

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 3RD APRIL 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 March 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:** to update
 - b) **Village Hall:**
 - c) **Playing Field:** to discuss
 - d) **Footpaths, Trees & Hedgerows:** to discuss
 - e) **Village Amenities:** Asset maintenance/ War memorial: to approve
Pin Mill Common Bench Seat quote £75.00 -£100.00 to repair
 - f) **Housing Needs – WG:** Update
 - g) **Other**
6. **Clerks Report:** and to consider any action necessary
 - a) **Updates:** report from previous meetings
Tennis Court Treatment – After Easter
 - b) **BT Broadband:** to update
 - c) **Grant applied:** to update
Viridor £6.5k for Playing Field application.
 - d) **Footpath Service Cutting:** to update
 - e) **War Memorial:**
Timeframe for 2 weeks
7. **Correspondence:** to take any action deemed necessary on correspondence received
8. **Parish Councillor Vacancy:** to update
2 applications
9. **GDPR:** to approve
 - a) LCPAS – DPO Service agreement £300.00 the first year then £150.00 following years
 - b) Overtime of 18 hours to be approved for implementation(LCPAS)
 - c) LCPAS templates to be approved
 - d) Data Protection Fee £40.00
 - e) Container – budget requirements
 - f) Best practice – Confidential Waste Cost
 - g) Insurance Policy
10. **Litter Pick:** to discuss
A new date.
11. **Suffolk Coast & Heath Area of Outstanding Natural Beauty Boundary Review:** to discuss
Review to be completed by 20th April 2018
12. **Orrnigeing Dutch Barge:** to discuss
13. **Pin Mill Bay Management CIC:** to discuss
Parish Council Minutes once approved to be distributed to PMBMCIC

14. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
15. **Annual Meeting of the Village/Parish:** to discuss
Date Wednesday 30th May 2018
Proceedings
Responsibilities
Agenda
16. **Original Deeds:** to discuss
Photocopy
Secure
17. **Projector:** to discuss
To purchase
18. **Recycling Centre:** to update
a) Update from Derek Davis re-receiving of recycling costs
b) Issue re Shotley PC
c) Update of Hours: BH Monday Wednesday & Saturday 9.00am - noon
d) Financials
19. **Fidelity Liability Insurance 2018 -2019:** to review
INSURANCE - £100,000
PRECEPT 1.3% INCREASE
CIL 15% - NEIGHBOURHOOD PLAN - 25%
PLAYING FIELD GRANTS £16.5K
20. **Promoting the Parish Council:** to discuss
Involvement of Local Councils/ Societies
21. **Clerk's Holiday:** to update
Week Commencing 9th April 2018 for 1 week
Procedure
22. **Financial Items:**
End of Year Audit & Reserves: to discuss
- 22.1 PKF Littlejohn External Auditor information
Email from LCPAS - recommendations
- 22.2 **End of Year Reserves:** to discuss
- 22.3 **RFO's Monthly Report:** March's 2018 Bank Reconciliation
- 22.4 **To Consider Payments to:** and other invoices arriving after the posting of this agenda
- | | |
|---|-----------------|
| a) 1989 BDC: Litter & Dog Bin(prepaid) £639.12 [127.82] | £766.94 |
| b) 1990 Chelmondiston & Pin Mill Good Neighbours: Grant approved for Public Liability Insurance | £160.00 |
| c) 1991 Mrs R Kirkup: Ink Cartridges | £35.99 |
| d) 1992 Chelmondiston Village Hall: Hire of Village Hall | £51.00 |
| e) 1993 HMRC: National Insurance Employers and Employees | £27.06 |
| f) 1994 S A Meacock Garden Services: Monthly Garden Services | £72.50 |
| g) 1995 SALC: Training Planning Workshop £25.00 [£5.00] | £30.00 |
| h) 1996 SALC: Provision 4 months Payroll Service £30.00 [£6.00] | £36.00 |
| i) 1997 Mrs J Davis: March Monthly Salary | £628.02 |
| j) 1998 Mrs J Davis: March Expenses £163.78 [£6.20] | £158.73 |
| TOTAL: | £1966.24 |
23. **Lloyds Bank Errors:** to discuss
Treasury February Bank Statement Balance £1057.36/ £865.36
Business Bank Instant February Statement =10p error
24. **Parish Clerk Literature:** to approve
Local Council Explained = £22.98
The Good Councillors Guide 2017 = £5.40
The Good Councillors Guide to Finance and Transparency = £5.40 TOTAL £33.78
25. **Parish Clerk Training:** to approve
SALC = 8 Training Courses
TRAINING TOTAL = £334.80
TRAVEL = £104.00 Total = £438.80 (Budget 2018- 2019 £400.00)
26. **BullGuard Renewal:** to approve
Renewal form 2nd June 2018 for 1 year
27. **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 – (Contract of Employment) Parish Council: to approve

The Next Parish Council Meeting:

Tues 1st May 2018 at 7.30pm in the Village Hall.

