**CHEDBURGH PARISH COUNCIL**

**AGENDA FOR PARISH COUNCIL MEETING Monday 17th October 2022**

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| **Clerk: Frances Betts** | **Old Apple Farm** |
|  | **The Green** |
| **Tel: 01284 810508** | **Barrow** |
|  | **Suffolk** |
| **Email:Chedburgh-pc@outlook.com** | **IP29 5DT** |

To: Cllr Roberts, Cllr Rickard, Cllr Hill, Cllr Cardy, Cllr Smith

I hereby give notice of an emergency meeting of the Parish Council will be held on Monday 17th October 2022 from 7.30pm in the small hall at the Erskine Centre.

Frances Betts

Clerk to the Parish Council

[Chedburgh-pc@outlook.com](mailto:Chedburgh-pc@outlook.com)

Agenda

1. Welcome by Chair and apologies for absence
2. To receive declarations of interest by Councillors
3. To Approve and Sign the Minutes of the Meetings held on July 2nd 2022 and August 25th 2022
4. Public Participation
5. To receive Chairman’s Report
6. To receive Parish Councillors’ reports
7. Cllr Rickard
8. Cllr Hill
9. Cllr Cardy
10. Cllr Smith
11. To receive County Councillor’s report
12. To receive the District Councillor’s report
13. To receive Financial Officer’s Report
14. Money in
15. To authorise payment of the following invoices:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invoice detail | Details of Payee | Amount £ | Statute Power | BACS or Cheque NO |
| 001 | Clerk/RFO expense  Laptop computer | £502.99 | S112 LGA 1972 |  |
| 002 | Clerk expense McAfee annual subscription | £19.99 | S112 LGA 1972 |  |
| 003 | Clerk expense Microsoft Office one off payment | £119.99 | S112 LGA 1972 |  |
| 004 | Clerk expenses - stationery | £73.74 | S112 LGA 1972 |  |

(NB Clerk has had to use her own personal credit card for these three purchases)

1. Discuss and sign off all bank transactions since the last meeting (self governance)

NB By Virement means a payment not budgeted for (and does not come under a statutory power) but is a necessary expense for the running of the Council.

1. Half yearly account spending
2. Confirmation of Unity Bank’s bank account balance as of end of September 2022.
3. Change of contact details for the bank account
4. Internet banking
5. Clerk’s report
6. Declaration of Interest forms sent to West Suffolk Council
7. AGAR sent to external auditor
8. Need to organise a budget meeting in early November
9. Possible change to meeting dates for the rest of the year.
10. Governance documents inc:
11. GDPR policy
12. Accessibility statement
13. Planning applications help list
14. Purchased a computer for the Clerk (inc Microsoft Office and McAffee security)
15. Benefice magazine – donation sent
16. HMRC contacted to enable PAYE to be set up for Clerk’s salary
17. SALC payroll service set up
18. IOC membership to be agreed on
19. Playing field deeds and land registry
20. Erskine Centre deeds and land registry
21. Suffolk Police Speed Awareness Meeting
22. Fencing between playing ground and The Henry Smith Charity
23. Speeding on A143
24. Quiet Lane and Lorries leaving the sewage works
25. Playground maintenance and removal of white post
26. Wildlife Friendly Chedburgh – tree planting in playing field
27. Potential sale of the Marquis of Cornwall pub

Date of next meeting: Monday November 21st. To be held as the annual budget meeting which is a closed meeting for Councillors only. Clerk to arrange refreshments.