

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 THE 3rd of DECEMBER 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. **Apologises 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 5TH OF NOVEMBER 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 Amenities
7.e Pin Mill Multi-Agency	7.f Climate and Ecological Emergency Working Party:
8. **Clerk's Report:** Items received after publication of the agenda
9. **Correspondence:** Items received after the publication of the agenda
 - 9.a Chairman's Feedback from the awards evening at Holbrook Academy
 - 9.b For members to consider Chelpin Projects using Pin Mill Common for an event for VE Day
10. **Recycle Centre:**
 - 10.a To inform the members of November's financial information - supporting paper
 - 10.b To inform the members that Shotley Parish Council are considering supporting the Recycle Centre with a grant of £750.00 for 2020-2021 financial year.
11. **Neighbourhood Plan:**
 - 11.a Cllr Ward to update the members with any progress of the Neighbourhood Plan
12. **SALC Information:**
 - 12.a Training Calendar – Still courses available until March 2019
 - 12.b To inform members that Cllr Bareham will be attending the SALC/BABERGH Area Forum on 02/12/2019
 - 12.c To inform members of the draft meeting notes and meeting notes of SALC's/Babergh Area Forum Meetings
 - 12.d To inform members of SALC's Constitution 2019
 - 12.e To inform the members of SALC's Annual Report 2018-2019
13. **Act of Remembrance 2019 and 2020:**
 - 13.1 To inform Members that Cllr Green's poppy collection at the War memorial raised £42.65
 - 13.2 To inform the members that the poppy collection further raised £260.00 in Chelmondiston and Pin Mill
 - 13.3 To update the members of Cllr Green's feedback from the event
 - 13.4 To update the members of Cllr Roberts Feedback from the event
 - 13.5 For members to consider St Andrew's request for 2020
14. **VE Day and VJ Day 75th Anniversary and War Memorial:**
 - 14.a For members to consider the Parish Clerk being part of the VE/VJ Committee with Shotley Parish Council
 - 14.b For members to consider a Parish Councillor being part of the VE/VJ Committee with Shotley Parish Council
 - 14.c For members to consider a financial contribution to a VE/VJ Event(s)
 - 14.d To inform the members that the May Bank Holiday (Monday 04/05/2020) has been moved to Friday 08/05/2020 to mark the 75th Anniversary of VE Day
 - 14.e To inform the members that the 75th Anniversary of VJ Day will be remembered on the 15/08/2020
 - 14.f For members to consider the cleaning and restoration of the War Memorial
 - 14.g For members to consider obtaining 3 quotes and to obtain 'grant' information for the cleaning and restoration of the War Memorial

15. **Dinghy Park:**
For members to consider costing for removal of non-payment permits of the dinghies
16. **Village Hall:**
16.a For members to consider withdrawing the agreement between the Parish Council and the Village Hall in relation to the annual £2,000.00 grant (Cllr David Cordle)
16.b To inform the members of the communication from the Village Hall
17. **Grants to Award 2020-2021:**
All recommended by the Finance Advisory Group (meeting 23/10/2019)
17.a For members to consider sponsoring the Holbrook Academy Endeavour Award £30.00
17.b For members to consider the grant application of Chelmondiston Playing Field request £3,900.00 recommended £2,900.00
17.c For members to consider the grant application of St Andrew's Church £350.00
17.d For members to consider the grant application of Chelmondiston Good Neighbours Scheme £160.00
18. **Grants to Award 2020-2021:**
All to be discussed
18.a For members to consider 11 charities receiving £40.00 each total £440.00
18.b For members to consider the grant application of Chelmondiston Village Hall £2191.67
18.c For members to consider the grant application of Holbrook Academy £3000.00
19. **Budget 2020-2021:**
19.a To circulate the notes to the members from the Finance Meeting – held on the 23/10/2019
19.b To circulate the overview of the budget 2020-2021 to the members
19.c For members to consider approving the budget recommended by the Finance Advisory Group (if all grants approved and cost centres approved with original precept request) Option A
19.d For members to consider approving the budget with the revised Precept request Option B
20. **Precept 2020-2021:**
20.a For members to Consider Option A request
20.b For members to consider Option B request
21. **Annual Finance Considerations:**
21.a For members to approve SALC as the Internal Auditor 2019-2020
21.b For members to consider approving the Financial Risk Assessment for 2019-2020
21.c For members to consider aligning the Annual Financial Risk Assessment with the commencement of the financial year
21.d For members to consider approving the Statement of Control for 2019-2020
21.e For members to approve the Chairman and RFO to sign the Statement of Control 2019-2020
21.f For members to consider aligning the Statement of Control with the commencement of the financial year
21.g For members to consider approving the Annual Financial Regulations 2019-2020
21.h For members to consider Cllrs Green and Mckinnell as new cheque signatories
22. **Footpaths 2020-2021:**
22.a For members to consider hiring a contractor to maintain Footpaths (budget 2020-2021 Cllr Barwick)
22.b For members to consider obtaining the 3 quotes required for the work on the Footpaths
22.c For members to consider advertising costs for the Footpaths (budget 2020-2021)
23. **Finance and Administration:**
23.a To update the members with the Monthly financial Report for November 2019
23.b To inform the members that the ICO has confirmed that the Parish Clerk is the Data Protection Officer for the Parish Council
23.c For members to consider repairing or replacing the damaged seats at Jubilee Garden (Cllr Roberts)
23.d To inform members that the Snow Clearance Team are in place for Winter
23.e For members to consider Adopting a Red heritage Telephone Box - £1.00 (Pin Mill)
24. **Payments to Consider: December 2019**
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|---|------------------|-----------------|
| DD ICO – Data Protection Annual Payment | | £35.00 |
| A 002213 – Jill Davis - November Expenses £164.78 [£0.92] | CANCELLED | £165.70 |
| B 002214 – Jill Davis - November Salary | | £996.59 |
| C 002215 – Chelmondiston Village Hall – Room Hire | | £100.00 |
| D 002216 – SA Meacock – Monthly Garden Services | | £114.00 |
| E 002217 – Jill Davis – November Expenses £141.38 [£0.92] | | £142.30 |
| | TOTAL | £1553.59 |
- Please note- Cheque 00213 Jill Davis November Expenses will be 'ripped up' at the PC Meeting.**
25. **The Next Parish Council Meeting:**
The next meeting of the Parish Council: Tuesday 7th of January 2020 at 7.30pm in the Village Hall.
26. **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
27. **Employment Matters:**
For members to discuss and consider various employment matters

