

## KNODISHALL PARISH COUNCIL

### MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON 21ST MAY 2019

**PRESENT:** Councillors J Staff (Chair), G Baly, N Black, E Hayward, J Read, A Wigg and Clerk H Brewell

East Suffolk Council Cllr J Bond and Cllr TJ Haworth-Culf present from 7.45pm

1 member of the public

The meeting commenced at 7.30pm

1. **ELECTION OF CHAIR FOR THE ENSUING YEAR** – Cllr Staff unanimously re-elected and duly proposed by Cllr Baly and seconded by Cllr Hayward.
2. **APOLOGIES** – Cllr J Mayhew and East Suffolk Council Cllr A Cooper.
3. **DECLARATIONS OF INTEREST** – None.
4. **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR** – Cllr Baly was unanimously re-elected and duly proposed by Cllr Hayward and seconded by Cllr Wigg.

#### 5. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

Allotments	Cllr Read
Common Management	Cllrs Black and Wigg
Common Fire Watch	Cllr Hayward
Flood and Emergencies	Cllr Staff
Footpath Warden	Cllr Staff
Play Area and Pond	Cllr Baly
SALC	Cllr Staff
Tree Warden	Cllr Wigg
Village Hall Trustees	Cllr Wigg
War Memorial	Cllr Mayhew

6. **APPOINTMENT OF RESPONSIBLE FINANCE OFFICER FOR 2019/2020** – The Clerk Heather Brewell unanimously appointed and duly proposed by Cllr Read and seconded by Cllr Baly.
7. **MINUTES** – Approval of minutes of the Parish Council Meeting held on 16th April 2019. Proposed by Cllr Wigg and seconded by Cllr Baly and thus agreed by the Parish Council to accept the Minutes of the last meeting.
8. **CLERK'S REPORT AND MATTERS ARISING**
  - 8.1. East Suffolk Council have launched a new online Register of Interests system on which all councillors must register.
  - 8.2. The co-opting of two new councillors for the vacancies after the May election was discussed.
  - 8.3. Following up on April minute item 5.2 – the decision was made not to respond to the ARC Projects email.

8.4. Quotes for repairs to the bus stop – to be discussed at the June meeting.

8.5. Quotes for repairs to the playground fencing – to be discussed at the June meeting.

8.6. Ensors advised a small increase in their payroll services with effect from May 2019. This was approved.

8.7. The Clerk will put the council website address on documents.

8.8. As a Knodishall Newsletter is no longer being produced, councillors will discuss ideas for entries into the Parish Magazine at future council meetings.

**9. PLANS** – None.

**10. APPROVAL OF ACCOUNTS FOR YEAR ENDED 31ST MARCH 2019 AND COMPLETION OF AUDIT**

- The Financial Statement to 31st March 2019 was approved at the April 2019 meeting, minute item 6.1. The internal audit is currently being undertaken and will be ready for the June council meeting.

**11. ADOPTION OF STANDING ORDERS AND FINANCIAL STANDING ORDERS** – Updated Standing Order and Financial Standing Orders adopted by Council.

**12. MATTERS RAISED BY PARISH COUNCILLORS**

12.1. Cllr Wigg to arrange removal of concrete in the playground.

12.2. Cllr Black raised concerns about overgrown hedging impeding view for motorists. The Clerk was requested to write a letter.

12.3. Cllr Baly provided several quote options for goal posts for the playground. The decision was made for the cheaper and smaller ones. Proposed by Cllr Baly and seconded by Cllr Black. Cllr Baly and the Clerk to order.

12.4. Cllr Read raised the issue of grass cutting. Cllr Wigg added docks need spraying. The clerk to arrange.

12.5. Cllr Read raised the issue of the bench on the village green. Cllr Wigg to obtain a quote for the fixings.

**13. CORRESPONDANCE** – Correspondence has been received from Better Broadband for Suffolk. Cllr Haworth-Culf requested a copy.

**14. FINANCIAL**

14.1. An additional cheque signatory for the council bank account is required. Cllr Hayward volunteered to be a signatory. The Clerk and Cllr Staff to contact the bank.

14.2. The April financial statement was agreed. Proposed by Cllr Hayward and seconded by Cllr Read.

The following payments were approved:

Wages	£628.04
Premier Toilet Hire	£243.00
M D Easy – common maintenance	£185.00
J B Alexander – play equipment repair	£210.00
J Alexander – play equipment repair	£440.00
Ensors – payroll service	£63.00
Clerk – admin supplies	£44.08

**15. DATE OF NEXT MEETING** – Tuesday 18th June 2019.

The Parish Council meeting was closed by the Chair at 8.15pm.

- Cllr Cooper submitted the Annual Ward Report prior to the meeting.
- Cllr Haworth-Culf thanked Cllr Jones for her service during the past four years.
- Cllr Bond introduced herself.