

# 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 THE 5<sup>th</sup> of NOVEMBER 2019** 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 the Chairman:**
2. **Apologies for absence:** to receive and note apologies
3. **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.
4. **To approve the minutes of the Parish Council Meeting held on the 1<sup>ST</sup> OF OCTOBER 2019:**
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
6. **Reports:** to receive reports
  - 6.a County Councillor Report
  - 6.b District Councillor Report
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests** and agree any actions needed:
  - 7.a Planning Committee
  - 7.b Village Hall
  - 7.c Playing Field
  - 7.d Village AmenitiesTo inform the members that the new Bus Timetables are in place
  - 7.e Pin Mill Multi-Agency
  - 7.f Climate and Ecological Emergency Working Party:

The Climate and Ecological Emergency Working Party is requesting permission from to Parish Council to conduct a survey of residents to ascertain the level of support for declaring a Climate and Ecological Emergency. Members of the working party will do the work of distribution and collection of the survey.

The climate and Ecological Emergency Working Party is requesting permission from the members to approve the content of the survey
8. **Clerk's Report:** Items received after publication of the agenda
9. **Correspondence:** Items received after the publication of the agenda
  - 9.a Letter of Complaint – Highways
  - 9.b Renaming of Babergh District Council Update
  - 9.c To update the Parish Council in relation to a Freedom of Information Request
  - 9.d Times Article
10. **Recycle Centre:**
  - 10.a To inform the members of October's financial information - supporting paper
  - 10.b To inform the members of a £1500.00 allocation of a grant for next year (after April 2020) from Suffolk County Council
  - 10.c For members to consider completing an Independent Health and Safety Risk Assessment re the new Insurers (Cllr Bareham)
  - 10.d For members to consider requesting a grant from Shotley Parish Council
11. **Neighbourhood Plan:**
  - 11.a Cllr Ward to update the members with any progress of the Neighbourhood Plan
12. **Village Hall:**
  - 12.a Dates for 2020 PC and Planning Meetings to be considered by the members (Village Hall have ok'd the dates the Hall is available)
  - 12.b Councillor David Cordle wishes for the members to consider withdrawing the agreement between the Parish Council and the Village Hall in relation to the annual £2,000.00 grant

13. **SALC Board:**  
For members to consider whether they wish to apply for the vacancies on SALC's board.  
Closing Date 15<sup>th</sup> of November 2019
14. **Historical Parish Council Information**  
For members to consider moving the historical information of the Parish Council to ensure GDPR Compliance (Cllr Bareham – over 6 months)  
For members to consider having access to the container and also having a separate lock for the room where the historical information of the Parish Council is held (Cllr Dot Cordle)  
For members to consider when and cost of cataloguing the historical information of the Parish Council to ensure compliance under GDPR Regulations (Parish Clerk)
15. **Public Sector Bodies Accessibility Regulations 2018**  
For members to consider:  
When the work needs to be completed  
Who will complete the work  
The implication of Costs
16. **Consultation:**  
Members to consider a response collectively or individually to the Local Government Boundary Commission. Consultation closes 02/01/2020
17. **Babergh East Police and Parish Forum:**  
17.a Babergh East Police and Parish Forum – next meeting 4<sup>th</sup> of December Brantham Leisure Centre 7.00pm  
17.b Feedback form the meeting held in Chelmondiston 9<sup>th</sup> of October  
17.c For members to consider holding a meeting in Chelmondiston for 2020
18. **Finance and Administration:**  
18.a To update the members with the Monthly financial Report for October  
18.b For members to consider the work required from the Annual Tree Risk Assessment £695.00  
18.c To update the members re the HP Standing Charge  
18.d To consider engaging the Parish Council's Solicitor in relation to ownership of Bylam Common  
18.e To consider engaging the Parish Council's Solicitor in relation to registering with the Land Registry Page's Common and Pin Mill Common  
18.f For members to consider the planting of a tree (area next to Jubilee Garden) residents' suggestion, cost of tree £75.00  
18.g For members to consider holding the Finance Group Meetings at a neutral venue. Two meeting per year £25.00 (over the 6-month requirement)  
18.h For members to consider funding or part funding a PCSO £34,000.00. Deadline 15/11/2019 (over 6-month requirement)  
18.i For members to consider the Annual One Suffolk Website Host £50.00 + VAT = £60.00
19. **Payments to Consider:**
- |  |                  |                        |
|--|------------------|------------------------|
| a. 2201 One Suffolk – Annual Website Hosting                   | £50.00 [£10.00]  | <b>£60.00</b>          |
| b. 2202 P J Mann – War memorial Planting                       |                  | <b>£30.00</b>          |
| c. 2203 SA Meacock – Monthly Garden services                   |                  | <b>£208.00</b>         |
| d. 2204 Holbrook Academy – Annual Endeavour Award              |                  | <b>£30.00</b>          |
| e. 2205 Babergh District Council – Annual Waste Bin Charge     |                  | <b>£50.00</b>          |
| f. 2206 CommuniCorp – Annual subscription                      |                  | <b>£12.50</b>          |
| g. 2207 SALC – 6 Month Payroll Charge                          | £48.00 [£9.60]   | <b>£57.60</b>          |
| h. 2208 Chelmondiston Methodist Church – Working Party Meeting |                  | <b>£20.00</b>          |
| i. 2209 Glasdon – Dog Bin                                      | £361.39 [£72.28] | <b>£433.67</b>         |
| j. 2210 Jill Davis – October Salary                            |                  | <b>£996.39</b>         |
| k. 2211 Jill Davis – October Expenses                          | £109.39 [£8.12]  | <b>£117.51</b>         |
| l. 2212 Peninsula Tree Services – Annual Risk Assessment       |                  | <b>£75.00</b>          |
|  |                  | <b>TOTAL: £2090.67</b> |
20. **The Next Parish Council Meeting:**  
**The next meeting of the Parish Council: Tuesday 3<sup>rd</sup> of December 2019 at 7.30pm in the Village Hall.**

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Dated: 31<sup>st</sup> of October 2019