

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

A Virtual Zoom Meeting of **CHELMONDISTON PARISH COUNCIL** will be held REMOTELY on **Tuesday the 5th of JANUARY 2021 at 7.30pm**. All Parish Councillors are summoned to attend, and all parishioners are welcome to join.

Passcode : 982970

I.D: 865 1719 4142

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 1ST of DECEMBER 2020:**
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. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
8. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
9. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests and considerations** and agree any actions needed:
 - 9.a Planning Committee
 - 9.b Village Hall
 - 9.c Playing Field
 - 9.d Village Amenities
 - 9.e Pin Mill Multi-Agency
 - 9.f Climate and Ecological Emergency Working Party:
10. **Recycle Centre:** to inform
 - 10.a To update the members with the Financial Information for December 2020
 - 10.b To update the members with the Health and Safety Risk Assessment
11. **Dinghy Park/Pin Mill:**
 - 11.a For members to consider the condition of the sleepers adjacent to the stream (see photo)
12. **Neighbourhood Plan:**
 - 12.a Cllr Bareham to update the members in relation to the progress of the neighbourhood plan
 - 12.b For members to consider the N/P Payment to Kirkwells Limited £4116.00
 - 12.c To inform members that the extra grant for £1208.00 has been approved
 - 12.d To inform members that an Extraordinary Meeting has been called by the Chairman for the 19th of January 2021. The meeting is to consider the final versions of the documents before being submitted to BDC Planning.
13. **Covid - 19: UPDATE**
 - 13.a For members to approve the monthly Covid – 19 expenditure £201.80
 - 13.b To update the members with the Covid – 19 Grant Information
 - 13.c To inform members of the Covid – 19 spend to date £644.54
14. **Finance and Administration:**
 - 14.a To inform members of the ICO Renewal Certificate has been received and expires 06/12/2021
 - 14.b For members to consider the Annual payment to Maytrees IT Services £84.34
 - 14.c To minute that November's Bank Statements have been circulated to members
 - 14.d To inform members that the £750.00 BDC Grant has been received
 - 14.e To inform members that SALC's Subscription will increase by 3% £423.36
 - 14.f To inform members that SALC's Internal Auditing charge will increase by £6.00
 - 14.g To inform members that the Dog and Litter Bin Charges for 2021 -2022 will increase by 3% £863.07
 - 14.h For members to consider approving part payment to Booth Tarmacadam £14,107.20
 - 14.i To inform the members that the car park work will be completed sometime in January 2021 (weather permitting)
 - 14.j For members to consider approving the Financial Regulations 2020-2021
 - 14.k For members to consider approving the Financial Risk Assessment 2020 -2021

- 14.l For members to consider approving the Statement on Internal Control 2020 – 2021
 14.m To update members with the financial information for December 2020

15. Payments to Consider: January 2021 Payments

A 002324	Booth Tarmacadam Limited	Surfacing of the car park	£11,756.00	£2,351.20	£14,107.20
B 002325	HMRC	Quarter 3 Payment	£451.64		£451.64
C 002326	Mr Anthony Gould	Maytrees IT Services Annual Charge	£84.34		£84.34
D 002327	Jill Davis	December Salary 2020	£1055.60		£1055.60
E 002328	Kirkwells Limited	Neighbourhood Plan Consultation	£3430.00	£686.00	£4116.00
F 002329	Jill Davis	Covid – 19 Expenses December 2020	£201.80		£201.80
G 002330	Jill Davis	December Expenses 2020	£127.23		£127.23
		TOTAL:	£17,106.61	£3037.20	£20,143.81

16. The Next Parish Council Meeting:

**The next meeting of the Parish Council:
 Tuesday 2nd of February 2021 at 7.30pm Held Remotely.**

Extraordinary Meeting Tuesday 19th January 2021 at 7.30pm held remotely

17. 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

18. Private and Confidential matters:

18.a For members to consider a grant donation to a parishioner.

18.b To update members in relation to the Keep Britain Tidy Awards

Jill Davis Parish Clerk

Dated: 31/12/2020