

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 NOVEMBER 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 **2ND OCTOBER 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. **Linden Homes:** to present
Potential purchase of land - Hill Farm Lane
6. **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 (Cllr Bareham)
Foresters - Pub Sign (Cllr Bareham)
Church Road (Cllr Stevens)
7. **Clerks Report:** and to consider any action necessary
 - 1) **Updates:** report from previous meetings
2019 Parish/Planning meetings
Memorial Bench
 - 2) **Bonfire Night:** to update
10/11/2018 – Gates Open at 5.00pm
 - 3) **Grit Bin:** to inform
Added to Asset Register – no extra charge
 - 4) **Footpath Monitoring:** to discuss
8. **Correspondence:** to take any action deemed necessary on correspondence received
9. **Centenary Event:** to update
08/11/2018 St Andrews Church
11/11/2018 St Andrew's Church
11/11/2018 Shotley Village Hall - Concert
10. **Recycling Centre:** to update
Financial Information
11. **Annual Staff Appraisal Form:** to approve
12. **Pin Mill Bay Management CIC:** to update
Meeting to Participate
13. **Pin Mill Grindle/Dinghy Park:** to discuss – if required
14. **Advisory Finance Group Recommendations to Full Council**
 - 14.1 **Asset Register 2018 - 2019:** to approve
Amendments Made
 - 14.2 **Statement of Internal Control for 2018-2019:** to approve
Amendments Made
 - 14.3 **Terms of Reference:** to approve

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- 14.4 **Financial Regulations 2018 – 2019:** to approve
Amendments Made
- 14.5 **Financial Risk Assessment 2018 – 2019:** to approve
Amendments Made
- 14.6 **Appointment of Internal Auditor for 2019 -2020:** to approve
LCPAS to appoint Cost £200.00 (same as last year)
- 14.7 **Grant Policy 2018:** to approve
Amendments Made
- 14.8 **Grants Application Form 2018:** to approve
Amendments Made
15. **Financial Matters:**
- 15.1 **Nest Pension:** to approve
Nest Contribution Employer Increase
- 15.2 **Annual Wreath:** to approve
£40.00 cost.
- 15.3 **Clerks and Councils Direct:** to approve
Extra Magazine £12.00 per annum
- 15.4 **Projector Purchase:** to approve
£359.99 / £259.99 to approve
- 15.5 **Planning Workshop:** to approve
Request for Training 16/01/2019 £26.00 + VAT
- 15.6 **Clerks Training:** to approve
Notice, Agenda and Minutes 21/02/2019 £23.00 + VAT
- 15.7 **Chelmondiston Tree Work:** to approve
Risk Assessment Update £520.00
- 15.8 **Parish Election 2019:** to approve
Estimated uncontested £110.78
Estimated Contested £1107.68
- 15.9 **VKM Gardening:** to approve
War Memorial Planting £100.00 for the Year
- 15.10 **RFO's Monthly Report:** October's 2018 Bank Reconciliation
- 15.11 **To Consider Payments to:** and other invoices arriving after the posting of this agenda
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| a) 2076 David Latter: Pin Mill Noticeboards (prepaid) | £30.00 |
| b) 2077 Community Action Suffolk: Annual Website Subscription
£50.00 [£10.00] | £60.00 |
| c) 2078 Peninsula Tree Services: Annual Tree Risk Assessment
£240.00 [community discount] | £150.00 |
| d) 2079 SALC: Payroll charge -6 months £45.00 [£9.00] | £54.00 |
| e) 2080 SALC: Clerk Training £51.50 [£10.30] | £61.80 |
| f) 2081 SALC: VAT Training £35.00 [£7.00] | £42.00 |
| g) 2082 SACKERS: Skip Cost £969.24 [£193.85] | £1163.09 |
| h) 2083 Royal British Legion: Poppy Wreath | £40.00 |
| i) 2084 P J Mann: War Memorial Plants | £28.00 |
| j) 2085 Community Action Suffolk: Website Training £40.00
[£8.00] | £48.00 |
| k) 2086 Jill Davis: October Salary | £906.71 |
| l) 2087 Jill Davis: October's Expenses £97.30 [£3.39] | £100.69 |
| TOTAL: | TOTAL: £2684.29 |

16. **The Next Parish Council Meeting:**
Tues 4th DECEMBER 2018 at 7.30pm in the Village Hall.
Jill Davis – clerk@chelmondistonpc.info 01473 780159

1st November 2018
