

KNODISHALL PARISH COUNCIL (KPC)
MINUTES OF PARISH COUNCIL MEETING HELD ON MARCH 20th 2018

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

- SCC Russ Rainger (RR) was present from 8.10pm.

The KPC meeting commenced at 7.30pm

1. **APOLOGIES** - SCDC Cllrs. TJ Haworth-Culf and M. Jones
2. **DECLARATIONS OF INTEREST** – None
3. **MINUTES** – Approval of minutes of the KPC Meeting held on 20th February, 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**
 - As requested the Clerk had shared copies of the letter submitted to RR outlining various examples of ongoing poor road, sign and streetlight maintenance in Knodishall. Any actual repairs were substandard and therefore short-lived and SCC needed to address and fix this lack of proper care. To date a reply had not been received.
 - The Clerk had received a) some of the SCDC grants for the purchase of new Play Area equipment plus confirmation of the equipment order from supplier Huck Tec. The equipment is manufactured in Germany and expected to be delivered and installed during late April/May. It was agreed that payment of a 25% deposit would be approved following the April 2018 Parish Meeting.
 - Local resident Jenifer White (JW) had informed the Parish Council about her attempts to a) encourage better preservation of wildflowers on Post Office Green by asking SC Norse to reduce the frequency of mowing the Green and b) asking SCDC to remove the green street lighting from the Green. JW is requesting parish council support for both issues, particularly as SC Norse had suggested the simplest way to protect/foster wildflowers would be if the Parish Council took over grass mowing on the Green. JW said several PO Green residents including herself would be in favour of this arrangement. As this would have budget implications for the Parish Council, it was agreed to review this possibility as an agenda item in June following the next two largely statutory Parish Council meetings.
5. **PLANS** – None submitted
6. **DATA PROTECTION COMPLIANCE – May 2018**
 - The Clerk confirmed order and receipt of the locally purchased KPC laptop and data transfer of all HPC documents. A dedicated parish council email address of knodishallPC@outlook.com is also now in use.
 - Two secure document cabinets have been ordered.
 - The Clerk shared the draft data protection compliance notifications which will now be sent to any individuals whose name, contact details and any personal information are stored by KPC (e.g. employees, allotment holders, regular contractors, local community +groups). It was noted that these documents may need amending as the implications of the May 2018 Act for Parish Councils are still evolving
 - The standard services agreement has been submitted to Local Council Public Advisory Service appointing it as the requisite Data Protection Officer for KPC for 2018-19.
7. **KNODISHALLSUMMER FUN DAY**

Date confirmed as Saturday August 11th and Cllr Wigg has booked the Village Hall for 11th and 12th Aug to facilitate any additional events. The Butcher's Arms will be open and has

agreed to organise music. Activities will be based on those enjoyed at the successful Queen's Birthday celebration in June 2016 and Cllr. Hayward agreed to liaise with other village groups about stalls and individual events etc. Cllr Pipe suggested donations to the Village Hall and Play Area could be encouraged via refreshments and children's events/activities.

8. MATTERS RAISED BY PARISH COUNCILLORS

- Cllr. Pipe has organised the next Litterpick for Saturday April 21st and has ordered bags and gloves etc plus she will organise simple refreshments on behalf of KPC.
- Cllr. Pipe agreed to produce a trial booklet version of the Newsletter for June, costing £53.00
- All councillors agreed on the urgent need to encourage local residents to attend one of the remaining Scottish Power Substation Public Information Days (Thorpness, Aldeburgh and Orford) by circulating the event flyers. A decision is impending about the ultimate location of the impending 3 additional substations (as well as 2 subsequent installations later). RR said a decision about the locations was expected in June and confirmed that local MP Therese Coffey was aware of the strong public concerns about the inevitable impact.
- Cllr. Lister (1) Queried procedure for getting unwanted brown bins removed and was advised to contact SC Norse (2) Thanked Cllrs Wigg and Black for their successful annual winter clearance on the Common (3) Asked when the parking deterrent posts would be installed on Post Office Road? Advised by Cllrs. Hayward and Wigg that the winter weather had delayed the work but it would be completed soon – possibly on the April Litterpick day as suggested by Cllr. Baly.
- Cllr. Read raised the issue of the poor quality pothole filler materials and Cllr. Lister confirmed that a recent public report confirmed the both relatively small number of pothole repairs in Suffolk and the poor quality of materials used, compared poorly with neighbouring counties. RR confirmed that he had raised these issues with SCC Highways. The response confirmed that maintenance was in progress but had been slowed by severe weather conditions as well as budget limitations. The latter constraint meant there is currently a 14 week turnaround timeframe for pothole repairs plus the SDDC work on yellow lines was further delaying pothole work. RR stressed the importance of continuing to report Highways problems.

9 CORRESPONDENCE - None

10. FINANCIAL

The Clerk presented a copy of the Financial Statement relating to due payments. This was proposed by Cllr. Pipe and seconded by Cllr. Baly. The Parish Council agreed to pay the following:

• Wages	£180 & £442
• Data Protection Audit Fee	£300
• Outdoor Toilet Hire	£108 & £81.00 (VAT £31.50)
• Laptop and Secure Office Cabinets	£613.40
• Printer Paper (2 reams)	£13.00 (VAT £2.17) “
• Annual Community Donations	£1100

Total: £ 2837.40

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

