

**KNODISHALL PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON FEBRUARY 20th 2018**

**PRESENT:** Councillors J. Staff (Chair), G.Baly, N. Black, E. Hayward, J. Pipe, J. Read, A. Wigg  
The Clerk J.O'Hear

- 3 members of the public

Prior to the meeting, Richard Hall (RH) and Alexander Ogilvie (AO) from the Ogilvie Trust gave an informal briefing about the inclusion in the Local Plan of potential housing development (including affordable housing) on the current site of the Knodishall allotments. The Local Plan process means any allotment relocation is very unlikely to happen for at least 3 years and AO is keen to move the allotments to a suitably adapted open space closer to the nearby pylons. If necessary trees and foliage will be planted to facilitate more seclusion. Following some discussion, it was agreed that RH and AO will keep in touch with KPC and return for future discussions as required.

The PC meeting commenced at 7.55pm

1. **APOLOGIES** - Councillors C Lister and J Mayhew, SCC R. Rainger, SCDC Cllrs. TJ Haworth-Culf and M.Jones
2. **DECLARATIONS OF INTEREST** – None
3. **MINUTES** – Approval of minutes of Parish Council Meeting held 9<sup>h</sup> January, 2018.  
Proposed by Cllr. Wigg, seconded by Cllr.Hayward and thus agreed by the Parish Council to accept the Minutes of the last meeting
4. **CLERKS REPORT**
  - Notification from Leiston Town Clerk of the next local meeting about the impending Scottish Power Wind Farm local substation site. It will be held on Thursday March 15<sup>th</sup> at 14.30 in Leiston Community Centre and Aldringham and Knodishall residents are welcome to attend
  - Suffolk Coastal and Waveney District Council is in the process of upgrading the Register of Interests website. Any completed new forms should be sent to [web@eastssuffolk.gov](mailto:web@eastssuffolk.gov)  
Currently send completed Clerk contact details to [democratic.services.scdc@eastssuffolk.gov](mailto:democratic.services.scdc@eastssuffolk.gov) and deletions/additions to Council Membership to [elections.scdc@eastssuffolk.gov](mailto:elections.scdc@eastssuffolk.gov)
  - Suffolk Highways is looking to develop its Community Self Help offer and is inviting responses to the proposed scheme from town and parish councillors via [www.surveymonkey.co.uk/r/SuffolkHighwaysCommunitySelfHelp](http://www.surveymonkey.co.uk/r/SuffolkHighwaysCommunitySelfHelp)
  - Susan Stone from Suffolk Wildlife Trust is writing an article about the successful Natural England approved Common maintenance programme administered by KPC and led by Cllrs Wigg and Black. She would like to include spring/summer photos of the Common which should be sent to [susan.stone@suffolkwildlifetrust.org](mailto:susan.stone@suffolkwildlifetrust.org)
  - Following 3 separate grant applications submitted last December for the purchase and installation of 2 new age- appropriate climbing frames for the Play Area, the Clerk has received approval confirmations of all applications from SCDC. The Clerk is in the process of completing the acceptance forms and will also confirm the order with supplier Huck Tec. Going forward, Cllrs. Staff, Mayhew and Read will liaise with the supplier about delivery and installation as well as organizing the weather-delayed, required fencing repairs and existing equipment maintenance
  - Cllr. Lister has submitted a list of village road locations which despite being reported online by various Knodishall residents and councillors still need urgent repair and ongoing maintenance from Highways. He would like the Clerk to forward the list on behalf of KPC to SCC Cllr Rainger and local MP Therese Coffey.
5. **PLANS** – Planning Application reference DC/18/0201/FUL for demolition of existing cottage and erection of one new dwelling at Land to Rear of Forge Cottage, Mill Road, Knodishall. n

This was duly approved by all councilors. Cllr. Pipe also added that where possible, in the interests of maintaining local heritage, the few remaining old buildings in the village should be preserved and upgraded

## **6. DATA PROTECTION COMPLIANCE**

The Clerk shared details of the templates of KPC Data Protection notices and forms she has created ahead of May 2018. These will need to be sent to any contractors and allotment holders whose names and contact details are stored in the KPC file system. It will also be necessary to include a suitable email template statement once the dedicated KPC email address is set up.

The Clerk and Cllr. Staff jointly costed suitable suppliers of the requisite KPC hard (laptop) and software products plus the secure storage cabinets. All of these items will be purchased on behalf of KPC and located in the home of the Clerk. c £800 is the estimated total cost and it was agreed that the Clerk and Cllr. Staff should organise the purchase and where a cheque payment was not possible, they would pay and then claim back the cost.

In the interests of supporting local suppliers it was agreed to purchase the laptop, software and set up service from Acecom Solutions in Leiston. This was duly proposed by Cllr. Staff and seconded by Cllr. Baly.

## **7. KNODISHALLSUMMER FUN DAY**

On the basis that both need more financial support, Cllr Hayward suggested a Fun Day should be held to raise much needed funds for maintenance of both the Village Hall and Play Area. This was proposed by Cllr. Staff and seconded by Cllr. Pipe. Various event dates were discussed, with end of June the most popular. Cllrs. Wigg and Hayward agreed to research/identify the best date which would be an agenda item for approval at the March KPC meeting, along with a fuller discussion about event content.

## **8. MATTERS RAISED BY PARISH COUNCILLORS**

- Cllr. Pipe said that she would organise a Litterpick in March and would select a suitable date and contact SC Norse to organise the equipment
- In response to a query from Cllr. Pipe, Cllrs. Staff and Wigg advised that they were waiting for the weather to improve before carrying out further maintenance along the river path – currently it is too wet
- Cllrs Wigg and Staff said a public thank you to all the various winter volunteer helpers around the river and Common

## **9 CORRESPONDENCE - None**

## **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:

- |                                    |                                  |
|------------------------------------|----------------------------------|
| • Wages                            | £180.00 and £442                 |
| • Meeting Room Hire Jan-March 2018 | £46.00 (Incs £10 annual heating) |
| • Payroll Management (Quarterly)   | £61.20 (VAT £10.20)              |
| • Outdoor Toilet Hire              | £86.40                           |

**Total: £815.60**

*The meeting was closed by the Chair at 9.00 pm with no members of the public wishing to speak.*



