpath 50 & footpath on Pin Mill Common
 - e) **Village Amenities:** Asset maintenance/ War memorial Noticeboards
 - f) **Housing Needs – WG:** Update
 - g) **Other**
6. **Clerks Report:** and to consider any action necessary
 - a) **Updates:** report from previous meetings
Community Action Suffolk -discuss website
 - b) **New Domain Quote:** to approve
Maytrees IT Services
7. **Correspondence:** to take any action deemed necessary on correspondence received
8. **Parish Councillor Vacancy:** to consider
 - a) Cost of Quote
 - b) Leaflet Drop in the Parish
 - c) Leaflet Distribution Litter Pick
9. **GDPR:** to discuss
 - a) GDPR Toolkit for Local Council
 - b) DPO cost £300.00 - £1050.00 each year for a two-year contract
 - c) LCPAS cost £300.00 per year
10. **Neighbourhood Plan:** to update
Kirkwells accepted. Date of initial call conference 08/03/2018.
11. **2018 Footpath Surface Cutting:** to approve
Parish Council arrangements.

12. **War Memorial Quote:** to consider
Quote from Collins & Curtis Masonry
13. **Pin Mill Bay Management CIC:** report on meeting
14. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
15. **Department for Environment Food & Rural Affairs – Consultation:** to inform
16. **Suffolk Highways survey:** to discuss
Deadline date 19th March.
17. **Recycling Centre:** to consider reports and to take any action deemed necessary
Update on Revenue
18. **Asset Register 2017-2018:** to approve
 - a) Purchase of Laminator
 - b) Disposal of Shredder
 - c) Damage to Pin Mill Bench Seat
 - d) Asset Register
19. **Financial Risk Assessment 2017-2018:** to review
20. **Statement of Internal Control 2017-2018:** to review
21. **Fidelity Liability Insurance 2017 -2018:** to review
22. **Standing Orders 2017-2018:** to review
23. **Financial Items:**

23.1 **RFO's Monthly Report:** February's 2018 Bank Reconciliation

23.2 **To Consider Payments to:** and other invoices arriving after the posting of this agenda

a) 1983 P & J Labels: Dinghy Park Labels £108.95 [21.79]	£130.74
b) 1984 Suffolk Association of Local Council: Training Course -End of Year Accounts £25.00 [5.00]	£30.00
c) 1985 InkXpress: ink cartridges	£42.48
d) 1986 S A Meacock: monthly grass cutting	£72.50
e) 1987 Mrs J Davis: February 2018 monthly salary	628.02
f) 1988 Mrs J Davis: Expenses for February – post/mileage/book tokens	£38.15
TOTAL	£941.89

24. **Playing Field 2018 Quote:** to approve
Mr Hazelwood's quote for £350.00
25. **Jubilee Garden Maintenance 2018:** to approve
Mr B Miller £300.00
26. **Grant Requests:** to approve
 - a) St Andrew's Church, Chelmondiston – no amount requested. Parish Council discretion
 - b) Chelmondiston & Pin Mill Good Neighbours Scheme – £160.00
27. **Lloyds Business Instant Account:** to approve
Monthly bank statements & Linking to the Treasurer's Account
28. **The Next Parish Council Meeting:**
Tues 3rd April 2018 at 7.30pm in the Village Hall.