

# Chelmondiston Parish Council

Chairman: Cllr. David Cordle

Parish Clerk: Mrs Jill Davis e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 01473 780159

A Meeting of **CHELMONDISTON PARISH COUNCIL** will be held in **THE VILLAGE HALL** on **TUESDAY 4<sup>TH</sup> DECEMBER 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 **6<sup>TH</sup> NOVEMBER 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 report
  - b) **Village Hall:** to report
  - c) **Playing Field:** to report
  - d) **Village Amenities:** to report
  - e) **Other:** to report  
Website
6. **Clerks Report:** and to consider any action necessary
  - 1) **Updates:** report from previous meetings
  - 2) **Suffolk Coast and Heaths AONB:** to inform  
Event 14<sup>th</sup> December 2018
  - 3) **Suffolk County Council:** to inform  
Budget Strategy
  - 4) **Centenary Event:** to inform
  - 5) **Jubilee Gardens:** to inform  
April 2019 onwards  
1 Quote in £3940.00
  - 6) **Memorial Bench:** to approve  
Quote £150.00  
Quote £200.00
  - 7) **Noticeboards:** to approve  
Quote £250.00
  - 8) **LCPAS Training Brochure 2019:** to inform
  - 9) **Wooden Sign:** to discuss  
Pin Mill
7. **Correspondence:** to take any action deemed necessary on correspondence received
8. **Playing Field:** to approve  
Legislation and Constitution.
9. **Recycling Centre:** to update  
Financial Information (30/11/2018)  
Waste Carrier Licence Purchased until 2021
10. **Pin Mill Bay Management CIC:** to update  
Meeting feedback
11. **Pin Mill Grindle/Dinghy Park:** to approve  
Permit Letter  
Permit Fees
12. **Travel and Expense Policy:** to approve  
Approval for adopting the Policy requested.
13. **Advisory Finance Group Recommendations to Full Council**

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- 13.1 **Advisory Finance Group Minutes:** to inform
- 13.2 **Reset of 2018 -2019 Budget:** to approve  
Reasons for overspend on classifications
- 13.3 **S.A Garden Services:** to approve  
3 Year contract  
Existing Contract £752.00 per season  
Village Hall Contract: £188.00 per season
- 13.4 **Budget 2019 - 2020:** to inform  
January 2019 Parish Council Meeting  
CIL Information.
- 13.5 **Donation to Charities 2019 -2020:** to approve  
11 Charities at £40.00 each.
- 13.6 **Donation to St Andrew's church 2019 - 2020:** to approve  
£260.00 Donation (applicable from April 2019)
- 13.7 **Donation to Recreation Ground Charity 2019 - 2020:** to approve  
£900.00 Donation (applicable from April 2019)
- 13.8 **Village Hall Charity 2019 - 2020:** to approve  
£1800.00 Donation – Gifted – (applicable from April 2019)
- 13.9 **Good Neighbours Scheme 2019 -2020:** to approve  
£160.00 Donation (applicable from April 2019)
14. **Staff Appraisal Policy 2018:** to approve  
Approving the Policy.
15. **Neighbourhood Plan:** to inform  
Balance: £12,904.00
16. **Planning War Chest:** to approve  
£1500.00 to consider
17. **Financial Matters:**
- 17.1 **RFO's Monthly Report:** November's Policy 2018 Bank Reconciliation
- 17.2 **To Consider Payments to:** and other invoices arriving after the posting of this agenda
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|--|-------------------------|
| a) <b>2088 Jill Davis:</b> November Salary                     | £929.56                 |
| b) <b>2089 Jill Davis Expenses:</b> November's Expenses        | £281.06                 |
| c) <b>2090 SA Meacock Garden Services:</b> October Payment     | £72.50                  |
| d) <b>2091 Holbrook Academy:</b> Annual Endeavour Award        | £30.00                  |
| e) <b>2092 Chelmondiston PCC:</b> Neighbourhood Plan Room Hire | £12.50                  |
| f) <b>2093 CommuniCorp:</b> Additional Publication             | £12.00                  |
| g) <b>DD ICO:</b> Annual Data Protection Fee                   | £40.00                  |
| <b>TOTAL:</b>  | <b>TOTAL: £1,377.62</b> |
18. **Parish Council Vacancy:** to consider  
Application
19. **Parish Council Vacancy:** to consider  
Application
20. **Holbrook Academy:** to inform  
Endeavour Award
21. **The Next Parish Council Meeting:**  
**Tues 8<sup>th</sup> JANUARY 2019 at 7.30pm in the Methodist Hall.**
22. **Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission to 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 2019 - 2020:** to approve  
*Jill Davis* – [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) 01473 780159
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**26<sup>TH</sup> NOVEMBER 2018.**