

**KNODISHALL PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING MAY 15th 2018
DRAFT MINUTES**

PRESENT: Cllr Staff – Chair, Cllr. Black, Cllr Hayward, Cllr. Pipe, Cllr. Read, Cllr. Wigg,
The Clerk
SCDC Cllr. Haworth-Culf

1. **ELECTION OF CHAIR FOR ENSUING YEAR** – Cllr. Staff re-elected unanimously and duly proposed by Cllr. Mayhew and seconded by Cllr. Read
2. **APOLOGIES** received from Cllrs. Baly and Lister, SCC Cllr. Rainger & SCDC Jones
3. **DECLARATION OF INTERESTS** – None submitted
4. **ELECTION OF VICE CHAIR FOR 2018-19** - Cllr. Baly was unanimously re-elected, proposed by Cllr Mayhew and seconded by Cllr. Wigg

5. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

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| SALC | Cllr Staff |
| Village Hall Trustees | Cllr Wigg |
| War Memorial | Cllr Mayhew |
| Common Management | Cllrs Black and 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 FOR 2018-19** – The Clerk, Jane O’Hear unanimously appointed and proposed by Cllr. Staff, seconded by Cllr. Pipe
7. **MINUTES** of the Short Meeting held on April 19thth 2018, proposed by Cllr. Wigg, seconded by Cllr. Hayward and agreed by the Parish Council to accept the minutes as a true record and these were signed by the Chairman.

8. CLERK REPORT AND MATTERS ARISING

- Natural England is currently conducting a review of Wildflower growth on the Common and will send KPC a full report in October 2018
- The next village review meeting about the location and impact of the impending new wind farm installations is Tuesday 22nd May in the MR Hall. SPR will present to the meeting and local residents are being encouraged to attend
- Details of two public presentations on the Electoral Review of Ward Boundaries are scheduled on 21/06/18 at Riverside in Lowestoft (6-8pm) and 22/06/18 at East Suffolk House, Melton (5-7pm). Further information will be circulated nearer the time

- Ensors has created a client portal for all payroll customers and the Clerk has registered KPC for access
- KPC's DPO audit can now be booked for the requisite data protection audit and the Clerk will follow up on arrangements for this following completion of the annual return submission
- The Clerk has contacted Came and Co in order to update the KPC insurance so that the new play area equipment is covered. This will result in an increased premium of £807.14 (increase of £96.32) but payment will not be required until the policy renewal in October
- The local auditor recommended updating the KPC risk assessment so that it is more appropriately comprehensive. The Clerk and Chair will complete this over the next two months
- The Clerk completed and submitted the required SCDC post installation monitoring form for the ECB grant funded purchase of a community bench to commemorate the Queen's 90th Birthday in 2016.

9. PLANS – None submitted

10. APPROVAL OF ACCOUNTS FOR YEAR END 31/03/2018 FOR SUBMISSION TO EXTERNAL AUDITOR –Submitted by the RFO, unanimously approved and duly signed by the Chair and RFO

11. ADOPTION OF STANDING ORDERS AND FINANCIAL STANDING ORDERS FOR 2018-19 - Duly proposed by Cllr Pipe, seconded by Cllr. Hayward and adopted by KPC

12. MATTERS RAISED BY PARISH COUNCILLORS

- Cllr Read (1) thanked Richard Hayward for installing the new posts on Post Office Road and (2) in view of the cost of community grass cutting, suggested it is important for the PC to monitor frequency in terms of real need. Cllr Black reminded the meeting that Community Payback workers were going to try and cut the grass around the Pond but this may turn out not to be feasible without larger scale cutting equipment. Cllr Pipe agreed worth trying to moderate the cost of village grass cutting but said that it was extremely important to consider any potential risk to non-professionals undertaking grass cutting
- Cllr. Black suggested using the new CIL funding for increasingly urgent Play Area repairs and Cllr Wigg agreed that it was important to assess the real cost of this. Cllr Staff advised the meeting that Play Area maintenance would be an agenda item at the June meeting. Cllr Pipe also suggested increased local residents might make support use of CIL funding for improving local carparks
- Cllr. Pipe said that in view of the shortage on public meeting space in Knodishall, registering the Mission Rooms Hall as a public amenity would be advisable. SCDC Cllr. Haworth-Culf said she would arrange for SCDC to contact KPC about this
- For the Saturday August 11th Fun Day, Cllr. Hayward recommended cost effective to accept the offer of the Butchers Arms pub to organise food plus musical/disco entertainment. In return 50% of the income would be donated to Motor Neuron research. The Parish Council would manage the stalls and this arrangement had worked well on other occasions. All councillors supported this arrangement.

- Cllr. Staff reported: 1) he attended the recent Alde Valley parishes meeting to address the increasing risk of local coastal flooding. This will impact various local communities, including Knodishall, despite them being further away from the coast. There was some discussion about the viability of increasing local council tax by £50 in order to bolster improved flood prevention. 2) Friston PC has formed a working group to assess the impact of the proposed new windfarm infrastructure. The Friston Chair has expressed interest in liaising with JS/KPC on this second urgent community issue

13. CORRESPONDENCE – None submitted

14. FINANCIAL

- KPC has received £7992.78 as its share of the new Community Infrastructure Levy (CIL). This is a new way in which SCDC collects financial contributions from developers to help pay for new and improved local infrastructure. The fund must only be used only for open space, school places, cycle and pedestrian routes, strategic transport infrastructure and community facilities. KPC will have to produce an annual report which details the amount of CIL received and spent. This must be published and sent to SCDC by 31st December following the reported financial year. Any funds *not* spent within 5 years must either be handed back to SCDC or the amount will be deducted from future CIL payments. Similarly any unwanted funding and/or spend on inappropriate items must be handed back to SCDC.

The Clerk/RFO submitted the following payments for approval

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| Knodishall Brownies donation | £40.00 |
| Clerk - Postage stamps | £10.98 |
| HG Crisp - Printer ink (VAT £6.67) | £39.99 |
| Clerk - Adobe annual subscription (VAT £11.30) | £67.78 |
| SALC annual subscription | £340.06 |
| Ensors No 2 Account - Payroll (VAT £10.20) | £61.20 |
| Huck Tek No 2 Account (VAT £3313.20) | £19,879.20 * |
| Cleaner (Salary) | £185.72 |
| Clerk (Salary) | £431.80 |
| Shaun Wright Tree Services | £125.00 |
| | £21,181.73 |

*April cheque to this payee cancelled due to incorrect payee details

Proposed by Cllr Hayward seconded by Cllr Wigg and duly approved

The meeting closed at 9.00pm and members of the public were invited to participate

Having submitted the monthly SCDC Ward report to KPC ahead of the meeting, Councillor Haworth-Culf reminded KPC to continue asking for support and information as needed and in particular to keep monitoring available SCDC grant potential for key village projects

