

# Chelmondiston Parish Council

Chairman: Cllr Rosie Kirkup

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

An Extraordinary Meeting of **CHELMONDISTON PARISH COUNCIL** will be held IN THE VILLAGE HALL on **TUESDAY THE 20<sup>th</sup> of June 2023 AT 7.00PM.**

All Committee Members are summoned to attend. Parishioners and members of the public are very welcome.

## AGENDA

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are 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. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
5. **Reports:** to receive reports  
5.a County Councillor Report                      5.b District Councillor Report
6. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive  
**To agree councillor roles on committees and liaison (Proposer and Seconder required)**  
6.a For Cllr Kirkup to report on the Annual Village Meeting
7. **Clerk's Report:** Items received after the publication of the agenda or for items needing discussion  
7. Report circulated to members A-F  
7.g A complaint received from a parishioner concerning the lack of frequency of grass cutting in the parish  
7.h A complaint was received from a parishioner concerning highway issues (please see the questions below).  
When are the white lines (and cat's eyes) going to be replaced on the main road in the middle of the village outside the Village Hall, Chinese Takeaway and the Jubilee Garden? It's been several years since the road was resurfaced but, in this part, the lines were never done. The roads around the housing estates are appalling – full of potholes and desperately need resurfacing. When are these due to be done?  
The pavements are also appalling with holes and roots growing up through them. Again, when are these due to be done.  
7.i A request from a parishioner – for the members to consider approving, and applying for a street licence and installation of signs – see paper.  
7.j For members to consider attending the virtual meeting of SALC's AGM on the 19<sup>th</sup> of July.  
7.k A complaint from a resident concerning bridleways 28 and 27 used as a motorcycle track.
8. **Correspondence Report:** Items received after publication of the agenda or for items needing discussion  
8. No items
9. **Recycle Centre:** to inform  
9.a To update the members with the financial information for May 2023  
9.b For members to further discuss funds that are allocated to the Recycling Centre. Requested information from the Chairman attached
10. **Dinghy Park/Pin Mill:**  
10.a For members to consider approving a request to use Pin Mill Common – see paper

- 11. End of Year Accounts 2022-2023:**  
**The parish council to discuss and consider the following:**  
 11.a Review the Internal Audit Template (work involved)  
 11.b Review the Internal Report and Internal Audit Form 2 AGAR  
 11.c For members to consider approving the Bank Rec's (Chelmondiston PC and PKF Littlejohn)  
 11.d For members to consider approving the accounts  
 11.e For members to consider approving the reserves  
 11.f Review of the explanation of Variances  
 11.g Review of the Annual Bank Statements – Treasurer's Account  
 11.h Review of the Annual Bank Statements – Instant Account  
 11.i Review of the AGAR  
 11.j For members to consider approving Section 1 Annual Governance Statement 2022-2023  
 11.k For members to approve for the RFO and Chairman to sign the document  
 11.l For members to consider approving Section 2 Accounting Statements 2022 -2023  
 11.m For members to approve the RFO and Chairman to sign the document  
 11.n For members to consider approving the Annual CIL Report  
 11.o For members to consider approving the Dates for the Notice of Public Rights and Publication – Monday 3<sup>rd</sup> July – Thursday 11<sup>th</sup> of August  
 11.p For members to consider the address for the Notice of Public Rights and Publication  
 11.q To minute that the website, noticeboards and financial documents will all be implemented by the required date of the 30<sup>th</sup> of June 2023.

- 12. Other Matters:**  
 12.a To update members with information from the Clerk's/RFO Vacancy (Parish Clerk)  
 12.b To agree on the handover process from Clerk/RFO to new postholder(s) and/or council.  
 12.c Change of address for the Parish Council – consider approving  
 12.d To agree on measures to reduce speeding through the village  
 12.e To consider improvement to the PC Website and keeping it updated  
 12.f To consider setting up a Facebook page  
 12.g To consider adding/changing/confirming bank signatories  
 12.h To consider adding at least 2 councillors 'view only' access to the bank account  
 12.i For members to consider recognition of service to the former Chairman (Cllr Cordle)

- 13. Finance Matters:**  
 13.a For members to consider approving the Annual SALC subscription of £421.34  
 13.b For members to consider approving the Annual dog/litter bin charge from BDC £971.12 (inc VAT)  
 13.c To inform members that cheque 002615 has been returned to CAF Bank – no reason stated.

- 14. Parish Clerk Matters:**  
 14.a For members to approve the overtime in preparing the end-of-year accounts – 24 hours which were approved in the budget for 2023-2024. Chairman to consider signing the correspondence to SALC.  
 14.b To inform members of Jill Davis's intention to resign. Leaving date 13/08/2023 (formally minute)

**15. Payments to Consider: June 2023**

Number	Payee	Reason	Amount	VAT	Amount
A DD	Government Nest	May 2023 Pension Payment	£94.43		£94.43
B 002623	Chelmondiston Village Hall	Grant – Re-Issue of Cheque	£4000.00		£4000.00
C 002624	Babergh District Council	Annual cost Dog/litter emptying	£809.27	£161.85	£971.12
D 002625	SA Meacock Garden Services	Grass Cutting Pin Mill Common/Village Hall	£206.80		£206.80
E 002626	PJB Garden Maintenance	Invoice 148 Footpaths 1 and 47	£200.00		£200.00
F 002627	PJB Garden Maintenance	Invoice 151 Footpaths 19 and 49	£200.00		£200.00
G 002628	PJB Garden Maintenance	Invoice 149 Footpaths 47, 23 and half of 8	£200.00		£200.00

H 002629	PJB Garden Maintenance	Invoice 150 Footpaths 25,33 and 8 finished	£200.00		£200.00
I 002630	Mrs M Stevens	Refreshments for the Annual Parish Meeting	£15.63		£15.63
J 002631	Suffolk Assn. of Local Councils	Annual Subscription Charge	£421.34		£421.34
K 002632	Suffolk Assn of Local Councils	Introduction to CilCA Training (26/01/2023)	£26.00	£5.20	£31.20
L 002633	Jill Davis	May 2023 Salary	£1254.62		£1254.62
M 002634	Collins Skip Hire	Invoice 222307	£742.00	£148.40	£890.40
O 002635	Jill Davis	June Salary 2023	£1250.82		£1250.82
P 002636	HMRC	Quarter 1 Payment	£568.80		£568.80
Q DD	Government Nest	June 2023 Pension Payment	£94.43		£94.43
		<b>TOTAL:</b>			
			<b>£10,284.14</b>	<b>£315.45</b>	<b>£10,599.59</b>

16.

**The Next Parish Council Meeting:  
Tuesday 4<sup>th</sup> of July 7.30pm in the Village Hall**

*Jill Davis* – Proper Officer

15/06/2023