

## KNODISHALL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON 8TH OCTOBER 2020 ON ZOOM

**PRESENT:** Councillors E Hayward, J Mayhew, M Smith, J Staff and the Clerk H Brewell  
ESC Cllr J Bond

The meeting commenced at 7.30pm

- 1. ELECTION OF CHAIR** – As KPC had not met for six months due to the COVID-19 lockdown restrictions East Suffolk Council had to re-appoint the councillors, this was done on 1 October 2020 with the exception of G Baly. Cllr Staff offered to continue as Chair, proposed by Cllr Mayhew, seconded by Cllr Smith and unanimously re-elected.
- 2. APOLOGIES** – Cllr Black, Cllr Read, ESC Cllr Cooper and SCC Cllr Rainger.
- 3. DECLARATIONS OF INTEREST** – None
- 4. ELECTION OF VICE CHAIR** – Cllr Mayhew offered to become Vice Chair, proposed by Cllr Smith, seconded by Cllr Hayward and unanimously elected.
- 5. APPOINTMENT OF REPRESENTATIVE FOR PLAY AREA & POND** – Cllr Staff to take on this role.
- 6. MINUTES** – Approval of minutes of the Parish Council Meeting held on 18th February 2020. Proposed by Cllr Mayhew, seconded by Cllr Hayward and thus agreed by the Parish Council to accept the Minutes of the last meeting.
- 7. CLERK'S REPORT ON MATTERS ARISING**
  - 7.1. The play area was re-opened on 17th July 2020 after two COVID-19 risk assessments were carried out by Cllr Staff and the clerk. The cleaner completes a daily checklist for both the play area and the bus shelter.
  - 7.2. An order for replacement fencing for the play area has been placed, and work is expected to be carried out late October / early November.
  - 7.3. Playsafety carried out the annual play area inspection in September. Cllr Staff has the report.
  - 7.4. Planning updates:
    - DC/20/1511/FUL erection of a timber clad cabin in the church graveyard – application withdrawn.
    - DC/20/2489/OUT outline application for use of land for the erection of five dwellings at 6 Burchs Close – permitted.
    - DC/20/2051/FUL construction of replacement dwelling at Forge Cottage, Mill Road – permitted.
  - 7.5. Annual insurance was renewed with Came & Company from 1st October 2020. There is a three year long term agreement in place signed in 2019.

7.6. The 1<sup>st</sup> October allotment rental letters have been sent out.

7.7. The clerk has been in contact with Community Payback regarding assistance on the Common early 2021. Unfortunately, due to COVID-19 restrictions this will not be possible.

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

8.1. Cllr Mayhew raised the issue of improper parking on the Common. The clerk is to write to one resident. Village parking to be reviewed at a future meeting.

8.2. Cllr Staff to review the play area inspection report, and recommend actions.

8.3. Cllr Mayhew asked for a follow up to the 2020 donations. The clerk to update at next meeting.

## **9. CORRESPONDENCE**

9.1. An email has been received regarding the issue of grass cutting on the green in Post Office Road. Future agenda item.

9.2. An email has been received regarding speeding in Snape Road. The clerk has forwarded this concern to the Leiston Safer Neighbourhood team at Suffolk Police.

9.3. A letter has been received from the Knodishall Village Hall Trustees providing an update on the repairs and thanking the KPC for the £5,000 donation.

## **10. FINANCIAL**

10.1. The 2019/2020 financial year end was reviewed and approved. Proposed by Cllr Smith, seconded by Cllr Mayhew and signed by Cllr Staff.

10.2. The April 2020 – September 2020 financial statements were agreed. Proposed by Cllr Hayward and seconded by Cllr Smith.

**11. DATE OF NEXT MEETING** – Tuesday 17th November 2020, either at the Village Hall or on Zoom depending on COVID-19 restrictions.

The Parish Council meeting was closed by the Chair at 7.55pm

ESC Cllr Bond gave an update on the SPR open floor meetings.

The meeting closed at 8pm.