

## **KNODISHALL PARISH COUNCIL**

### **MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON MAY 18<sup>th</sup> 2016**

**PRESENT:** Councillors C Lister – Outgoing Chair, G Baly, J Mayhew, J Pipe, J Read, J Staff, A Wigg, J Kerridge, the Clerk J.O’Hear, SCC Cllr. Smith, 3 Members of the Public

1. **ELECTION OF CHAIR FOR THE ENSUING YEAR** – Councillor Staff was proposed by Cllr. Mayhew, seconded by Cllr. Wigg and duly elected.
2. **APOLOGIES** - Cllr. McHardy, SCDC Cllr.s TJ Haworth-Culf, and Maureen Jones.
3. **DECLARATION OF INTEREST** –None
4. **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR** – Councillor Baly was proposed by Cllr. Wigg, seconded by Cllr. Lister and duly elected.
5. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES** – Unanimous decision that the following representatives should continue as:
  - SALC Representative - Cllr. Lister
  - Village Hall Trustees – Cllr. Wigg
  - Tree Warden – Cllr. Wigg
  - Footpath Warden – Cllr. Staff
  - Flood Officer – Cllr. Staff
  - Allotment Officer – Cllr. Read
  - Commons Officer – Cllr. Wigg
  - Newsletter – Cllr. Pipe
  - Playground & Pond Officer – Cllr. Baly
6. **APPOINTMENT OF RESPONSIBLE FINANCE OFFICER FOR ENSUING YEAR** – Parish Clerk Jane O’Hear duly elected.
7. **MINUTES** – of meeting held on April 16th 2016.  
Proposed by Cllr. Pipe, seconded by Cllr. Lister and agreed by the Parish Council to accept the Minutes of the last meeting.
8. **CLERKS REPORT AND MATTERS ARISING** – The Clerk advised: (i) notification of traffic surveys relating to proposed Sizewell C development being undertaken in the area (ii) 2 enquiries received about responsibility for maintenance of St Andrews Road (advised by Councillors that managed by a residents committee) and (iii) most recent information on the status of clarifying ownership of the Common.
9. **PLANS** - The clerk updated councillors on Transparency Code requirement that all planning decisions to be formally made at either parish council or special meetings.
  - *REF DC/16/1908/PN3-Application for Agricultural Storage in connection with farm holding at Red House Farm, The Green, Knodishall* - refused by all councillors on basis of change of use from a farm building to a storage unit.
10. **ACCOUNTS FOR YEAR END 31/03/2016 AND COMPLETION OF AUDIT** – duly approved and signed.
11. **ADOPTION OF STANDING ORDERS AND FINANCIAL STANDING ORDERS** – proposed by Cllr. Wigg, seconded by Cllr. Lister.
12. **QUEENS BIRTHDAY EVENT** – Lead organiser Cllr. Pipe reported that preparations are on track for a schedule of events to be held in and around the Village Hall and green on Saturday June 11<sup>th</sup> following 2 planning meetings held in April and May. A flyer detailing the schedule is being printed for circulation. Cllr.s Mayhew and Wigg have agreed to liaise over transporting the

erection of any promotional displays. Cllr. Read confirmed that Blowers has agreed to cut the grass on the green 2 or 3 days before the actual day.

- Cllr. Pipe has requested volunteers to help with set up in and around the Village Hall on the evening of Friday 10<sup>th</sup> from 18.30.
- In addition to a grant of £250 made available via Cllr. Smith's Locality Reward to spend on the event, SCDC Haworth-Culf has also organised a second application for £200 from the Enabling Communities Budget. It was agreed that this money could usefully be used towards the purchase of a second bench for the Common to be placed near the pond. The Clerk will contact Ian Flint from Plymouth Brethren to identify the source and cost of their donated bench. Details will be circulated to all councillors.

### **13. MATTERS RAISED BY PARISH COUNCILLORS –**

- Cllr. Read raised the issue of items and signs left on the Village Green by the Butchers Arms pub. It was agreed that this is acceptable providing these items do not obstruct the path and Cllr. Wigg agreed to ask the pub to restrict the volume of items.
- Cllr. Wigg recommended that in view of the concern raised by Knodishall Methodist Church about the fixed bollard placed in the centre of the pathway to the Hall, it should be hinged so that it could be taken down when required. He reported that Matthew Ginn from Narural England is meeting him on June 8<sup>th</sup> to assess the path in terms of suitability for any potential surface improvements.
- Cllr. Wigg reported that Cllr. McHardy has informed him that with great regret she is going to resign from the Parish Council for health reasons. Cllr. Lister recommended presentation of flowers and a gift for Cllr. McHardy when she formally leaves.
- Cllr. Baly referred to the unwelcome issues of an unsightly smashed old car left on owners land near the pond and also to the need for more regular grass cutting in this vicinity. The excessive grass growth is creating a wilderness which hinders both the view and reasonable access around the pond. Currently the frequency of grass cutting in this area is restricted by the Environment Agency for preservation of the habitat. Cllr. Baly will contact its representatives to explore the possibility of a compromise which will facilitate more regular cutting.
- Outgoing Chairman Cllr. Lister thanked all councillors for their support during his tenure and offered best wishes to incoming Chairman, Cllr. Staff.
- Cllr. Mayhew reported that repairs to the Play Area are being followed up. He also expressed concern about the overgrown state of the footpath to the church. Cllr. Staff added that the collapsed pavement along Snape Road on the corner of Judith Avenue also need attention. The Clerk will contact the Highways Department and Public Rights of Way at SCC about these matters.

**14. CORRESPONDENCE –** The Clerk shared the contents of a letter from a member of the public who is deeply concerned about the degree of pollarding of trees on the Common. It was agreed that the Clerk would send a reply explaining that pollarding is undertaken on expert professional advice in order to preserve trees which otherwise would be unlikely to survive.

**15. FINANCIAL -** The Clerk had prepared a copy of the Financial Statement relating to due payments. This was proposed by Cllr. Baly and seconded by Cllr. Wigg. The Parish Council agreed to pay the following:

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| • DD Hall Hire                         | £17.00  |
| • H Mayhew Wages                       | £172.80 |
| • J O'Hear Wages                       | £223.86 |
| • Knodishall Brownies                  | £35.00  |
| • Mrs J Pipe – LitterPick refreshments | £10.57  |
| • SALC subscription                    | £320.00 |

Cllr. Lister informed the meeting that Barclays Bank is expected to complete the mandate change process so that the Clerk will have proper access to the bank account statements within the next week

**16. REPORTS FROM WARD COUNCILLORS** - SCC Cllr. Richard Smith thanked outgoing Chair Cllr. Lister for his considerable contribution to the parish council and Knodishall and welcomed incoming Chair Cllr. Staff. He expressed his sadness at the impending retirement of Cllr. McHardy. In his report, he outlined his recent activities in relation to Knodishall, including his very positive recent visits to Coldfair Green Primary School and Alde Valley School, where he met both recently appointed heads. He advised the East Anglian devolution process is fluid and ongoing and also that 500 klm of Suffolk road is being resurfaced this year. The Clerk reported that the SCDC report was available on request.

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The meeting was closed at 8.50 pm and the Chairman invited members of the public to speak but nothing was raised

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