

**KNODISHALL PARISH COUNCIL**  
**MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON May 17<sup>th</sup> 2017**

**PRESENT:** Councillors G. Baly, E. Hayward, J. Mayhew, J. Pipe J. Read, A Wigg, The Clerk J.O'Hear. SCC Cllr. Russ Rainger and SCDC Cllr. Maureen Jones

1. **ELECTION OF CHAIR FOR ENSUING YEAR** – Cllr Staff proposed by Cllr Baly, seconded by Cllr Wigg and unanimously elected
2. **APOLOGIES** – Cllrs. Lister and Staff, SCDC Cllr. TJ Haworth-Culf
3. **DECLARATION OF INTEREST** – None
4. **ELECTION OF VICE CHAIR FOR ENSUING YEAR** – Cllr Baly proposed by Cllr Mayhew, seconded by Cllr Wigg and unanimously elected
5. **APPOINTMENT OF KPC COMMUNITY REPRESENTATIVES** – Unanimously approved and duly proposed by Cllr Hayward, seconded by Cllr Wigg

SALC	Cllr Lister
Village Hall Trustees	Cllr Wigg
War Memorial	Cllr Mayhew
Common Management	Cllr Wigg
Common Fire Watch	Cllr Hayward
Play Area & Pond	Cllr Baly
Tree Warden	Cllr Wigg
Footpath Warden	Cllr Staff
Floods/Emergencies	Cllr Staff
Allotments	Cllr Read
Newsletter	Cllr Pipe

6. **APPOINTMENT OF RESPONSIBLE FINANCE OFFICER 2017/18** – Parish Clerk, Jane O'Hear, unanimously approved and duly appointed
7. **MINUTES** – of meeting held on April 19<sup>th</sup> 2017.  
April minutes proposed by Cllr. Hayward, seconded by Cllr. Read and thus agreed by the Parish Council to accept the Minutes of the last meeting
8. **CLERKS REPORT**
  - Following resignation of Cllr Smith on April 29<sup>th</sup>, the Clerk duly notified the Electoral Office – recent increased number of elections means there is a delay in sending KPC the appropriate election period notification document
  - In relation to the application for ECB grant support, a declaration of need statement for additional dog bins in Knodishall has been sent to SCDC as requested by Cllr Haworth-Culf
  - Blowers has submitted a formal quote for community grass cutting - £250 plus VAT per cut – normally this is about 4/5 cuts per year
  - Recent increase in fly tipping has been reported via the relevant online SCDC/Waveney website link (ref:AF184138). The Clerk advised that it is important to supply full location details when submitting these reports
  - SCDC Cabinet Member for Housing, Richard Kerry, is following up with Environmental Health about the unacceptable external overgrowth around the property at 9 Hillcrest
  - In relation to the concrete hard standing at Sparrow Cottage a request for referral to the Planning Committee at SCDC was submitted on March 16<sup>th</sup> 2017
  - The Annual SCDC Report (25 pages) has been received and is posted on the KPC website News page Ward report section

- Local council relevant details of the Neighbourhood Planning Act 2017 have been circulated by SALC and duly posted on the KPC website

**9. PLANS** – None submitted

**10. APPROVAL OF ACCOUNTS FOR YEAR END 31/03/2017 AND COMPLETION OF INTERNAL AUDIT** – duly approved and signed by meeting Chair and RFO

**11. ADOPTION OF STANDING ORDERS AND FINANCIAL STANDING ORDERS** – proposed by Cllr Wigg, seconded by Cllr Pipe

**12. COMMUNITY DEFIBRILLATOR CABINET** – The Clerk advised that for logistic reasons the new defibrillator needed to be positioned at the front of Crisps Paramount garage and therefore it was necessary to purchase an appropriate protective and lockable cabinet. Cllr Staff and the Clerk had researched this and identified an AED Outdoor Heated Cabinet with Lock costing £490.19 (inc. VAT) as being the most appropriate model. The purchase was thus proposed by Cllr Hayward and seconded by Cllr Mayhew. It was agreed that the Clerk would notify Crisps Paramount plus seek potential retrospective grant contributions towards this cost. Cllr Pipe said she would book the Village hall for up to 2 open weekend community sessions of CPR/defibrillator training videos and practice materials in July and also liaise with the East of England Ambulance Service training officer about his potential attendance.

