

KNODISHALL PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON NOVEMBER 15th 2017

PRESENT: Councillors J. Staff (Chair), G.Baly, N. Black, E. Hayward, C. Lister, J. Mayhew, J. Pipe, J. Read, A Wigg, The Clerk J.O’Hear, SCC Cllr. Rainger, SCDC Cllr M. Jones (until 07.45 pm)

Report from SCDC Ward Councillors

Cllr. Jones highlighted the following key issues

- Women in Wheels event postponed until 2018
- Recent canvassing of householders regarding the electoral role: Very important to check ID is genuine
- Important to respond in writing by December 9th 2017 to Scottish Power about the proposed siting of more windfarms and substations by 2025
- Parish Councils should make use of the new East Suffolk Exemplar Grant which can award up to £10,000 – this is in addition to the more modest Locality Enabling Grant which is continuing.

The Clerk advised that a copy of the full report was posted on the Newsletter section of the website News page.

The PC meeting commenced at 07:40pm

1. **APOLOGIES** – SCDC Cllr. TJ Haworth-Culf
2. **DECLARATIONS OF INTEREST** – None
3. **MINUTES** – Approval of minutes of Parish Council Meeting held 18th October, 2017. Proposed by Cllr. Wigg, seconded by Cllr. Baly and thus agreed by the Parish Council to accept the Minutes of the last meeting
4. **CLERKS REPORT**
 - Letters re anti-social parking sent to resident
 - Road planings for village carpark areas ordered and delivered
 - 2 requests for March parish council donations received (Leiston Library and Leiston CAB)
 - East Suffolk Merger (of Waveney and Suffolk Coastal consultation period continuing until January 8th 2018 prior to being signed off by the Secretary of State for Communities and Local Government, Sajid Javid.
 - Relevant document confirming KPC’s management authority for Knodishall Common located within East Suffolk archive and confirmed. Clerk, Chairman and East Suffolk Communities Manager, Richard Best to meet on January 9th 2018 to process and sign
 - 2017/18 KPC Risk Assessment duly updated and confirmed
 - No response from MP regarding increasingly inadequate Highways flood prevention and response management received to date
 - Joanna Young, Stakeholder Manager, Scottish Power Renewals will attend KPC December meeting in order to brief Councillors on required local substation siting options in Leiston, Aldringham and Knodishall area. Clerk has requested should be limited to 20 minutes following completion of the Agenda
 - Clerk to attend Data Protection Bill Briefing Seminar at SALC on 20/11/2017 to learn how implementation in May 2018 will impact KPC
5. **PLANS**

No objections raised for circulated Planning Application: DC/17/4461/ARM relating to 2 storey side extension at 45 Leiston Road, Knodishall IP17 1UQ
6. **2018 KPC MEETINGS**
 - Councillors agreed that moving the meeting venue from the Methodist Hall to the

- Mission Rooms from January 2018 would be more cost effective at £5.00 per hour. With the exception of the January 2018 meeting on the 9th, the meeting day of the week will therefore change to the third Tuesday instead of Wednesday. This was duly proposed by Cllr. Lister and seconded by Cllr. Hayward. The Clerk to notify the Mission Rooms booking co-ordinator and arrange access plus inform and thank the Methodist Church Council Secretary
- In response to a query from the Methodist Church Council Secretary about planting grass seed on the Methodist Hall trackway, the Clerk will advise that in order to facilitate regeneration, this will be undertaken next spring.

7. PLAY AREA IMPROVEMENTS

- 1) Cllr. Staff reported that he and Cllr. Mayhew had followed up on the necessary repairs highlighted in the recent RoSPA annual inspection report and new posts needed to be purchased from Nelson Potter at an estimated cost of c £160. Community Payback support workers would be helpful and Cllr Black agreed to follow up on arranging this.
- 2) Cllr Staff and Cllr. Hayward had identified an appropriate new climbing frame costing £6750. It was agreed to start fundraising for this and the Clerk and Cllr Staff will complete an appropriate SCDC grant application

8. MATTERS RAISED BY PARISH COUNCILLORS

- Cllr Wigg said weekend volunteers would be laying the new plantings in the carparks and that he would organise the required roadside telegraph poles to deter anti-social parking. Cllr. Staff will assist
- Cllr Staff requested contributions to the Winter Newsletter plus feedback on whether the publication should continue as contributions have declined. It was agreed to agenda this for the December meeting
- Cllr Wigg said he would confirm the annual Common inspection by Susan Stone from Suffolk Wildlife. Cllr Black agreed to contact Community Payback to arrange support workers for the annual winter clearance work. The Clerk will arrange a porterloo from January 1st to March 31st
- Cllr. Hayward said she was informed by Coldfair Green Head that no speedbumps were in prospect for the school entrance area of Judith Avenue
- Cllr. Read reported that he had noticed seven small oak trees on the Common needed trimming and was advised by Cllr. Wigg that they would need to be removed as prohibited on the Common
- Cllr. Baly said he had conducted a straw poll about installing a mini-football pitch on the Common and the result was very popular. He also stressed that both the potential local housing developments plus two substations would have a big impact on the Knodishall village environment

9. CORRESPONDENCE – The Clerk shared:

- 1) Suffolk Coast and Heaths Autumn/Winter Newsletter
- 2) Barclays Change Of Business Customer Agreement
- 3) Planning Direct flyer re Neighbourhood planning support

10. FINANCIAL – The Clerk presented a copy of the Financial Statement relating to due payments. This was proposed by Cllr. Wigg and seconded by Cllr. Hayward The Parish Council agreed to pay the following:

• DD - Hall Hire	£17.00
• H Mayhew -Wages	£180.00
• J O'Hear - Wages	£442.00
• HG Crisp (Whites of EA) – Office supplies (VAT £9.30)	£55.79
• Steve Lumley Planing Ltd – Planings (VAT £74.00)	£444.00
• Michael Easy – Footpath cutting	£65.00
• Ensors No 2 Acc – Payroll Q to Oct 05 (VAT £10.20)	£61.20
• Leiston Press – Summer Newsletter	£85.00
• RRBL Poppy Appeal	£17.00

TOTAL	£1366.99

11. ANNUAL PAY REVIEW

The Clerk reminded the meeting that the role of Clerks should include a minimum home worker allowance of minimum £18.00 per month, and this had been overlooked in previous years. Cllr. Baly recommended a payment of £25.00 per month commencing 2018/19 and this was proposed by Cllr. Lister and seconded by Cllr. Hayward

12. PRECEPT 2018/19

As RFO. the Clerk had prepared and circulated a draft budget for review recommending an overall increase of 9.3% from £14,052.14 to £15,359. This increase was deemed broadly acceptable with some adjustments, including increasing the budget for the Play Area and Parish Maintenance categories and significantly reducing administrative costs via the Clerk purchasing ink cartridges online and then claiming back the cost. The Clerk will amend the budget plan to incorporate the changes ahead of a final review at the December meeting. The Clerk will also incorporate the likely financial impact of the impending Data Protection Bill following her attendance at the relevant SALC seminar.

The meeting was closed by the Chair at 09.15 pm with no members of the public wishing to speak.

SCC Cllr. Rainger urged KPC to make use of the SCC Locality Budget.