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

- Cllr Mayhew reported that the recent delivery of chippings for the Play Area have been successfully laid but in order to comply with public play area regulations, it is clear a repeat order is needed to cover the entire ground area. This was therefore proposed by Cllr Wigg and seconded by Cllr Baly. Cllr Pipe recommended killing the weeds first. Cllr Wigg said he would explore whether Community Payback would be able to help with both this, grass cutting around the village pond and also possibly repairs to the river bridge
- After inspecting the War Memorial, Cllr Mayhew confirmed that it is in excellent condition and therefore only needs cleaning. Unfortunately The War Memorial Trust only approves grants for structural repairs and improvements
- Cllr Pipe confirmed that she would initiate a community Litterpick for July 29<sup>th</sup> and Cllr Hayward suggested focusing on the recent fire area on the Common. Cllr Pipe will promote the Litterpick in the June Newsletter and also notify SCNorse about equipment and £20.00 payment on completion
- Cllr Read again raised the continuing unsatisfactory condition of the road and garage areas of Hillcrest, plus recently blocked drains and broken paving stones. In view of the complete lack of response to successive complaints made by KPC to Flagship, SCC Cllr Rainger said he would look into this once the formal processes of confirmation of the newly elected council and Cabinet appointments are completed in the next two weeks
- Cllr Pipe requested all contributions to the forthcoming Newsletter are received by June 7<sup>th</sup> and also asked the Clerk to send an official letter of thanks to Cllr Smith for his contributions while in office
- Cllr Baly asked the Clerk to write to Mrs T. Fisher, Landlady at the Butchers Arms, about the increasing complaints received by KP Councillors concerning the number of pub-related signs being put up on the neighbouring pavements, Green and also public carpark. These need to be removed as they are potentially

hazardous to both pedestrians and people parking

**14. CORRESPONDENCE** – The Clerk shared 4 items:

- Notification of the 2017 Good Councillors guide (The Clerk will order 2 copies to be shared by all councillors)
- Thank you note from Knodishall Brownies for the 2016-17 KPC donations totaling £100
- Receipt of a Judith Avenue traffic survey conducted by two Year 4 students from Coldfair Green School plus a request to maintain and promote 20mph traffic controls in the school area. The Clerk had sent a headed letter reply.
- Request for a grant donation by the Disability Advice Service. The Clerk will keep on file for review prior to 2018 137 payments.

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

• DD - Hall Hire	£17.00
• H Mayhew -Wages	£180.00
• J O’Hear - Wages	£477.20
• Material Change - Play Area ground chips	£453.00 (VAT 75.50)
• Whites of East Anglia – Printer ink & stationery	£97.10 (VAT 16.18)
• Knodishall Brownies - Donation	£35.00
• Leiston Press - Newsletter	£85.00
• SALC – Annual subscription	£330.69
• Ensors No 2 Acc – PAYE administration	£59.40 (VAT 9.90)
• J O’Hear – For card payment defibrillator cabinet & key	£490.14 (VAT 91.65 )

The meeting was closed by the Chair at 08.45 pm and members of the public were invited to speak

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**Reports from Ward Councillors**

*SCDC Cllr Maureen Jones* – Confirmed delivery of the Annual Report and in view of its length highlighted 2 issues in particular for the meeting: (i)The warning from Suffolk Trading Standards to the public to be wary of unsolicited doorstep sellers of hardware etc. If approached, people should decline any offers and notify the police and Trading Standards; (ii) The extremely disturbing and dangerous Blue Whale Game circulation on social media and aimed at the young and vulnerable in order to promote self-harming and ultimately suicide. Cllr Jones also thanked KPC Cllrs for their ongoing hard work.

*SCC Cllr Russ Rainger* – Following the recent election, SCC is in the process of induction, role appointments and budget confirmation which should be completed next week.

**Members of the Public wishing to speak:**

Mr Kelvin Sheppard reported that following advice from KPC in 2016 and The Common Land Casework Team at the Planning Inspectorate, he is still pursuing planning permission relating to creating a suitable driveway across a small strip of Common land to facilitate essential access to Snape Road from his property in Birches Close. Mr Sheppard will keep KPC fully informed and supplied with all necessary documentation.

